>> Welcome to the Microsoft Office live meeting training. The Basics. This presentation is hosted by APHIS training community the TDB and E. SLS branches of HRD. My name is Mirdza Fernandez and I am a training specialist in the human resources division of MRPBS. If you would like to get credit for today's training, please send an e-mail to TDB at the address tdb_aglearn@aphis.usda.gov

and in the subject line put ILM webinar (introduction to live meeting webinar.)

Our objective for today is to provide basic information on how to access and use Microsoft office live meeting. By the end of this session, you will learn how to participate with a live meeting session, learn the basics about setting up your own meeting using live meeting and know where to find additional resources to help you learn the advanced features.

>> Let's get started with the basics. The first thing we will go over is attending the meeting. In this section we will cover, getting your invitation and entering the meeting, the features of the meeting environment and what you, as a participant, can modify in that environment.

>> Here is a sample invitation that you may receive. The first thing you'll notice is the “join the meeting” link. If you click on that link, it will take you directly to the meeting and you don't have to do anything else. Right below it you will see the audio information and audio can be either computer audio in which case you will need speakers and a microphone or a headset with a microphone. Or, you can do telephone conferencing. In which case they will provide the toll-free number and the participant’s code as well as any other information you may need.

>> The next thing you see here is a “check your system” link. This is for first time users and if you are a APHIS employee you will not need to check your system, because our systems are loaded with everything that we need, the plug-ins we need for Live Meeting. But, if you invite somebody from outside the USDA, they may need to check their systems. This is where they would do that.

>> The next section here is a troubleshooting section. Sometimes if that initial “join the meeting” link doesn't work, you can get the link and the meeting ID down here, so you can get in. And finally, you will see a notice section. This is a disclaimer letting you know that these Microsoft Office live meeting can be recorded. By participating in a live meeting, you are agreeing that your communications may be recorded and may be posted on the web. So be mindful of what you say and write in a live meeting.

>> So let's click “join the meeting”. You will enter the meeting environment and the first thing you'll notice is the bar across the top and the first thing there is the attendees tab. Next you will see the voice and video, the Q&A and the meeting tab. If you scroll all the way over to the right, you will see the voice and video icons, the handout icon and the notes, the feedback icon and finally the help icon.

>> So, we are going to start with the features of the attendees list. In this section, we will cover placing the attendees pane on your screen, checking status icons and using feedback icons. So, the first thing you will do is go to your attendees tab. When you click on that, you notice that a box will appear in the drop-down. In the box there are 6 dots across the top. If you grab that with your mouse and pull it out

you will be able to dock your pane. This goes for all of the panes in Microsoft Office live meeting. You can drag your pain and to click it into place on the left-hand side of your screen. You can also click and the lock it to the right-hand side or to the bottom of your screen. Or you can simply let it float. A floating pane is a window and it is in and of itself a window so it may disappear. You can layer other windows on top of it. Many times, people lose their pain and not realize it's underneath other windows. So just be mindful of that.

>> I prefer to lock it on the left-hand side. -- I prefer to dock it on the left-hand side. You will notice there is one highlighted name. The highlighted name is your name. There are other icons: a telephone icon with a red circle with a slash through it. Meaning it is muted. And if it doesn't have the circle with a slash, that means the person is talking. So unlike a conference call, where you introduce yourself every time you speak as a courtesy, in live meeting it is obvious to everybody who is speaking.

>> The next thing you notice there is a little person icon. That person icon represents the presenter. And that is the person hosting the meeting. There may be more than one. The next thing you see is a green icon. These are your feedback icons. All participants are able to provide feedback to the presenters by going all the way to the right-hand side of their screen and clicking on the feedback. They simply choose one of the icons and that will appear next to their name.

>> Let's go over voice and video. In this section we will cover: setting up and testing your speakers and your headphones. Setting up and testing your microphone. And setting up and testing your camera.

>> So here we are in our meeting and we are going to the voice and video tab. So, if you click on that, and go to your options, all the way on the right-hand side of that box, click on setup audio and video. That will bring up a box to set up your audio and video. The first thing you want to do is test your speakers and when you click the test button you will hear a tone. This will give you an indication that your speakers are working. The tone sound like this.

>> [music] So, I know my speakers are working well. The next thing you will do is test your microphone. And you'll get a bar of green and yellow and red if your microphone is working. So, you simply speak into your microphone and it will give you a visual of whether it is working or not. The next thing we do is click "next".

>> And go to our camera settings. So, you can click on the drop-down menu and select the camera that you want to use (If you have more than one camera.) And then you are finished. So hit the "finish" button and you are all set up. Now, we are back after that original voice and video box. So, if you want to join the audio, you click "join audio". You can adjust the volume of your speakers and the volume of your microphone. And to start your video click on the video icon and click "start my video". You will see your video appear in the corner of the video box. And whatever is being broadcast to the rest of the participants will appear in the larger box. You can see who is in the large box by looking at the bar (with the red arrow). That will give you the name of the person. So if you want to change that to someone else, you would simply drop-down menu and click on someone else. So we are going to pick the APHIS AgLearn administrator. Now he appears in the big video box. It's really simple to use.

>> Okay let's move on. Now let's look at the Q&A section. In this section, we will cover : opening the Q&A window, how to ask questions and other helpful features. Here we are at the Q&A tab. Iif we click on that the Q&A window will pop up. We can click and drag that out and snap into place. And, once you type a question in the box, you can click “ask” and you'll notice your window will turn blue. Now, you will have icons that appear. One is a raised hand icon and one is and “edit” and one is the delete icon.

>> Also, you will notice in the Q&A the toolbar at the top. The Q&A now has a “1” next to it indicating that there is one question in the Q&A. Your presenter will respond and once that is done your answer will appear in the bottom half of that window. Now another question “can others see my questions?” You might want to ask?

>> So click on ask. But if you want to edit that question, you can click edit and say, “can others see my question or is it private? “

>> And ask that question. Now, you notice there are 2 questions and 2 answers. The answer to that question is: “Only the presenter can see your question. However, presenters can reply to you privately or they can reply to all.” If you want a private response, make sure you indicate that in your question.

There are a few other features we will go over and in this section we will cover: the meeting details and how to download handouts and accessing the notes section.

Next to the Q&A tab we have a meeting tab.

>> If you click on that and dock it, you will see there is important information here. You have the time and date of the meeting, and the location, the URL which is especially helpful if you want to pass the URL on to someone else who would like to join. And there are the call in details in case you get disconnected.

>> The next thing I want to cover is the handout section. If you click on that, you will get a window that pops up and these are the handouts and other files that your presenter may want to share with you. To download it, simply click on it and click the download button. It will save in your file.

The next thing is the notes section and these are similar to a flipchart in a classroom setting. So I could ask “what is your favorite beverage?” for instance and I could write down tea or coffee. And the nice thing is that every participant can have access to this and everybody can join in and put their favorite beverage in the list. So this is something you can use in a meeting when you want to do brainstorming or participation.

>> Okay we have gone over all the participant’s features. So let me recap. We went over the invitation with the “join the meeting” link for easy access to your meeting. We learned where to find our audio information and troubleshooting information. Next, we learned how to dock a pane and we pulled and docked it-- we hold and drag that window by the top bar until it turned blue and became a permanent fixture and we could dock it on the right or on the left or on the bottom or we could have a floating pane. We went over the attendee list and saw how to identify the presenters and who is speaking. We went over the voice and video setup and how to work that. We did the Q&A box and we learned how to

ask a question and how to know when our questions have been answered. Then we looked at other features such as the meeting details, the handouts, and the notes section. So, let's move on to setting up a meeting. This is a meeting you will run.

>> In this section we will cover how to set up your own meeting. Sending the e-mail with the login information, uploading slides and sharing content with your participants and deciding what features to use.

The link for setting up your meetings is here on the screen. It's https://lmportal.we.aphis.gov/lmportal/welcomeorganizer.htm

open an Internet Explorer page and type "LM" into the address bar and it will populate the rest of the address for you. This is our APHIS live meeting portal and everybody has access to it. Also, let me point out the first time you access it you will have to setup your account information.

>> But once you set up your account information, you will go directly into it without the need for a user ID and password. So that is a huge benefit.

>> Once you click on that, this is your live meeting portal and you can log into the live meeting portal by clicking on it here ("log in to Live Meeting" link). Now you see the live meeting portal. This is my homepage. If I want to set up a meeting there are two ways to do it. I can click on "meet now". And this link will take me directly into a live meeting. That's a great option if you are meeting with coworkers or it's an improvised meeting. However, you might want to schedule a meeting that is a little bit more formal. The way you do that is to click on "schedule meeting".

>> The first thing you notice on the "schedule meeting" link is you can access attendees and your presenters. In these top two boxes. This is not necessary, because you can send the link to people without having them in your attendee or presenters areas. You can fill out the rest of this was the subject and the start and end time and date. And if it's a recurring meeting, you can schedule it for more than one time. You scroll down the page and you can enable your computer audio conferencing or you can enable telephone conferencing. Our APHIS Live Meeting portal allows us to use both computer audio and telephone conferencing. There may be some employees that do not have the computer audio conferencing capabilities yet. This is something APHIS IT people are working on that we should all have it relatively soon. It may not be available quite yet for everybody. Just be cognizant of that.

>> The next thing you see are the meeting options. When you click on meeting options, a window will appear with your meeting ID and other information. I usually don't change any of this. They next thing down is entry control for presenters and a little further down is entry control for attendees. These are both very similar. These refer to how much control you want over who is attending your presentation. You can have very tight control and control the access list. In other words, the only people that can attend your meeting are the people that you entered on your attendee tab on the first page or your presenters meeting page.

>> Then there is a middle level of security which is anybody that can get the link and has the entry code for the meeting ID and entry code can enter. And then there is free entry. So this is anybody, this is the least amount of security. This is for anybody who has the link and wants to join the meeting. It's much easier to grant free entry to your participants and your presenters, but there may be times when you want to control more tightly do is entering your meeting.

>> The next thing we see is the meeting entry timed and you can allow participants to enter the meeting up to 30 minutes before it starts.

You can enable the meeting lobby and this would be a greeting that they would see before the meeting starts. And then there are additional features.

The next thing is the audio setup and this is where you would set up your telephone conference call number. So if you scroll down to the telephone conference area, you can enter your number and local number field. And a little bit further down right here, you click okay and it will be included in the meeting invitation. The next thing you want to share your invitation.

>> Any name entered into the attendee or presenter field will receive the message. I will usually go into the message, copy and paste the whole thing into an Outlook e-mail so this way I can use my address book this is up to you.

So my meeting is scheduled and completely finished and if I click on my home page, my meeting will show up on the schedule under “upcoming meetings”. If I click on my meeting I have a choice, join as a presenter or attendee.   I would liketo join as a presenter. The screen is blank and you will notice the contents and the attendee tabs are highlighted yellow. That's because those are the two boxes I have open. And I have them docked on the left.

So let's go over the content. Content is something you don't see as a participant. But you do see as the presenter. So the first thing you see is “share file”. If you click on the share button, it will let you upload a file. Next you see “share your desktop” so you can share what's on your computer . And then there are a few other things you can share such as the whiteboard and other things. So let's start with that upload file, if you click on that it will go search for your files in your folders.

>> And you simply go to the file you want to upload and click open and it will appear. So here I have my sample PowerPoint and under content, I see that “Sample PowerPoint” is highlighted, that's one I will be seeing. You can also share your desktop if you click on share your desktop you can click all or select an area you want to share. Then everybody, all of your participants will see it. Right now I am sharing my calendar, My Outlook calendar. The way you know you are sharing your desktop is that you have a little bar across the top that tells you, you are in a live meeting.

>> You can also use the whiteboard. The whiteboard is nice because all participants can join and you can see, it shows up on your content and your participants are able to use all the icons at the bottom. Including the stamps and text box or any of the markings to add information to a file or to a blank screen.

>> The next thing I want to show you is the poll page. These are very easy and effective to use. To create a poll simply put a question in the question field and enter your choices. And then press okay. So, you can see if you put in “what color do you prefer?”, you can label the different colors that it’s that simple. You just need to let your participants know that they are able to vote on it. And they can see how others are voting to. It can be a very effective tool in a meeting.

>> Let's move on to the Q&A part. As a presenter you will notice the Q&A part now has a “manage” tab. This is where the presenters will answer questions. So, they will collect a question from the top part of the window and once have selected it will appear in the bottom blue box. You will notice that the answer will go in the very bottom of that box and the presenter has the option to “reply to all” or “reply privately.” Once one of those is clicked, the participant will receive their response.

Another feature that the presenter has is recording. You can record “your computer” or “to the service”. I like to record “to the service” because it goes on the server and won't take up space on your computer. So the first thing you want to do is click your options and pick the options you want to record and in this case I am recording data and voice and I'm not recording video or panorama video. And hit the record button. You will know there is a recording going on, because the “recording started” button will appear.

>> To stop the recording just click the recording tab and click on stop and you will get a box that will give you three options. Save or delete your recording or delete, or continue your recording. I'm choosing save the recording and click “ok”. You will be able to access your recording from your live meeting portal. And it will be under your recording heading.

>> The next thing that is a little different as the presenter, is the handout tab. If you click the handout tab, you will notice there is an “upload” button. The “upload” button allows you as the presenter to add files for downloading. And it’s very simple. You just click the “upload” button and search for your file and it will be available as a handout for your participants. So these are the presenter features and let's recap and go over what we learned.

>> We learned how to schedule a meeting. Remember we did a “meet now” meeting which is an instant meeting or we scheduled a meeting where we put the attendees and presenters in and the time and date. We chose whether we were going to use computer audio or telephone audio and there were other options that we could select. Then once we had our meeting scheduled, we entered the meeting as a presenter. Remember to go to your homepage and click on the meeting under upcoming meetings and then we click on “enter as the presenter”, which was on the right-hand side of the page.

>> Once we were in the meeting, we saw the differences in the presenters view. The first thing we noticed was that the content tab was there. That content tab does not show up for the participants. And we saw how you can upload a file, a PowerPoint file for instance, you can share your desktop, you can open a whiteboard, and you can create a simple poll.

>> Also, presenters have a feature in the Q&A. Remember, they have a manage tab for the presenter to answer questions. We saw how to record a presentation, and how to upload handouts. These are the basic features that you can use as a presenter.

>> However there are many, many other features that you will discover as you get more proficient at using live meeting. In this section I'm going to show if you helpful ideas on where to get advanced training. These are the things you could do on your own. In this section will cover the help function, the AgLearn courses and other resources on the web.

>> So, if you go to the live meeting portal page before you log in, you can go to the right-hand side to the new user and in that section there are many resources you can use if you are having trouble getting started with live meeting. There are quick reference guides and assistance, little job aids on how to get certain things done like meeting now or setting your meeting options, or setting up audio. There's also training directly from Microsoft on their website, Next, the downloads will not work, but there are also quick link there that you can use.

So the second thing I wanted to share with you are AgLearn courses. There are a multitude of courses you can take, including the Microsoft Office suite knowledge Center that may are ready be on your learning plan for your to do list and you can access that knowledge Center and learn the advanced features of live meeting there. However, if you don't want to go to that, simply put Microsoft Office live meeting in your search field you will get lots of hits there.

>> To get credit for today's presentation, I'm asking if you want to get credit in AgLearn, to send us an e-mail. In the subject line put ILM webinar and to complete a class evaluation go to the survey monkey link at the bottom of the page. I thank you for attending our live meeting training and I hope it was useful. Please check out the AgLearn courses for additional help and please feel free to contact me Mirdza Fernandez, in the training and development branch. Thank you.

>>[Event Concluded]