

## Contact Us

If you would like **technical assistance** with Net Conferencing, please contact us at **(866) 449-0701**. Our e-mail address is **nettech@verizonbusiness.com**.

If you would like to speak to someone immediately, contact an **Verizon Conferencing Specialist**.

To schedule or change a reservation, please call your nearest reservation center.

U.S.	1-800-475-5000
Canada	1-877-646-9403
Europe	+44-207-950-9950
Hong Kong	+852-2802-5100
Japan	+813-5539-5100
Australia	1-800-505-020
Singapore	+65-6883-9144



## Verizon Net Conferencing: Instant Net Conference

Powered by Microsoft® Office Live Meeting

## Setting Up an Instant Net Subscription

*(first time only)*

Instant Net Conference provides leaders with a consistent meeting number and passcode for attendees whenever they would like to meet.

1. Go to **<http://verizonbusiness.com/conferencing>**.
2. Select “Create Instant Net Conference.”
3. Enter your login and password.
4. Complete the “Create Subscription” form.\*
5. Presenters need a different password than attendees.
6. Provide attendees with the login, password, and time to meet.


\*If you have already created a subscription, you will have to click on the “Add Subscription” button.

## How to Start an Instant Net Conference

1. Go to **<http://verizonbusiness.com/conferencing>**.
2. Select “Create Instant Net Conference.”
3. Enter your login and password.
4. Click on the start meeting arrow on the Instant Net Conference tab.






## How to Present

1. Start your Instant Net Conference.
2. Click on the upload icon  to select the file to import.
3. Click on the file to present from the **Resources** pane.
4. Click on the slide or page to present from the thumbnail navigation bar.

**TIP:** For documents other than PowerPoint®, use the screen mode options to maximize your viewing experience.

## How to Show and Share Applications

Live Meeting allows several ways to share applications. The specified application must be open.

1. Click the sharing icon  to insert a sharing slide.
  - Click on an application from the list and click on **OK** to show it.
  - Click on the select an Attendee icon  and click on OK to give an attendee control.
2. Click the back icon  when you have finished sharing and return to the Presenter console.

## Special Slide Features

Special slide features make the meeting more engaging.



1. 2. 3.

1. **Whiteboard.** Add a whiteboard to brainstorm, take notes, or write down action items during a meeting.
2. **Polls.** Add a poll to test participants or to get immediate feedback.
3. **Web Slides.** Web Slides allow the leader to take participants to a website where they each can interact with the site.

## Quick Tips for Presenting

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction; click the View Log to view and save the questions and answers
- Use the annotation tools to enhance the presentation



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