

# Advanced and Customized Net Conference with Microsoft® Office Live Meeting

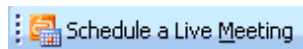
## Microsoft Office Outlook Integration

### To utilize Microsoft Office Outlook to schedule and join your Advanced and Customized Net Conference with Microsoft Office Live Meeting:

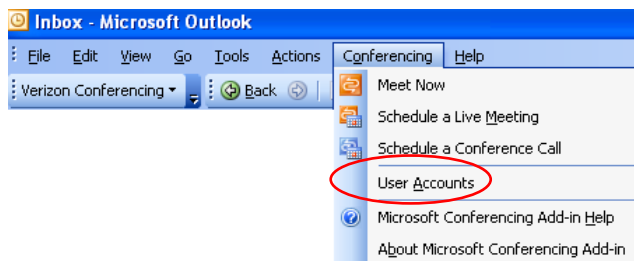
Please follow the instructions in the Advanced and Customized Net Conference with Microsoft Office Live Meeting User Guide to establish your Advanced or Customized Net Conference subscription. You may schedule and conduct net conferences from Manage My Meetings or your homepage. If you prefer to use Microsoft Office Outlook to schedule and join your net conferences, you will need to install the Microsoft Office Outlook Plug-In. The Microsoft Office Outlook Plug-In tool provides you with the ability to schedule your Net conferences with Audio integration from your Microsoft Outlook application.

To install the software please, following these instructions:

- Go to: <https://e-meetings.verizonbusiness.com/>
- Go to Leader Tools and click on the Net Conferencing Plug-Ins in the drop down menu
- Download the Microsoft Office Live Meeting 2007 Outlook Plug-In:
- Click on: **Microsoft Office Live Meeting 2007 Add-In Pack**
- Click on the **Accept Terms** and **Install Add-In** link
- Next, click the **Run** or **Save** button  
(NOTE: You will have to close Outlook.)
- After the installation is complete, open Outlook. The Live Meeting Tool Bar will be added.



- Go To your Microsoft Outlook page
  - Under Conferencing, go to **User Accounts**



Leave Blank

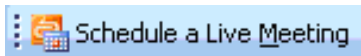
Add the URL for your Live Meeting Service:  
**Advanced Net:** <https://www304.livemeeting.com/cc/van>  
**Customized Net:** <https://www.livemeeting.com/cc/<yourcompany>>

Insert your Manage My Meetings  
username and password

- Insert the URL for your Live Meeting 2007 server in the Live Meeting Service field (Leave the Office Communications Server field blank.)
- Enter your Manage My Meetings username and password
- Click **Test Connection** (You will get a message that says: **your live meeting login information was successfully verified**. This will populate your Meeting Options that you setup on your Homepage – audio settings, etc.)
- Click the **OK** button.

### Schedule Meetings

- You may begin scheduling meetings via the Outlook tool.
- To do this, simply click: **Schedule a Live Meeting** button.



- Select Date/Time/Attendees/Meeting Subject.
- You may also select the attendees that you wish to make presenters before you send the meeting invitation. Click **Send**.

## Launch your Live Meeting

- Simply click the Meeting Reminder that has populated in your Outlook Calendar
- Click **Join the meeting** and your meeting will be launched.

Appointment Scheduling Tracking

No responses have been received for this meeting.  
Conflicts with another appointment on your Calendar.  
This message will be sent via Live Meeting Transport.

To...

Subject: TEST

Location: Live Meeting

Start time: Fri 5/16/2008 10:30 AM  All day event

End time: Fri 5/16/2008 11:00 AM

Reminder: 15 minutes Show time as: Busy

Meeting Workspace...  This is an online meeting using: Microsoft NetMeeting

**Important** If you need to update this meeting, always do so by using either the Live Meeting Manager or an e-mail in for Outlook installed. Otherwise, the Live Meeting service will not be updated, and you could inadvertently grant F

has invited you to present at an online meeting using Microsoft® Office Live Meeting service.

[Join the meeting.](#)

**Audio Information**  
Telephone Conferencing  
Choose one of the following:

## Contact Us

If you would like technical assistance with Net Conferencing, please contact us at (866) 449-0701 (US Only) or (773) 864-4972. Our e-mail address is [nettech@verizonbusiness.com](mailto:nettech@verizonbusiness.com).

If you would like to speak to someone immediately, contact a Conferencing Specialist.  
To schedule or change a reservation, please call your nearest reservation center.

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