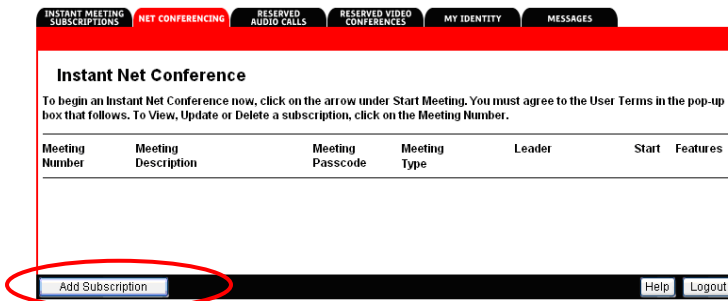


# Instant Net Conference with Microsoft® Office Live Meeting

## Setting up an Instant Net Conference Subscription (*first time only*)

- Go to <https://e-meetings.verizonbusiness.com/>
- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a **Manage My Meetings** login and password, click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCING** tab.
- Click on the **Add Subscription** link under Instant Net Conference Applications.



**Instant Net Conference**

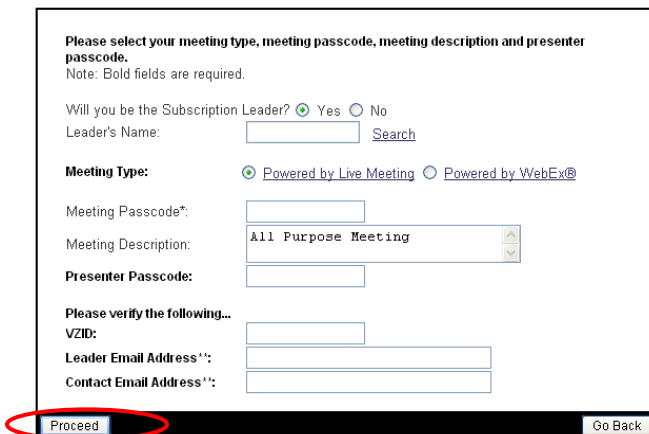
To begin an Instant Net Conference now, click on the arrow under Start Meeting. You must agree to the User Terms in the pop-up box that follows. To View, Update or Delete a subscription, click on the Meeting Number.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features

**Add Subscription** Help Logout

## Complete the Subscription Form

- Select **Live Meeting** as the Meeting Type
- Enter the **Presenters Passcode** and a different **Meeting Passcode** for your attendees.
- Click **Proceed**



**Please select your meeting type, meeting passcode, meeting description and presenter passcode.**  
Note: Bold fields are required.

Will you be the Subscription Leader?  Yes  No

Leader's Name:  [Search](#)

**Meeting Type:**  **Powered by Live Meeting**  **Powered by WebEx®**

Meeting Passcode\*:

Meeting Description:

**Presenter Passcode:**

**Please verify the following...**

VZID:

Leader Email Address\*\*':

Contact Email Address\*\*':

**Proceed** Go Back

## How to Start an Instant Net Conference

- Go to <https://e-meetings.verizonbusiness.com/>
- Select the **Manage My Meetings** login link.
- Enter your login and password.
- Click on the **Start meeting arrow** on the Instant Net Conference tab.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
SW4511	II Purpose Meeting	1234	<a href="#">Live Meeting</a>			

## How to Present



- Start your Instant Net Conference.
- Click the **Content** option, then **Share** and then “Upload File (View Only).”
- Click on the file to present found in the Content pane.
- 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.

- Click the **Content** option, then **Share** and then “Share a Program.”
  - Click on an application from the list to show it.
  - Click the “Give Control” icon, , select an Attendee and click “OK” to give an Attendee control.
- 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.



- **Whiteboard.** Add a whiteboard to brainstorm, take notes, or write down action items during the meeting.



- **Polls.** Add a poll to test participants or to get immediate feedback.



- **Text Page.** Use a text page to type new information that is available to the audience to copy and paste (eg. action items list.)



- **Web Page.** Take participants to a website where they can interact with the site. Ideal for completing a survey/form during your meeting.

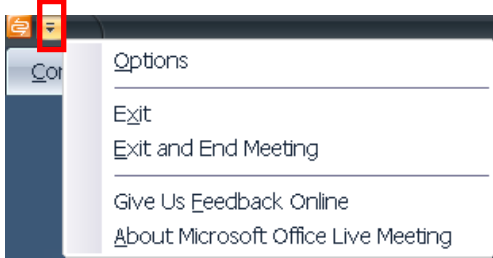


- **Screen Snapshot.** Show a captured screen shot from your computer and then use the annotation tools to add to it.

## How to Exit and End a Meeting

**Leader:** There are two options for a leader to exit a meeting – **Exit** and **Exit and End a Meeting**.

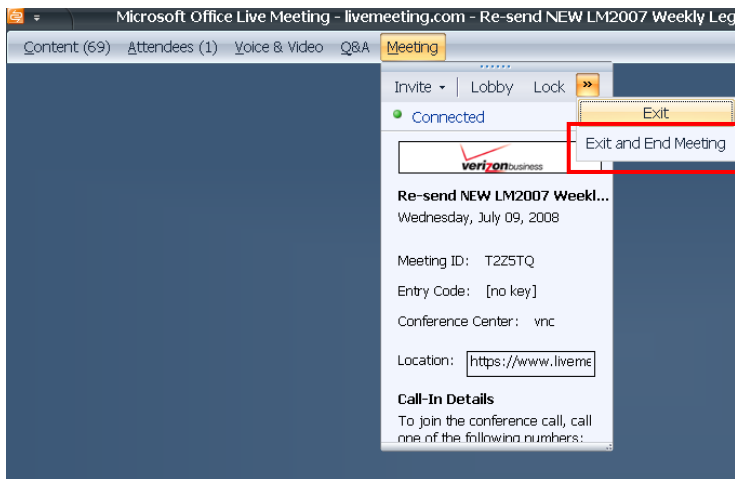
- To display the menu click the drop down arrow on the top left side of the console.
- Use **Exit** the meeting if you want to leave the meeting without ending it for the remaining participants. Hang up the phone to disconnect from the audio session.
- Use **Exit and End Meeting** if you want to leave the meeting and end it for all participants. Hang up your phone to disconnect from the audio session.
- The participants will receive a pop up window displaying a message that **The presenter has ended the session.**



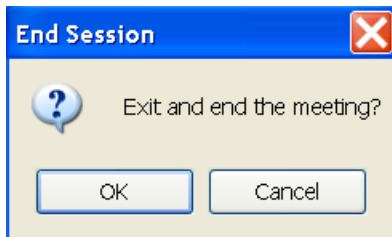
## Alternate Method for Leader to End the Call

To end the Net conference:

- Select **Meeting**
- Select **Exit and End Meeting**



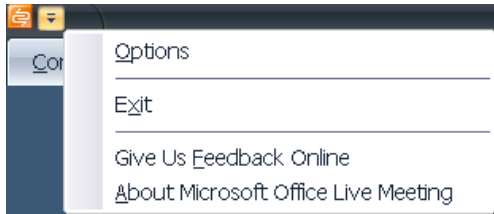
- You will be asked to confirm your desire to exit and end the meeting.
- Select **OK**.
- You will need to hang up your phone to end the audio conference call.



**Participant:** For a participant to exit a meeting, complete the following steps.

- Click the drop down arrow on the top left side of the console.
- Click **Exit** to leave the meeting.

Note: If the leader clicks **Exit and End a Meeting**, this will end the net conference session for all participants. Hang up your phone to disconnect from the audio session.



### Quick Tips for Presenting

- Upload the slides in advance
- Rehears 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
- Use the annotation tools to enhance the presentation.

### 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