

Microsoft Live Meeting Installation and Configuration

This document has been designed to assist you in the installation and setup of the Microsoft Office Live Meeting 2007 program. This program will enable you to attend the Microsoft Live Meeting sessions from your computer. Prior to installing any software on your computer, please contact your IT department to ensure proper installation protocols are followed.

Installation

1. Check to see if you already have Microsoft Office Live Meeting installed
 - a. Click on **Start** then select **All Programs** and look for **Microsoft Office Live Meeting 2007**



If you find that Live Meeting previously has been installed, please continue to configuration of Live Meeting in the **Setup** portion of this document found on the next page . Otherwise, continue to Step 2. to install the Live Meeting software.

2. [Click here](#) to download the Microsoft Office Live Meeting software. If you are unable to use this link, please visit Microsoft's web site listed at the end of this document.
3. After clicking on the link above, you will be asked if you would like to **Run** or **Save** the file. Click **Run**.



4. Live Meeting setup (LMSetup.exe) will be downloaded.
5. Select **Run** once more from the screen below.

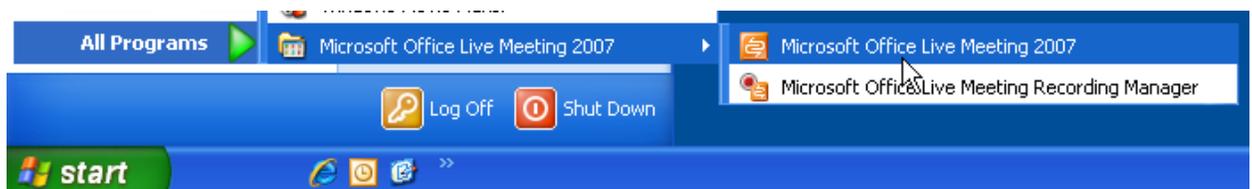


6. If you are unable to install the program because of permissions on your machine, call your Agency IT department for assistance.

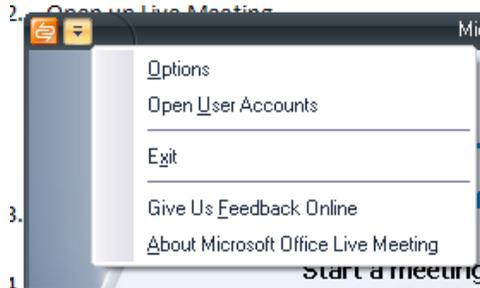
NOTE: Upon successful installation of LiveMeeting, you will **not** be notified that the product was installed. You will verify installation in the next step.

Setup

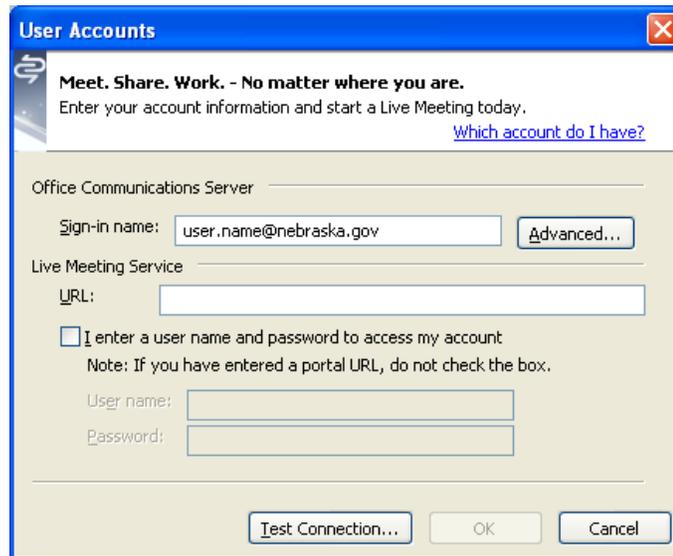
1. The setup for Microsoft Office Live Meeting is now unnecessary with fresh installs. In fact, the less you set up inside the program, the better. If there is a previous installation of Live Meeting on your computer, it may be configured incorrectly and you should proceed to step 2. of this setup section.
2. Open up Live Meeting by clicking on your **Start button**, then **All programs**. Then select the **Microsoft Office Live Meeting 2007** folder, and inside of that select **Microsoft Office Live Meeting 2007**.



3. Click on the **small Down Arrow** in the top left portion of the window. This will expand the list below. Please select **Open User Account**.



4. You should then see the screen below. Please ensure that your email address is populated in the **Sign-in name:** box.



5. After your Sign-in name: field has been populated, you can hit the **Test Connection** button. If you see the screen below, you are ready to attend Live Meetings! Please skip ahead to the **Attending a Live Meeting** section on the next page.



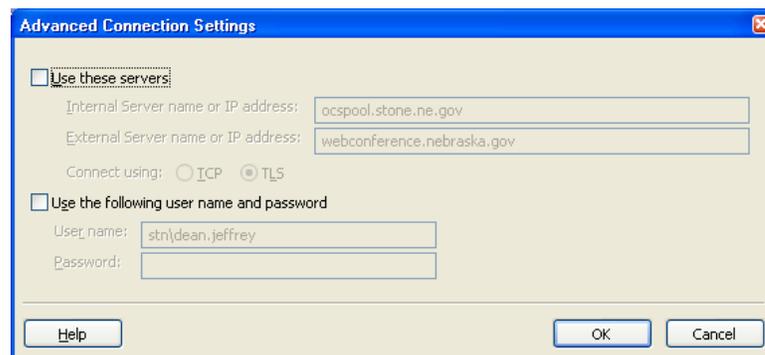
6. If you see the following screen, we need to configure 2 more fields in the User Account section. Proceed to step 7.



7. Click on the **Advanced** button.



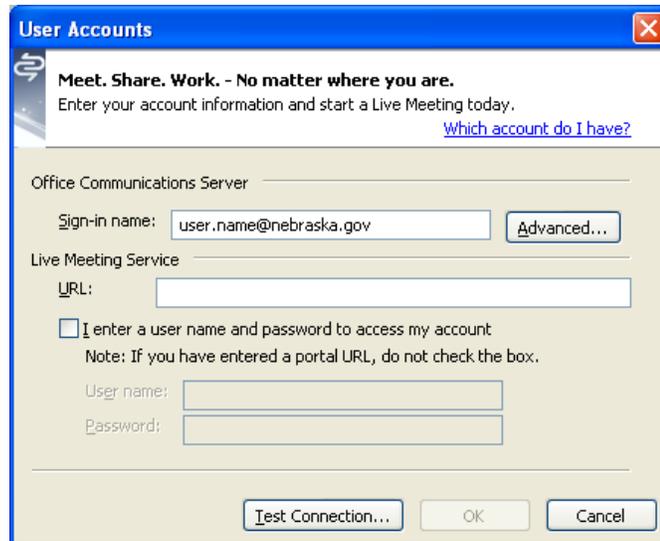
8. Under the Advanced Connection Settings window, ensure that both of the Use these servers and Use the following user name and password boxes are **unchecked**. Then hit **OK**



9. At this point you should see that your Live Meeting login information has been verified. If so, skip ahead to **Attending a Live Meeting** on the following page. If not, proceed to step 10. There's one more thing that we will need to try for those of you that are not part of the STN domain.



10. Once again, we need to click on the *advanced* button (last time).



11. This time we will populate the User Name field with stn\ your first name, a period, and your last name as shown below. Enter your email password below that. After you have populated these fields, click on *OK*.



12. You should now be greeted with the dialog box below.



13. If you continue to have difficulties, please contact your help desk.

Attending a Live Meeting

When you receive an invitation to a LiveMeeting, you will see a *Join now* link in the email. Click on that link, and you're in the meeting! We encourage participants to click on the *Join now* link prior to the meeting date to ensure that they are able to join, especially if this is your first LiveMeeting. If you have joined a State of Nebraska LiveMeeting previously, there is no need to re-confirm your ability to join the meeting.

If you have any technical questions please contact:

Office of the CIO Help Desk
cio.help@nebraska.gov
402-471-4636 or 800-982-2468

Microsoft Live Meeting Download Site:

<http://office.microsoft.com/en-us/downloads/CD102549901033.aspx>

Select Microsoft Office Live Meeting Client from the page above