

Escalate Conferencing Communication Modes

With Office Communicator 2007, you can seamlessly add communication modes to your conferencing session. For example, you can start an IM conversation with a single contact, add additional contacts for an IM conference, and then add audio and video to the conference. If you need to share data, applications, or slides, you can escalate to a Live Meeting session—without having to re-invite participants.

Turn an IM conversation into a conference

During an IM session, click **Invite**, and then select the contacts you want to invite to the conference.

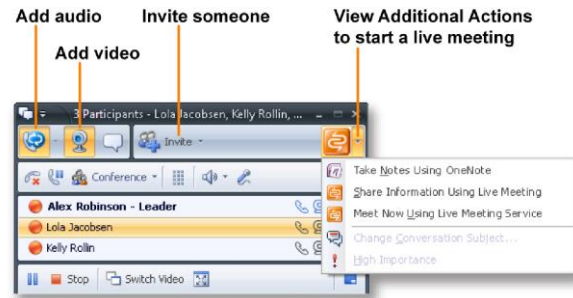
Turn an IM conference into a phone or AV conference

During an IM conference, click **Add Audio** to add audio to the conference, or click **Add Video** to add video to the conference.

Turn a phone or AV conference into a Live Meeting

During a conference call, click the arrow to the right of the **Additional Actions** button, and then click **Share Information Using Live Meeting** or **Meet Now Using Live Meeting Service**. (These options are only available if Live Meeting is installed.)

You typically use **Share Information Using Live Meeting** if all of your conference participants are internal, such as peer employees and federated partners. Common scenarios include conferences with team members and strategy meetings with partners. Use **Meet Now Using Live Meeting Service** if your conference includes external users, such as clients and personal contacts, as in sales calls and customer training sessions.



Schedule a Conference Call or Live Meeting

You can use the Conferencing Add-In for Microsoft Office Outlook to schedule Office Communicator conference calls or Office Live Meeting Web conferences.

Schedule Live Meeting Web conferences when you need to show slides, share an application or your desktop, or collaborate on a whiteboard.

For instructions about installing the Conferencing Add-In for Microsoft Outlook, contact your system administrator.

Schedule a Conference Call

Open Microsoft Outlook, click **Conferencing**, and then click **Schedule a Conference Call**. This schedules a call exclusively in Communicator; you do not need Live Meeting installed.

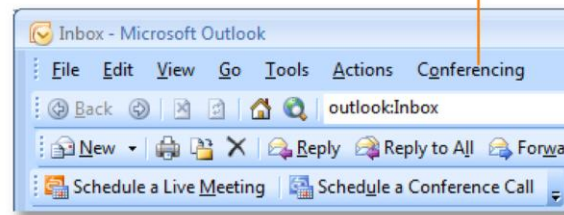
Schedule a Live Meeting

Open Microsoft Outlook, click **Conferencing**, and then click **Schedule a Live Meeting**.

Add the Microsoft Office Live Meeting toolbar

Open Microsoft Outlook, click **View**, point to **Toolbars**, and then select **Microsoft Office Live Meeting**.

To see the Conferencing menu item in Outlook, you must first install the Conferencing Add-in



PRINT SETTINGS For best results, set printer options to: Paper Size: **Legal (8.5 x 14")** / Orientation: **Landscape**
2-sided printing options: **Two-sided, flip on short side**

© 2007 Microsoft Corporation. All rights reserved.

This information is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Quick Reference Card for Conferencing

Get Started with Office Communicator 2007 Conferencing

This Quick Reference Card covers the tasks most commonly used to start, conduct, and join conferences with Microsoft® Office Communicator 2007. Before you start using Office Communicator 2007 Conferencing capabilities, make sure you have the required hardware and software installed, as discussed below.

What you need to get started

For audio (phone) conferencing you must have a headset, or a speaker and microphone, or a USB audio device connected to your computer. For audio/video conferencing, you must have a webcam connected to your computer.

Set up your audio and video

Before getting started with conferencing, you may want to adjust your audio and video devices: click the Menu button on the Communicator Title bar, click **Tools**, and then click **Set Up Audio and Video**.

Installing the Live Meeting console

With Office Communicator 2007, you can escalate instant messaging (IM), audio, or audio and video (A/V) conferences into a Live Meeting. To conduct Microsoft Office Live Meeting conferences, you must install the Live Meeting console. See your system administrator for instructions.

Installing the Conferencing Add-In for Outlook

With the Conferencing Add-In for Microsoft Office Outlook, you can schedule phone conference calls with Office Communicator or Web conferences with Live Meeting. Contact your system administrator for instructions on how to install the Conferencing Add-In for Outlook.

Where to find more information

For more detailed information, visit the following sections of Office Communicator 2007 online Help. (Click the Menu button, click **Help**, and then click **Microsoft Office Communicator Help**.)

- Conferencing and Collaboration
- How to Contact Others

Start an IM Conference

You can select multiple contacts or a group in your Contact List to start an IM conference. You can also escalate a one-to-one IM session to a group conference by simply inviting other contacts to an IM session.

Start an IM conference with multiple contacts

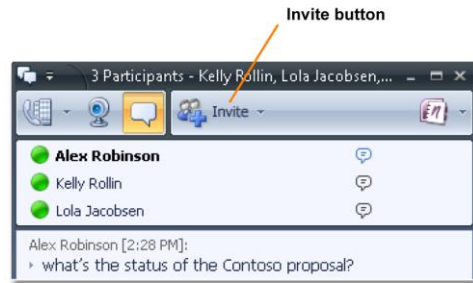
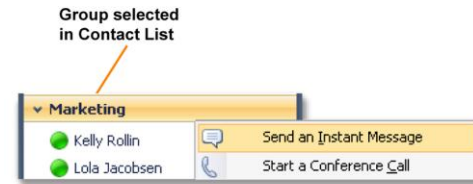
In the Contact List, hold the CTRL key, and then select the contacts you want to invite. Right-click the last contact, and then click **Send an Instant Message**. Type your message in the Message Entry box, and then press ENTER.

Start an IM conference with a group

In the Contact List, right-click a group name, and then click **Send an Instant Message**. Type your message in the Message Entry box, and then press ENTER.

Invite someone to an IM session or conference

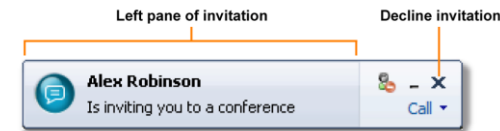
In the **Conversation** window, click **Invite**, and then select the contacts you want to invite.



Join an IM Conference

Join an IM conference

In the conference invitation alert, click the left pane. The alert appears in the bottom right of your computer screen.

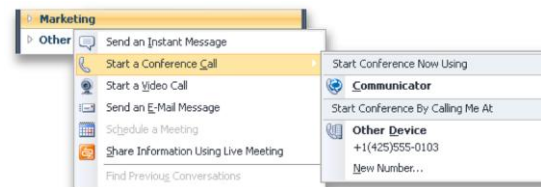


Start an Unscheduled Conference Call

You can make unscheduled phone conference calls to selected contacts or a group in your Contact List. You can also start a conference call from your mobile phone or from a new phone number that you specify, such as to a hotel room number when you are traveling.

Start a conference call with multiple contacts or a group

- In the Contact List, do one of the following:
 - To select multiple contacts, hold the CTRL key, and then select the contacts that you want to call. Right-click the last contact, and then point to **Start a Conference Call**.
 - To select a group, right-click the group, and then point to **Start a Conference Call**.
- From the **Start a Conference Call** menu, do one of the following:
 - To start the call from your default calling device, click **Communicator** under **Start Conference Now Using**.
 - Under **Start Conference by Calling Me At**, click a phone number. Communicator calls the number and joins you to the conference when you answer the call.
 - Click **New Number**, enter the number, and then click **OK**.



Join an Unscheduled Conference Call

Join a conference call

In the conference invitation alert, click the left pane. The alert appears in the bottom right of your computer screen.



Start an Audio/Video Conference

You can start an audio/video (AV) conference with multiple users or a group that you select in the Contact List.

Start an audio/video conference with multiple contacts

In the Contact List, hold the CTRL key, and then select the contacts you want to invite. Right-click the last contact, and then click **Start a Video Call**.

Start an audio/video conference with a group

In the Contact List, right-click a group name, and then click **Start a Video Call**.

Join an Audio/Video Conference

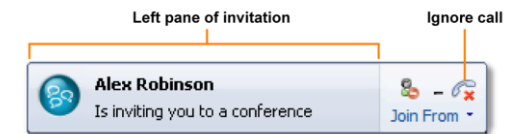
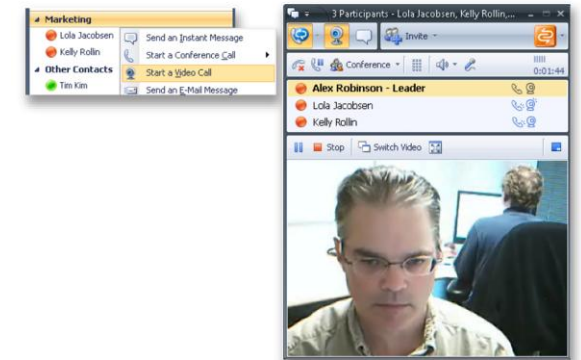
Join an audio/video conference

In the conference invitation alert, click the left pane.

Join from another device

Click **Join From**, and then click the phone number of the device from which you want to join.

You can join an audio/video conference even if you do not have a webcam. While you will not transmit a video stream, you can view the video stream of others.



Conduct Conference Calls

During a conference, you can use the Conference call controls to invite others, make a participant a leader, eject a participant, mute a participant, or invite a participant to a new conversation.

Invite others to a conference call

In the **Conversation** window, click the **Invite** button, and then select the contacts that you want to invite.

Dial an outside number to invite a participant

In the **Conversation** window, click the **Invite** button, type the person's phone number in the **Search** box, and then double-click the number in **Search Results** box.

Make a participant a conference leader

In the conference roster, right-click a participant, and then click **Make Leader**. This action is only available if you initiated the conference and are the conference leader.

Eject a participant

In the conference roster, right-click the person you want to eject, and then click **Remove from Conversation**.

Mute a participant

In the conference roster, right-click the person you want to mute, and then click **Mute**. This action is only available if you initiated the conference and are the conference leader.

Invite a participant to a new conversation

In the conference roster, right-click the participant, click **Invite to New Conversation**, type a message in the message entry area, and then press ENTER.

