

Escalate Conferencing Communication Modes

With Office Communicator 2007 R2, you can add communication modes to your conferencing session. For example, you can start an IM conversation with a single contact, add more contacts, and then add audio and video. If you need to share documents or slides, you can share your desktop or escalate to a Live Meeting session.

Turn an IM conversation into a conference

During an IM session, click the **Invite** button, and then select the contacts that 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.

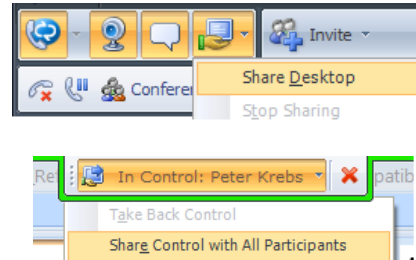
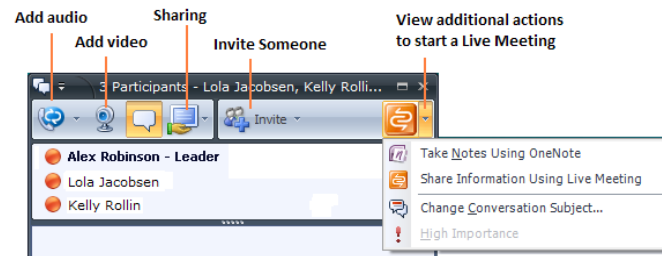
Share your desktop

To allow other participants to view your entire computer desktop during a conversation or IM, click the **Sharing** button, and then click **Share Desktop**. Other participants see the message **Click to accept invitation to sharing session**.

To share control so that another participant can provide mouse and keyboard input to your desktop, click the down arrow next to **In Control: <your name>**, and then under **Share Control**, click the name of the participant. To allow any participant to request control, click **Share Control with All Participants**.

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 available only if Live Meeting is installed.)



Schedule a Conference Call or Live Meeting

You can use the Conferencing Add-In for Microsoft® Office Outlook® to schedule Office Communicator conferences or Office Live Meeting Web conferences. Schedule an Office Communicator conference when you want to include IM, audio, video, desktop sharing, or dial-in conferencing. Schedule a Live Meeting Web conference when you require full Web conferencing capabilities such as application sharing, recording, and question and answer management.

For instructions about how to install 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 to have Live Meeting installed.

Schedule a Live Meeting

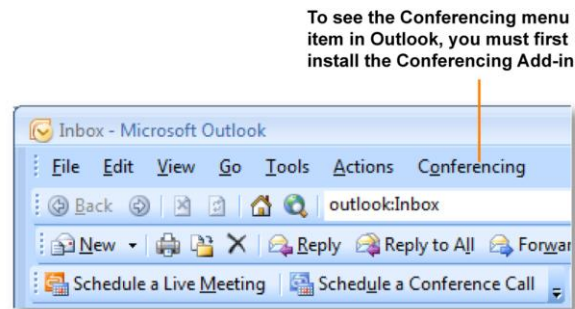
Open Microsoft Outlook, click **Conferencing**, and then click **Schedule a Live Meeting**.

Add a Dial-In Number

In the conferencing request, click **Audio**, and then click **Use computer audio or dial in from any phone**. Then select whether you want to use your assigned conference ID or if you want to use a new conference ID. You can also select **Require a passcode to join the conference**. The meeting invitation will contain the dial-in information (telephone number, conference ID, and pass code) that the participant can use to join the audio part of the conference. During the conference, the **Invite by Phone** box will also contain the dial-in information (click the arrow next to the **Invite** button, and then click **Invite by Phone**).

Add the Microsoft Office Conferencing 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

Quick Reference Card for Conferencing

Get Started with Office Communicator 2007 R2 Conferencing

This Quick Reference Card covers the tasks most commonly used to start, conduct, and join conferences with Microsoft® Office Communicator 2007 R2. Before you start using Office Communicator 2007 R2 conferencing, make sure that 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 Office Communicator title bar, click **Tools**, and then click **Set Up Audio and Video**.

Installing the Live Meeting console

With Office Communicator 2007 R2, 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 on how to install the Live Meeting console.

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 information, visit the following sections of Office Communicator online Help: Conferencing and Collaboration, and How to Contact Others. (To access online help, click the **Menu** button, click **Help**, and then click **Microsoft Office Communicator Help**)

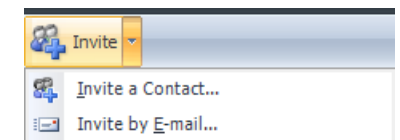
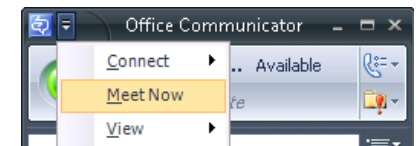
Meet Now

With the Meet Now option, you can quickly start a conference with people inside or outside your organization.

Start a conference and invite people inside or outside your organization

Click the **Menu** button, and then click **Meet Now** to open a new conference. To invite others, do one or both of the following:

- To invite someone inside your organization, click the **Invite** button, and then select a contact from the list.
- To invite someone outside your organization by e-mail, in the new conversation window, click the arrow next to the **Invite** button, and then click **Invite by E-mail**. An e-mail message opens in Microsoft Outlook. (If you do not have Outlook, you can copy the invitation text to the e-mail program of your choice.) Send the e-mail to the invitee, who can join the conversation by using either Communicator or Communicator Web Access.



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**

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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

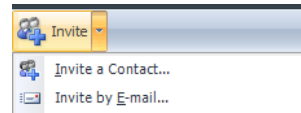
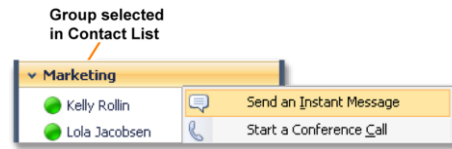
In the Contact List, hold the CTRL key, and then select the contacts that you want to invite. Right-click the last contact, and then click **Send an Instant Message**. Type your message in the Message Entry box, and then press ENTER.

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 conference

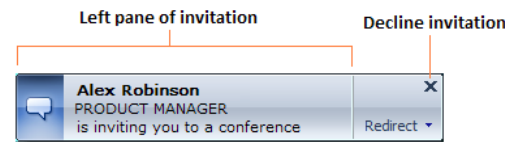
To invite someone within your organization, in the **Conversation** window, click the arrow next to the **Invite** button, click **Invite a Contact**, and then select the contacts that you want to invite. To invite someone outside your organization by e-mail, click the arrow next to the **Invite** button, and then click **Invite by E-mail**. In the e-mail message, type the invitee's e-mail address and then click **Send**.



Join an IM Conference

Join an IM conference

In the conference invitation alert, click the left pane. The alert appears in the lower 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.

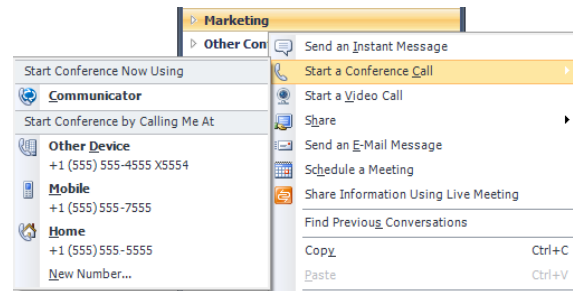
Start a conference call with multiple contacts or a group

1 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**.

2 From the **Start a Conference Call** menu, do one of the following:

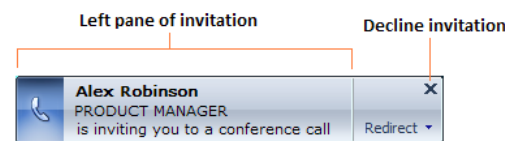
- To start the call from your default calling device, click **Communicator** under **Start Conference Now Using**.
- Under **Start Conference by Calling Me At**, click a phone number. Communicator calls the number and joins you to the conference when you answer the call.
- Click **New Number**, enter 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 lower-right corner of your computer screen.



Start an Audio/Video Conference

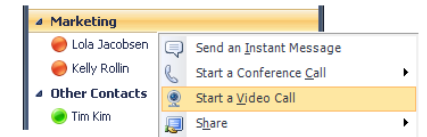
You can start an audio/video (AV) conference with multiple users or a group that you select in the Contact List.

Start an audio/video conference with multiple contacts

In the Contact List, hold the CTRL key, and then select the contacts that 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

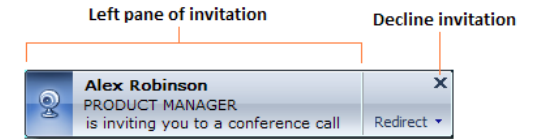
You can join an audio/video conference if you have a webcam. Even if you do not have a webcam, although you will not transmit a video stream, you can view the video stream of other people.

Join an audio/video conference

In the conference invitation alert, click the left pane.

Join from another device

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



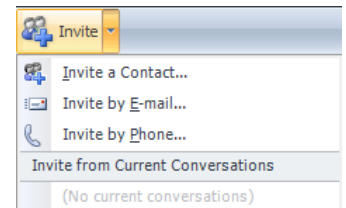
Conduct Conference Calls

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

Invite other people to a conference call

You can invite people within your organization or outside your organization to a conference call by doing one or more of the following:

- To invite a contact, click the **Invite** button, and then select a contact from the list.
- To call a contact by using Communicator or one of their published phone numbers, click the **Invite** button, click the arrow next to the contact's **Call** button, and then select **Communicator Call** or select a phone number.
- To call someone inside or outside your organization, click the arrow next to the **Invite** button, and then click **Invite by Phone**. In the **Invite someone by phone** box, type the person's phone number, and then click **Call**. If the conference was scheduled by using the Outlook Add-in and has a dial-in number, the **Invite by Phone** box will also contain the dial-in information.
- To invite someone by e-mail, click the arrow next to the **Invite** button, and then click **Invite by E-mail**. An e-mail message opens in Microsoft Outlook. (If you do not have Outlook, you can copy the invitation text to the e-mail program of your choice.) Send the e-mail to the invitee, who can join the conversation by using either Communicator or a Web browser.
- To invite contacts with whom you are currently participating in another Communicator conversation, click the arrow next to the **Invite** button, and then under **Invite from Current Conversations**, click the conversation.



Make a participant a conference leader

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

Eject a participant

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

Mute a participant

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

