

## Getting Started With Live Meeting

Thanks for choosing to try out Microsoft Live Meeting. This short guide is designed to help you set up the software and get up and running as soon as possible.

### Download & Install –

1. To download the Live Meeting software, please visit the following link:

<http://office.microsoft.com/en-us/help/HA101733831033.aspx>

2. Click 'Accept Terms & Install Client' at the bottom of the page

3. Select 'Run' when prompted.

4. Run through the setup program. This will install the Live Meeting software on your computer.

### Plugin for Outlook

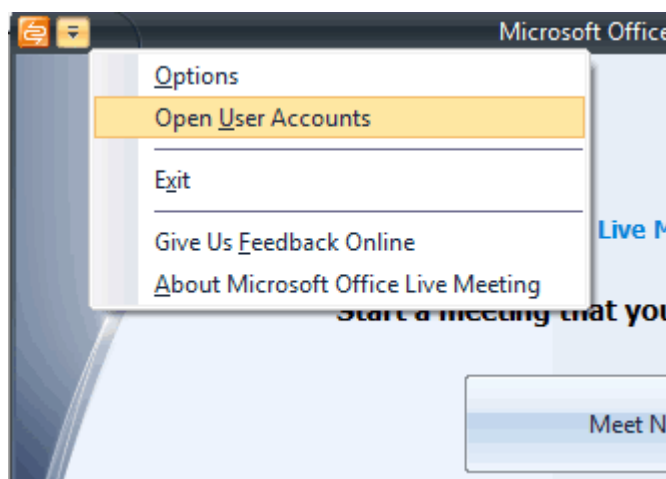
If you're running Outlook, you should also install the plugin for Outlook which will help you Schedule conferences more easily. You should download the Outlook plugin from:

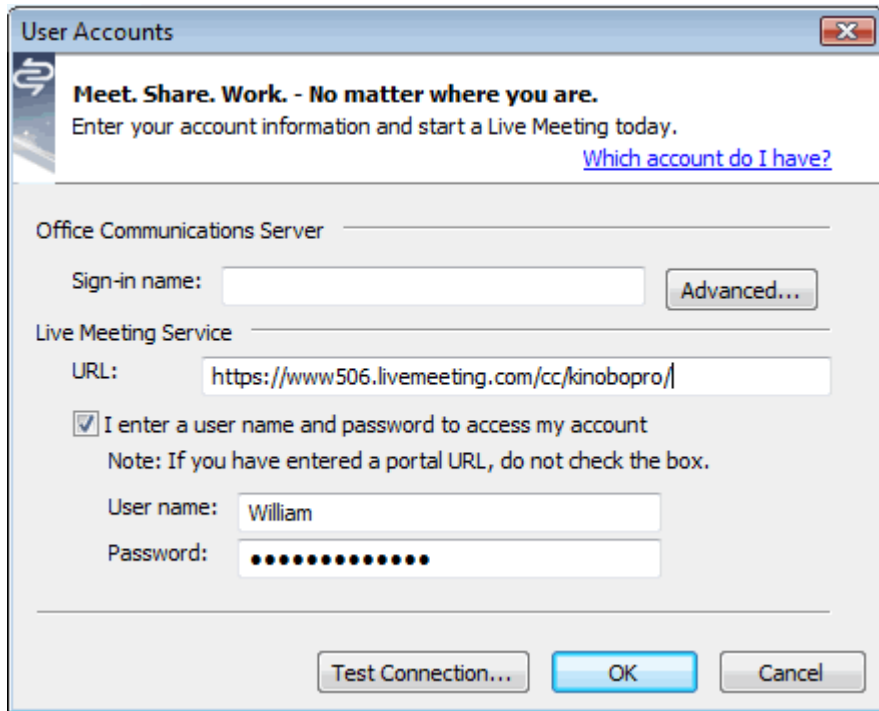
<http://office.microsoft.com/en-us/help/HA102368901033.aspx>

And follow steps 2, 3 & 4 as above.

### Configure Your Software –

Open Live Meeting by clicking on Start > Programs > Microsoft Office Live Meeting 2007  
In the top left hand of the window, click the Options arrow, and then select **Open User Accounts**.





Under the section Live Meeting Service, use the following URL:

`https://www506.livemeeting.com/cc/kinobopro/`

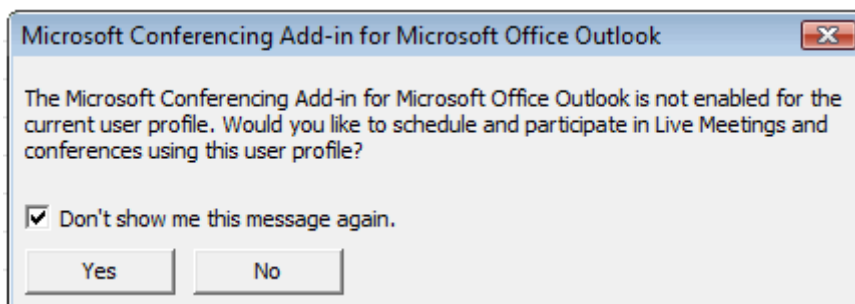
Enter your User Name and Password as given in your welcome email.

Click 'Test Connection' to make sure the settings are correct. You can then close the window by clicking OK.

Now you can open a Live Meeting by clicking 'Meet Now'.

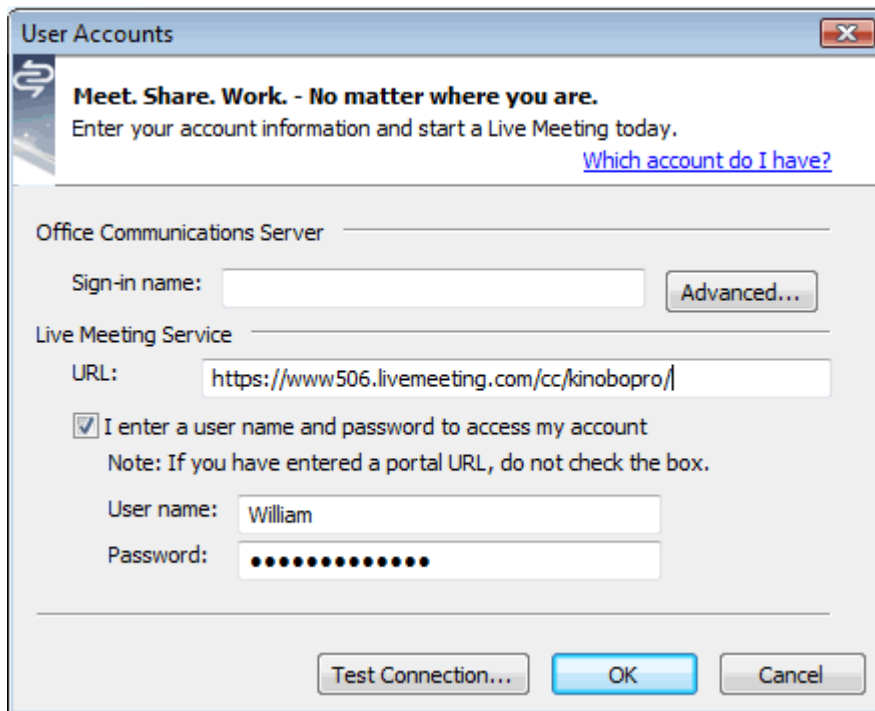
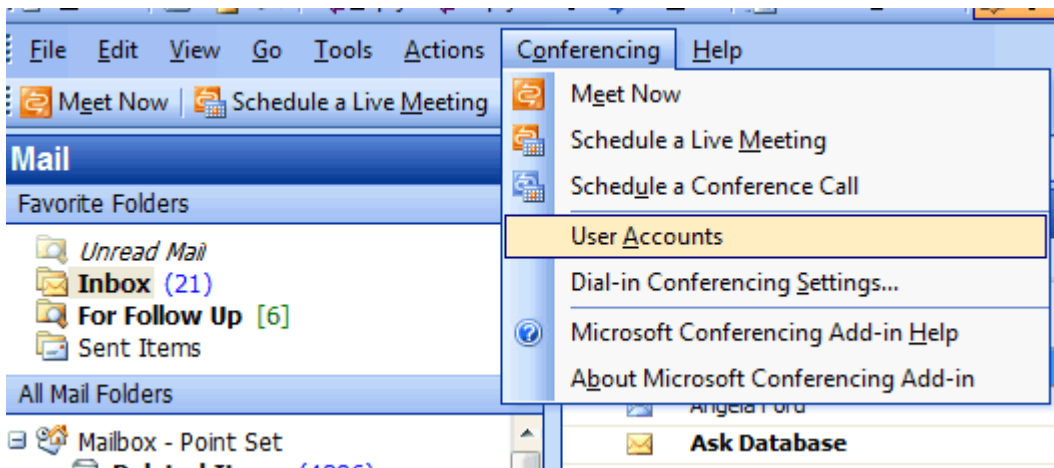
### **Outlook Plugin Configuration :**

Once you've installed the plugin for Outlook, when you open Outlook for the first time you'll be prompted by this message:



Check the 'Don't show this message again' box, and select Yes.

You can now configure the Plugin by clicking **Conferencing > User Accounts**.



Under the section Live Meeting Service, use the following URL:

<https://www506.livemeeting.com/cc/kinobopro/>

Be sure to select 'I enter a user name and password to access my account'.