

## Microsoft® Live Meeting Services

Live Meeting is a hosted web conferencing service that allows you to communicate and collaborate with anyone, anywhere with just a PC, an internet connection, and a telephone. Live Meeting offers the flexibility to choose the level of service matched to your needs. Choose from either the Standard Edition or Professional Edition.

### Key features include:

#### Standard

- + Application / desktop sharing
- + SSL encryption
- + Chat
- + Annotation Tools
- + Whiteboard
- + Text Slides
- + Seating Chart
- + Multiple hosts
- + Polling
- + Recording
- + Live Webcam Video
- + Rich Media Presentations
- + Handout Distribution
- + Live Meeting with Integrated Audio Conferencing now includes the “Call Connect” feature
- + Holds up to 1250 participants per meeting

#### Professional

- + All of the above
- + Remote Control
- + Recording
- + Event and Class Registration\*
- + Public Events Pages\*
- + Advanced Testing and Grading\*
- + Shared Recordings\*
- + Virtual Breakout Rooms\*
- + Remote control\*

### How Live Meeting Is Sold

- + Per minute – means using a Service on a per minute basis. You pay as you go. The cost is per minute, per person for those attending the conference.
- + Named User USL (User Service License) – means all internal employees that coordinate or attend a meeting is required to have a user service license. External users do not require a license. Standard holds up to 15 participants and professional holds up to 1250 participants.

\*Features included with customer microsite.

## Client Comparison and System Requirements

**Live Meeting Client (Windows-Based Client)** – The Windows-based meeting client is a full-featured Windows program that is installed and run from the end user’s computer. Office Live Meeting users with Windows-based computers should use the Windows-based meeting client because it offers features that are not available with Live Meeting Web Access.

**Live Meeting Web Access (Web-Based Client)** – Live Meeting Web Access is an alternative for users of the Office Live Meeting service who cannot install or run the Windows-based meeting client, usually because their computer runs an operating system that is not compatible with the Windows-based meeting client, such as Microsoft Windows 98, Sun Solaris, or the Apple Macintosh, or their PC is locked down and does not allow installation of new software. The Web-based meeting client is a Java-based program that runs on any of the Java Runtime Environments (JRE) specified in the system requirements section later in this guide. The Web-based meeting client does not require installation of any files; it runs as a Java applet in the user’s Web browser. However, hosting application sharing using Live Meeting Web Access on Apple Macintosh does require installation of application sharing programs.

### Client System Requirements

Because Live Meeting is delivered as a fully-managed service, the only system requirements are for the client software that end users and presenters use to access a meeting.

Following are the minimum system requirements for the Live Meeting Client (Windows-Based Client):

<b>System Component</b>	<b>Minimum Requirement</b>		
<b>Display Resolution</b>	Required: Super VGA 800x600 Recommended: Super VGA 1024x768 or higher Note: Microsoft Windows Tablet PC portrait mode is supported.		
<b>Operating System</b>	Windows XP Professional with Service Pack 2 Windows 2000 Professional with Service Pack 4 Windows Vista™ operating system		
<b>Computer/Processor</b>	Data and Voice: 500-megahertz (MHz) or higher processor, Intel Pentium-compatible For Webcam video: 1 GHz or higher For RoundTable™: 1.8 GHz or higher		
<b>Memory</b>	256 megabytes (MB) of RAM Recommended: 512 MB		
<b>Install Space</b>	24 MB		
<b>Video Memory</b>	Video card with 64 MB of RAM (video RAM or VRAM) and Microsoft DirectX® application programming interface generation		
<b>For sending Video</b>	Web cam device		
<b>Bandwidth Requirements</b>		<b>Required</b>	<b>Recommended</b>
	<b>Voice</b>	50 kbps	80 kbps
	<b>Web cam</b>	50 kbps	350 kbps
<b>Recording Playback</b>	Office Live Meeting Replay format: Flash Player version 7 or higher Windows Media® Player version 9 or 10 (version is checked when the meeting client starts)		
<b>Other Software</b>	Microsoft Office PowerPoint® 2000 or later presentation		

graphics program or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations

Following are the minimum system requirements for Live Meeting Web Access (Web-Based Client):

System Component	Minimum Requirement		
<b>Display Resolution</b>	800 × 600 screen resolution required for meeting attendees 1024 × 768 screen resolution required for presenters		
<b>Browser, Operating System, and Java Virtual Machine (JVM)</b>	<b>Browser</b>	<b>Operating System</b>	<b>JVM</b>
	Internet Explorer® 6.0	Windows XP SP2	Sun® 1.5.x
	Internet Explorer 7	Windows XP SP2	Sun® 1.5.x
	Internet Explorer® 6.0 with SP1	Windows XP SP1a	Microsoft® Java Virtual Machine (JVM) 1.1
	Internet Explorer 6.0 with SP1	Windows 2000 SP4	Microsoft JVM 1.1
	Internet Explorer 6.0 with SP1	Windows 98 SE	Microsoft JVM 1.1
	Internet Explorer 7	Windows Vista	Sun® 1.6 beta
	Safari 2.0™ 2.0	MAC OS® X V10.4	Apple® Java™ 1.4.2
	Safari 1.3™ 1.3	MAC OS® X V10.3	Apple® Java™ 1.4.2
	Mozilla Firefox® 1.7	Solaris 10™	Sun® 1.5.x
<b>Memory</b>	64 MB RAM		
<b>Bandwidth</b>	56 Kbps modem (DSL, cable, or better recommended) with Microsoft Internet Explorer® Internet browser or intranet connection		
<b>Recording Playback</b>	Office Live Meeting Replay format: Flash Player version 7 or higher Windows Media® technologies player, version 9 or 10 Note: Neither Microsoft Windows Media® Player 9 nor 10 are available on Sun® Solaris™ or Linux®. Windows Media® technologies player, version 9 is available on Apple® Macintosh®		

<b>Other Software</b>	Microsoft Office PowerPoint® 2000 presentation graphics program or later, or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations
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**Performance information**

The following table provides minimum bandwidth requirements and maximum number of attendees for the Live Meeting service.

	Bandwidth Required	Bandwidth Recommended
Computer Audio	50 kbps	80 kbps
Web cam	50 kbps	350 kbps

Maximum number of attendees in a meeting when using:

Application Sharing	1,250
Computer Audio	1,250
Web cam	1,250