

Microsoft Office Live Meeting RapidMeeting Add-In for Lotus Notes

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Contents

Welcome	1
How to use this guide	1
Installing the Add-In	2
Before you begin – setting preferences for the Add-In	5
Meeting now in your personal place.....	10
Scheduling Live Meeting meetings.....	12
Working in “island” mode	16
Inviting attendees and presenters to the meeting	16
Attending or presenting.....	18
Checking seat availability.....	18
Viewing the Organize Meetings page	19
Reviewing system info and trouble shooting problems.....	20
Getting Updates.....	22
Live Meeting customer support	23

Welcome

This guide tells you how to install and use the Microsoft® Office Live Meeting RapidMeeting™ Add-In compatible with IBM® Lotus Notes®. With the Add-In, you can use Lotus Notes to perform Live Meeting Web conferencing tasks, such as scheduling meetings without logging into the Conference Center.

After installing the Add-In, you can:

- Schedule and enter a meeting in your personal place.
- Schedule future meetings for both Auditoriums and Web Meeting Places.
- Check seat availability.
- Display the Organize Meetings page directly from Notes.
- Set up default preferences including text for your e-mail invitations.

How to use this guide

This guide tells you how to use the Notes features that are specific to scheduling and managing Live Meeting meetings. For additional information about Notes, see the Notes documentation.

New Users: If this is the first time that you are installing and setting up the Add-In, you must complete the procedures in “Installing the Add-In” and “Setting organizer information” before you can use the Add-In to schedule and enter meetings in the Conference Center. After you complete these tasks, you can use all of the Add-In features.

If you already installed the Add-In and set up organizer information, use the other sections of this guide to learn more about setting default preferences and using the Add-In.

You can browse to and view any section in this guide using one or more of the following methods:

- Click a linked topic or entry in the table of contents or index to jump to the section you want.
- Page through the guide by clicking the navigation buttons, such as Previous Page and Next Page, on the Acrobat Reader toolbar.
- Display the bookmarks by choosing show Bookmarks from the Window menu.



Note

For more information about the features and commands in Acrobat Reader, use the Acrobat Reader Help .

Installing the Add-In

To install the Add-In on your computer, you

- Download the Add-In.
- Perform the installation.

For the most updated list of system requirements, click the System Requirements link that appears on the Live Meeting RapidMeeting Add-In for Notes page described in the next section, “Downloading the Add-In.”



Note

It is assumed that you already use the Live Meeting Conference Center and that you have an organizer user ID and password, and know how to log into the Conference Center. You must connect to the Internet to install the Add-In and to use Notes to schedule and attend meetings in the Conference Center. You cannot use the Add-In with Notes in an Offline mode. If you need more information about these items and tasks, contact your administrator.

Downloading the Add-In

The Add-In is conveniently located on the Live Meeting Web site on the Downloads page. Because many organizations no longer allow their employees to download executable files for security reasons, the plug-in is provided in a compressed format and an EXE format.

► To download and install the Add-In

1. Start your Web browser, and then enter the Web address <http://www.placeware.com/support/plugins.cfm> in your browser address box.

The Downloads page appears. It lists different plug-ins that enhance Live Meeting Web conferencing software.

2. Follow the instructions on the page to download the Live Meeting RapidMeeting Add-In for Notes.

Installing the Add-In

If you are currently using Notes and Internet Explorer, exit from them before you start the installation.



Note

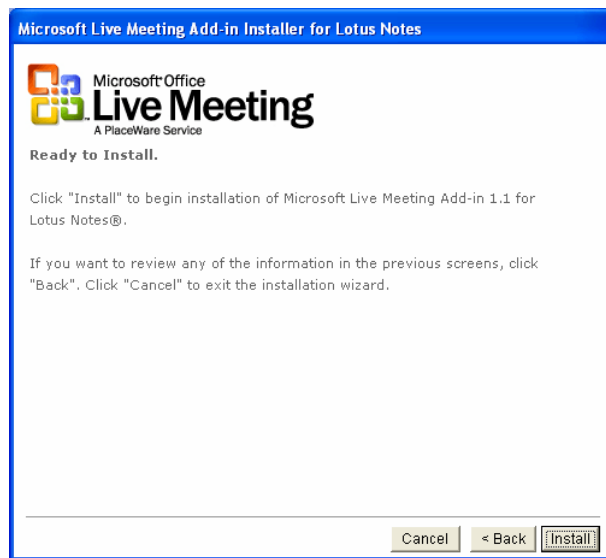
If you are performing an enterprise deployment of the Add-In, see “Setting options for enterprise installations,” before you continue with the installation.



To install the Add-In

1. If you downloaded an EXE file, skip to the next step. Otherwise, use a program such as WinZip to uncompress the compressed file.
2. Double-click or right-click and open the EXE file to begin the installation. An installation wizard appears.
3. Click Next to continue. Terms and agreement appear.
4. To accept, click **I accept**, and then click **Next** to continue. A request to click the Install button appears.

Figure 1. Installing the Add-In



5. Click the Install button. The following information appears after the installation is completed.

Figure 2. Installation complete



6. To view late-breaking information about the Add-In that might not be included in the final documentation and help, click the View ReadMe button.
7. To close the installation wizard, click the Finish button.

That's it. The next time that you start Notes, the Live Meeting icons appear below the Notes menus on the SmartIcon bar. Continue to "Setting organizer information," to define the information that the Add-In uses to access your Conference Center.

Figure 3. Live Meeting icons in the SmartIcon bar



Note

Depending on your server setup, you might receive one or more security warnings the first time that you start Notes and use the Add-In. If such warnings appear, click Trust Signer.

Setting options for enterprise installations

The Add-In installer supports command line arguments that are useful for deploying the Add-In (including silent installations) over a network to workstations that run Lotus Notes. You can use the following command line arguments:

/s - silent installation

/m{text}. Introduces a set of optional arguments that can change how the Add-In is installed. The text must appear at the end of the command line.

PW_ORG_ID. The Live Meeting organizer ID of the person who will be using the Add-In.

PW_ORG_PW. The password for the person's Live Meeting organizer account.

PW_ACCOUNT. Conference Center account name.

PW_IVAULT_DLS. Partial Conference Center URL for companies hosting the Conference Center on their own intranet.

PW_SI_NAME. Base SmartIcon name. By default the installer adds the Add-In SmartIcons to the Universal set of SmartIcons. If your company uses a customized set of SmartIcons and you want to add the Add-In icons to it, enter the root name of the SmartIcon file. Do not include the file extension. For example, for the Contoso.smi file, you enter Contoso.

The following command line example performs a silent installation, sets the organizer ID and password, sets the Conference Center account name, and identifies the DLS server name:

```
notes-addin.exe /s /mPW_ORG_ID=abc PW_ORG_PW=secret  
PW_ACCOUNT=Contosoaccount PW_IVAULT_DLS=https:// www.Contoso.com
```

Before you begin – setting preferences for the Add-In

Add-In preferences define the following information:

- **Organizer information.** Defines your organizer ID, password, and Conference Center account. *You must define this information before you can use the Add-In to schedule or enter meetings in the Conference Center.*
- **Default meeting information.** Defines default values such as the meeting type and size. You can use the default settings, or optionally change them to meet your needs.
- **Invitation template text.** Defines default invitation text for meetings held in your personal meeting place. You can use the default text, or change it to meet your needs.

Setting organizer information

The Add-In uses organizer information to automatically log into the Conference Center and access your meeting information to perform tasks. *You must define this information before you can use the Add-In to schedule or enter meetings in the Conference Center.* In addition, you must connect to the Conference Center and synchronize with the server, to save the information.

▶ **To set organizer information**

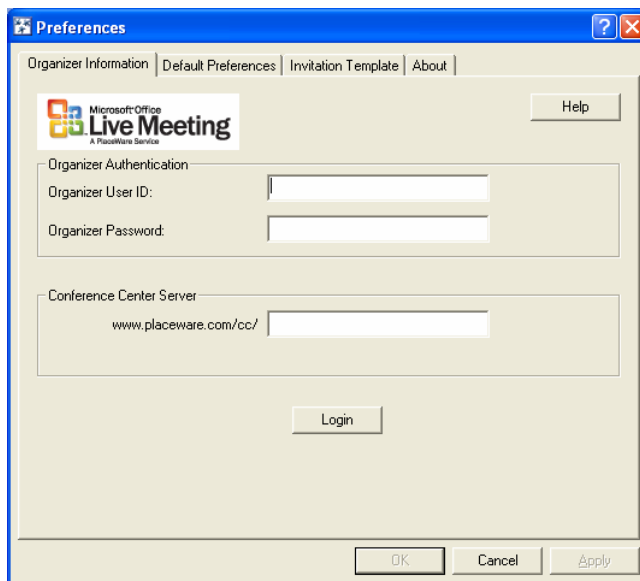
1. Click the Additional PlaceWare Functions icon and then click **Preferences**. Live Meeting preferences appear. The Organizer Information tab should be automatically selected. (If not, click the tab.)



Note

The first time that you use the Add-In and click Preferences, a message appears telling you that the Add-In cannot log into the Conference Center. This is because you haven't defined the organizer information or you are having trouble with your connection. Click OK and continue to complete the procedure.

Figure 4. Organizer information



2. Make entries in the following text boxes. (Your entries here do not affect the information already defined in the Conference Center on the Live Meeting server. In fact, they must match the server information for Add-In features to work correctly.)
 - **Organizer User ID.** Enter the user ID that you use to log into the Conference Center as an organizer when you schedule and manage meetings.
 - **Organizer Password.** Enter the password that you use to log into the Conference Center as an organizer when you schedule and manage meetings.

- **Conference Center Server.** Enter your Conference Center account name to complete the URL. The account name is listed as the last part of the URL that appears on the Meeting Information page for your personal meeting place. You can view this page by clicking the **Meet Now** button in the Conference Center. The following example shows a URL where the account name is Rapid.

```
Meeting ID: LM_1  
Meeting URL http://www.placeware.com/cc/rapid
```

3. If this is the first time that you are setting organizer information or you received a message indicating there was a problem logging in, click **Login**. If you are modifying information and have a connection to the Conference Center, click **OK**.

Information is synchronized with the Conference Center.

Setting default meeting information

Use the Default Preferences tab to define default meeting entries, such as the type of meeting and meeting size that appear when you schedule a new meeting. (You can override default entries at the time that you schedule a meeting.) You can also set default meeting size, duration, and keys for meetings that take place in your personal meeting place, when you click the Meet Now icon.



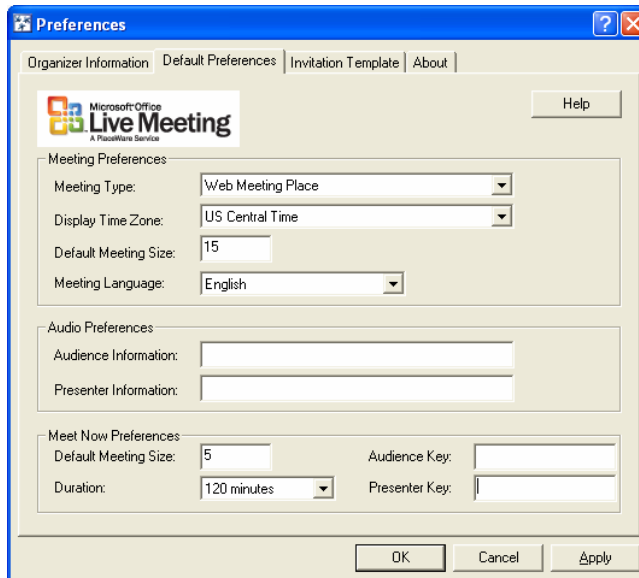
Note

You must connect to the Conference Center and synchronize with the server to save the information. The default settings are synchronized between Notes and the Conference Center as follows: The time zone and audio in Notes are synchronized with the time zone and audio on the Conference Center Profile page, using the most recent settings to update information; the Meet Now preferences in Notes are synchronized with the settings of your Conference Center personal place. The meeting key setting is synchronized between Notes and the Conference Center, using the setting that is most recent. However, the duration and size that you set in Notes, override these same settings in the Conference Center. The settings are put into effect in the Conference Center when you click the Meet Now button. The key setting is put into effect in Notes when you access the preferences.

To set default information

1. Click the Additional PlaceWare Functions icon and then click **Preferences**. Live Meeting preferences appear.
2. Click the Default Preferences tab. Default meeting information appears.

Figure 5. Default meeting information



3. To change information, make entries in the following text boxes, and then click **OK**:

Meeting Preferences

Enter default information for new meetings that you schedule. You can set:

- **Meeting Type.** Select **Auditorium** or **Web Meeting Place** from the list. The meetings differ in their capacity and in the features available to the presenters and attendees. Auditoriums are usually for larger audiences, while Web Meeting Places are for smaller, more collaborative groups.
- **Display Time Zone.** Select your time zone from the list. (This setting also applies to meetings in your personal place.)
- **Default Meeting Size.** Enter the number of people who can attend the meeting. This number can actually be exceeded at the time of the meeting. Its purpose is to help you monitor the total number of attendees expected for all concurrently scheduled meetings by your company. (Your company purchased a set number of licenses that is directly related to the total number of individuals who can attend meetings at the same time.) You are prevented from scheduling additional meetings that exceed this limit, with the exception of allowing for a small increase when one meeting is scheduled to end and another to begin. You can also check seat availability when you schedule a meeting. For more information, see “Checking seat availability.”

- **Meeting Language.** Select your language from the list. This setting applies to new meetings that you schedule and to meetings in your personal place.
- **Audio Preferences.** Enter the information that audience attendees and presenters use to access audio during the meeting. For example, enter a telephone number and passcode if audio is provided by a conference call, or enter a URL if streaming audio is used. If the audience and presenter information is the same, you can leave the Presenter box blank. Audio information appears in the meeting Console. (This setting applies to new meetings that you schedule *and* to meetings in your personal place.)
- **Meet Now Preferences.** Enter default information for the meetings that take place in your personal meeting place when you click the Meet Now icon. You can set
 - **Default Meeting Size.** Enter the number of people who can attend the meeting. The default for a personal meeting place is two. For more information about size, see the description previously on this page.
 - **Duration.** Select a duration from the list. This is the amount of time for which the meeting is scheduled. The default is 120 minutes.
 - **Audience and Presenter Keys.** To access a meeting, each person must enter a meeting key. The key determines if a person has attendee or presenter privileges. The initial keys are automatically assigned the first time you click the Meet Now button in the Conference Center.

Setting invitation template information

When you click the Meet Now icon, the Add-In automatically launches your email application and places default text and a link to the meeting in the body of the message. You can edit the text at that time, or you can change the default text by using the Preferences menu command as described in the following procedure.



To set default invitation text

1. Click the Additional PlaceWare Functions icon and then click **Preferences**.
2. Click the **Invitation Template** tab. Invitation information appears.

Figure 6. Invitation information



To change the text that appears at the top of the message, preceding the link to the meeting, edit the information in the first text box. Make sure that you include an explanation of the link that follows and any other text that you want to include that explains the purpose of the meeting. For example, you might type, *Please click the following link to join me for a meeting in my personal meeting place. Be prepared to discuss the results from your region.*

To change the text that appears after the link, edit information in the second text box. For example, for the sales meeting you might type, *Thanks for taking time to join us. I'm sure you'll be excited to see the success of our latest campaign.*

Meeting now in your personal place

The Meet Now icon provides the fastest and easiest way to schedule a small, spontaneous Web conferencing meeting. By default, the meeting is designed to take place immediately in your personal Web Meeting Place. The personal meeting place provides a persistent environment for your meeting, and cannot be deleted from the Organize Meetings page. Any content that you load into the meeting is available when you are, allowing you to use your meeting as often and as spontaneously as you want.

**Tip**

To change the default meeting size, duration, and attendee and presenter keys for your personal place, see “Setting default meeting information.”

To meet now in your personal place

1. Click the Meet Now icon.

Notes launches your e-mail message editor and inserts default meeting text, as shown in the following example.

Please click on the meeting link below to meet me in my Personal Place

http://www.microsoft.com/rm/contoso/attend?id=LM_User1&pw=attend

Alternate Attend Instructions:

Go to: <http://www.microsoft.com/rm/contoso/attend>

Your Name: (enter your name)

Meeting ID: LM_User1

Meeting Key: attend

Thanks!

The default text includes a link to the meeting as well as the meeting ID and key. Recipients of the e-mail invitation simply click the link to attend the meeting. The link information is based on the entries that you made in the Organizer Information tab of the Add-In preferences.

2. (optional) Add or edit the text if you want to include additional information or notes. For example, you might want to add a personal note or remind attendees about information that they need for the meeting. Do not change the link or recipients will not be able to use it to attend the meeting.
3. In the To address box, enter the e-mail addresses of the people who you want to receive the invitation, or click the address book icon and select names from your address book.
4. Enter a subject for the meeting in the Subject box.
5. Click **Send** to send the message. After you send the message, the Add-In launches your browser.
6. If a check page appears and suggests modifications for an optimum experience at the meeting, make the changes if necessary and then enter the meeting again. If changes are not required, the Console automatically appears, or you might be requested to click the **Enter Meeting** button to continue. The Presenter Console appears.

7. Use the Console to upload slide sets, create and show slides, and conduct your meeting. For more information about using the Console, click the Help button that appears on the Console.
8. After you complete your meeting, close the browser to exit.

Scheduling Live Meeting meetings

In addition to scheduling immediate meetings in your personal place as described in “Meeting now in your personal place,” you can use the Add-In to schedule future meetings in either Auditoriums or Web Meeting Places. As part of the scheduling process, you can send invitations that include a URL to the meeting.



Note

Although Notes provides many ways to schedule meetings, this document does not discuss all of them. For information about other ways to schedule meetings, see the Notes documentation. Note however, that you cannot use the Copy and Paste commands to schedule Live Meeting meetings, nor can you schedule Live Meeting meetings for other people. In addition, do not schedule recurring meetings for the Conference Center.

To schedule a Live Meeting meeting

1. Click the Schedule PlaceWare Meeting icon.
(Alternatively, from the **Create** menu, choose **Mail** and then click **Calendar Entry**; click the **Make this Meeting a PlaceWare Meeting** button that appears below the calendar information.) Calendar and Live Meeting meeting information appears.
2. Enter a subject for the meeting. The subject appears on the e-mail invitations sent to attendees.
3. Select start and end dates and times from the Begins and Ends lists.
4. Select **Meeting** as the Entry type, and then skip to the Live Meeting meeting boxes.



Tip

To set default entries for the Live Meeting meeting information, see “Setting default meeting information.”

5. If you want to change the randomly generated meeting ID, enter a unique meeting ID that you want to identify the meeting. You can enter as many as 32 characters. For example, for a quarterly Sales Review Meeting, you might enter Q3Sales. Anyone attending or presenting at the meeting uses this ID to enter the meeting. It’s a good idea to enter something unique and identifiable, yet also easy to enter and remember.
6. In the Meeting Size text box, enter the number of people who can attend the meeting. This number can actually be exceeded at the time of the meeting. Its purpose is to help you monitor the total number of attendees expected for all concurrently scheduled meetings by your company. (Your company purchased a set number of licenses that is directly related to

the total number of individuals who can attend meetings at the same time.) You are prevented from scheduling additional meetings that exceed this limit, with the exception of allowing for a small increase when one meeting is scheduled to end and another to begin.



Tip

Click the Seat Availability link to check the number of seats available during your meeting time. For more information, see “Checking seat availability.”

7. Select a meeting type: **Auditorium** or **Web Meeting Place**. The meetings differ in their capacity and in the features available to the presenters and attendees. Auditoriums are usually for larger audiences, while Web Meeting Places are for smaller, more collaborative groups.
8. Select a language for the meeting.
9. (optional) Enter the information that attendees and presenters use to access audio during the meeting. For example, enter a telephone number and passcode if audio is provided by a conference call, or enter a URL if streaming audio is used. If the audience and presenter information is the same, you can leave the presenter box blank. This information appears in the Meeting Console.
10. Enter a description for the meeting. This text appears in your Live Meeting meeting invitation. It can include rich text formatting, graphics, spreadsheets, and so on.
11. Click the **Add PlaceWare Information to Invitation** button. The meeting information appears in the Description area.



Note

By completing the previous step you ensure that the meeting invitations include the correct meeting URL and information. If you don't complete this step and you want to send the correct URL to attendees, you will need to respond to the invited attendees when they confirm the meeting. At that time, the response includes the correct meeting information.

12. Continue to the next procedure to send invitations.

► To send invitations and save the meeting in Notes

1. Continuing to work with the meeting that you scheduled using the previous procedure, click the **Meeting Invitations & Reservation** tab. Invitation and reservation information appears.
2. Enter the e-mail addresses of the people who you want to attend the meeting in the Invite box or click the address book icon and choose names from your address book. You can also invite people by entering their e-mail addresses in the cc box. For information about inviting presenters, see “Inviting attendees and presenters to the meeting.” (You won't receive an e-mail invitation yourself, even if you include your name in the list of invitees.)
3. Click Save and Send Invitations. The meeting appears on your calendar. All individuals listed in the To and cc boxes receive an invitation to attend the meeting which includes a URL that is linked directly to the meeting place.

The Add-In synchronizes the meeting information with the Live Meeting server. If you check the Organize Meetings page in the Conference Center, you'll see that your newly scheduled meeting appears on the list. (For information about viewing the Organize Meetings page, see "Viewing the Organize Meetings page.")

Converting already scheduled meetings to Live Meeting meetings

Use the **Make this Meeting a PlaceWare Meeting** button to convert a standard meeting to a Live Meeting meeting.

► To convert a meeting

1. On the Notes calendar, locate and double-click the standard meeting with which you want to work. Meeting information appears. The **Make this Meeting a PlaceWare Meeting** button appears and is active.
2. Click **Make this Meeting a PlaceWare Meeting**. Live Meeting meeting information text boxes appear.
3. Enter Live Meeting meeting information and send invitations as described in "Scheduling Live Meeting meetings."

Modifying or rescheduling a Live Meeting meeting

At times you might want to modify meeting information, such as the time or duration of the meeting. The following procedure describes one way to change meetings. Notes provides many other convenient ways to reschedule meetings, such as by dragging and dropping a meeting to a different date or time on your calendar, or by right-clicking a meeting entry and selecting Open. For more information, see the Notes documentation.



Note

If you use the Conference Center to change meeting information, the changes are not reflected on your Notes calendar. However, if you modify meeting information by using Notes, the changes are reflected in the Conference Center. Be careful that you do not unintentionally overwrite information in the Conference Center by changing information in Notes.

To modify meeting information

1. On the Notes calendar, locate and double-click the meeting with which you want to work. Meeting information appears.
2. To change the date, time, or Live Meeting meeting information, make changes in the boxes that appear on the Basic tab page.
3. Click the **Add PlaceWare Information to Invitation** button. The meeting information appears in the Description area.
4. To change who is invited to the meeting, click the **Meeting Invitations & Reservations** tab and then enter the e-mail addresses of other individuals whom you want to invite in the Invite box.

Notes does not automatically send updated information to presenters. You might want to include presenter names in the list of invited attendees so that they receive information about meeting changes or invite the presenters again as described in “Inviting attendees and presenters to the meeting,” so that they receive new presenter invitations.

5. Click **Save and Send Invitations**. A message asks if you want to record any comments on a reply.
6. Click **Yes** or **No** to indicate if you want to record comments. If you click **No**, you have completed the meeting modification. If you click **Yes**, the e-mail message appears with an area for you to add comments.
7. Add comments, and then click **Send**.

Rescheduling meetings by accepting proposed changed

You can also reschedule meetings by receiving and accepting a proposed meeting change from one of the invited individuals.

► To reschedule a meeting by accepting counter proposal

1. Open the e-mail message that contains the proposed change.
2. Click **Accept Counter Proposal**.

After you accept the change, Notes updates the calendar and synchronizes with the server to update the **Organize Meetings** page. The **Live Meeting** meeting information is updated in the invitation, and Notes automatically sends the updated invitation to all invited attendees. To notify presenters about the change, send the presenter invitation again, as described in “Inviting attendees and presenters to the meeting.”

Deleting a meeting

You can delete any of the scheduled **Live Meeting** meetings. The information is synchronized with the **Conference Center**, and the meeting is removed from the **Organize Meetings** page. However, if you delete a meeting from the **Organize Meetings** page, this information is not updated on your Notes calendar.

► To delete a meeting

1. On the Notes calendar, select the meeting that you want to delete.
2. Press the **Delete** key. A message asks you to confirm the deletion.
3. Click **Yes**. Notes automatically sends out a meeting cancellation notice to all invited attendees.



Note

Notes does not automatically send a cancellation notice to presenters. You might want to include presenter names in the list of invited attendees so that they receive information about the cancellation.

Working in “island” mode

If you are working in “island” mode (no access to your IBM Domino® server on the network or by using a phone line) but your computer is connected to a TCP/IP connection, you can still schedule a Live Meeting meeting.

▶ To schedule a meeting in island mode

1. Schedule the meeting as described previously in “Scheduling Live Meeting meetings.” The meeting is held in a local outgoing mail database. The meeting is synchronized with the Live Meeting server and the Organize Meetings page reflects the new meeting. The e-mail invitation information is updated to include meeting information.
2. When you reestablish a connection to your Domino server, such as when you are connected in the office mode, replicate the Mail database to send the invitations.

Inviting attendees and presenters to the meeting

When you enter e-mail addresses in the Invite or cc boxes on the **Meeting Invitations & Reservations** tab and then continue to schedule a Live Meeting meeting and send the information, an invitation to attend the meeting is sent to each of the e-mail addresses. Within the invitation is a link that attendees can click to open their browsers and enter the meeting as an audience member. If you didn’t invite attendees at the time that you scheduled the meeting or you want to invite others, you can send invitations now.

To invite presenters, you use the Invite Presenter button. The presenter invitation includes a link that allows individuals to open their browser and enter the meeting with presenter privileges.



Note

The Invite Presenter button that you use to invite presenters is only available if you have previously saved the meeting or clicked the **Add PlaceWare Information to Invitation** button. For more information, see “Scheduling Live Meeting meetings.”

▶ To invite attendees to a meeting you are scheduling

See “Scheduling Live Meeting meetings” for information about using the **Meeting Invitations & Reservations** tab to indicate the e-mail addresses of individuals who you want to invite to attend the meeting.

- ▶ **To invite attendees to an already scheduled meeting**
1. Display the Notes calendar.
 2. Locate and double-click the meeting with which you want to work. Calendar and Live Meeting information appears.
 3. Click the **Meeting Invitations & Reservations** tab.
 4. Enter the e-mail addresses of the people who you want to invite to the meeting in the Invite and cc boxes. You can also click the address book icon and choose names from your address book. (You won't receive an email invitation yourself, even if you include your name in the list of invitees.)
 5. Click **Save and Send Invitation**. A message asks if you want to record any comments on a reply.
 6. Click **Yes** or **No** to indicate if you want to record comments. If you click **No**, you have completed the meeting modification. If you click **Yes**, the e-mail message appears with an area for you to add comments.
 7. Add comments, and then click **Send**.
- ▶ **To invite presenters**
1. Display the Notes calendar.
 2. Locate and double-click the meeting with which you want to work. Meeting information appears.
 3. Click the **Invite Presenters** button. Notes launches your e-mail message editor and inserts default meeting text.

The default text includes a link to the meeting as well as the meeting ID and key. Recipients of the e-mail invitation simply click the link to enter and present at the meeting. The link information is based on the Add-In preferences. To change information, see "Setting organizer information."
 4. (optional) Add or edit the text if you want to include additional information or notes. Do not change the link or recipients will not be able to use it to attend the meeting.
 5. In the To or cc address boxes, enter the e-mail addresses of the people who you want to receive the invitation, or click the address book icon and select names from your address list.
 6. Click the **Send** button.

Attending or presenting

As an organizer, you can enter a scheduled meeting as either an attendee or a presenter. (You automatically enter a meeting in your personal place when you click the Meet Now icon. For more information, see “Meeting now in your personal place.”)



Note

The Present and Attend buttons that you use in this procedure are only available if you have previously saved the meeting or clicked the **Add PlaceWare Information to Invitation** button. For more information, see “Scheduling Live Meeting meetings.”

To attend or present at a meeting

1. Display the Notes calendar.
2. Locate and double-click the meeting with which you want to work. Meeting information appears.
3. To present at the meeting, click the **Join as Presenter** button.
To attend the meeting, click the **Join as Attendee** button.
4. If a check page appears and suggests modifications for an optimum experience at the meeting, make the changes if necessary and then enter the meeting again. If changes are not required, the Console automatically appears, or you might be requested to click the **Enter Meeting** button to continue. The Presenter Console appears.

When you enter the meeting as a presenter, you can use the Console to upload slide sets, create and show slides, and conduct your meeting. For more information about using the Console, click the Help button that appears on the Console.

5. After you complete your meeting, close the browser to exit.

Checking seat availability

You can check seat availability during the process of scheduling a meeting as described in “Scheduling Live Meeting meeting,” or you can check it at any time.

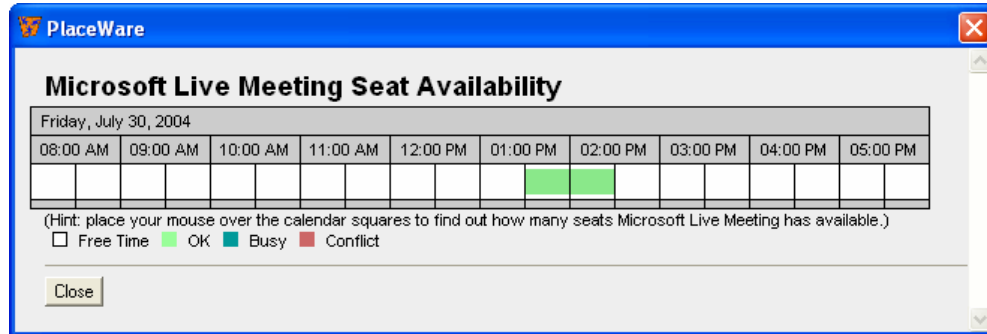


To check seat availability

1. Click the **Schedule Live Meeting** button, and then enter the date and time of the meeting, and the number of seats that you want. Or, in the Notes calendar, locate and double-click the Live Meeting meeting with which you want to work.

2. Click the **Seat Availability** link. The following figure shows an example of the results that appear.

Figure 7. Seat Availability



3. To see the number of seats available for a time period, hover the cursor over the time in which you are interested.



Tip

If you are not using Internet Explorer 5.5 or greater, click the Jump To Meeting link to move your meeting time into view.

4. Click **Close** after you complete your review.

Viewing the Organize Meetings page

When you use the Organize Meetings command in Notes, the Add-In automatically displays the Organize Meetings page in the Conference Center. There's no need to additionally log into the Conference Center or enter a meeting ID and key.

From the Organize Meetings page you can schedule new meetings or select a meeting to view, modify, enter, or delete. This page also provides buttons that you can click to perform other actions, such as maintaining and viewing recordings (if part of your feature set) and for administrators, maintaining the user and group database.

▶ **To view the Organize Meeting page**

1. Click the Additional PlaceWare Functions icon and then click **Organize Meetings**. The Organize Meetings page appears.

For additional information about Organize Meetings options and buttons, click the Help button that appears on the page.



Note

To access the Organize Meetings page, the Add-In uses information that you defined on the Organizer Information tab with the Live Meeting preferences. If necessary, you can change this information by using the Preferences command on the Live Meeting menu. For more information, see “Setting organizer information.”

Reviewing system info and trouble shooting problems

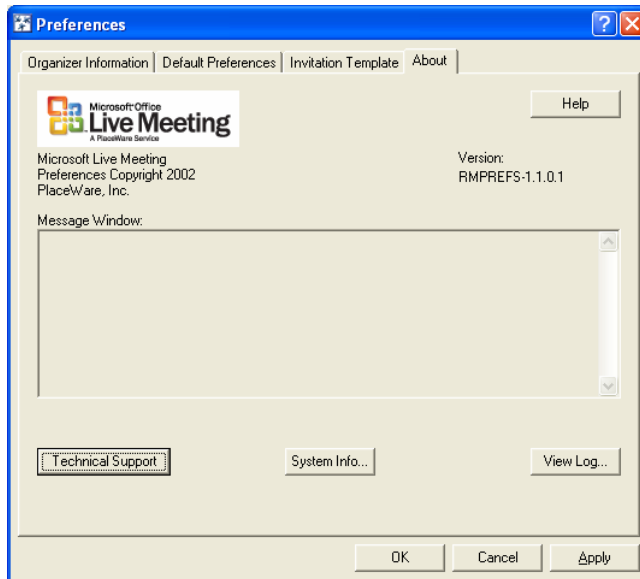
If you have a problem with the installation or the use of the Add-In, you can perform the following actions to contact Technical Support and obtain more information:

- Contact Technical Support.
- View a log of activity.
- View system information.
- View the Add-In version number and date.
- Access the Live Meeting Web site home page.

▶ **To contact Technical Support**

1. Click the Additional PlaceWare Functions icon and then click **Preferences**.
2. Click the **About** tab. The following information and options appear. If you recently received a message, such as when you first install the Add-In and access Organizer Information, then the message appears in the Message Window.

Figure 8. About tab



3. Click the **Technical Support** button. The Live Meeting Technical Support Web page appears. From this page you can access information or send an e-mail message to Technical Support.

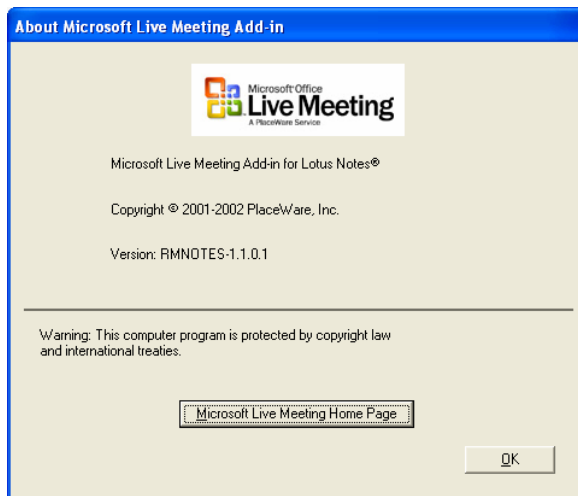
▶ **To view the logs**

1. Click the Additional PlaceWare Functions icon and then click **Preferences**.
2. Click the **About** tab. Information appears as shown in Figure 8.
3. Click the **View Log** button. A Notepad file opens with log information.
4. (optional) To copy the information and paste it into another file or e-mail message, highlight the text with your mouse and then press **Ctrl-c**; open the e-mail message or file; click inside the file or message body, and then press **Ctrl-v** to paste the information.
5. (optional) To print the contents of the log, choose **Print** from the Notepad **File** menu.

- ▶ **To view system information**
 1. Click the Additional PlaceWare Functions icon and then click **Preferences**.
 2. Click the **About** tab.
 3. Click the **System Info** button. Information about your system such as, the browser, operating system, type of processor, and available memory (RAM) appear.

- ▶ **To view About information**
 1. Click the Additional PlaceWare Functions icon and then click **About**.
Information about the Add-In appears.

Figure 9. About information



2. (optional) To Access the Live Meeting Web site home page, click the **PlaceWare Home Page** button.
3. To close the dialog box, click the **OK** button.

Getting Updates

Complete the following procedure to check the Live Meeting Web site for the latest Add-In update.

- ▶ **To check for updates**
 1. Click the Additional PlaceWare Functions icon and then click **Check for Updates**.
The Add-In launches your browser and displays the Downloads page.
 2. Follow the instructions on the page to download the latest RapidMeeting Add-In for Notes.

Live Meeting customer support

Plug-ins

Enhance your Live Meeting web conferencing experience with our option enhancement plug-ins for conference presenters. Just download and install. Then check out our QuickStart Presenter Training Course to learn more about how to make the most of your Live Meeting Web conference.

- Live Meeting Add-in for Microsoft® Outlook® and Microsoft Windows® Messenger (Compatible with Live Meeting version 4.x and above)
- Live Meeting Add-in for Microsoft® PowerPoint® (Compatible with Live Meeting version 4.x and above)
- Sun's official Java Virtual Machine (JVM)
- Windows Meeting Client Standalone Installer (Compatible with Live Meeting 2003 only)
- Live Meeting Replay Wrapper (Compatible with Live Meeting version 4.x and above)

Downloads

► To download and install the Add-Ins

1. Start your Web browser, and then enter the Web address <http://www.placeware.com/support/plugins.cfm> in your browser address box.

The Downloads page appears. It lists different plug-ins that enhance Live Meeting Web conferencing software.

2. Follow the instructions on the page to download the Live Meeting RapidMeeting Add-In for Notes.



Note

We realize that many organizations no longer allow their employees to download executable files for important security reasons. For your convenience and security, we have provided our plug-ins in both .exe and .zip formats.