

Office Live Meeting

Live Meeting is a powerful conferencing solution that helps you:

- Form deeper connections across and between organizations with online meetings, events and training.
- Make meetings more effective with integrated audio, video and rich media.
- Free up IT to work on business-critical projects by offering a trusted, reliable service.

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Microsoft® Office Live Meeting Web Conferencing

Microsoft Office Live Meeting is a conferencing solution that connects and engages audiences in online meetings, training and events through a reliable, enterprise class hosted service. With meeting attendees participating from their PCs, you can deliver a presentation, kick off a project, brainstorm ideas, edit files, collaborate on whiteboards, and negotiate deals at a fraction of the cost and without the hassle of travel.

Live Meeting helps users streamline communications with colleagues, customers, and suppliers. From small collaborative meetings to large events, Live Meeting is the perfect web conferencing solution for conducting online events.

Host Collaborative Meetings Quickly and Cost-Effectively

- **Share and record your meeting notes.**
- The always-on Shared Notes pane enables every attendee to view and edit shared action items to ensure everyone is in synch on key deliverables. Store your team meeting notes and record the session for future reference.
- **Highlight and emphasize key aspects of your presentation.**
- The new interactive whiteboard and annotation tools improve online collaboration. Updated tools include rich text, sophisticated shapes, fonts and flowcharts to help you create more informative and dynamic presentations.

Train Employees and Partners, Conduct Large Audience Events

- **Streamline attendee management.**
Surveys, calendar invitations, automatic confirmation emails and update emails streamline attendee management. Surveys can be incorporated as web slide resources in a meeting, or sent after the meeting to all participants as URLs.
- **Verify your audience comprehension.**
Simple-to-create tests use a range of question styles, such as fill in the blanks, true-false, single-select, and multi-select, to validate the comprehension of your content. Save time by scoring test results automatically and provide scores to participants individually.
- **Get the most out of your recorded meetings.**
Find critical information easily with the new quick search, chapter index, and high fidelity playback features to enable a quicker and more focused review of meeting content. Transform your organizational recordings into more effective, and more often used, information assets.
- **Conduct high quality, large scale events with confidence.**
Meetings can scale up to 1,250 attendees, or host 2,500 attendees when you engage Microsoft professional event services.



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Online Services

