

NISO Webinar Layout

Microsoft Live Meeting Software
last updated August 2008

Join Meeting Login Page

Microsoft Office Live Meeting

kwetzel@niso.org Logout Download Support Help

Join Meeting

The following information is required to enter this meeting.

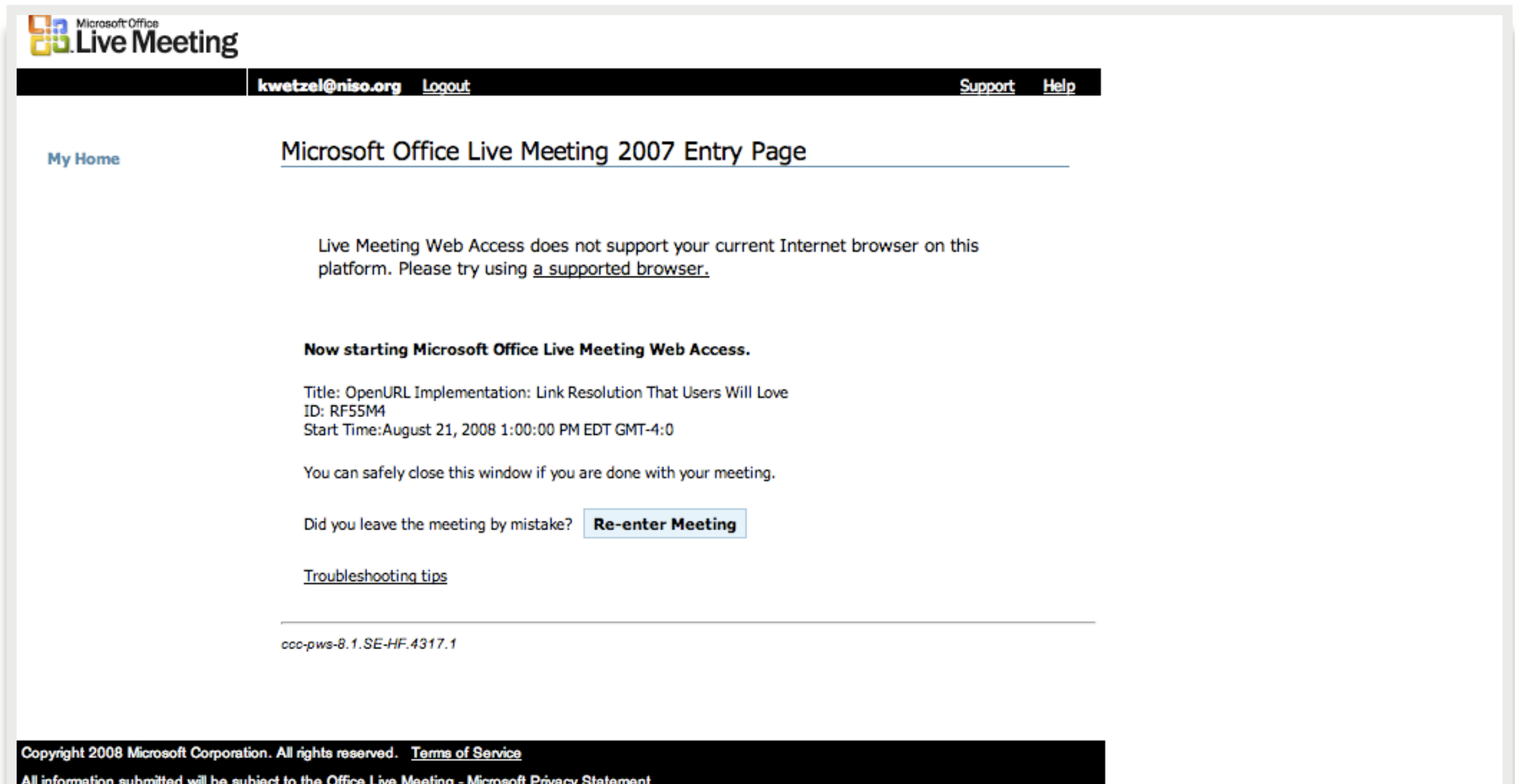
E-mail: kwetzel@niso.org

Company Name: NISO

Join Meeting

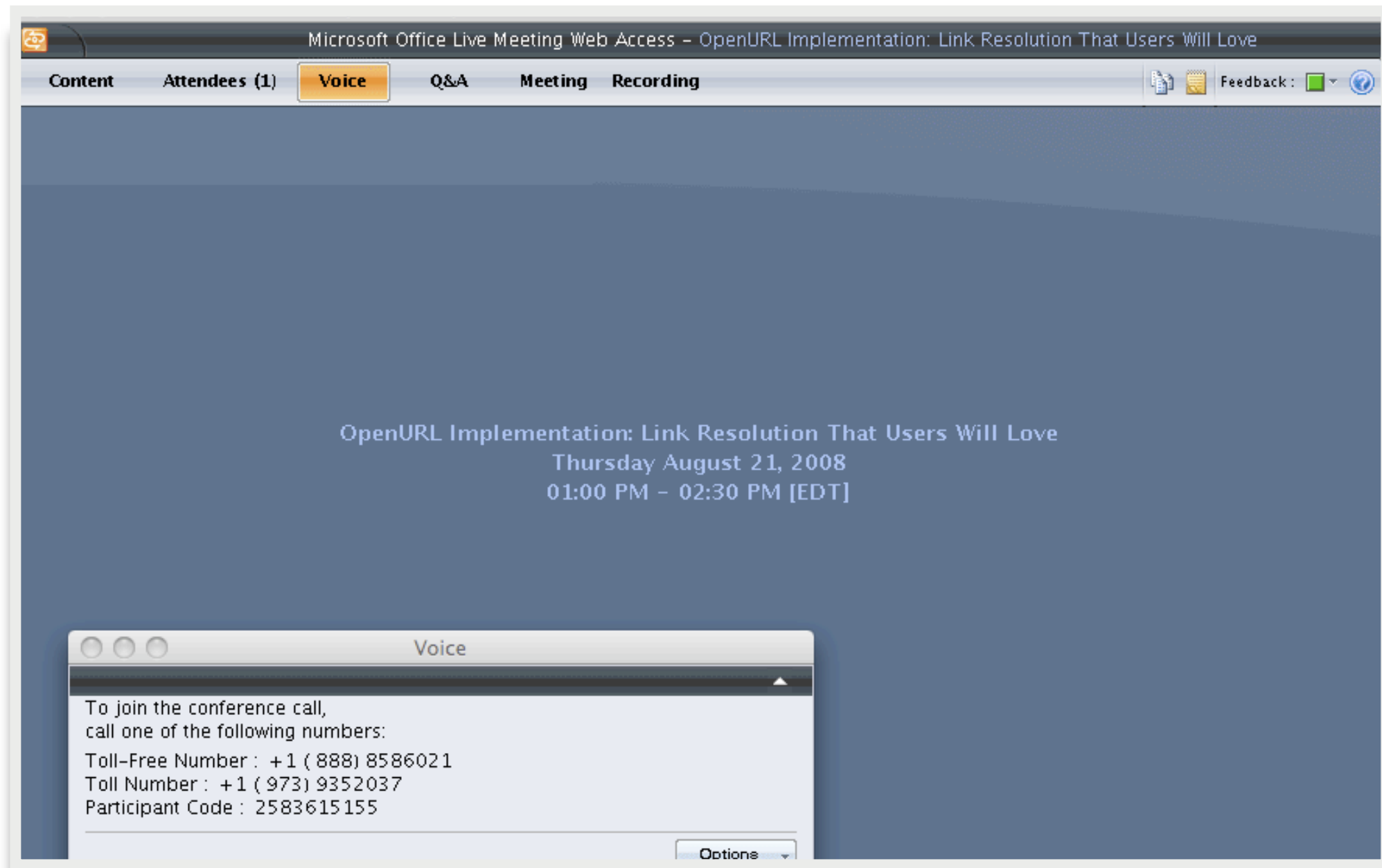
As a speaker, you will receive a speaker URL to access this page.

Live Meeting Entry Page



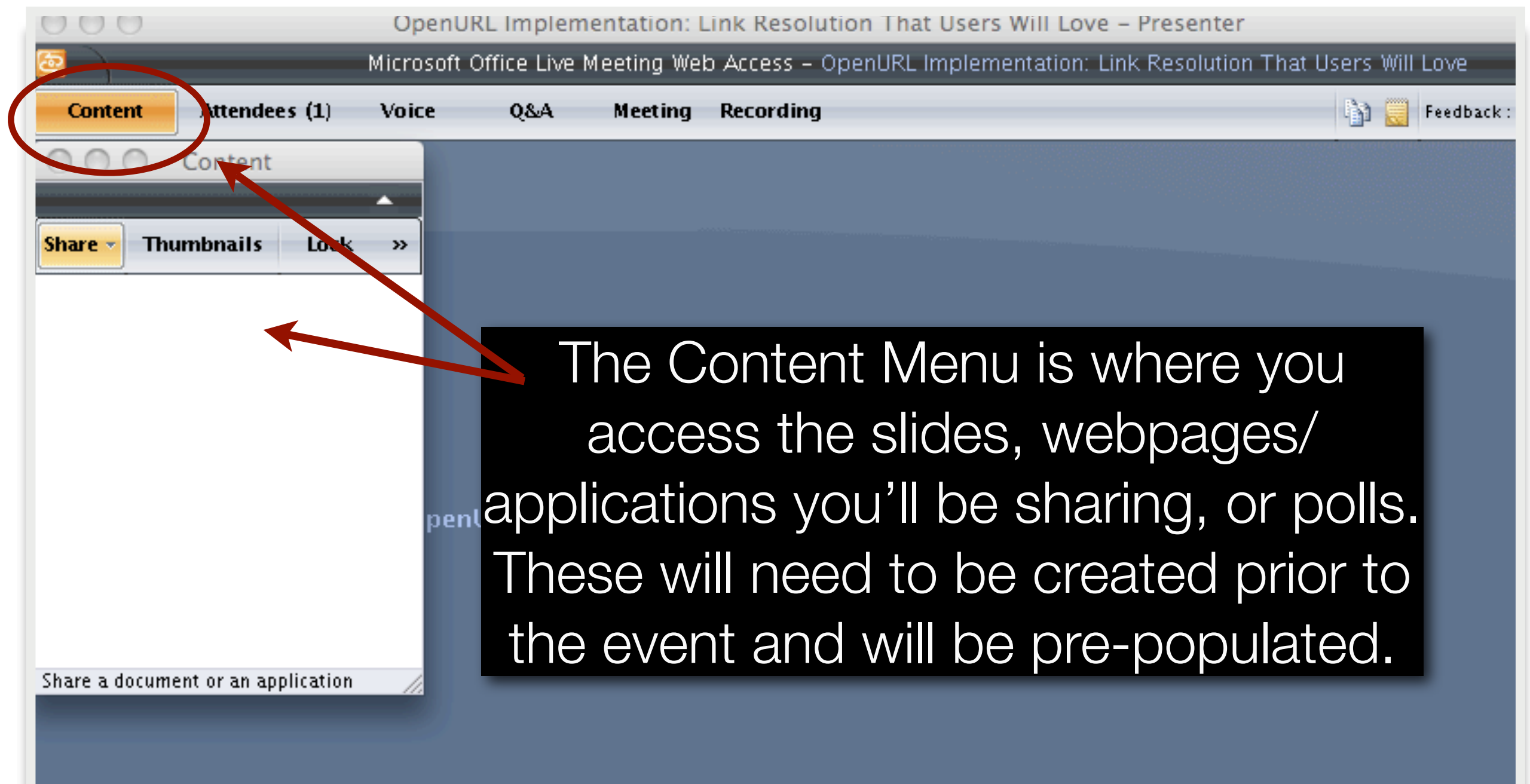
After logging on, you will see this page appear.

Live Meeting Entry Page

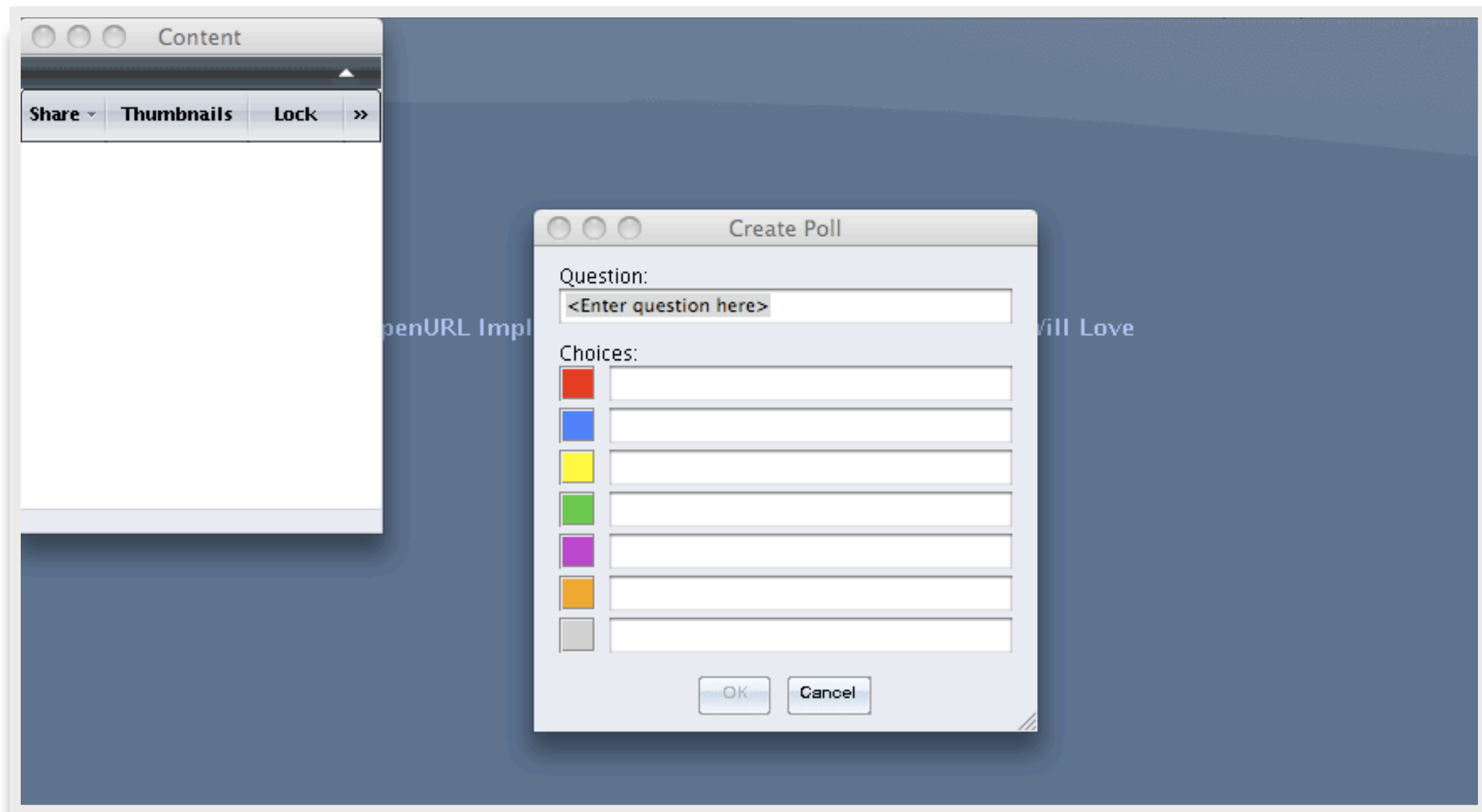


A new window will then open to the Live Meeting site that will be used for the webinar

Content Menu



Polling the Audience: Creating the Poll



If you would like to poll the audience, this must be created before the event. A poll has a question with up to seven multiple choice answers.

Polling the Audience: Poll View

Poll Question:

Have you implemented the system?

Poll Choices:

☐ Yes

☐ No, but we are in the process of doing so.

☐ No, but we plan to do so in the next year.

☐ No.

☐ No Vote

Poll Results:

0%

0

0%

0


0%



0

0%

0

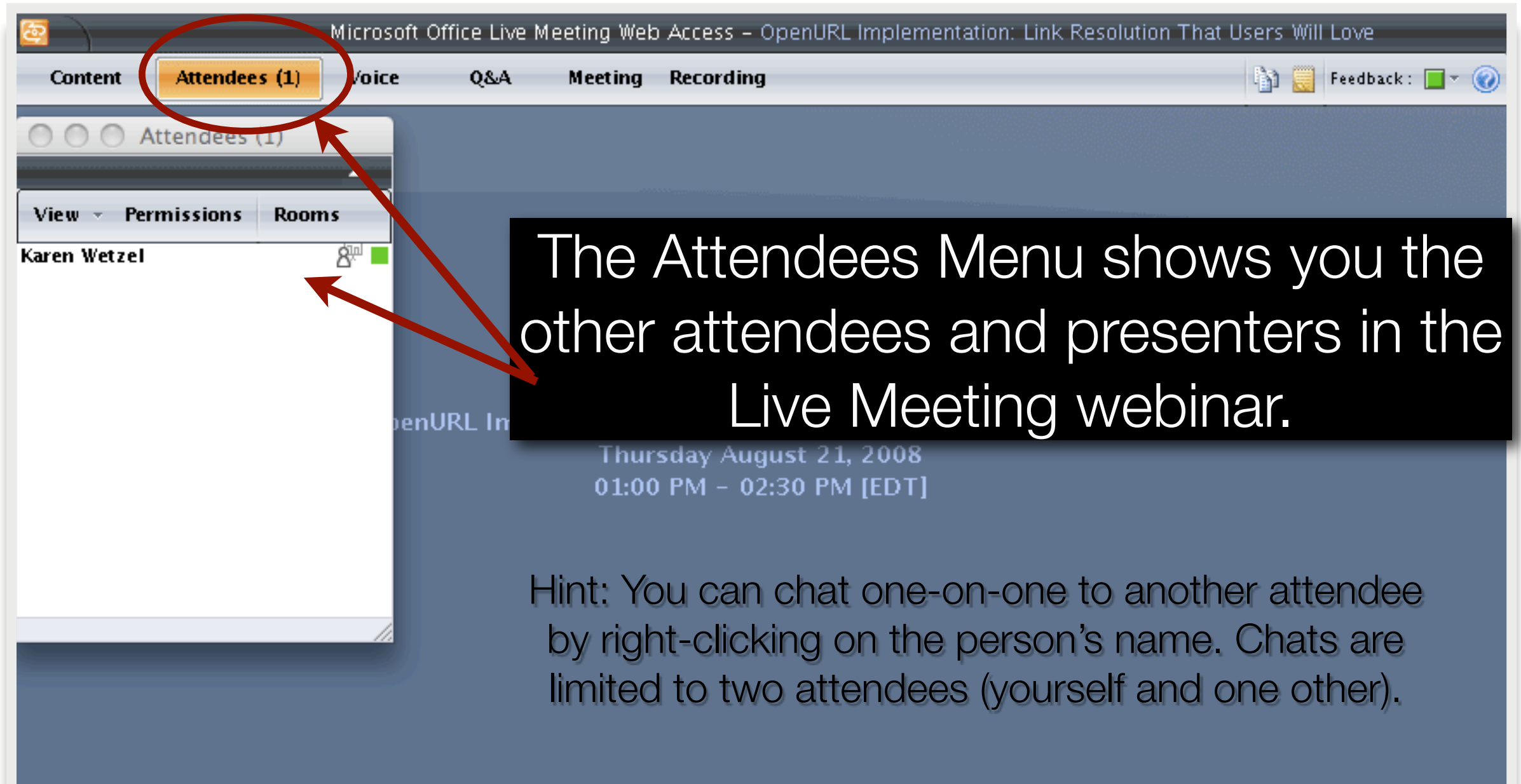
1 of 1



 Polls are open 

If you use a poll, you will need to go to the poll screen and leave the presentation, webpage, etc. that you were on prior to opening the poll.

Attendees Menu



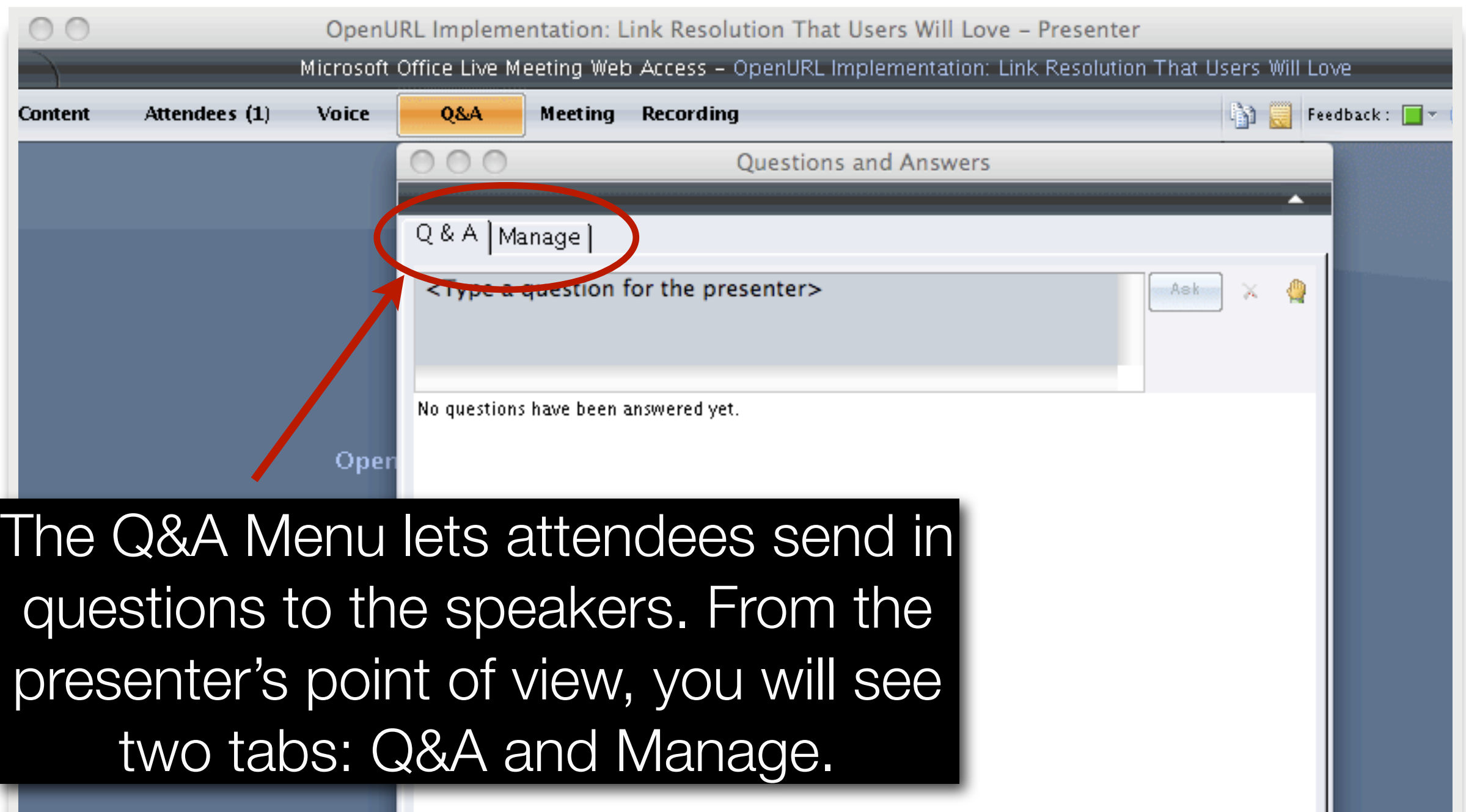
The screenshot shows the Microsoft Office Live Meeting Web Access interface. The top navigation bar includes links for Content, Attendees (1), Voice, Q&A, Meeting, and Recording. The 'Attendees (1)' link is highlighted with a red circle. Below this, a sidebar displays a list of attendees under the 'Attendees (1)' tab. The first attendee listed is Karen Wetzel, accompanied by a small icon and a green status indicator. A red arrow points from the 'Attendees (1)' link in the top bar to the attendee list in the sidebar. Another red arrow points from the same text box to the text below.

The Attendees Menu shows you the other attendees and presenters in the Live Meeting webinar.

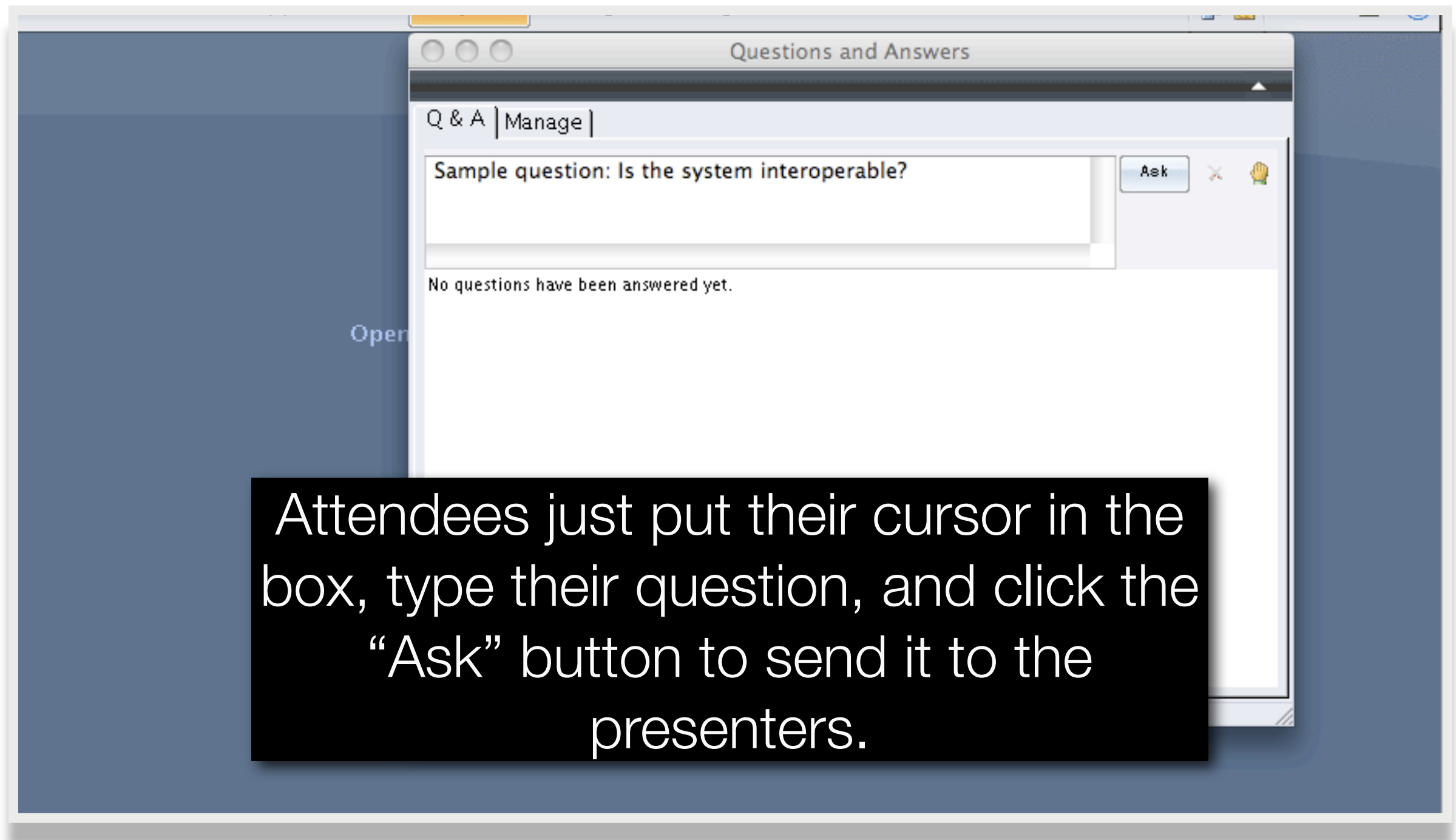
Thursday August 21, 2008
01:00 PM - 02:30 PM [EDT]

Hint: You can chat one-on-one to another attendee by right-clicking on the person's name. Chats are limited to two attendees (yourself and one other).

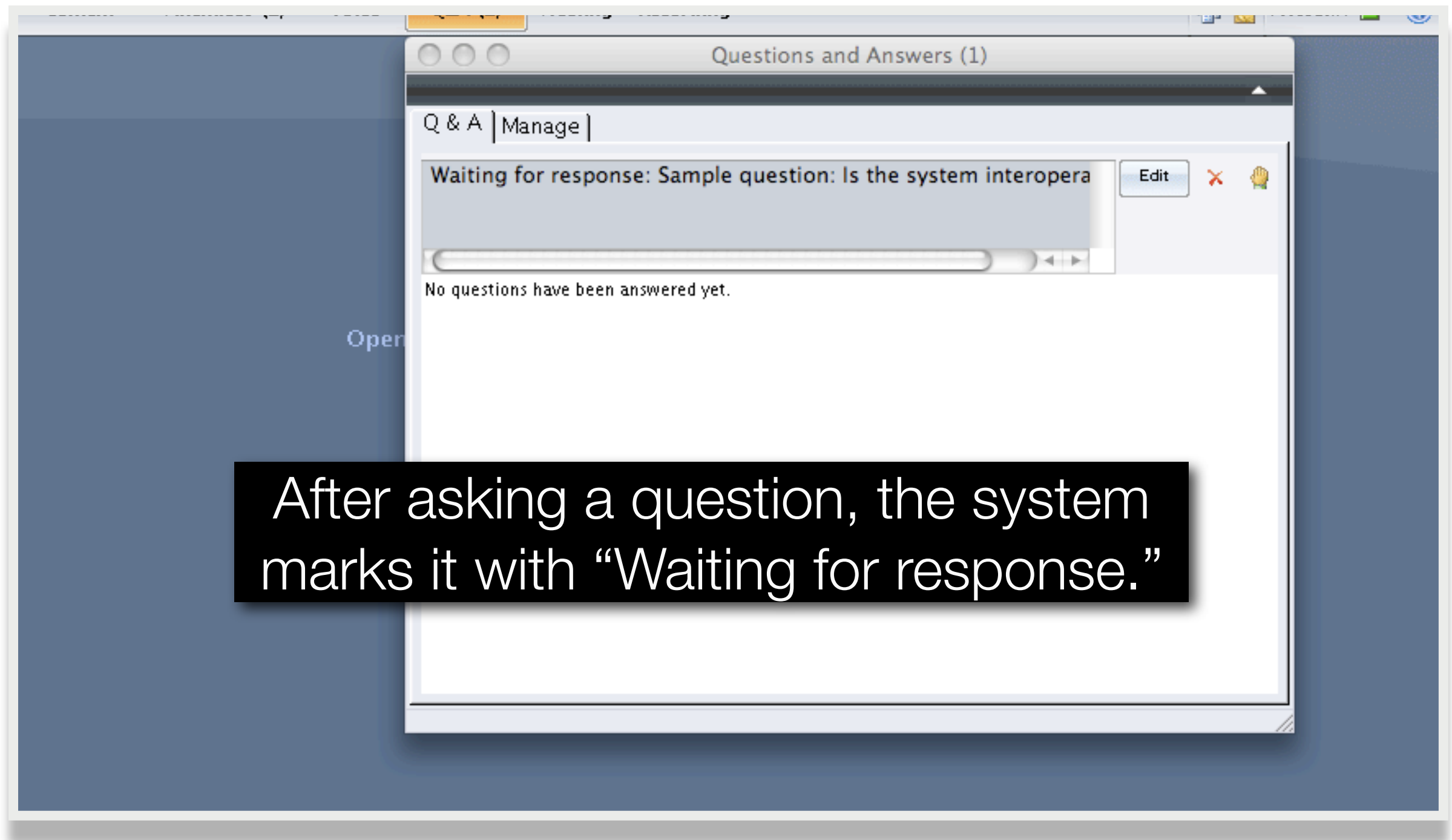
Q&A Menu - opening screen



Q&A Menu - Asking a Question

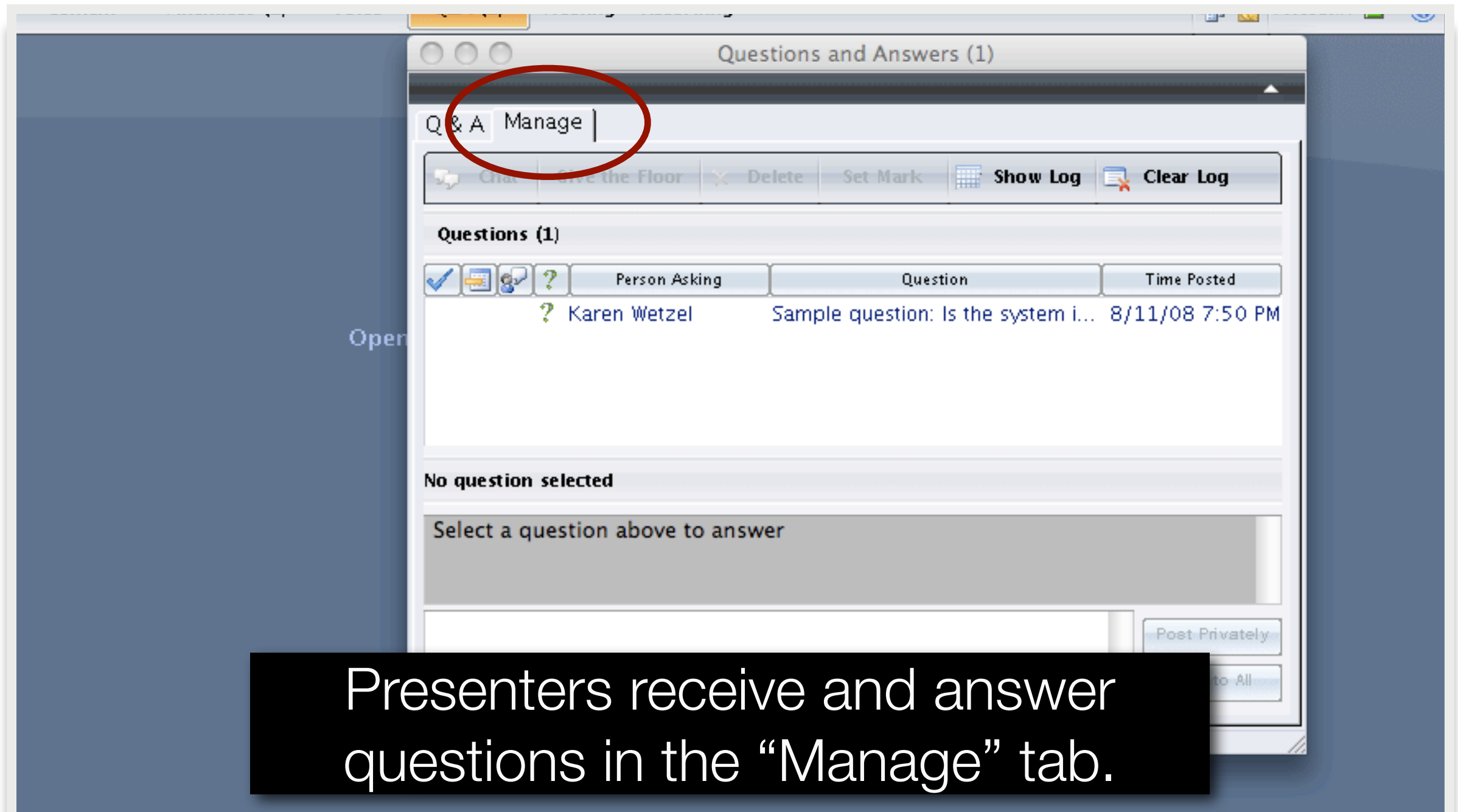


Q&A Menu - Waiting for a Reply



After asking a question, the system marks it with "Waiting for response."

Q&A Menu - Presenter View



Questions and Answers (1)

Q & A Manage |

Chat Give the Floor Delete Set Mark Show Log Clear Log

Questions (1)

	Person Asking	Question	Time Posted
?	Karen Wetzel	Sample question: Is the system i...	8/11/08 7:50 PM

No question selected

Select a question above to answer

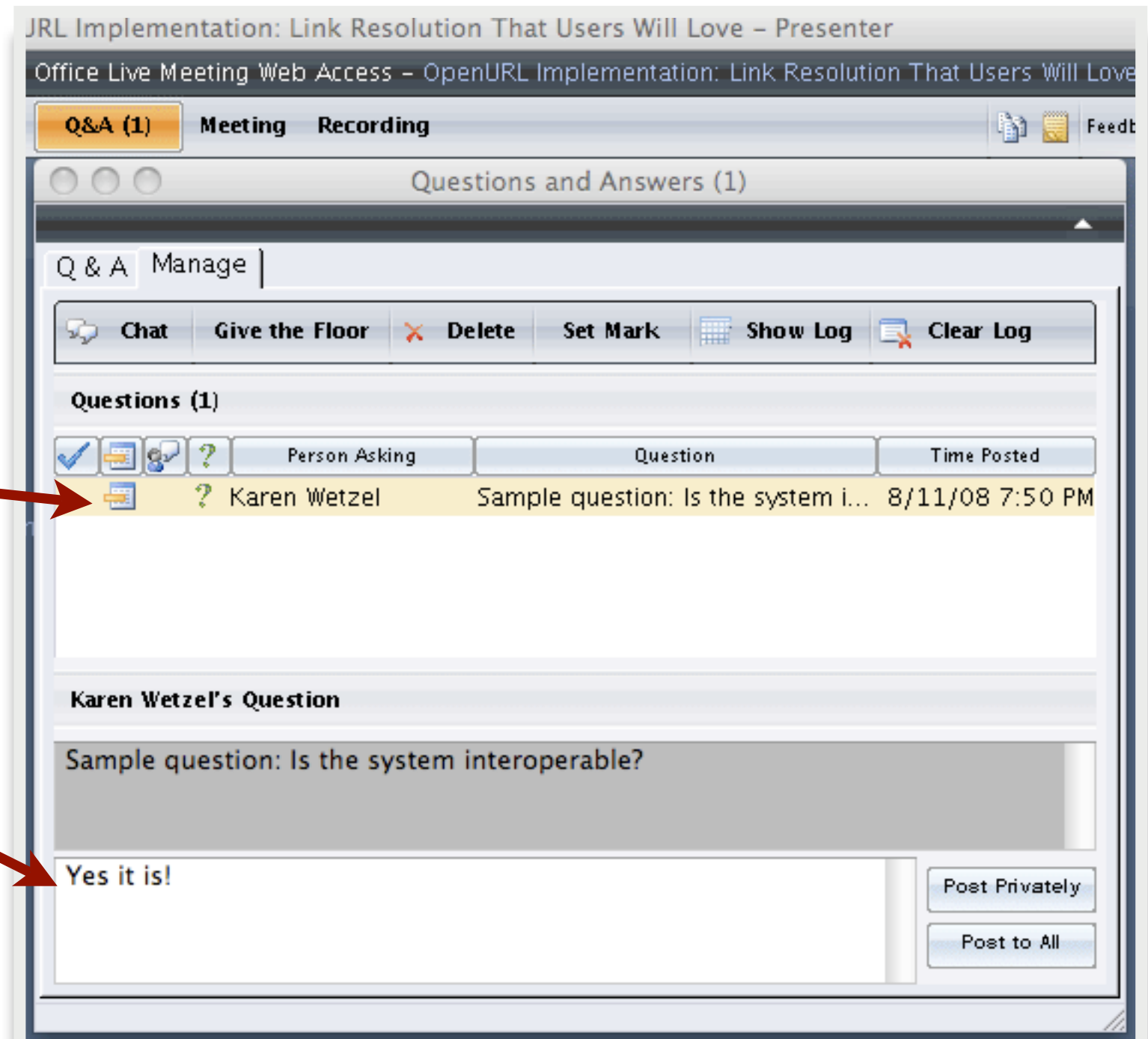
Post Privately to All

Presenters receive and answer questions in the "Manage" tab.

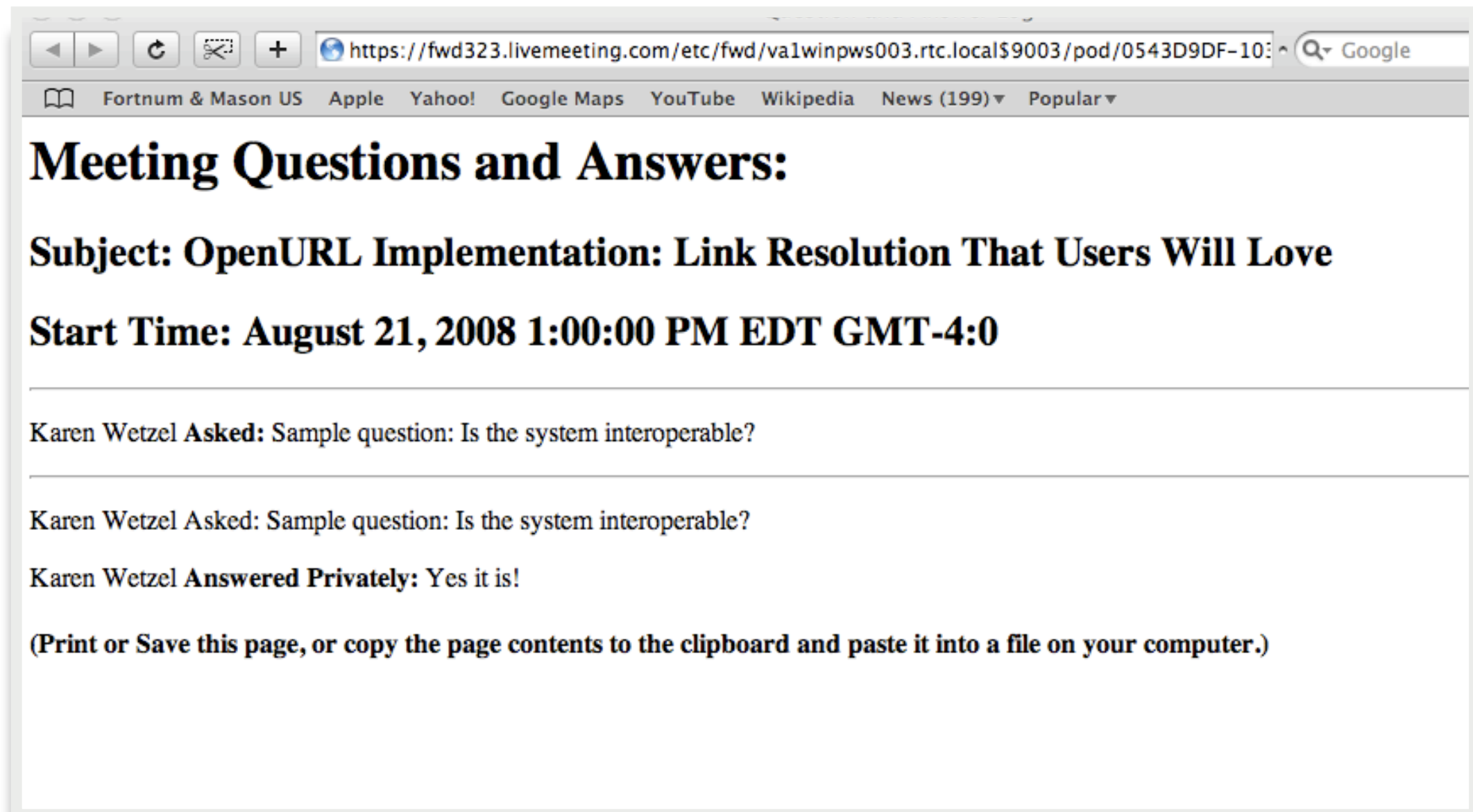
Q&A Menu - Presenter View

To answer a question, click on it (it will be highlighted in yellow) and type your response in the text area at the bottom of the screen.

When you respond to a note, the question will immediately disappear from the screen.



Q&A Log



A screenshot of a web browser window displaying a Q&A log page. The browser's address bar shows a URL from a live meeting. The page has a title, a subject line, and a start time. It lists a question asked by Karen Wetzel and a private answer. At the bottom, there is a link to print or save the page.

https://fwd323.livemeeting.com/etc/fwd/valwinpws003.rtc.local\$9003/pod/0543D9DF-103... Google

Fortnum & Mason US Apple Yahoo! Google Maps YouTube Wikipedia News (199) Popular

Meeting Questions and Answers:

Subject: OpenURL Implementation: Link Resolution That Users Will Love

Start Time: August 21, 2008 1:00:00 PM EDT GMT-4:0

Karen Wetzel **Asked:** Sample question: Is the system interoperable?

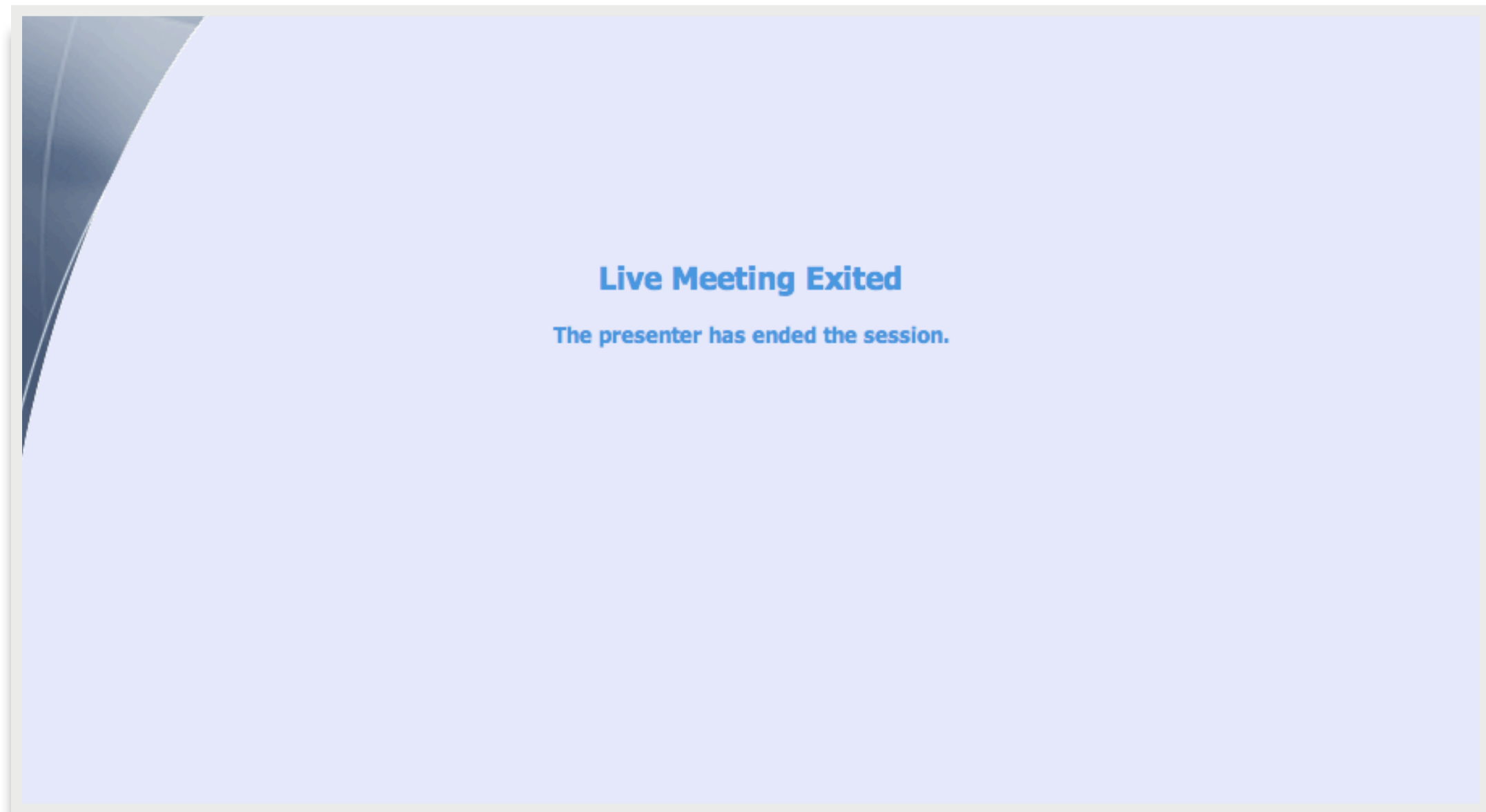
Karen Wetzel **Asked:** Sample question: Is the system interoperable?

Karen Wetzel **Answered Privately:** Yes it is!

(Print or Save this page, or copy the page contents to the clipboard and paste it into a file on your computer.)

Questions and Answers are automatically logged on an HTML page. After the event, presenters answer the questions in writing so these can be shared on the NISO website.

Ending the Webinar



At the end of the webinar, the NISO facilitator will first push out a web survey. Then, after all the attendees have exited the system, the NISO facilitator will then close the webinar.