

The Live Meeting console

To participate in a Live Meeting broadcast, you will use the Windows-Based Live Meeting console to view and participate in meetings.

If you have already installed Live Meeting, please test your Live Meeting prior to the broadcasts by clicking on the following test link:

<http://www.livemeeting.com/cc/vaoi/join?id=3Z6KNP&role=attend>

If you have not participated in or installed Live Meeting before, the first time you attempt to join a meeting you will see the Meetings Installer page. If you are using a computer running Microsoft Windows, click the **Install the Windows-based Live Meeting Console**. (This is a one time installation.) In order to make it possible for you to install and test the software, we have set up a Live Meeting Test broadcast for you to use.

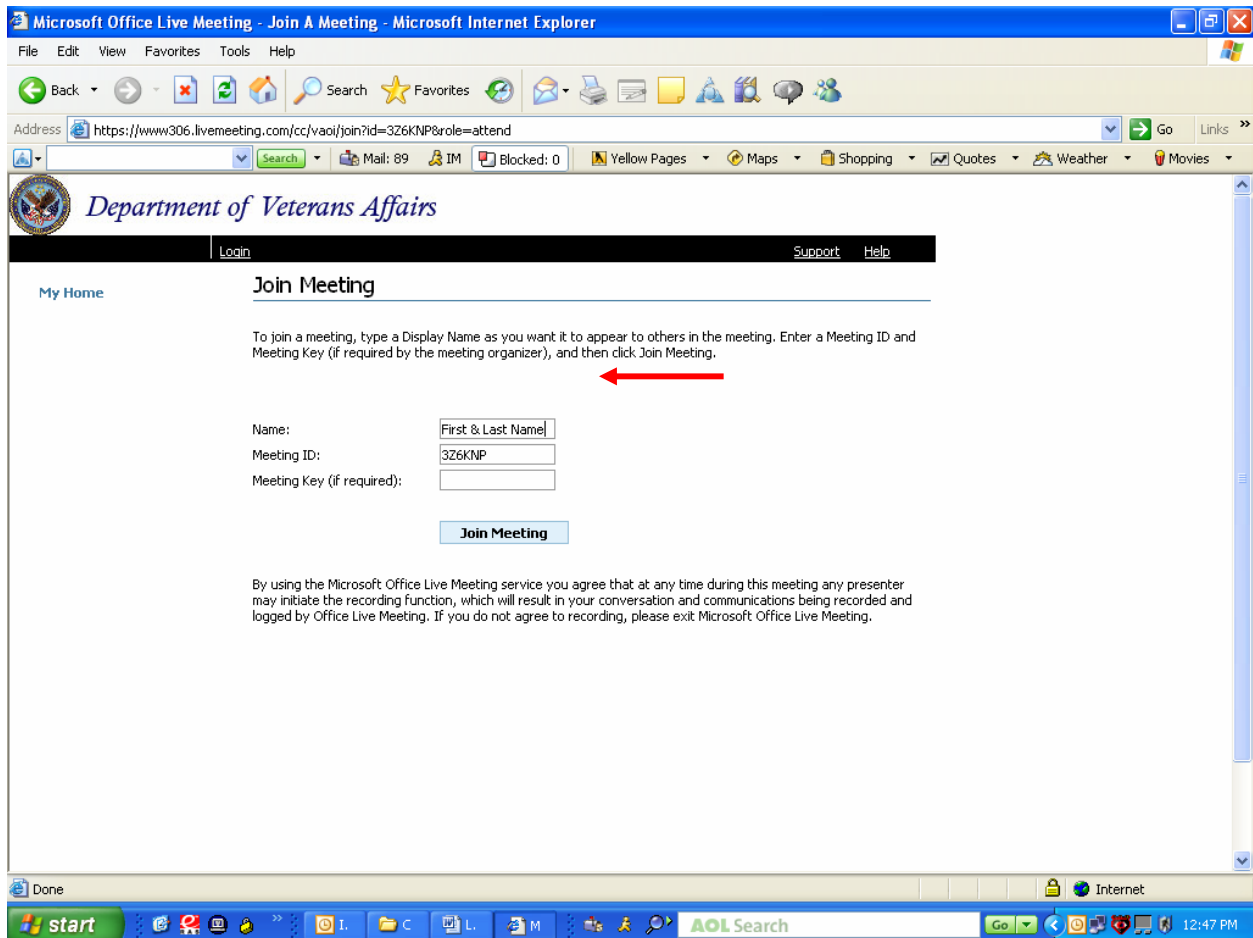
If you receive a message that you do not have “permission” to install the software, you are not an administrator of your computer. You need to contact your local IRM to assist you.

Steps to Install the Live Meeting console

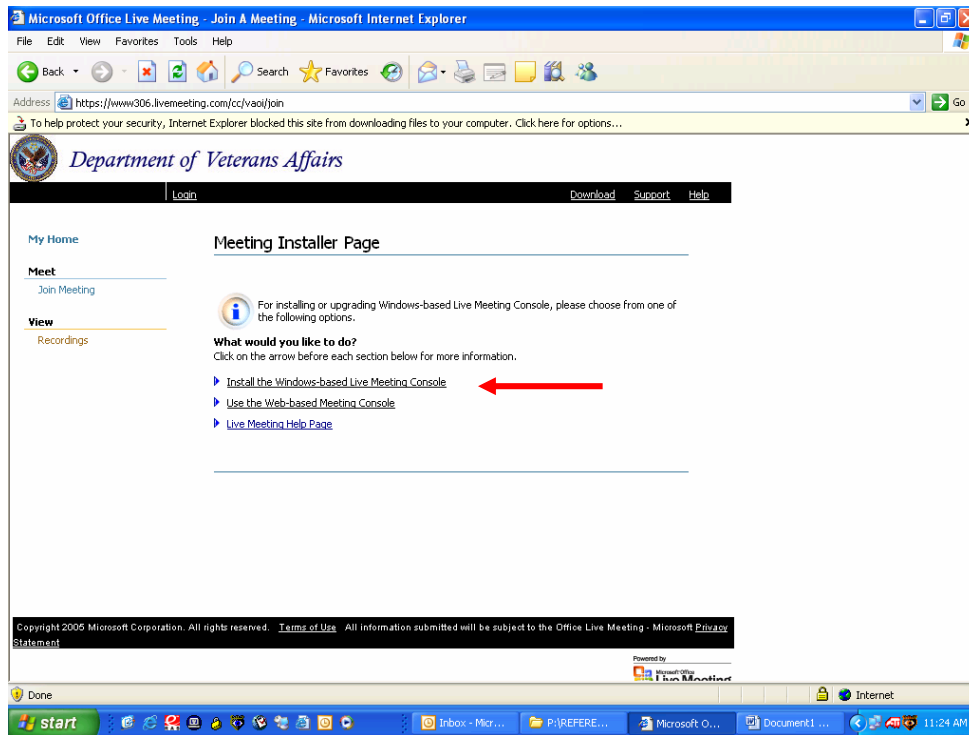
1. Click on the Live Meeting link

<http://www.livemeeting.com/cc/vaoi/join?id=3Z6KNP&role=attend>

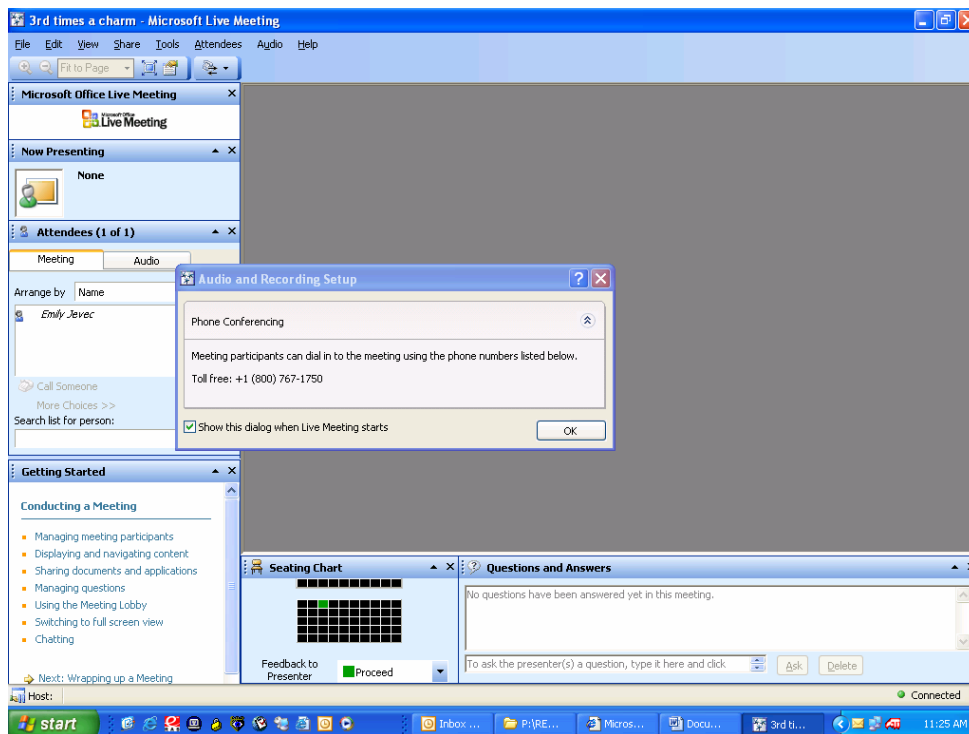
2. Click on the **Join Meeting** link to open the Live Meeting **Join Meeting** page. You will need to enter your name then click on **Join Meeting**. **Note:** a Meeting Key is not required to download Live Meeting through this link.



3. On the next screen, you will be asked for your email address and company name. Please complete these boxes using your VA email address and your Station name and number.
4. On the **Meeting Installer** page, click **Install the Windows-based Live Meeting Console**.



5. In the **File Download** dialog box, click **Open**. Should you receive a pop-up message at the top of your screen, click the pop-up message, then click **Download File**.
6. If you are running Windows XP SP2, click **Run** again at the Internet Explorer **Security Warning** dialog box to start the Live Meeting setup program. When installation is complete, Live Meeting will start the console and add you to the meeting. Once you see the Live Meeting interface, it will take a few seconds for the success screen to appear.



7. You will know the product is successfully installed when you arrive at the Congratulations screen.
8. If you have trouble, please contact the Live Meeting Help Desk at (866) 493-2825 24 hours a day, 7 days a week.

To join a Live Meeting with ActiveX settings locked down

The Live Meeting console does not require that your browser be enabled to install and run ActiveX controls. If your Web browser is configured to prevent you from downloading signed ActiveX controls or from initializing and scripting ActiveX controls marked as safe, you will see an interim **Meeting Entry** page. To join the meeting, click the **Join Live Meeting** link and follow steps 2-8 above.

Join the Phone Conference

To join a phone conference by calling the conference call number

1. Join the meeting by using the procedures described earlier in this topic.
2. In the **Audio and Recording Setup** dialog box, view the Phone Conferencing information for the meeting.
3. Using your phone, call the conference call number and then supply the access code (if needed) if and when prompted by the conference calling service.

What to do if you experience problems while joining a Live Meeting session

In some cases you may experience problems connecting to Live Meeting. If you do, please call the Live Meeting Help Desk at (866) 493-2825; 24 hours a day, 7 days a week.

If you have problems accessing the conference call, perhaps because a wrong number is supplied in the invitation or because the information is simply missing, join the meeting about 10 minutes prior to its scheduled start time and then open a chat session in the Live Meeting console to communicate with the meeting organizer. You can ask the organizer, via the chat option, about the phone number and access code (if applicable).