

# My Meeting Room

MICROSOFT® OFFICE LIVE 2007

Microsoft® Office Live Meeting 2007 is a hosted web conferencing service that allows you to connect and engage audiences in online meetings, trainings and events. Unlike competitive offerings, Live Meeting combines rich media in a single user experience – and still delivers the cost-saving and operational simplicity benefits.

Depending upon your need, Live Meeting can scale to the number of desired participants, from two to thousands, and offers as much or as little assistance as your meeting requires.

Live Meeting is ideal for instant or scheduled meetings and provides an affordable web conferencing solution for small-to-medium sized group. It is available by the minute giving you greater freedom and cost flexibility.

Innovative features and functionality include:

- 1 Live Webcam Video.** Live webcam video of participants displayed alongside presentation in one of two display modes – Roundtable or Single Webcam.
- 2 Handouts.** Handouts in native file formats can be distributed before and during the meetings to keep attendees on the same page.
- 3 Feedback:** Presenters can obtain feedback from participants, such as proceed or need help, based on specific color code.
- 4 Always-On Shared Notes Pane.** Ensures every attendee can view and edit shared action items.
- 5 Question and Answer Tool Pane.** Allows attendees to virtually raise their hand to ask verbal or text questions.
- 6 Review Content.** Allows presenters to review the content without making it active for all attendees to view.
- 7 Annotation Tools.** Interactive tools include rich text, sophisticated shapes, flowcharts and fonts and colors.
- 8 Thumbnails Pane.** A secondary pane in the console that appears when a resource has multiple parts, pages or slides.
- 9 Shared Content Pane.** Various materials where presenters share with participants during a meeting, including resources such as Microsoft applications and whiteboards.
- 10 Virtual Breakout Rooms.** Break out into discussion groups for one-on-one training or more subject matter drill down.

