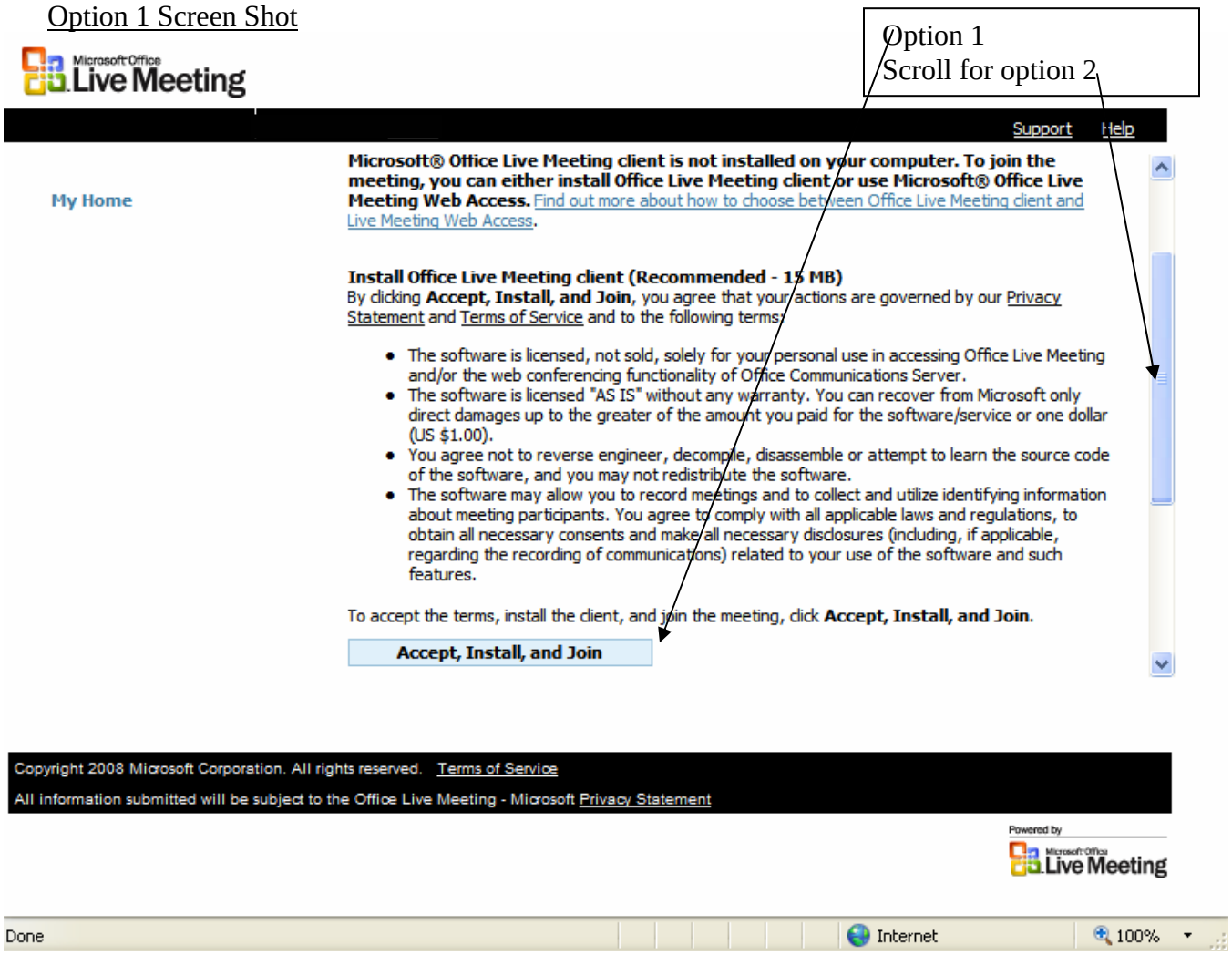
Once you have been sent an invitation to join your first Live Meeting 2007 web conference and choose either the “first time users” or “join meeting” the following installation will occur.

Upon trying to join the meeting as a first time user, you should see the following screen. There are two options available:

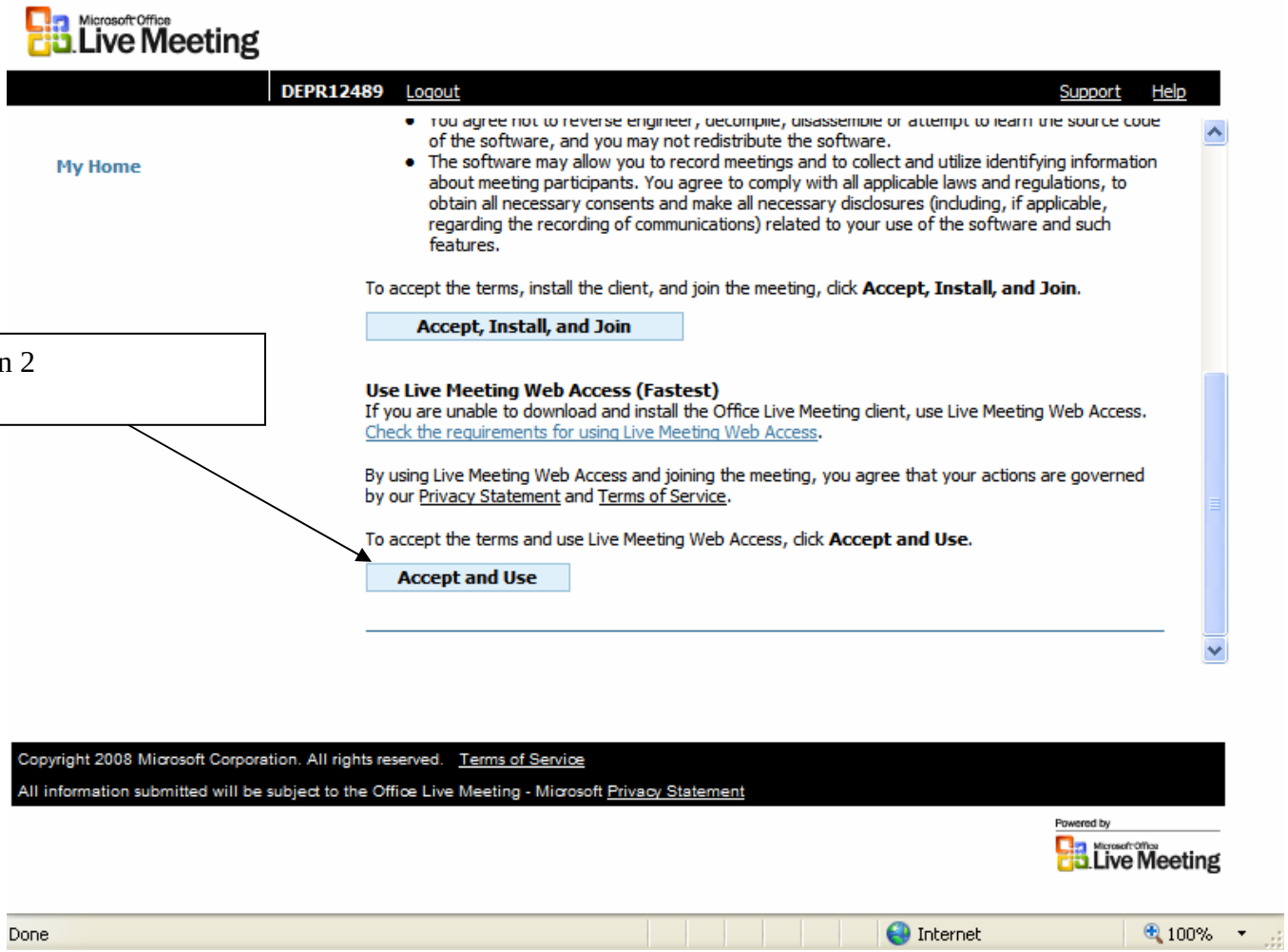
1. Install Office Live Meeting Client **Accept, Install, and Join**
2. Use Live Meeting Web Access **Accept and Use**

It is recommended that you choose the first option.

Option 1 Screen Shot



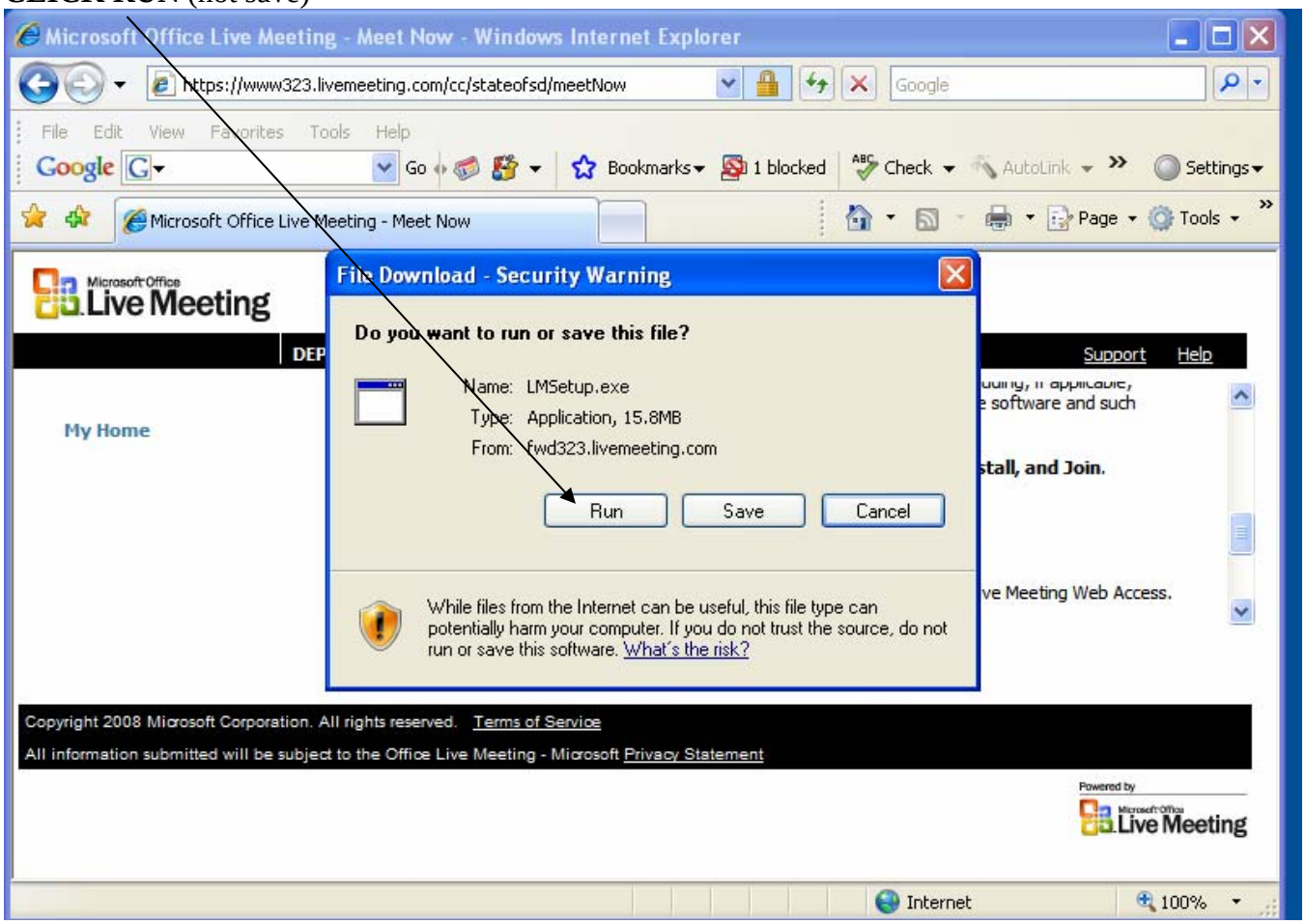
Option 2 Screen Shot



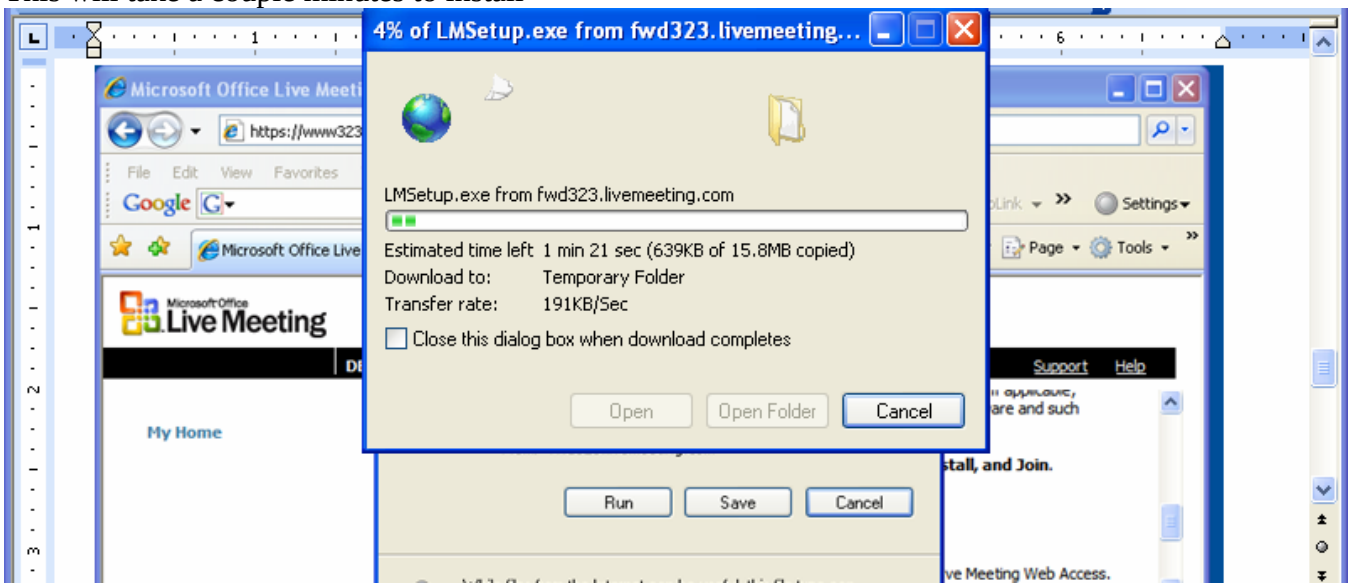
option 2

Upon choosing OPTION 1, you should see a screen prompting you to **run LMsetup.exe**

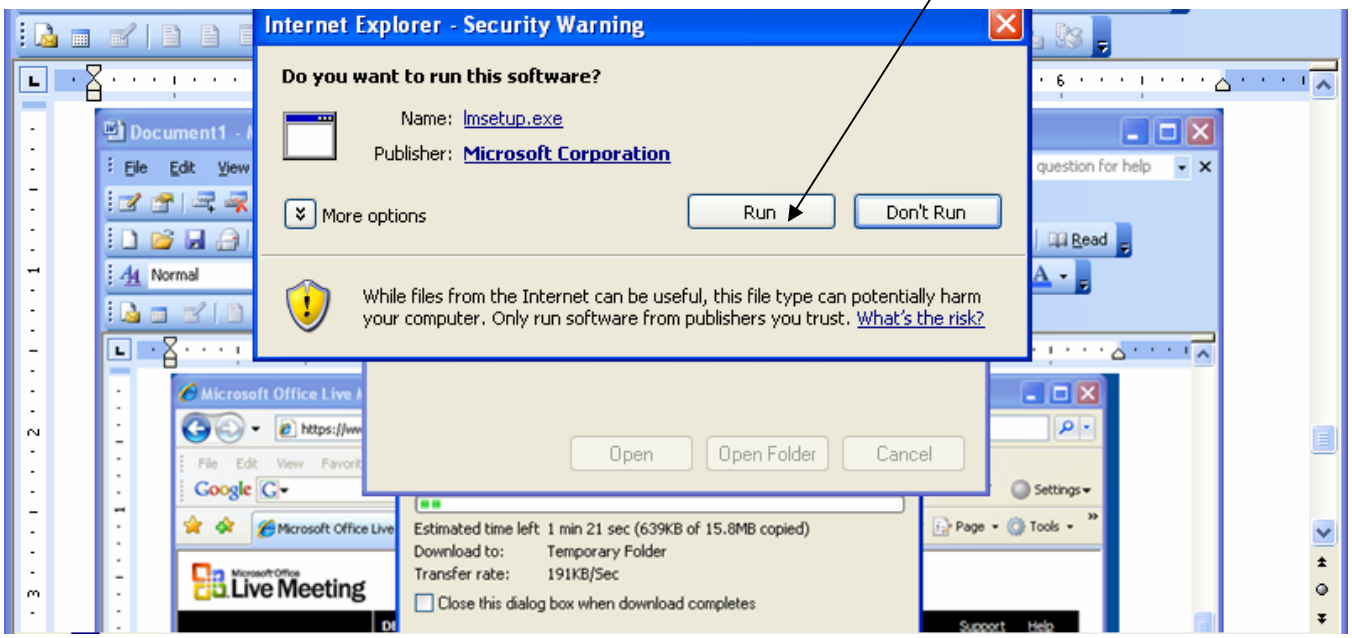
CLICK RUN (not save)



This will take a couple minutes to install

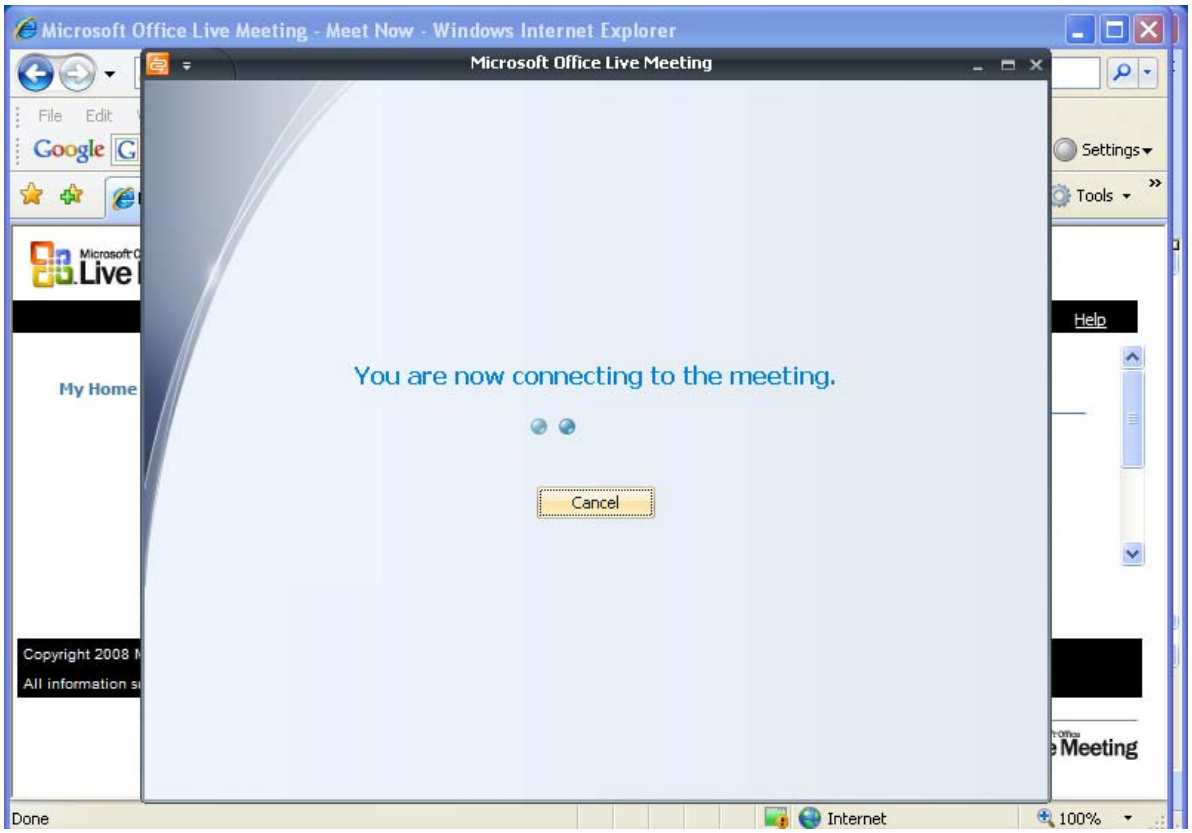


Next you'll see another installation screen: for lmsetup.exe **Choose Run.**

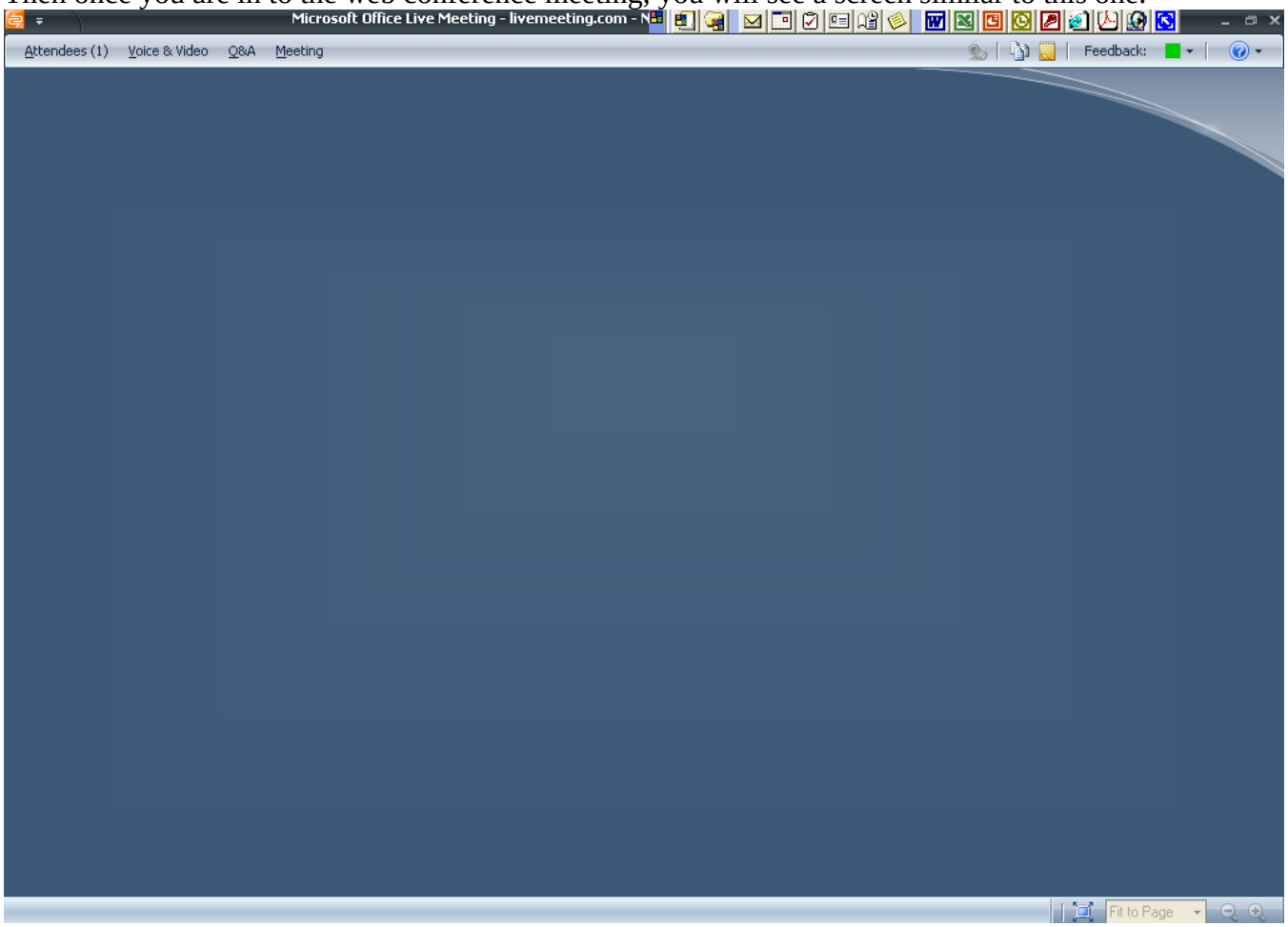


Then you'll see a screen installing Live Meeting Shortcut. This will take a few minutes.

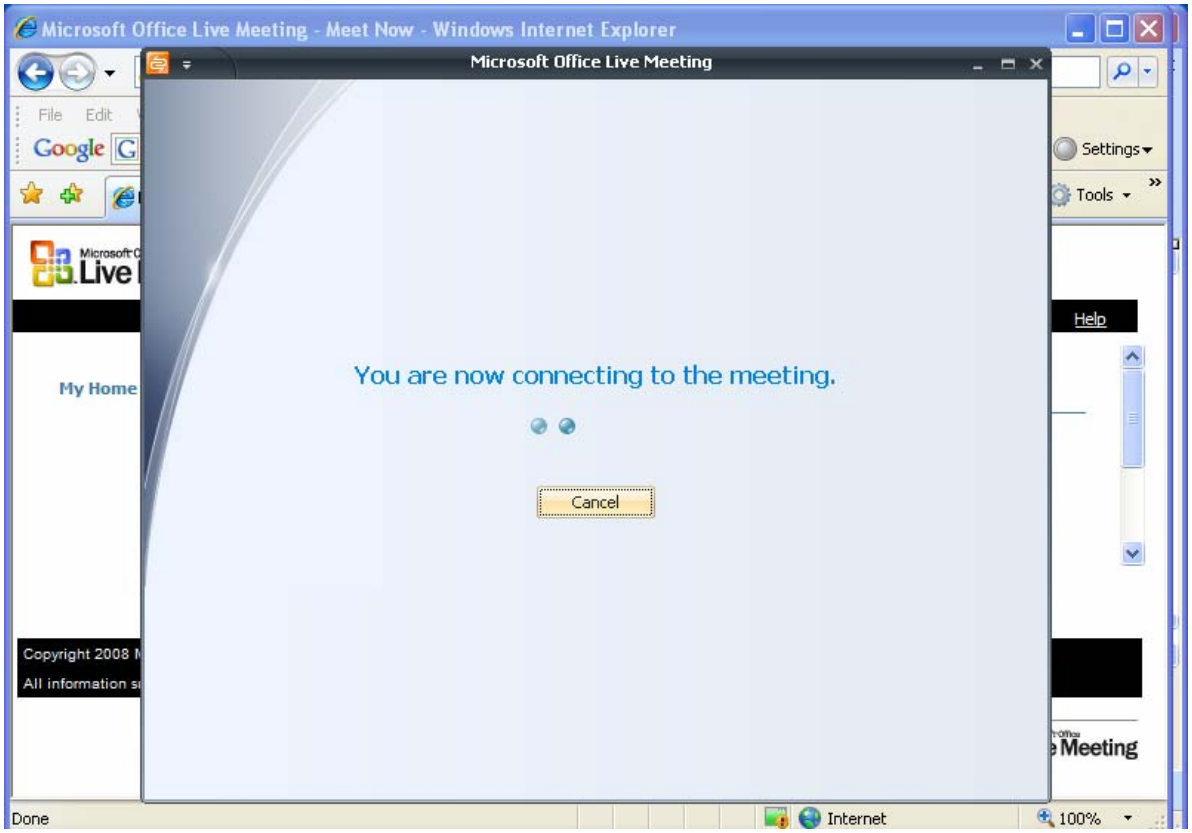
Then you should see a screen telling you "you are now connecting to the meeting". There may be a short delay between these two screens.



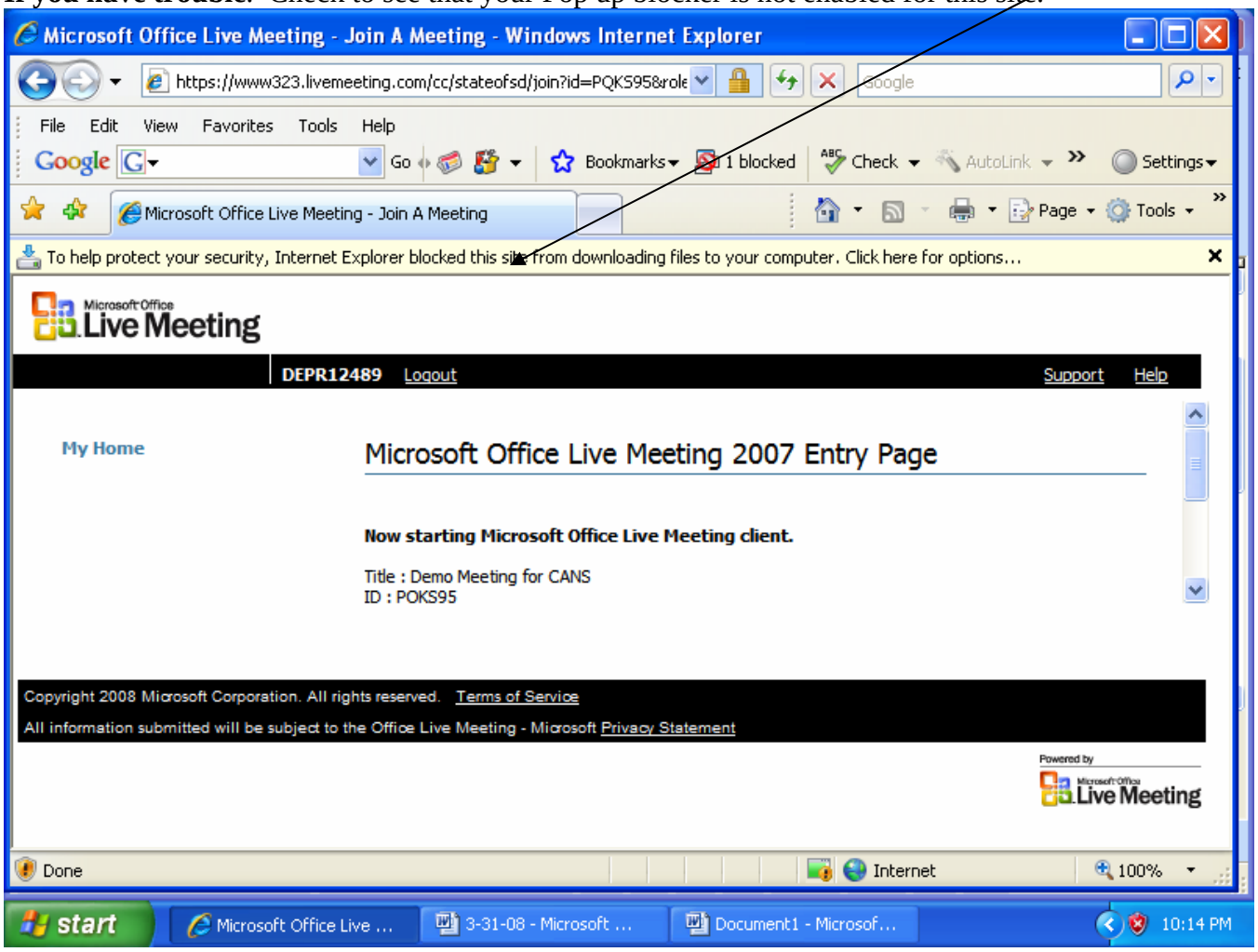
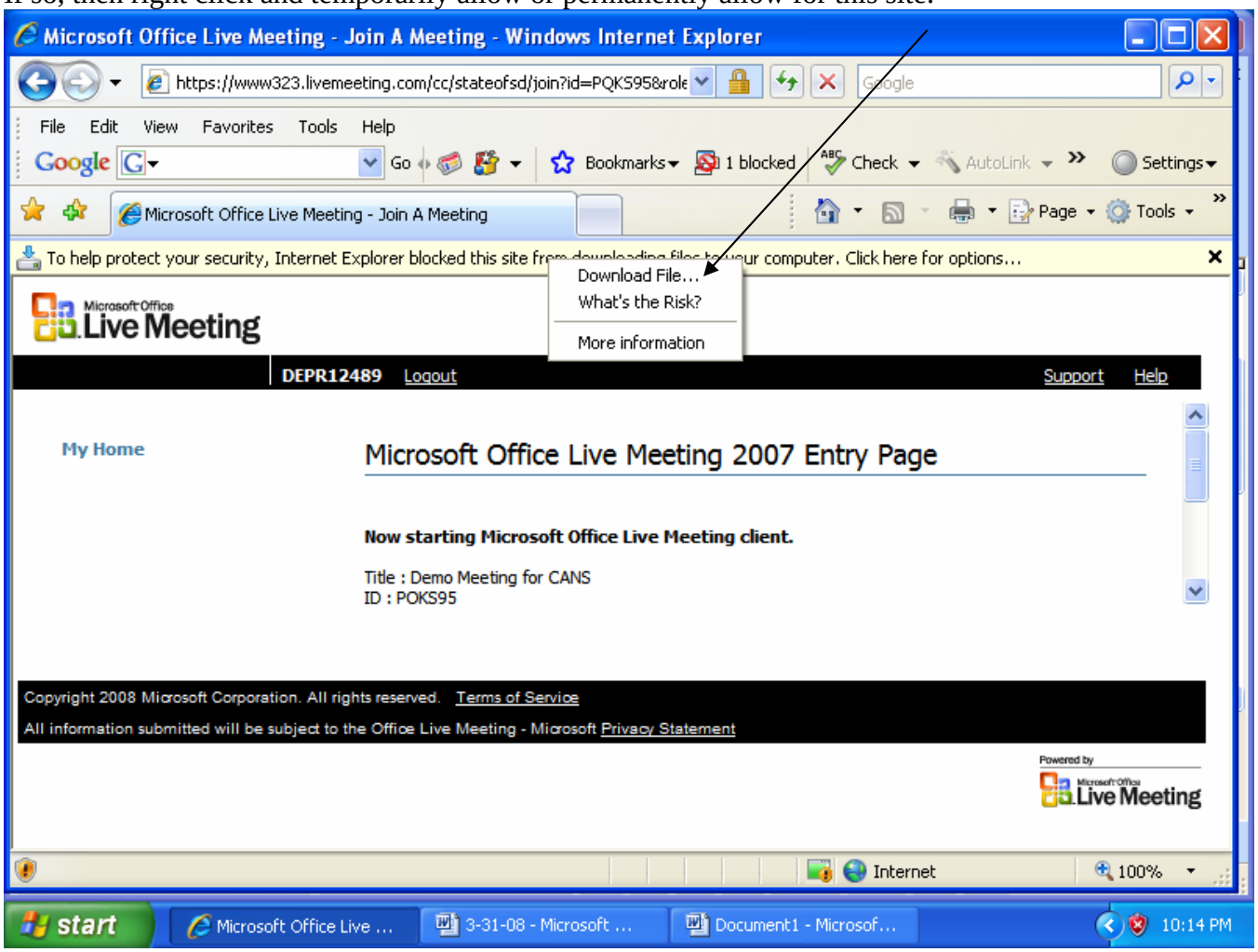
Then once you are in to the web conference meeting, you will see a screen similar to this one.



You are now ready to join the meeting. The **next time** you **log in** on the same computer the process should start with this screen and automatically connect. Or if prompted for a conference password and id-after it is entered the system will automatically connect showing this screen.



If you have trouble. Check to see that your Pop up blocker is not enabled for this site.



If so, then right click and temporarily allow or permanently allow for this site.