

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
2. Use Live Meeting Web Access

It is recommended that you choose the first option.

Option 1 Screen Shot

Option 1
Scroll for option 2

Microsoft Office Live Meeting

Support Help

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Microsoft® Office Live Meeting client is not installed on your computer. To join the meeting, you can either install Office Live Meeting client or use Microsoft® Office Live Meeting Web Access. [Find out more about how to choose between Office Live Meeting client and Live Meeting Web Access.](#)

Install Office Live Meeting client (Recommended - 15 MB)
By clicking **Accept, Install, and Join**, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#) and to the following terms:

- The software is licensed, not sold, solely for your personal use in accessing Office Live Meeting and/or the web conferencing functionality of Office Communications Server.
- The software is licensed "AS IS" without any warranty. You can recover from Microsoft only direct damages up to the greater of the amount you paid for the software/service or one dollar (US \$1.00).
- You agree not to reverse engineer, decompile, disassemble or attempt to learn the source code of the software, and you may not redistribute the software.
- The software may allow you to record meetings and to collect and utilize identifying information about meeting participants. You agree to comply with all applicable laws and regulations, to obtain all necessary consents and make all necessary disclosures (including, if applicable, regarding the recording of communications) related to your use of the software and such features.

To accept the terms, install the client, and join the meeting, click **Accept, Install, and Join**.

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All information submitted will be subject to the Office Live Meeting - Microsoft [Privacy Statement](#)

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Microsoft Office Live Meeting

Done Internet 100%

Option 2 Screen Shot



DEPR12489 [Logout](#)

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To accept the terms, install the client, and join the meeting, click **Accept, Install, and Join**.

Accept, Install, and Join

Use Live Meeting Web Access (Fastest)

If you are unable to download and install the Office Live Meeting client, use Live Meeting Web Access. [Check the requirements for using Live Meeting Web Access.](#)

By using Live Meeting Web Access and joining the meeting, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#).

To accept the terms and use Live Meeting Web Access, click **Accept and Use**.

Accept and Use

option 2

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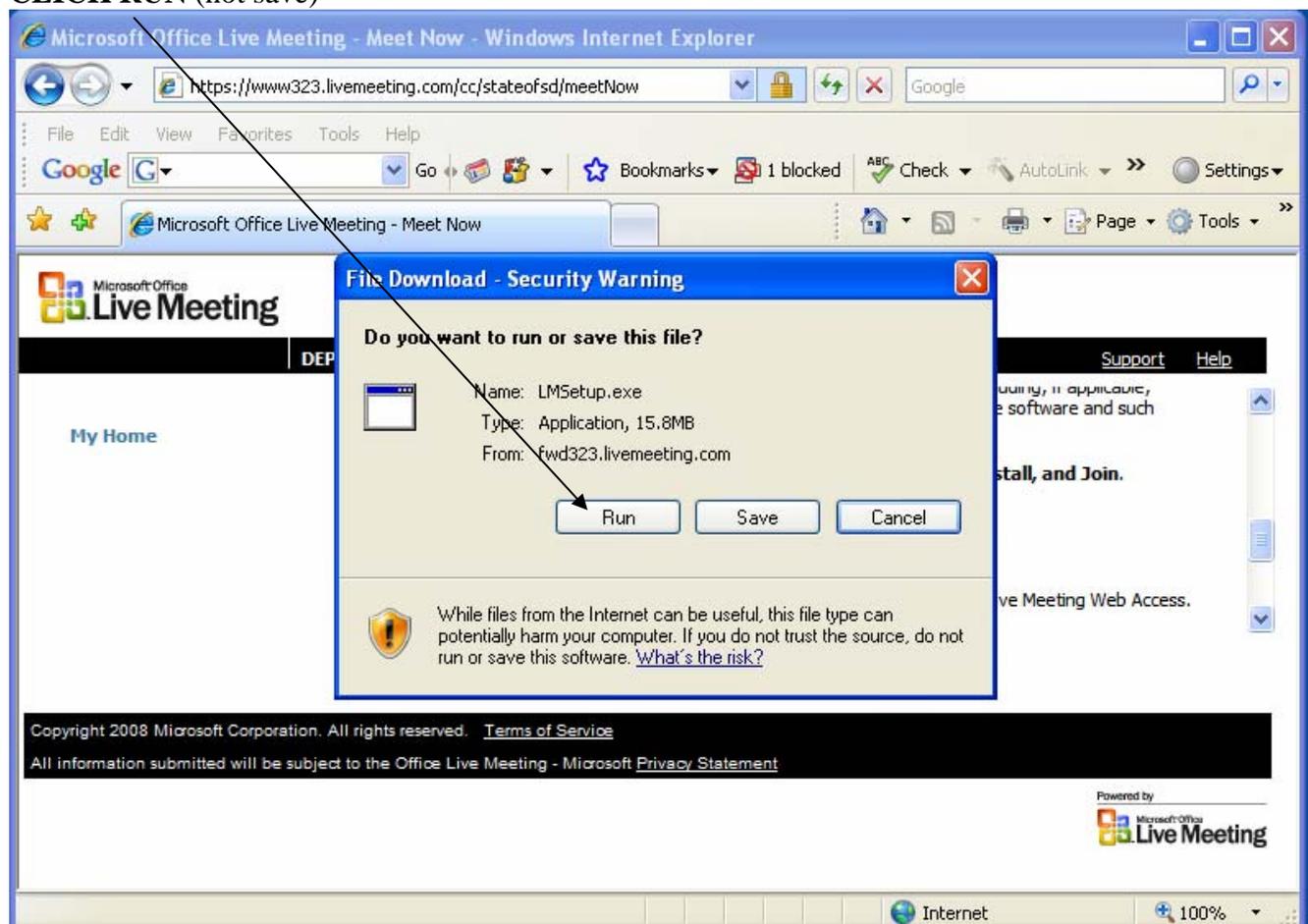
Done

Internet

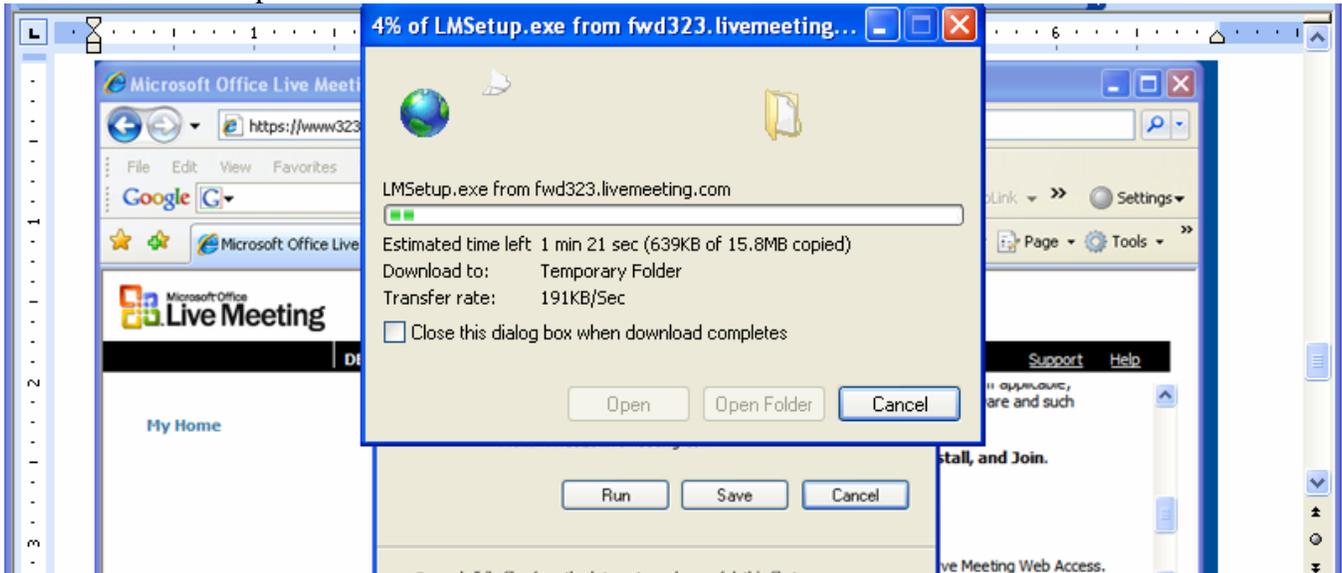
100%

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

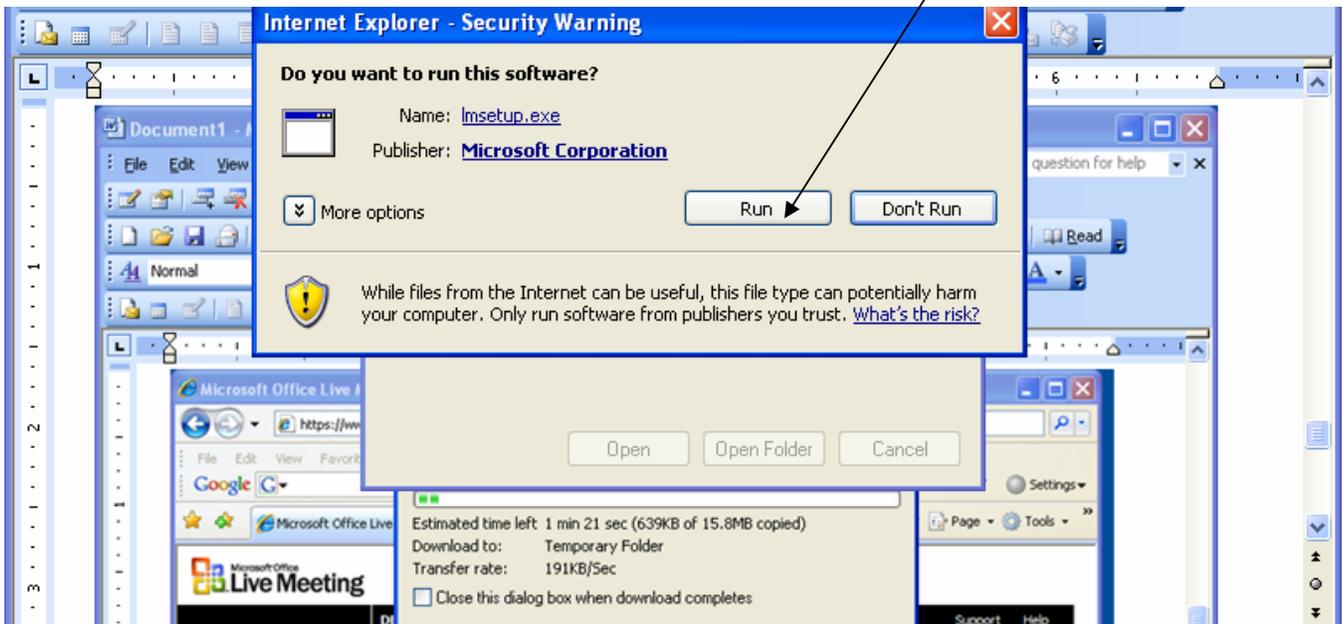
CLICK RUN (not save)



This will take a couple minutes to install



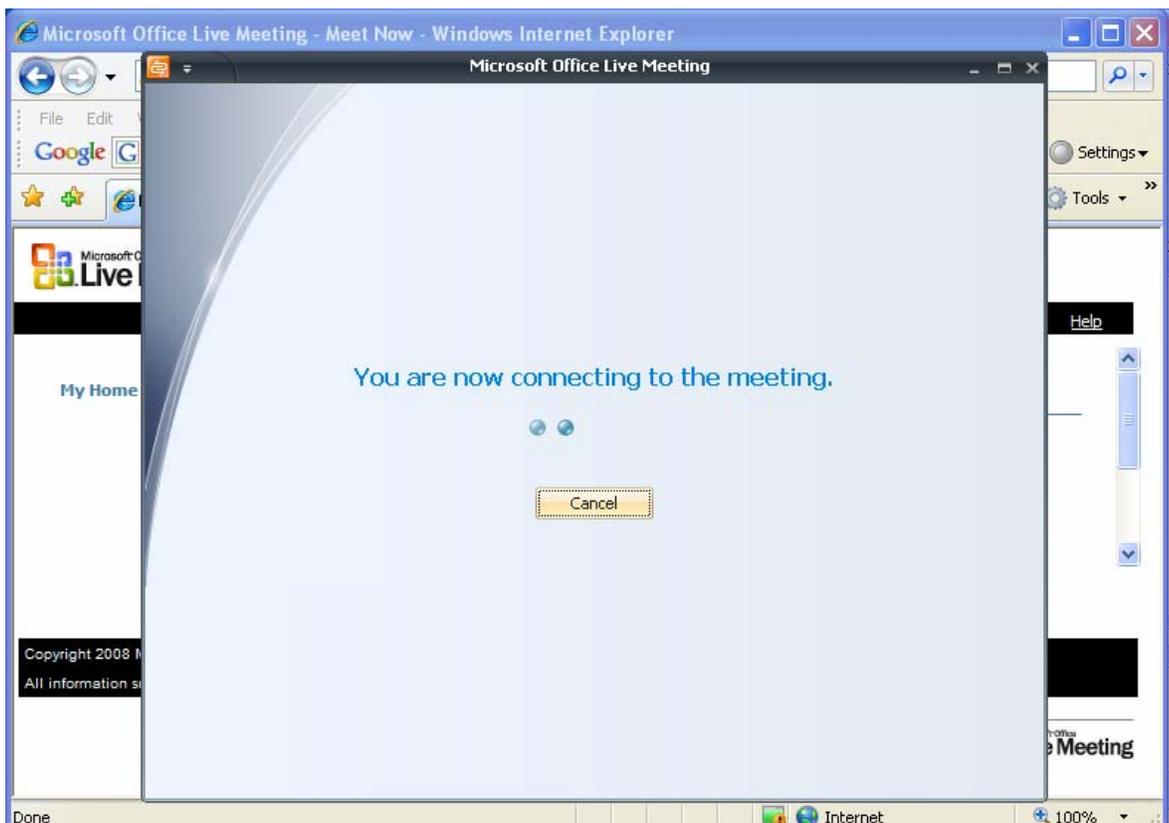
Next you'll see another installation screen: for lmsetup.exe **Choose Run.**



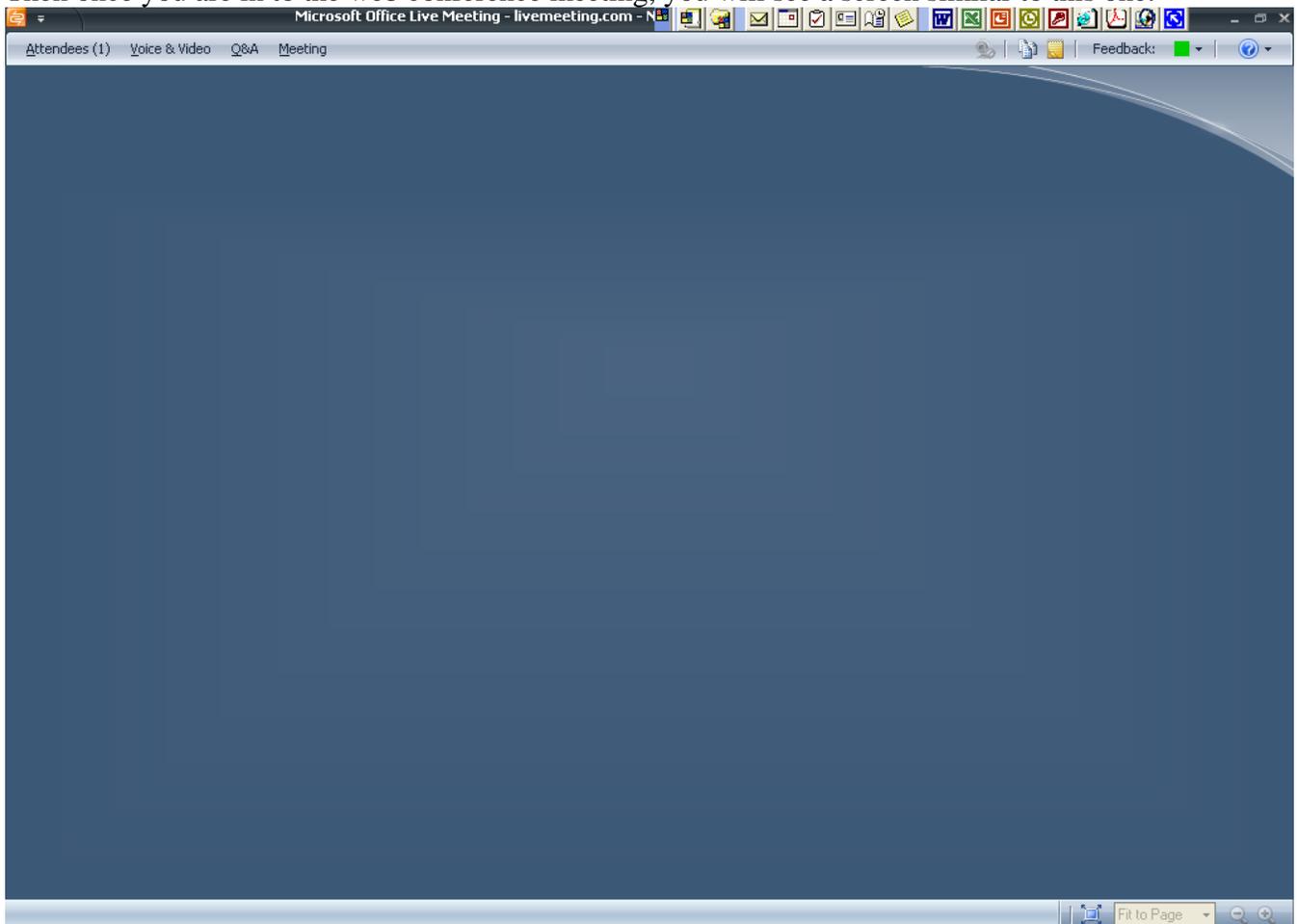
Then you'll see a screen installing Live Meeting Shortcut. This will take a few minutes.



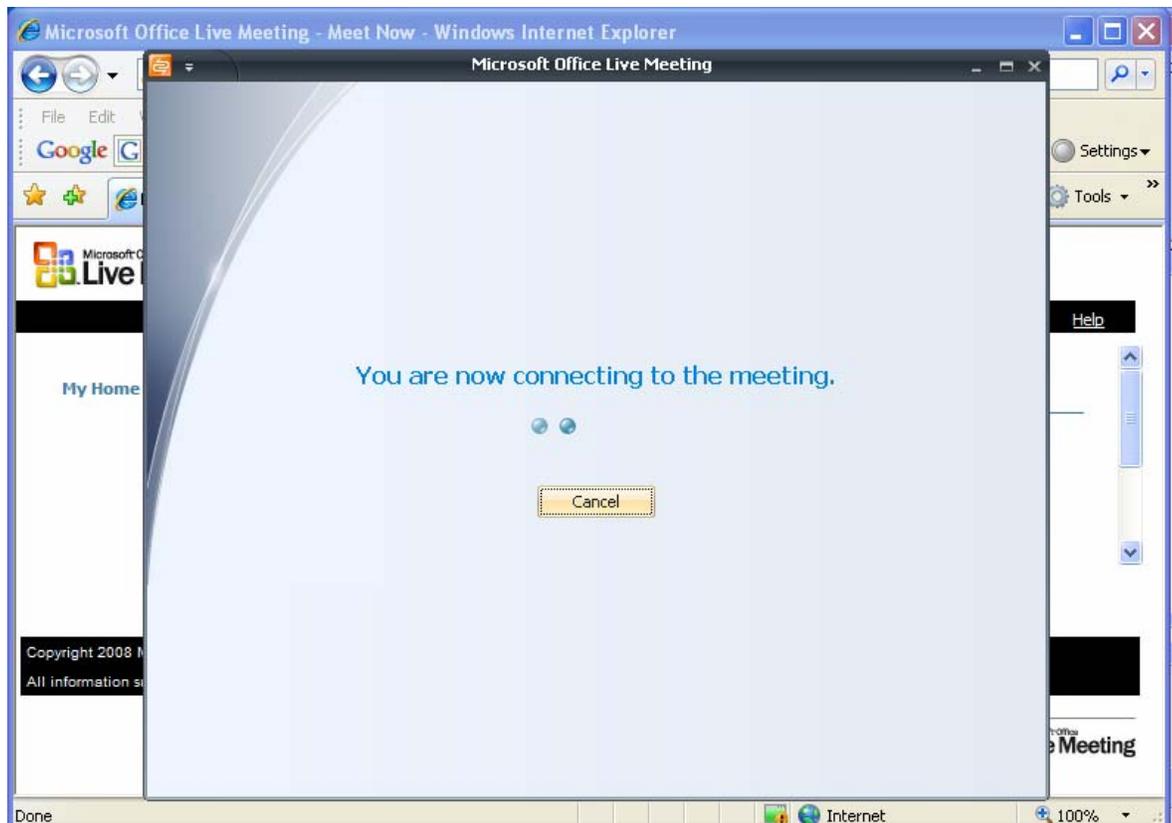
Then you should see a screen telling you “you are now connecting to the meeting”. There may be a short delay between these two screens.



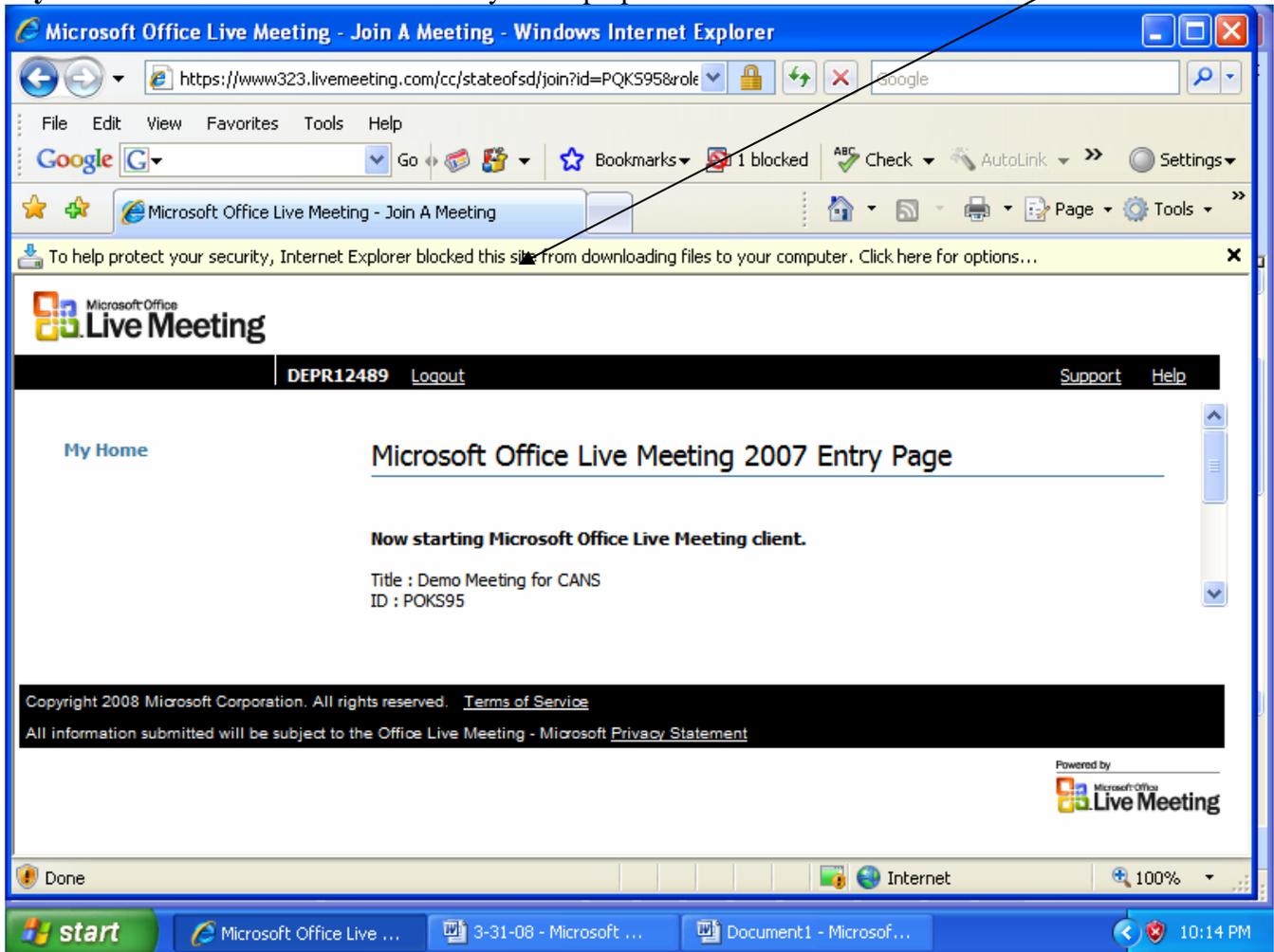
Then once you are in to the web conference meeting, you will see a screen similar to this one.



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.



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