



Bringing it all together

# Microsoft® Office Live Meeting

Add a dynamic visual element to any BT audio conference

This flexible web conferencing service helps you eliminate the hassle and costs associated with traveling to face-to-face meetings. Combine the power of BT Audio Conferencing and Office Live Meeting within your own virtual meeting room, giving you the ability to share your desktop with your participants and remain in complete control at all times. Share presentations and discuss, edit and view any type of document at the same time. BT Audio Conferencing and Office Live Meeting enable you to have more productive and meaningful meetings.

## Features of Office Live Meeting conferencing

Office Live Meeting web conferencing allows you to:

- **Hold meetings with 2 to 1,250 participants.**  
Office Live Meeting means one collaboration solution for your entire organization.
- **Record your conference.** Record audio and web conferences at a moment's notice. Recordings can be downloaded and replayed using a standard Windows Media Player.
- **Protect your conference material through nine levels of security.** Levels include user passwords, encrypted meeting notes and the ability to set content expiration dates.
- **Bring a powerful visual dimension to your meetings.** Office Live Meeting's robust interactive capabilities allow you to present and edit Microsoft® Office Suite documents.
- **Join calls quickly and efficiently.** Conference participants authenticate just once, combining audio and web into a single sign-on.
- **Integration with your email client.** Make conference management easier by booking directly from your Outlook / Lotus Notes calendar and inviting your participants online.
- **Reduce training costs with virtual breakout rooms.**  
Create more productive and cost efficient training programs using virtual break out rooms to split the main Live Meeting session into groups for one-on-one discussions or team activities. Trainers can easily move between rooms and participate / supervise all discussions\*.
- **Connect remote participants and teams.**  
Use the 360-degree panoramic video with the Microsoft Round Table video device or the webcam function to view all participants in the meeting and create more efficient collaboration sessions by making participants feel like they are all in same room.
- **Accommodate participants' native languages.**  
Office Live Meeting automatically recognizes participants using Windows in French, German, Cantonese, Spanish, Mandarin, and Korean.

For more information please contact:

Telephone: 1 866 266 8777  
Visit: [www.btconferencing.com](http://www.btconferencing.com)

\* Computer audio & audio conferencing is currently not available for virtual breakout rooms. Attendees can use the non-verbal communication tools to communicate with each other for example online chat, Q&A, white board, text screens and content sharing.



## The BT Conferencing difference

BT Conferencing, one of the world's market leaders in conferencing, has created a strategic partnership with Microsoft that provides innovative conferencing services for your organization:

- **Integrated audio and web conferencing.** In addition to having access to the standard dial-in functionality, an Office Live Meeting chairperson has the ability to dial-out to meeting participants straight from the Office Live Meeting console, giving the flexibility to bring colleagues or customers into meetings at a moment's notice.
- **Integrated help desk support.** Participants can simply press \*0 on the telephone, and a conference coordinator is available during the conference to help with all questions.
- **Single source.** Both your audio and web conferencing services are handled by BT Conferencing, eliminating the task of managing several vendors.
- **One online bill.** Audio and web conferencing charges are outlined on one convenient bill, viewable online.
- **End-user adoption.** BT Conferencing will work with you to develop, and then own the roll-out of Office Live Meeting to your organization with flexible programs, including: end-user awareness initiatives (targeted depending on whether they are new or advanced users), on-site / on-desk awareness job function messaging for targeted usage tips, and interactive training.
- **End-user education.** BT Conferencing will use its best-in-industry end-user programs to train and educate your users on how to get the most out of their collaboration solutions. By analyzing extensive usage information, BT Conferencing segments users and then leverages this insight to tailor every piece of communication to drive conversion and adoption. Communications include a spectrum of messages that promote awareness, share best practices, encourage participation in both live and online training, and solicit customer feedback.
- **Personalized conferencing account.** Each user receives a handy BT Conferencing wallet card, which includes his or her personal audio and web conferencing details, along with important controls available during the conference.

## Offices worldwide

BT Group plc is one of the world's leading telecommunications companies and the #1 source of conferencing services in the UK and Europe. BT Conferencing Inc. is the US subsidiary of BT Group, offering end-to-end conferencing solutions to meet all of your remote meeting needs. BT Conferencing provides a clear advantage to other services you may have used: quality of service, technological innovation, one-stop global solutions and the cost-advantage of using a single-source provider.



## Flexible licensing & pricing options

Office Live Meeting from BT Conferencing offers flexible licensing and pricing options depending on the number of meeting participants and features needed. Each option is tailored to meet the specific web conferencing needs for your users, in the most cost effective way for your organization.

- **Live Meeting Standard Edition** offers a meeting capacity up to 1,250\*\* participants and provides a host of features that include presentation tools and attendance reporting, as well as application and desktop sharing for use in scheduled and ad-hoc meetings.
- **Live Meeting Professional Edition** offers a meeting capacity up to 1,250\*\* participants and provides advanced functionality to enhance the flexibility and overall experience associated with meeting online. Offering all of the features found in Standard Edition, Live Meeting Professional Edition also includes a host of upgraded in-meeting, post-meeting, and administrative features. Ideal for advanced users of web conferencing or to support in-house training programs.
- **Pay on a 'Price per minute' option** provides a pay-as-you-go service - your organization is charged for the number of users and minutes used. There is the added option to select a committed-price-per minute-service, where by your organization benefits from a discounted per minute charge.
- **Or pay by a 'Named user' option** provides each named user with the ability to host or participate in an unlimited number of conferences, all for a flat monthly fee. Invited participants who are external to the organization, do not require a license. Each Named user account is non-transferable, allowing you to budget your cost for the forthcoming year upfront.

\*\* Up to 1,250 participants for a price per minute licence/15 participants for a named user license.

## System requirements

### Supported operating systems

- Windows Vista™ operating system, 32-bit
- Windows XP Professional with Service Pack 1 (Service Pack 2 recommended)
- Windows XP Professional x64 Edition in 32-bit mode
- Windows 2000 Professional with Service Pack 4
- Windows Server 2003 with Service Pack 1

### For Sending Video

Webcam or Microsoft RoundTable device

### Bandwidth

Data - minimum of 56K internet connection recommended  
Webcam - minimum of 50 kbps recommended  
Microsoft RoundTable - minimum 100 kbps recommended

### Live Meeting add-in requirements

Office Collaboration requires Microsoft Office 2000 editions or later. Support for the add-in with Microsoft Office XP requires Office XP SP3. Instant Messaging requires a minimum of Microsoft Windows Messenger 4.7, MSN Messenger 6.0, or Microsoft Office Communicator 2005

### Recording playback

Windows Media® technologies player, version 9 or later to view Windows Media content in the meeting.