



Configuration Guide for Office Communication Server with Microsoft® Office Live Meeting offered by InterCall



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InterCall plays an essential roll in your Office Communication Server (OCS) deployment from consulting services and system integration to user adoption and training. For more information about InterCall's Unified Communications offering please visit <http://www.intercall.com/services/unified-communication>.

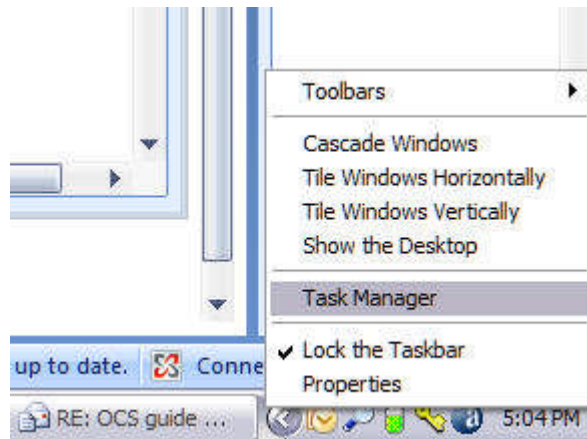
This instruction guide is intended to help you take advantage of your Live Meeting service that is integrated with InterCall's Reservationless-Plus® audio conferencing. Please note that your OCS environment must be federated to InterCall's audio environment prior to initiating this setup. For more information about this free service from InterCall, please refer to the [Federation Guide](#).

Configuring OCS and Live Meeting

Prior to beginning, completely exit Office Communicator and Outlook. To ensure you've completely exited both applications, follow the instructions below.

+ Start Task Manager

- For WinXP, press **Ctrl+Alt+Del** and Task Manager will open
- For Windows Vista, press **Ctrl+Alt+Del** and click **Start Task Manager**
- Or, right-click the taskbar and select **Task Manager**



- Select the Processes tab
- Select **Communicator.exe** and **Outlook.exe**
- Click **End Process**

1 Run the Live Meeting console:

- Select the **Start** menu.
- Click **All Programs**.

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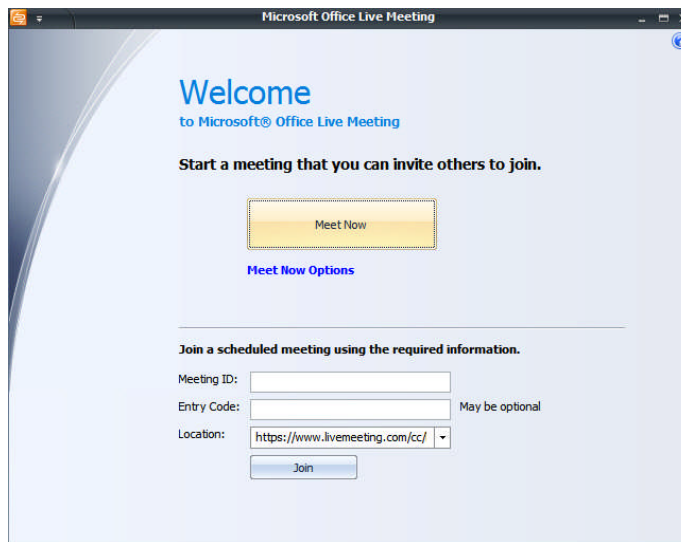
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Last modified on: 5/30/2008

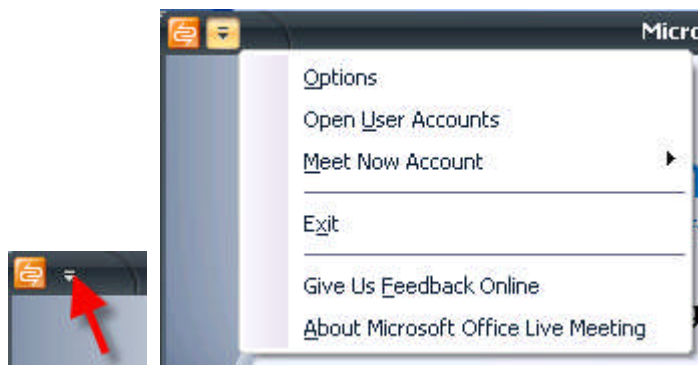
Last modified on: 5/30/2008

- Select **Microsoft Office Live Meeting 2007** to expand the menu items.
- Select **Microsoft Office Live Meeting 2007**. Close any/all dialog boxes that open when Live Meeting 2007 launches.

Note: Before proceeding, your screen should look like this:

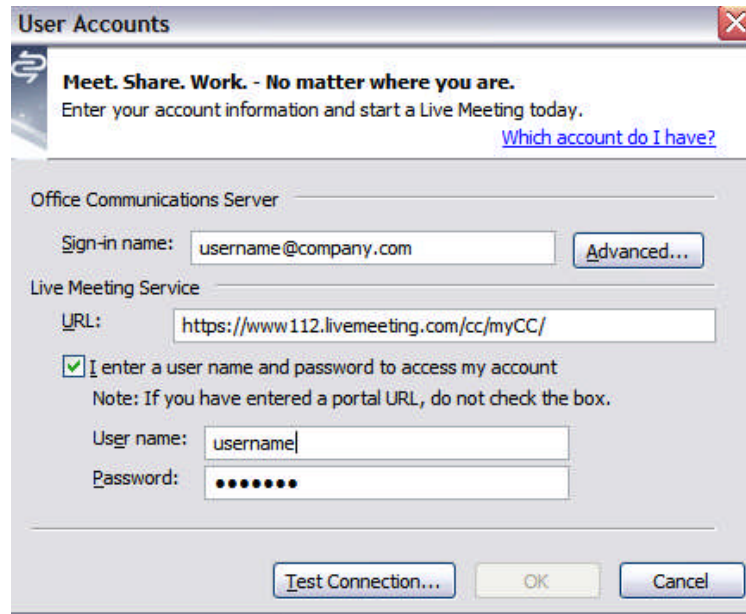


- 2 Click the Menu drop-down button and select **Open User Accounts**.



*Option available only on branded customer sites.

The following User Accounts window will open:



The screenshot shows a dialog box titled "User Accounts" with a close button (X) in the top right corner. The dialog contains the following elements:

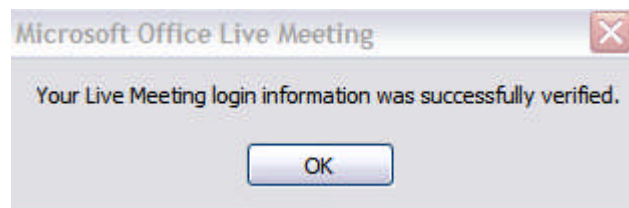
- A header with a globe icon and the text: "Meet. Share. Work. - No matter where you are. Enter your account information and start a Live Meeting today. [Which account do I have?](#)"
- A section for "Office Communications Server" with a "Sign-in name:" label and a text box containing "username@company.com". To the right of the text box is an "Advanced..." button.
- A section for "Live Meeting Service" with a "URL:" label and a text box containing "https://www112.livemeeting.com/cc/myCC/".
- A checked checkbox with the text "I enter a user name and password to access my account". Below this is a note: "Note: If you have entered a portal URL, do not check the box."
- Fields for "User name:" (containing "username") and "Password:" (containing "*****").
- Buttons at the bottom: "Test Connection...", "OK", and "Cancel".

- 3 Enter your Office Communications Server sign-in name.
- 4 Enter your Live Meeting Service URL.

Note: Your Live Meeting Service URL is located on the InterCall Live Meeting wallet card you received with your account information. If you do not have access to the information, please contact your sales representative or [professional services](#).

- 5 Check **I enter a user name and password to access my account**.
- 6 Enter the User name and Password. The information is the same you use to log into your Live Meeting account.
- 7 Click **Test Connection**.

Note: Because a connection to the OCS service and the Live Meeting service will both be tested, you will receive two dialog boxes indicating that both verifications are successful.



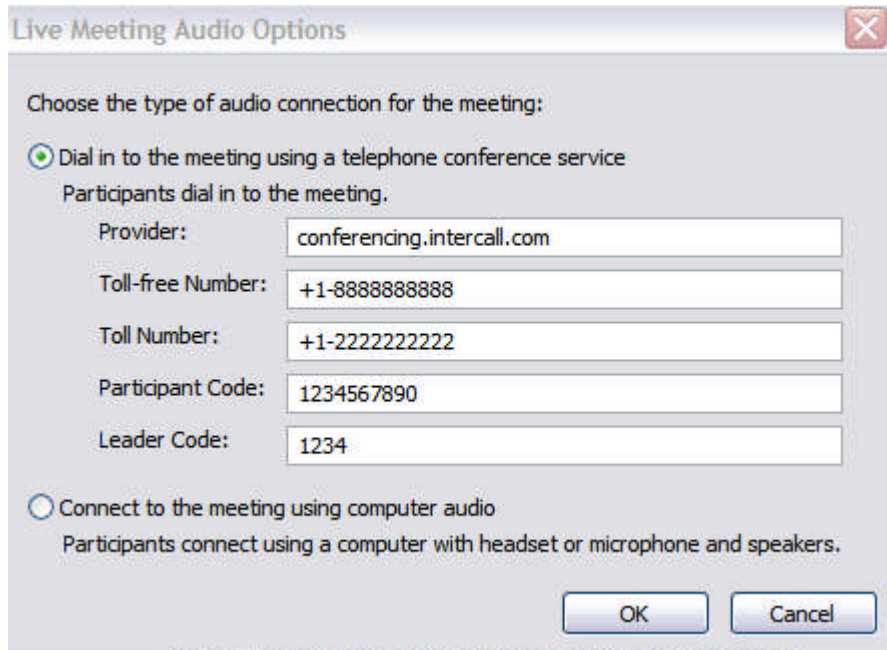
The screenshot shows a dialog box titled "Microsoft Office Live Meeting" with a close button (X) in the top right corner. The dialog contains the following elements:

- A message: "Your Live Meeting login information was successfully verified."
- An "OK" button at the bottom.

Note: If you receive a fail message please consult your OCS administrator.

- 8 Click **OK** to close each notification window.
- 9 From the User Accounts page, click **OK** and return to the main Live Meeting console window.
- 10 Click **Meet Now Options**.

*Option available only on branded customer sites.



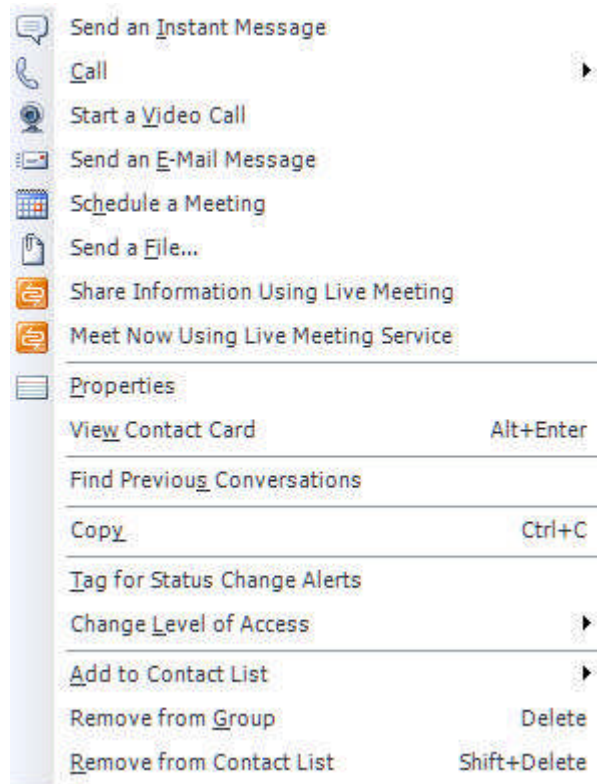
- 11 Select Dial in to the meeting using a telephone conference service.
- 12 Complete the fields using your Reservationless-Plus account information.
 - All fields must be completed to continue, except Toll Number.
 - Text formatting of Toll-free Number and Toll Number is specific. The following format applies: +1-8888888888.
- 13 Click **OK**.
- 14 To set the default option for Meet Now:
 - From the Live Meeting console, click the dropdown arrow.



- Position your pointer over Meet Now Account.
- Select Office Live Meeting 2007 Service.

Verify Configuration Using Office Communicator

To verify configuration from within Office Communicator, right-click the user name. When you want to host a meeting, select **Meet Now Using Live Meeting Service**.



Notes:

- Setup instructions apply to Live Meeting 2007 users.
- If Live Meeting 2007 Outlook Add-in is already installed, contact professional services for additional assistance.
- The enterprise must have Live Meeting on OCS enabled to allow for the setup instructions to apply.
- The default setting for Live Meeting on OCS is Disabled.