



Joining a Live Meeting

You can join a meeting directly by selecting the link provided. The link automatically starts the Microsoft Office Live Meeting client and connects you to the meeting. Important: If this is the first time you are joining a meeting, you may need to install the Microsoft Office Live Meeting client before you can join.



Tip

Before you join a meeting for the first time, you can check whether the Microsoft Office Live Meeting client is installed on your computer by clicking **Start**, clicking **All Programs**, and then looking in the program list for **Microsoft Office Live Meeting 2007**. If this program appears in the list, the meeting client is installed. If the program does not appear, use the links listed under **First-Time Users** in the e-mail invitation to install the meeting client.

If you are unable to install the Microsoft Office Live Meeting client on your computer, you can still join the meeting if the **Use Web Console** link appears on the client installation page. You can still attend the meeting, but there are some limitations. We encourage you to install Microsoft Office Live Meeting otherwise you may not be able to receive audio if you use the Web Console option to join the meeting.

To Connect to Computer Audio

Once you have connected to the Live Meeting the meeting audio should be on by default. Please follow these steps to optimize your Live Meeting experience:

- Close all other applications
- Un-mute your computer's audio
- Increase your computer's volume
- Clear your browser's cache if necessary
- If you still cannot receive audio, please select the Voice & Video menu, open the Voice and Video pane, then click Join Audio
- While during the Live Meeting, If you experience any issues, please select Need Help from the Feedback drop-down list (Red color code). Expect a 1 to 1 chat to help resolve your issue.
- If you have any questions in advance or after the Live Meeting, please contact Imagine Cup Support by using the [Contact Us](#) page.