

How to Attend or Present at a Live Meeting

Typically, ASTM Staff will send you an invitation via email. Live Meeting contains a feature that will automatically generate an email invitation. These emails will look something like this:

You have been invited to attend (or present) a Microsoft Office Live Meeting.

At the time of the meeting, click on the following link to attend.

URL:

<http://www.livemeeting.com/cc/company/join?id=MEETINGID&role=attend&pw=PASSWORD>

Subject: Meeting Subject

When: Thursday, Dec 9, 2004 4:19 PM (PST)

Scheduled to Occur: Once

Duration:

Audio Information:

Alternate Attend Instructions:

Go to: <http://www.livemeeting.com/cc/company/join>

Your Name: (enter your name)

Meeting ID: MEETINGID

Meeting Password: PASSWORD

The easiest way to enter a meeting when you have received an invitation like this is to click on the first link (the one after the text: "At the time of the meeting, click on the following link to attend. URL:") at the scheduled time for the meeting to start. This should take you to a Join Meeting page where you can enter your name and click the submit button to enter the meeting. If you have never attended a Live Meeting before, you will be prompted to download the meeting console. Allow the download to proceed and you will be connected to the meeting. If you have previously attended a Live Meeting, you will not need to re-download the console.

If the link does not work, it may be because your email client has broken the link onto two separate lines in your email. You can put the two lines back together, or you can use the Alternate Attend Instructions in the invitation. To do this, you will look in the invitation you received for the Alternate Attend Instructions, and put the web address (URL) listed there into your browser's address bar. When you press enter, you should be taken to a Join Meeting page with three fields to fill in:

In the Your Name field, enter your name. This will be used to show others in the meeting who you are.

In the MeetingID field, enter the MeetingID listed in your invitation.

In the Password field, enter the Password listed in your invitation.

Click on the Submit button to enter the meeting. If you have never attended a Live Meeting before, you will be prompted to download the meeting console. Allow the download to proceed and you will be connected to the meeting. If you have previously attended a Live Meeting, you will not need to re-download the console.