

## → Interacting with Attendees

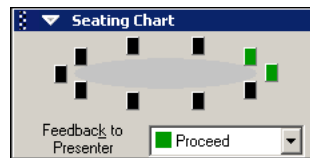
After you join a meeting as a presenter, you can use Microsoft® Office Live Meeting to continually interact with attendees by monitoring feedback, seeing who is attending, chatting, and working with attendee questions. At your discretion, you determine the level of attendee participation by providing one or more features to attendees.



**Note:** If a panel does not appear in your meeting, click the name of the panel on the View Menu.

### Using the Seating Chart to monitor feedback

The Seating Chart panel provides a view of the number of attendees and their feedback. In the following example, the presenter requests feedback for the pace of the meeting.



#### To indicate feedback

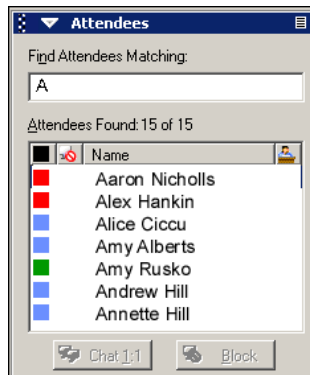
- In the Seating Chart panel, click the **Feedback** arrow, and then click the color that represents your feedback.

### Seeing who is attending

Use the Attendees panel to see a list of who is attending the meeting, to initiate a chat (more about chat in the next section), and if necessary, to eject an attendee from the meeting.

#### To find, sort, and eject attendees

- 1 To find an attendee, enter the first few letters or the name of the person who you want to locate in the Find box.



- 2 To sort the list, click a category head, such as Name.

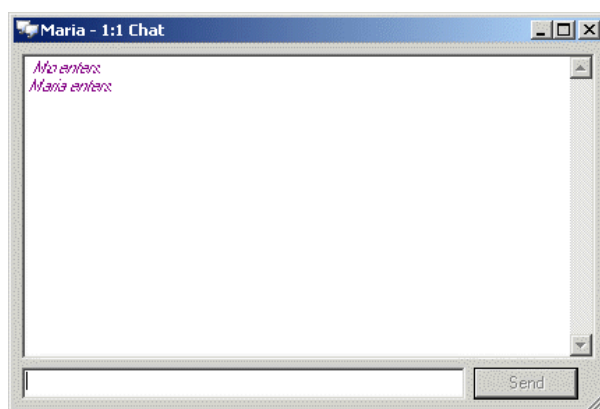
- 3 To eject an attendee from the meeting, right-click the attendee name, and then click **Eject**. The attendee is disconnected from the meeting.

## Chatting

Chats are a great way to keep communication flowing during a meeting. For example, you might suggest a break-out session where you take a break from the formal presentation, and let attendees discuss a specific issue by using chat.

### To chat

- 1 In the Attendees panel, click the name of the person with whom you want to chat.
- 2 Click the **Chat 1:1** button. A Chat box appears on your computer and on the person's computer with whom you select to chat. The person's name appears in the title.




- 3 Enter your comment or question in the box, and then click the **Send** button. The chat between you and the other attendee appears at the top of the box. Your chat is private and cannot be seen by other attendees.
- 4 Close the box when you finish chatting.

**Tip:** To prevent an attendee from chatting, right-click the attendee name in the Attendees panel, and then click **Block**. To prevent all attendees from chatting, clear the option in the Meeting Options, as described later in this document.

## Working with questions

The Questions and Answers panel provides a convenient and efficient method for attendees to send questions to you during a meeting. After you receive a question, use the Question Manager to review and respond to the question.

### To respond to a question

- 1 Click the Questions and Answers panel menu button , and then click **Question Manager**. The Question Manager appears, listing all questions received from attendees.

You can sort the list of questions by clicking a column head. Click the head again to toggle between an ascending and descending sort.

The screenshot shows the 'Question Manager' window with the following callouts:

- This icon appears next to a question if the questioner is given the floor.** (Points to the floor icon in the 'Asker' column)
- This icon shows that a presenter has selected the question.** (Points to the checkmark icon in the 'Marked' column)
- To mark a question, click the check box in the Marked column.** (Points to the checkmark icon in the 'Marked' column)
- Click the question with which you want to work.** (Points to the selected question row)
- Give questioner the floor.** (Points to the 'Give the Floor' button)
- Text of the selected question appears here.** (Points to the 'Joe's Question' text area)
- Type a text response here.** (Points to the 'Your Answer:' text input)
- Initiate a chat with the questioner.** (Points to the 'Chat 1:1' button)
- Dismiss (delete) the question.** (Points to the 'Dismiss' button)
- Send a private response.** (Points to the 'Post Privately' button)
- Send a response that all attendees see.** (Points to the 'Post to All' button)

- 2 Click the question that you want to answer. You can respond to questions in a variety of ways. For example, you can respond privately, post the answer to everyone, allow the person to take the floor and address all attendees, or dismiss the question. The next step tells you how to show your response to all attendees.
- 3 In the Your Answer box, enter your response, and then click the **Post to All** button. The question and your answer appear in all attendee Questions and Answers panels.

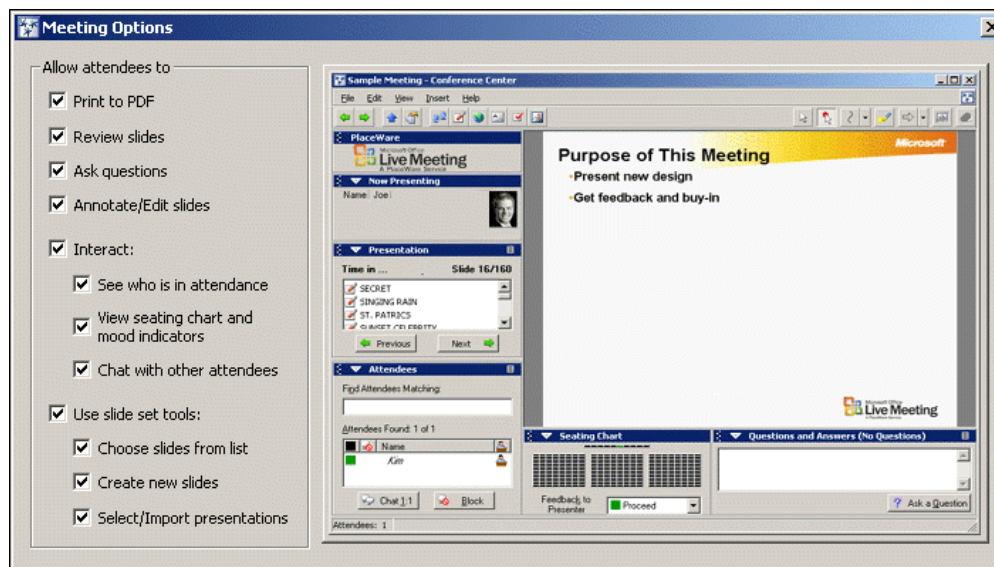
**Tip:** If you close the Questions and Answers panel, you can still monitor your questions by using the status bar in the lower left corner of your console. Double-click the questions indicator **1 Question in queue** to open the Question Manager.

## Allowing features for attendees

Use the Meeting Options to indicate the features that you want to allow attendees to use during your presentation. At any time during the meeting, you can change these settings.

## To set meeting options

- 1 On the **Edit** menu, click **Meeting Options**.



- 2 To select an option, click the check box next to an option. To remove a selected option, clear the check box.

**Note:** If you clear an option, it does not appear in the attendee's meeting console. For example, if you clear the Ask questions check box, then the Questions and Answers panel does not appear.

Here's a closer look at each option.

- Print to PDF allows attendees to convert the slides in the current presentation to a PDF file to save, print, or review.
- Review slides allows attendees to review the slides at their own pace, independently of your control, by clicking View Slides on the View menu.
- Ask questions allows attendees to use the Questions and Answers panel to send text questions to you during your presentation.
- Annotate/edit slides allows attendees to use the slide Annotation tools, such as the highlighter and stamps, to mark up your presentation. The Annotation tools appear at the top right of the slide display area.
- The Interact options enhance the interaction between attendees and you. The See Who is in Attendance option lets your audience see and use the Attendees panel. The View Seating Chart option shows the Seating Chart panel and lets attendees send you feedback. The Chat option lets attendees chat with each other. To enable chat, you must select both the Attendees panel and the See Who is in Attendance options.

- The Use slide set tools options allow attendees to work with slides in the presentation. You can allow them to select and show slides from the loaded presentation, insert new slides, or import a presentation to the meeting.
- 3 Close the Meeting Options page after making selections.

## Learn more about Live Meeting

Get the most out of your meetings by taking advantage of all of the Live Meeting features. For more information, visit the [Live Meeting Resource Center Web page](#).

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