Getting Started with Live Meeting

Installing Live Meeting

System Requirements
- Windows XP, Vista, or 7 (32 bit or 64 bit)
- 1GHz or higher (2GHz dual core recommended)
- 512MB of RAM or higher (1GB recommended)
- Sound card with speakers or headphones
- Broadband/corporate Internet connection

How To Install
1. Download the latest version of the Live Meeting software from the School of Engineering through the following link: https://im.engr.uconn.edu/freeclients/LMSetup.exe
2. Install the application with an administrator account using the default settings.

How to Join a Meeting
1. You will receive an invitation through email to join a Live Meeting conference. You may also receive a calendar appointment to schedule a future Live Meeting conference.
2. When you are ready to join the conference, simply click on the Join the meeting link that is inside of the email or calendar appointment.
3. Enter your name when prompted and click Join.

Note: If clicking on the link does launch the Live Meeting client, you can manually launch it from your Start menu. Then, enter the Meeting ID, Entry Code, and Location from the conference invitation in the Live Meeting console. For example:

How to Connect Video and Audio
1. You will receive audio from the meeting’s presenter by default after connecting.
2. Your own video and audio are not on by default. To start your voice or video, click on the Voice & Video button on the top of Live Meeting, and then click on the microphone and/or webcam icons.

Note: You can run the Set Up Audio and Video wizard from the Options menu to help configure settings related to your microphone and/or webcam.

Recommended Webcams and Audio Devices
You can use any PC webcam and/or microphone that your computer supports within Live Meeting. The School of Engineering recommends the Microsoft LifeCam Cinema. This webcam can be purchased from the UConn Co-op for $59.95 (as of 7/2010) by contacting Olu Terebo at olu.terebo@uconn.edu or (860) 486-6991.