

## PC User Instructions for Downloading and Using Microsoft Live Meeting:

To download the Microsoft Live Meeting software:

1. Click: [Download the Microsoft Office Live Meeting 2007 client](#)
  2. Scroll down, click on **Download Live Meeting 2007**
    - a. This downloads an exe file: LMSetup(1).exe
  3. Open/ run LMSetup(1).exe
    - a. This should download a new Program called **Microsoft Office Live Meeting 2007**
  4. Choose Start, All Programs, MSO Live Meeting 2007
  5. Open MSO Live Meeting 2007
  6. Enter the Meeting ID (available on your confirmation notice)
  7. Enter the Location (the password on your confirmation notice)
- [PC System Requirements](#)
  - If you need technical assistance at any time, please call the Verizon Help Desk at 800-857-8777 and choose option 3
  - Please note: it may be necessary to get Systems Administrator permission from your institution's IT service to download this software
  - You may also use the Java-based platform if you are blocked from downloading Microsoft Live Meeting by a firewall