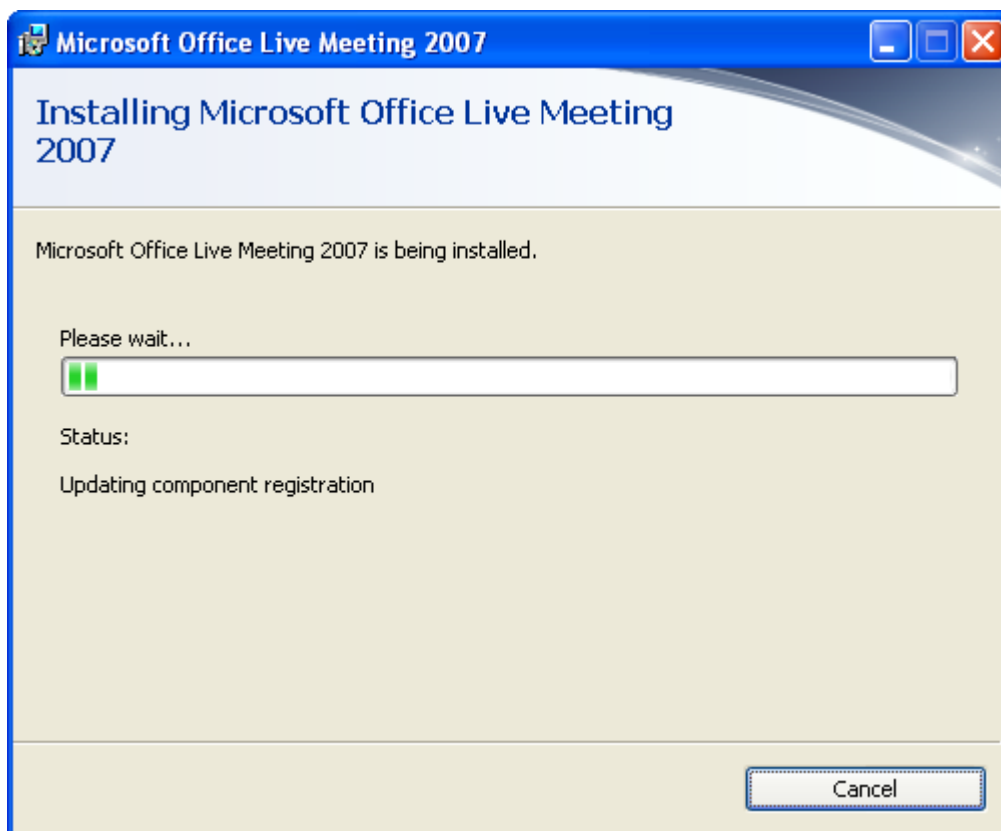
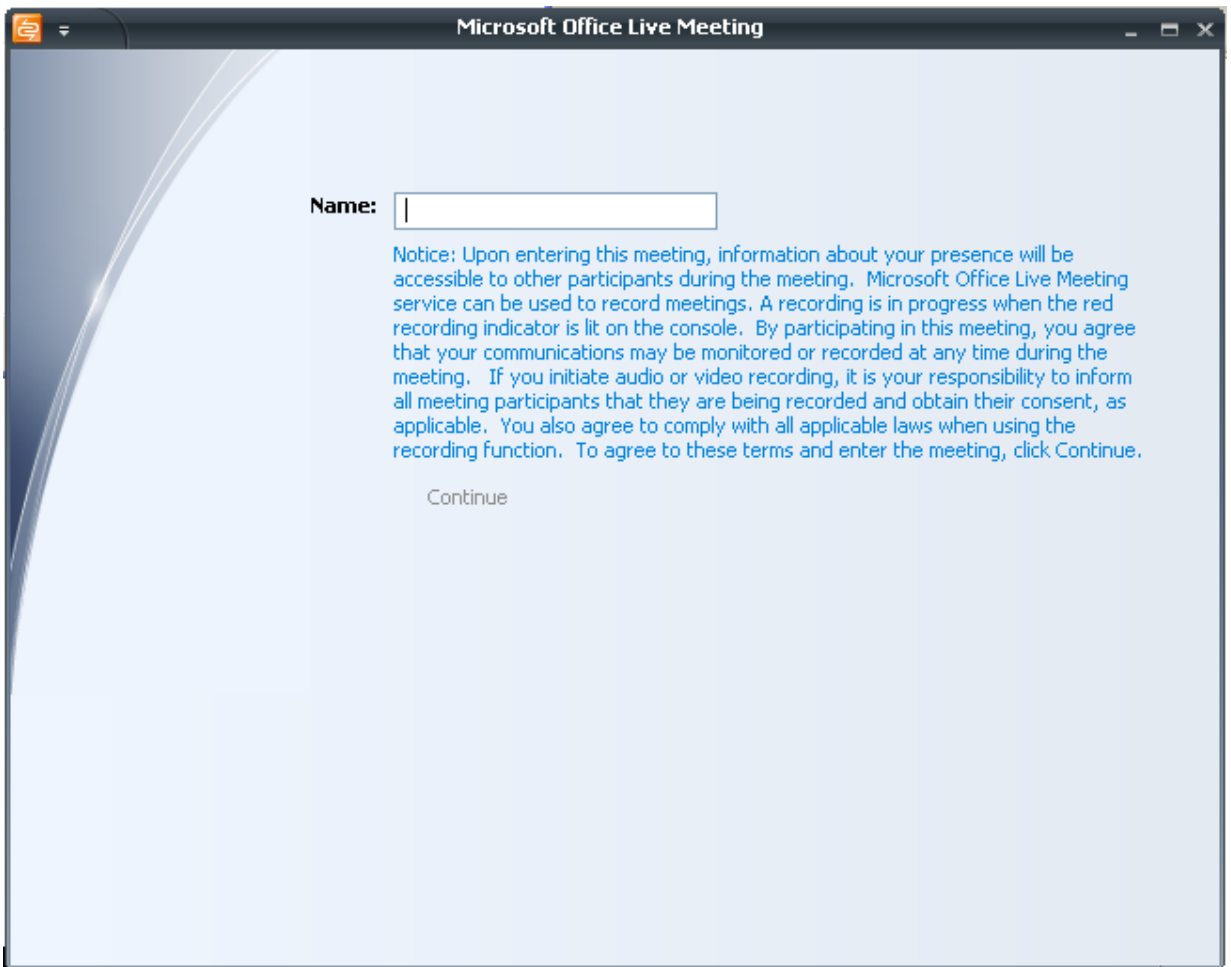


Faculty Instructions on being a Presenter

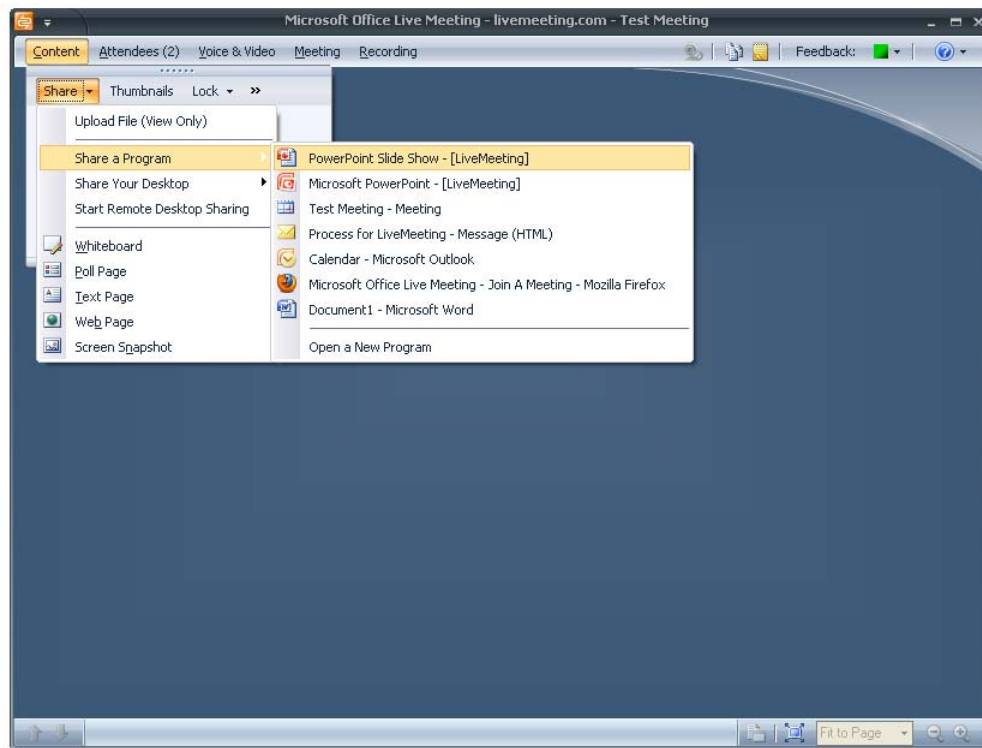
1. Please open your class PowerPoint presentation before beginning LiveMeeting
2. Open your email message from Media Services that contains the meeting information and click on join the meeting
3. Call the conference number that was included in the email. This will be the classroom.
4. First time users will be prompted to install LiveMeeting Client. Scroll down to the bottom of the page and click on Accept Terms and Install Client, and Join Meeting.



5. Live meeting will open after the install
6. If asked, please put in the meeting ID and Entry Code, that was sent in the email
7. Enter your name



8. LiveMeeting screen opens
9. Click on Content-Share-Share a Program and select the PowerPoint Presentation that you opened earlier



10. The PowerPoint presentation will be shared on attendees screen now
11. Start the PowerPoint Slide Show
12. To end share of PowerPoint please click on left blue arrow at top of screen