Escalate Conferencing Communication Modes

With Office Communicator 2007 R2, you can add communication modes to your conferencing session. For example, you can start an IM conversation with a single contact, add more contacts, and then add audio and video. If you need to share documents or slides, you can share your desktop or escalate to a Live Meeting session.

Turn an IM conversation into a conference
During an IM session, click the Invite button, and then select the contacts that you want to invite to the conference.

Turn an IM conference into a phone or AV conference
During an IM conference, click Add Audio to add audio to the conference, or click Add Video to add video to the conference.

Share your desktop
To allow other participants to view your entire computer desktop during a conversation or IM, click the Sharing button, and then click Share Desktop. Other participants see the message Click to accept invitation to sharing session.

To share control so that another participant can provide mouse and keyboard input to your desktop, click the down arrow next to In Control: <your name>, and then under Share Control, click the name of the participant. To allow any participant to request control, click Share Control with All Participants.

Turn a phone or AV conference into a Live Meeting
During a conference call, click the arrow to the right of the Additional Actions button, and then click Share Information Using Live Meeting or Meet Now Using Live Meeting Service. (These options are available only if Live Meeting is installed.)

Schedule a Conference Call or Live Meeting
You can use the Conferencing Add-in for Microsoft® Office Outlook® to schedule Microsoft® Office Communicator conferences or Office Live Meeting Web conferences. Schedule an Office Communicator conference when you want to include IM, audio, video, desktop sharing, or dial-in conferencing. Schedule a Live Meeting Web conference when you require full Web conferencing capabilities such as application sharing, recording, and question and answer management.

For instructions about how to install the Conferencing Add-in for Microsoft Outlook, contact your system administrator.

Schedule a Conference Call
Open Microsoft Outlook, click Conferencing, and then click Schedule a Conference Call. This schedules a call exclusively in Communicator; you do not need to have Live Meeting installed.

Schedule a Live Meeting
Open Microsoft Outlook, click Conferencing, and then click Schedule a Live Meeting.

Add a Dial-In Number
In the conferencing request, click Audio, and then click Use computer audio or dial in from any phone. Then select whether you want to use your assigned conference ID or if you want to use a new conference ID. You can also select Require a passcode to join the conference. The meeting invitation will contain the dial-in information (telephone number, conference ID, and pass code) that the participant can use to join the audio part of the conference. During the conference, the Invite by Phone box will also contain the dial-in information (click the arrow next to the Invite button, and then click Invite by Phone).

Add the Microsoft Office Conferencing toolbar
Open Microsoft Outlook, click View, point to Toolbars, and then select Microsoft Office Live Meeting.
Start an IM Conference
You can select multiple contacts or a group in your Contact List to start an IM conference. You can also escalate a one-to-one IM session to a group conference by simply inviting other contacts to an IM session.

Start an IM conference with multiple contacts
In the Contact List, hold the CTRL key, and then select the contacts that you want to invite. Right-click the last contact, and then click Send an Instant Message. Type your message in the Message Entry box, and then press ENTER.

Start an IM conference with a group
In the Contact List, right-click a group name, and then click Send an Instant Message. Type your message in the Message Entry box, and then press ENTER.

Invite someone to an IM conference
To invite someone within your organization, in the Conversation window, click the arrow next to the Invite button, click Invite a Contact, and then select the contacts that you want to invite. To invite someone outside your organization, click by e-mail, click the arrow next to the Invite button, and then click Invite by E-mail. In the e-mail message, type the invitee’s e-mail address and then click Send.

Start an Audio/Video Conference
You can start an audio/video (AV) conference with multiple users or a group that you select in the Contact List.

Start an audio/video conference with multiple contacts
In the Contact List, hold the CTRL key, and then select the contacts that you want to invite. Right-click the last contact, and then click Start a Video Call.

Start an audio/video conference with a group
In the Contact List, right-click a group name, and then click Start a Video Call.

Join an Audio/Video Conference
You can join an audio/video conference if you have a webcam. Even if you do not have a webcam, although you will not transmit a video stream, you can view the video stream of other people.

Join an audio/video conference
In the conference invitation alert, click the left pane. Join from another device
Click Redirect, and then click the phone number of the device from which you want to join.

Conduct Conference Calls
During a conference, you can use the Conference call controls to invite other people, make a participant a leader, eject a participant, mute a participant, or invite a participant to a new conversation.

Invite other people to a conference call
You can invite people within your organization or outside your organization to a conference call by doing one or more of the following:
• To invite a contact, click the Invite button, and then select a contact from the list.
• To call a contact by using Communicator or one of their published phone numbers, click the Invite button, click the arrow next to the contact’s Call button, and then click Call. If the conference was scheduled by using the Outlook Add-in and has a dial-in number, the Invite by Phone box will also contain the dial-in information.
• To call someone inside or outside your organization, click the arrow next to the Invite button, and then click Invite by Phone. In the Invite someone by phone box, type the person’s phone number, and then click Call. Communicator calls the number and joins you to the conference when you answer the call.
• To select multiple contacts, hold the CTRL key, and then click the contacts that you want to call. Right-click the last contact, and then point to Start a Conference Call.
• To select a group, right-click the group, and then point to Start a Conference Call.

Start a Conference Call
You can start unscheduled phone conference calls to selected contacts or a group in your Contact List. You can also start a conference call from your mobile phone or from a new phone number that you specify, such as to a hotel room number when you are traveling.

Start a conference call with multiple contacts or a group
1 In the Contact List, do one of the following:
• To select multiple contacts, hold the CTRL key, and then select the contacts that you want to call. Right-click the last contact, and then point to Start a Conference Call.
• To select a group, right-click the group, and then point to Start a Conference Call.

2 From the Start a Conference Call menu, do one of the following:
• To start the call from your default calling device, click Communicator under Start Conference Now Using.
• Under Start Conference by Calling Me At, click a phone number. Communicator calls the number and joins you to the conference when you answer the call.
• Click New Number, enter the number, and then click OK.

Join a conference call
In the conference invitation alert, click the left pane. The alert appears in the lower-right corner of your computer screen.

Join an Unscheduled Conference Call
You can make unscheduled phone conference calls to selected contacts or a group in your Contact List. You can also start a conference call from your mobile phone or from a new phone number that you specify, such as to a hotel room number when you are traveling.

Start a conference call with multiple contacts or a group
1 In the Contact List, do one of the following:
• To select multiple contacts, hold the CTRL key, and then select the contacts that you want to call. Right-click the last contact, and then point to Start a Conference Call.
• To select a group, right-click the group, and then point to Start a Conference Call.

2 From the Start a Conference Call menu, do one of the following:
• To start the call from your default calling device, click Communicator under Start Conference Now Using.
• Under Start Conference by Calling Me At, click a phone number. Communicator calls the number and joins you to the conference when you answer the call.
• Click New Number, enter the number, and then click OK.