Office Communicator 2007 and Live Meeting 2007
Frequently Asked Questions (FAQ’s)

1. **How do I send an Instant Message?**
   Click the icon. Type a name or select from a list of existing contacts. Double click the name to send an Instant Message (IM).

2. **What are the presence states indicators used for in Office Communicator 2007?**
   A user’s presence status indicates that user’s current availability. Each user’s presence status is indicated by a colored presence button, as well as a text description.

   - Available
   - Busy
   - Away
   - Do Not Disturb
   - Inactive
   - Busy (Inactive)
   - Offline
   - Presence
   - Unknown
   - In a Call / In a Meeting
   - Blocked

3. **Can an IM be initiated from Outlook?**
   Yes. All you have to do is double-click the colored presence button, and IM will open.

4. **How do I send a message to someone who is not one of my contacts?**
   Since Office Communicator is synchronized with the global address book in Outlook, all Fischler employees can be accessed.

5. **Can more than one person communicate in IM at once?**
   Yes, you can invite others to take part in your IM conversation. To invite others to join, click or drag and drop the name(s) from your list of contacts.

6. **Is it possible to add and create your own contact lists in Office Communicator?**
   Yes. To add contacts or create contact groups:
   - Click , then **Tools**, then **Add a Contact** or **Create a New Group**.
   - From Outlook, right-click the presence status button and select **Add to Instant Messaging Contacts...**
   - From Office Communicator, type the name, and right-click **Add to Contact List**

7. **How do I initiate Live Meeting 2007?**
   To access the Live Meeting feature through Communicator, select a contact name from your list of contacts. Right click on the name and click Live Meetings can also be scheduled in advance.

8. **Are there audio and video capabilities available in Live Meeting 2007?**
   Yes. Live Meetings can be held using voice and video. The meeting leader needs a camera and headset to utilize these features.

9. **Can documents and files be shared during Live Meeting sessions?**
   Yes. Office Communicator 2007 and Live Meeting 2007 systems are compatible with Microsoft Office 2007 programs (e.g. Excel, PowerPoint, Word, etc.). To share during Live Meeting sessions, click **Content** and **Share**.

10. **Where can I learn more about Office Communicator 2007 and Live Meeting 2007 features?**
    There will be ongoing training sessions designed to familiarize users with all features of Live Meeting 2007 users with all of the features and capabilities.