

Recording audio in LiveMeeting™

This document will guide you through the process of recording telephone audio with your Microsoft Office LiveMeeting™ session to ensure its proper conversion when importing the recording of that live meeting into Brainshark; it covers both the [2005](#) and the [2007](#) versions of Microsoft Live Meeting.

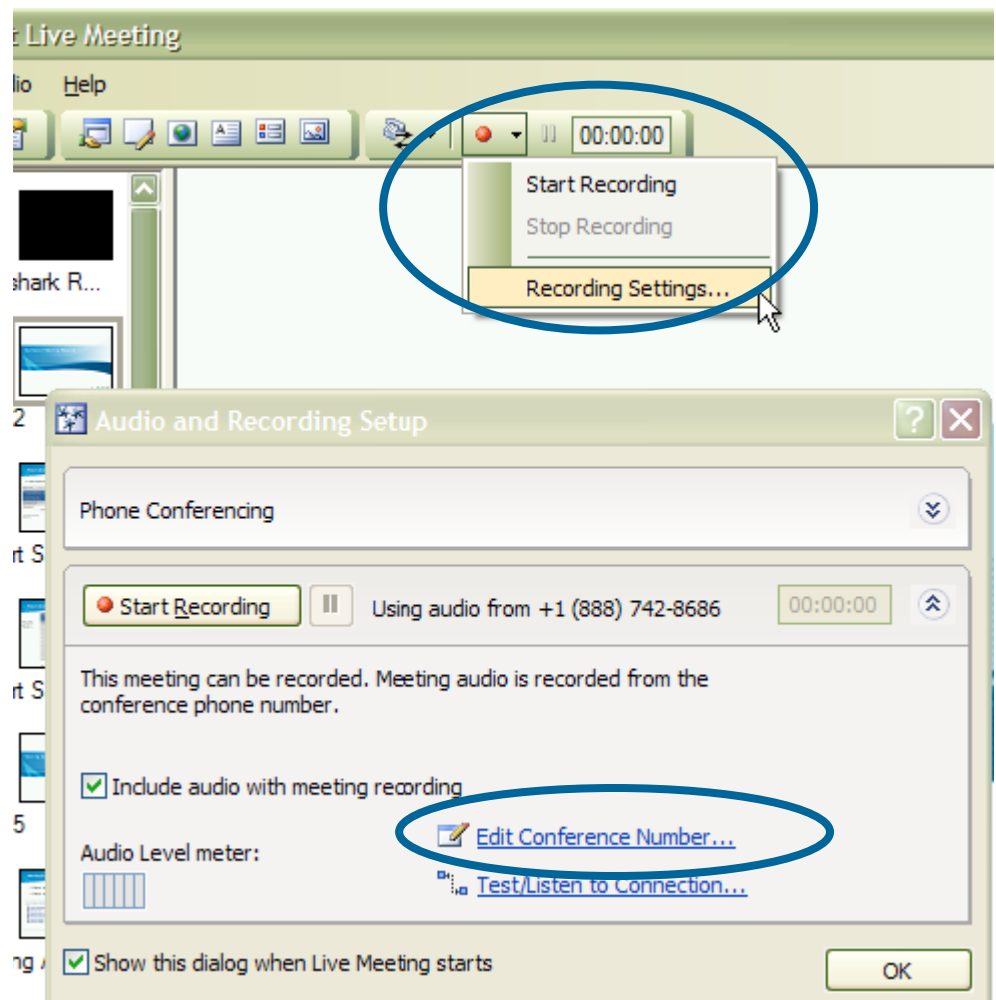
Best Practices

- ✓ Audio associated with a standard slide or text slide can be edited or re-recorded within Brainshark. Audio associated with an application share slide cannot be 'edited' within Brainshark.
- ✓ Save Questions and Answers until the end of the presentation. Put this audio on a Question and Answer slide, so you may 'remove' this slide within Brainshark if it's inappropriate for inclusion.
- ✓ Review the [Brainshark Live Meeting Gateway](#) document for Best Practices information on converting Live Meeting Recordings into Brainshark Presentations.

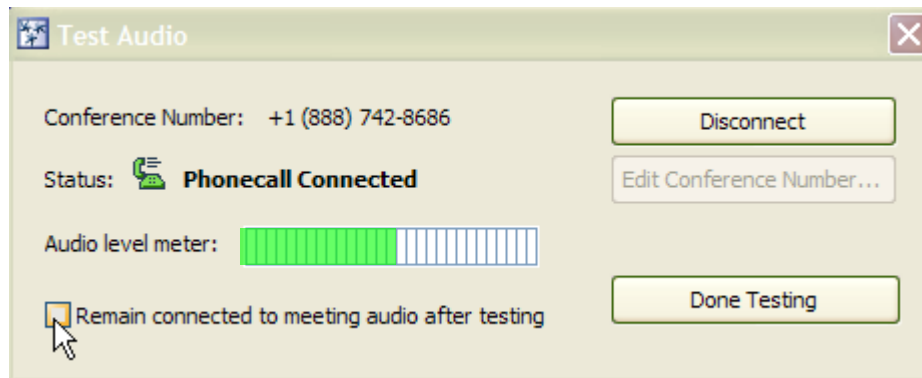
Recording Audio in Live Meeting 2005

When your Live Meeting™ session has been scheduled:

- Log into the live meeting as the Presenter
- Click the Recording Setup icon and select **Recording Settings**
- Select **Edit Conference Number**
- Enter your own telephone number
- Click **OK**

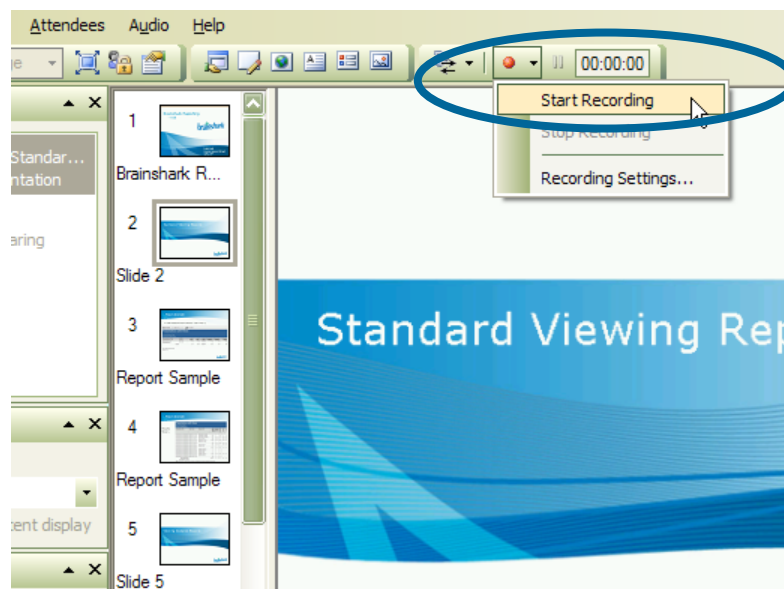


- Select **Test / Listen to Connection**
- The Live Meeting™ server will call you.
- When you answer the phone, you will hear silence. Watch the Audio Level meter on your screen for the green bar which indicates that you are being heard by the server. (You can speak to test the audio level; nothing is being recorded at this time.)

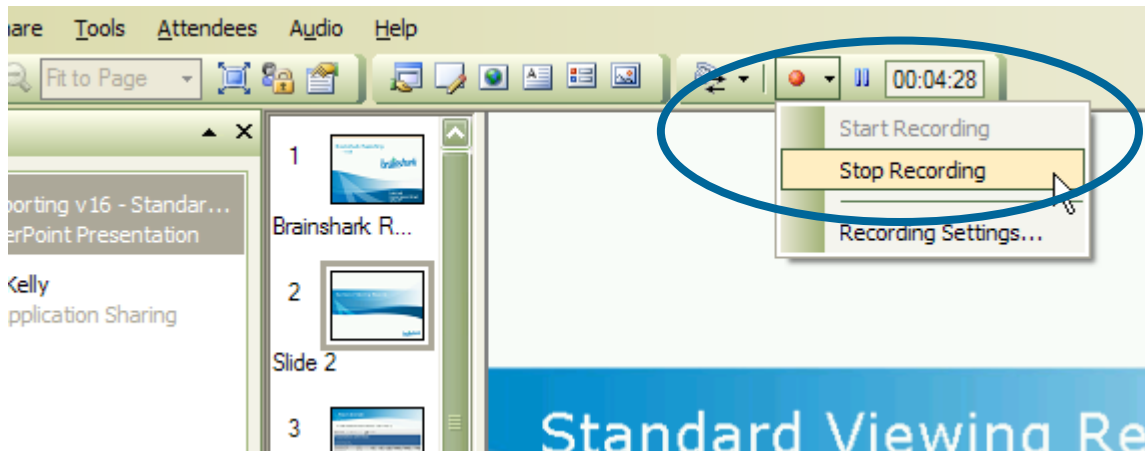


- With LiveMeeting™ dialed into your phone, use the Conference Call feature on your phone and dial into the Teleconference Number for your meeting.
- When you connect the two calls, you and LiveMeeting™ will both be on the Teleconferencing Session.
- Click **Remain connected to meeting audio after testing > Done Testing**. LiveMeeting™ will remain on the Teleconferencing Session.

You have now established the phone connection necessary to capture the audio portion of the conference. When you are ready to begin your LiveMeeting™ recording session, click **Start Recording**.



- When your presentation is complete, click the **Recording Setup** icon > **Stop Recording** > **Save Recording**.

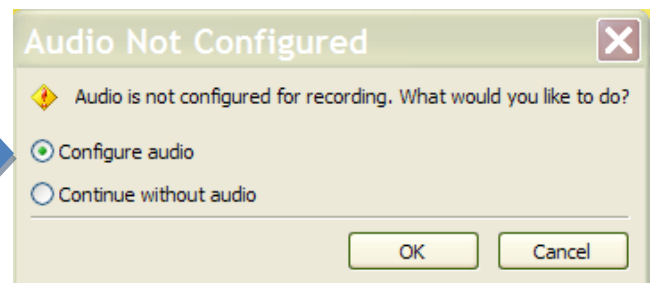
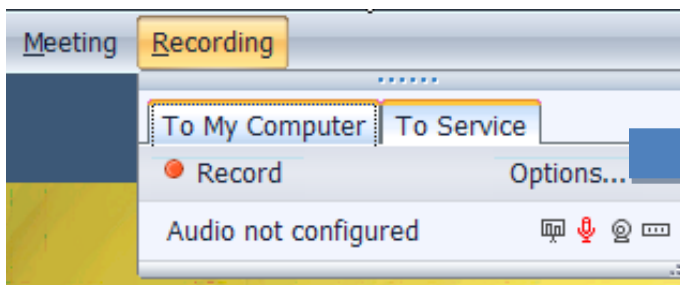


This will stimulate the LiveMeeting™ conversion process. Once LiveMeeting™ has completed the process of creating the recording you can import the presentation into Brainshark.

Recording Audio in Live Meeting 2007

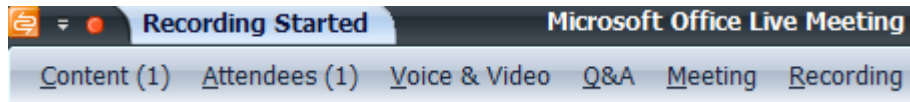
When your Live Meeting™ session has been scheduled:

- Log into Live Meeting™ as the Presenter
- Dial into the Teleconference Number for your meeting
- Click the **Recording** option from the menu at the top of the Live Meeting™ window
 - On the 'To Service' tab, click **Record** > **Configure Audio** > **OK**

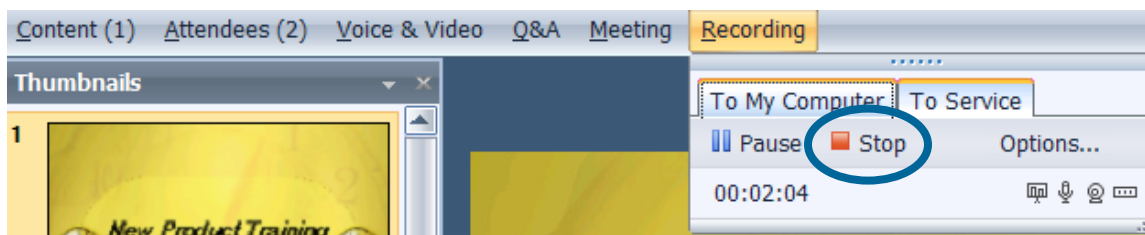


A dialog box will display. Verify the Teleconference Number displayed is correct and click **Configure > Done**.

Depending on your Conferencing Provider, you may hear Live Meeting tone into the call as if it were a participant. At the top left of the Live Meeting window, the Recording icon will be displayed.



When the recording session is complete, click **Recording > Stop > Save Recording**.



This will stimulate the LiveMeeting™ conversion process. Once LiveMeeting™ has completed the process of creating the recording you can import the presentation into Brainshark.