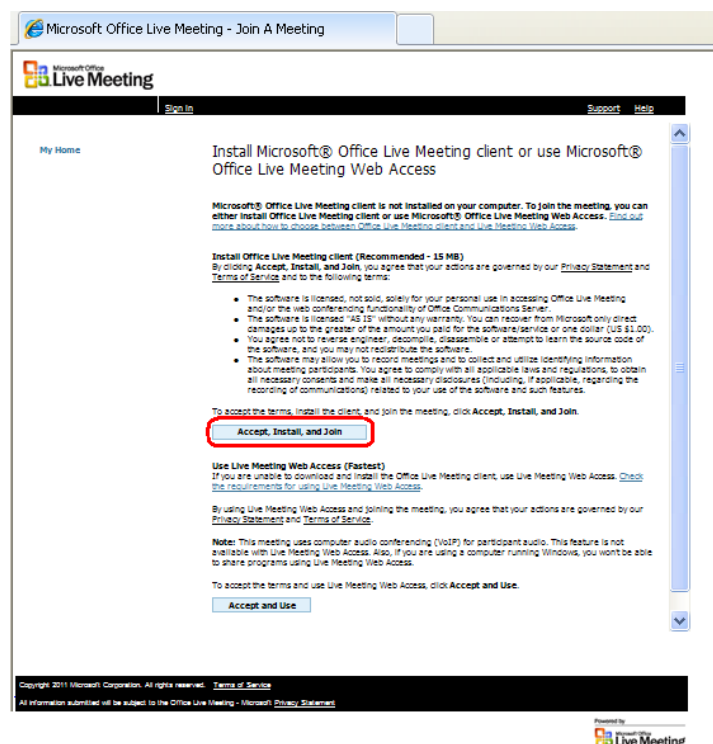


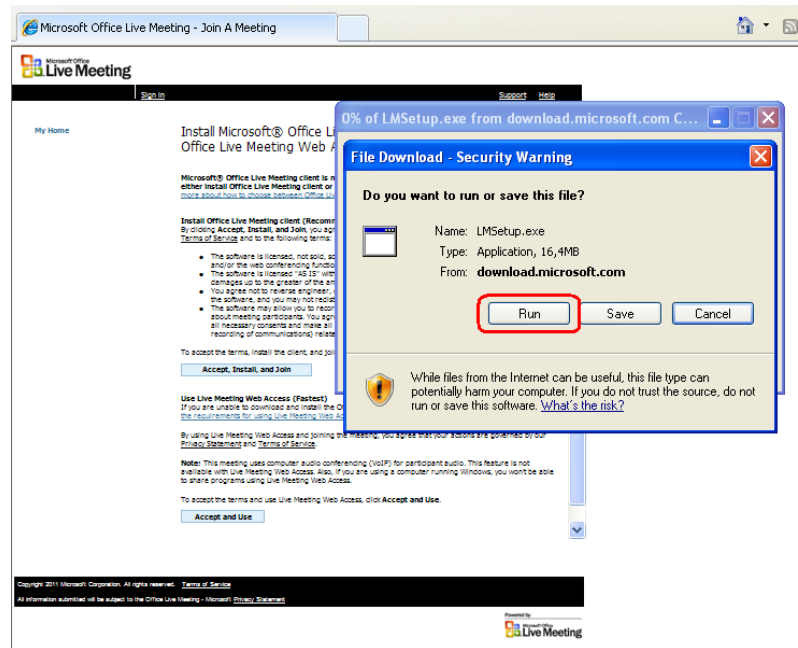
Microsoft Live Meeting instalacija i korištenje

- vodič za korisnike -

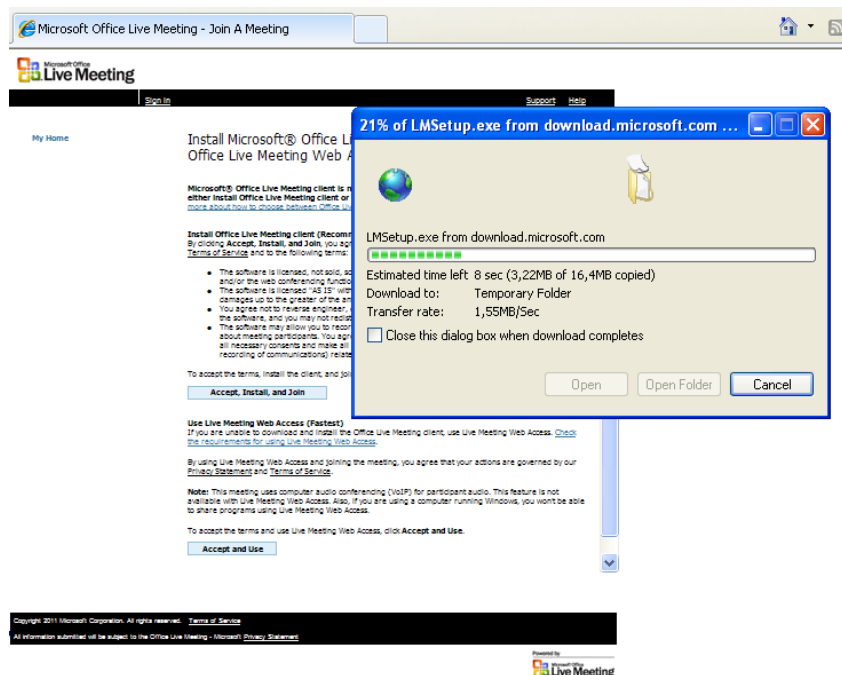
1. Otvaranjem poveznice za webinar u Internet Exploreru pojavit će se stranica za pristup Live Meetingu – kliknite na **Accept, Install and Join**



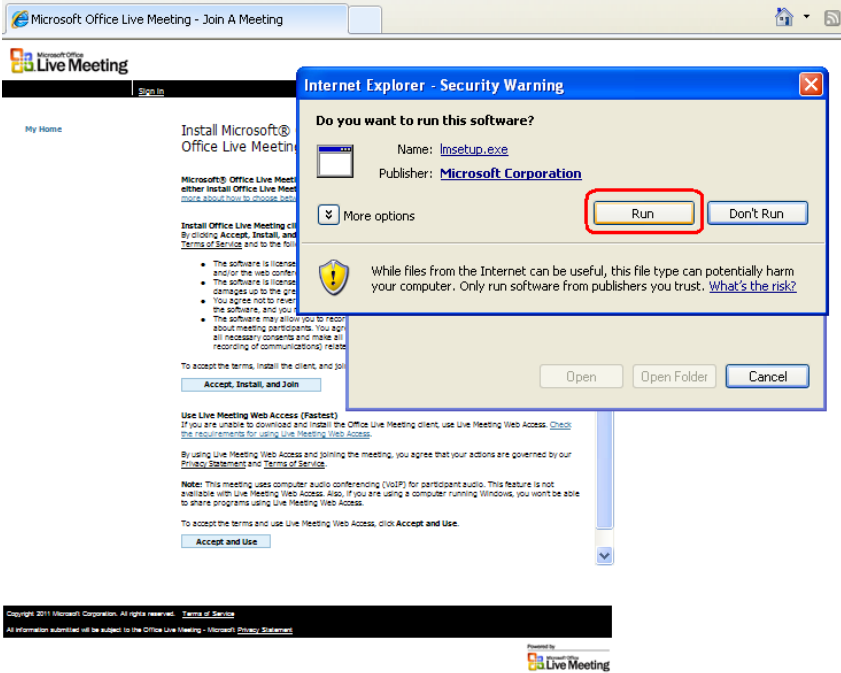
2. Otvorit će se prozor za *download* programa – kliknite na **Run**



3. Pokrenut će se *download* programa Live Meeting



4. Kada se program uspješno „skine“ na vaše računalo pokrenite ga klikom na **Run**



The screenshot shows a web browser window displaying the Microsoft Office Live Meeting installation page. A security warning dialog box from Internet Explorer is overlaid on top, asking "Do you want to run this software?". The dialog box shows the file name "Insetup.exe" and the publisher "Microsoft Corporation". The "Run" button is highlighted with a red rectangle. The background page contains the following text:

Microsoft Office Live Meeting

My Home

Install Microsoft® Office Live Meeting

Microsoft® Office Live Meeting either install Office Live Meeting or use Live Meeting Web Access.

Install Office Live Meeting client by clicking **Accept, Install, and Join**.

- The software is licensed and/or the web conferencing software is licensed.
- The software is licensed and/or the web conferencing software is licensed.
- You agree not to rent, lease, or otherwise make the software, and you agree not to allow others to use the software, and you agree not to allow others to use the software.
- The software may allow you to record meeting participants. You agree all necessary consents and make all recording of communications) relate.

To accept the terms, install the client, and join the meeting, click **Accept, Install, and Join**.

Use Live Meeting Web Access (Fastest)


If you are unable to download and install the Office Live Meeting client, use Live Meeting Web Access. [Check the requirements for using Live Meeting Web Access.](#)

By using Live Meeting Web Access and joining the meeting, you agree that your actions are governed by our [Privacy Statement](#) and [Terms of Service](#).

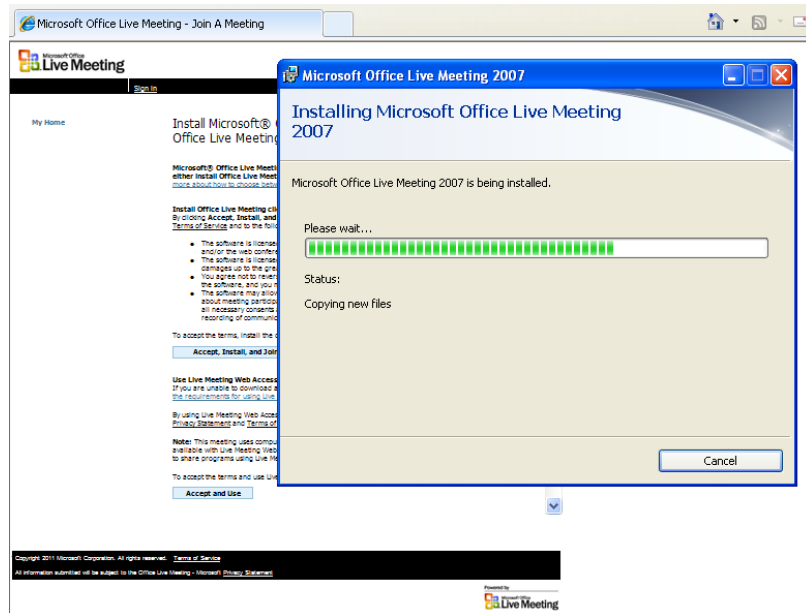
Note: This meeting uses computer audio conferencing (VoIP) for participant audio. This feature is not available with Live Meeting Web Access. Also, if you are using a computer running Windows, you won't be able to share programs using Live Meeting Web Access.

To accept the terms and use Live Meeting Web Access, click **Accept and Use**.

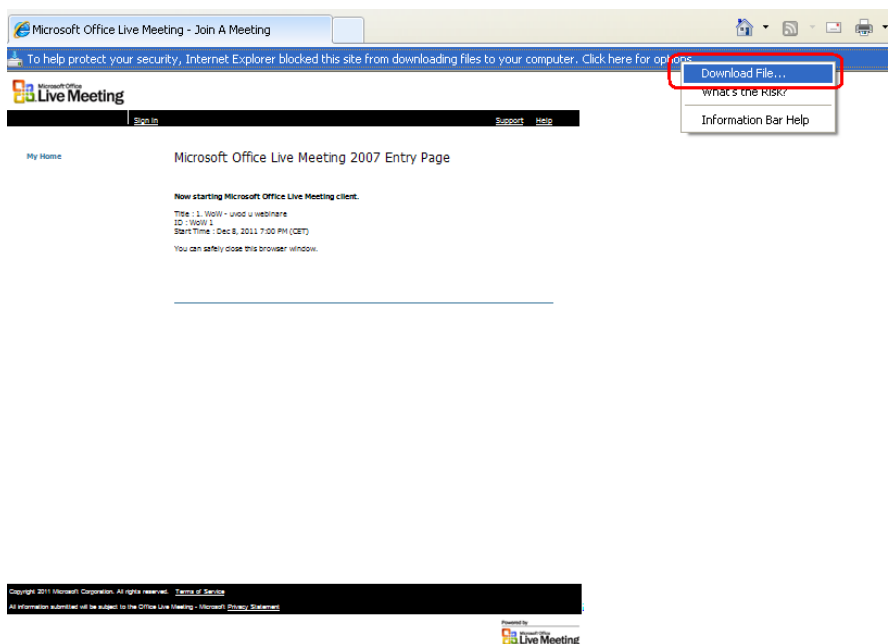
Copyright © 2011 Microsoft Corporation. All rights reserved. [Terms of Service](#)
All information submitted will be subject to the Office Live Meeting - Microsoft [Privacy Statement](#)

Powered by 

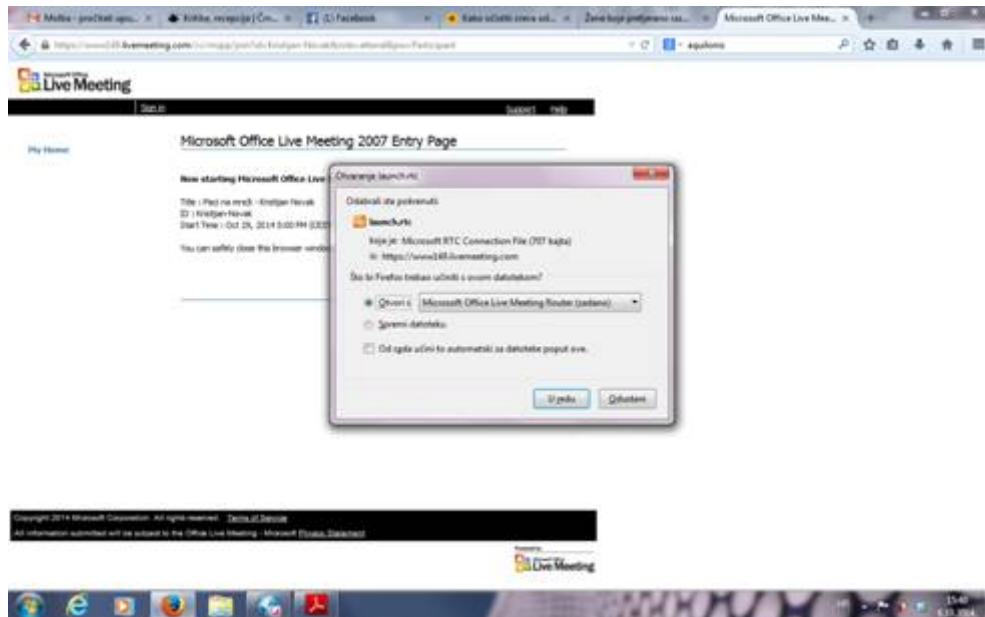
5. Pokrenut će se instalacija programa...



6. Otvorit će se Live Meeting Entry Page – ukoliko vam se nije automatski otvorio prozor za download file-a, provjerite traku na vrhu Internet Explorera – kliknite na **Download File**

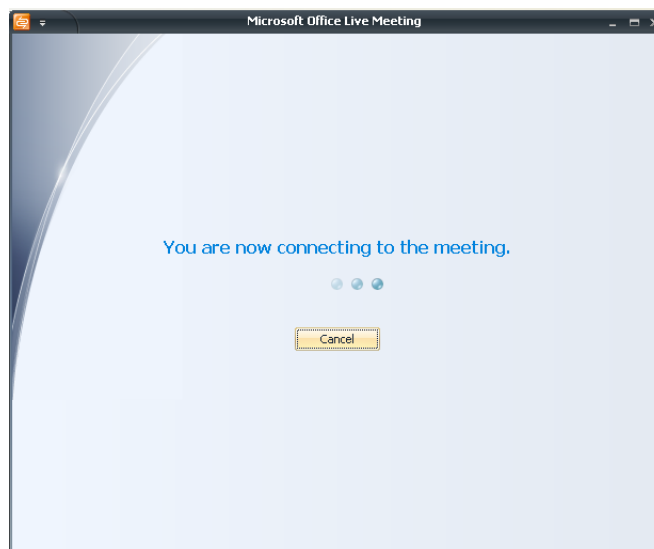


U slučaju da koristite neki drugi web preglednik, npr. Mozilla Firefox, tada ćete dobiti drugačiju poruku, odnosno prozor će izgledati ovako:

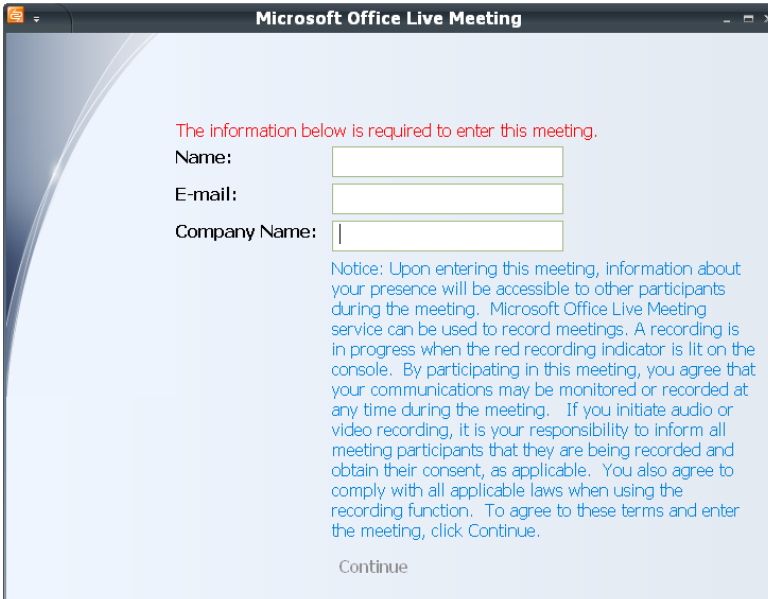


U slučaju da se ne desi ništa od navedenog, tada nakon instalacije programa ponovo kliknite na poveznicu za webinar i tada će vam se otvoriti jedan od ova dva oblika prozora, ovisno koji web preglednik koristite. Te u slučaju Mozille Firefoxa možete odabrati opciju „**Open with**“ **Microsoft Office LiveMeeting Router** i staviti kvačicu na donju opciju da vas sustav više ne pita za taj način otvaranja datoteka, tj. da to postane preporučeni način otvaranja te vrste datoteke.

7. Pokrenut će se povezivanje u meeting odnosno webinar



8. Upišite svoje podatke (ime i prezime, e-mail adresu, tvrtku/ustanovu) te kliknite **Continue**

A screenshot of a Microsoft Office Live Meeting window. The title bar reads "Microsoft Office Live Meeting". The main content area has a light blue background with a dark blue curved border on the left. At the top, the text "The information below is required to enter this meeting." is displayed in red. Below this are three input fields: "Name:", "E-mail:", and "Company Name:". To the right of the "Company Name:" field is a vertical bar. Below the input fields is a "Notice" section with blue text explaining that presence information will be accessible to other participants and that the service can be used for recording. At the bottom, there is a "Continue" button.

9. Početna stranica webinara



10. Alati



Zvučnici – on/off

Mikrofon – on/off

Kamera – on/off

Handouts – download prezenterovih dokumenata

Shared notes – zapisi vidljivi svima

Feedback – povratne informacije / statusi polaznika

Help – pomoć

11. Sudjelovanje u susretu

Sudjelovanje u susretu

Koristeći **alat Q&A** tijekom susreta možete **pismeno** postavljati pitanja, a da pri tome ne ometate govornike (*moderator će pročitati pitanja i uputiti ih gostu*)



Ukoliko se želite **usmeno uključiti** u susret potrebno je klikom na ikonu mikrofona uključiti **mikrofon**



*Ukoliko naiđete na probleme kod spajanja,
obratite nam se na webinars@aquilonis.hr*