

# Savannah River Site - Citizens Advisory Board

## Online Meetings

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### The Savannah River Site - Citizens Advisory Board Committee meetings streamed live online.

Attendees will require the Microsoft LiveMeeting viewer. This is a free, downloadable add-on to your internet browser.

To view online meetings and get the LiveMeeting viewer:

1) Visit the SRS CAB's website at:

[http://www.srs.gov/general/outreach/srs-cab/meeting\\_schedules.html](http://www.srs.gov/general/outreach/srs-cab/meeting_schedules.html)

- 2) Then, scroll down to the day of the meeting you wish to view, and click on the blue "Join the Online Meeting!" button.
- 3) The LiveMeeting viewer will begin running automatically. If you do not already have the viewer, you will be prompted to download it.
- 4) Follow the on-screen instructions.
- 5) During login, you will be prompted to provide a name.

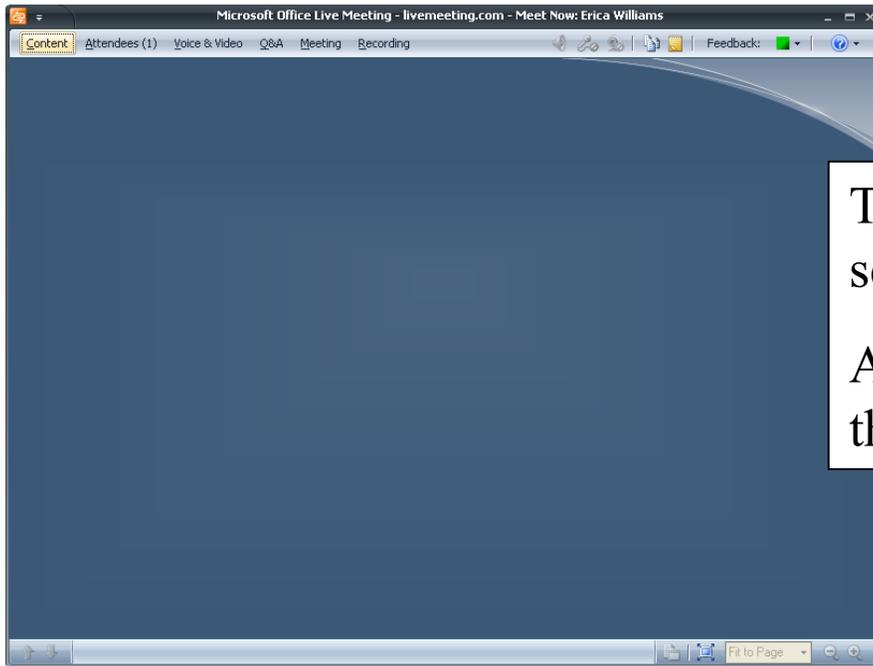
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## Microsoft LiveMeeting

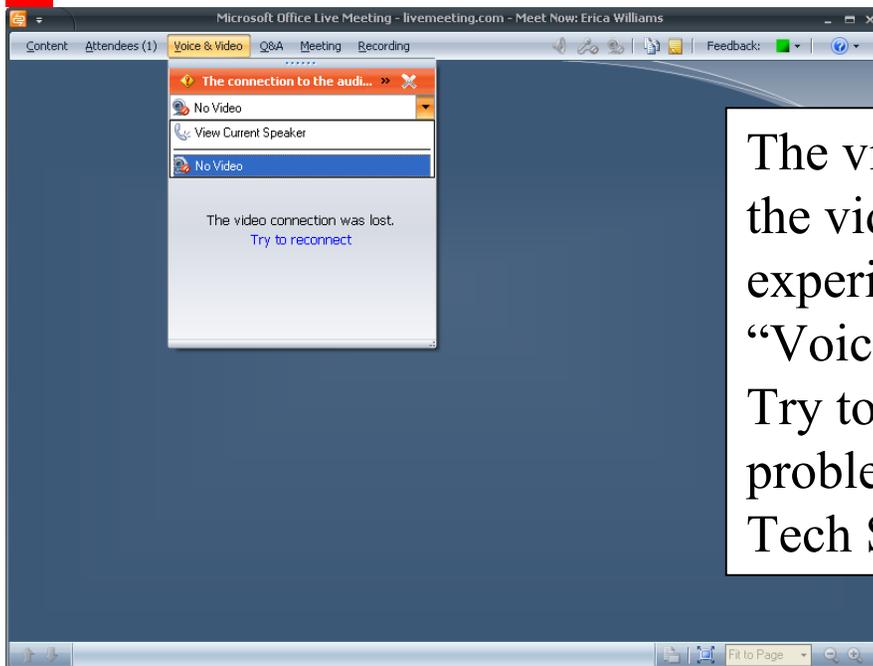
You may visit Microsoft's LiveMeeting website to view a helpful interactive tutorial for LiveMeeting, as well as get detailed technical support.

To view the tutorial, go to [www.livemeeting.com](http://www.livemeeting.com) and click on "**Take a tour**"

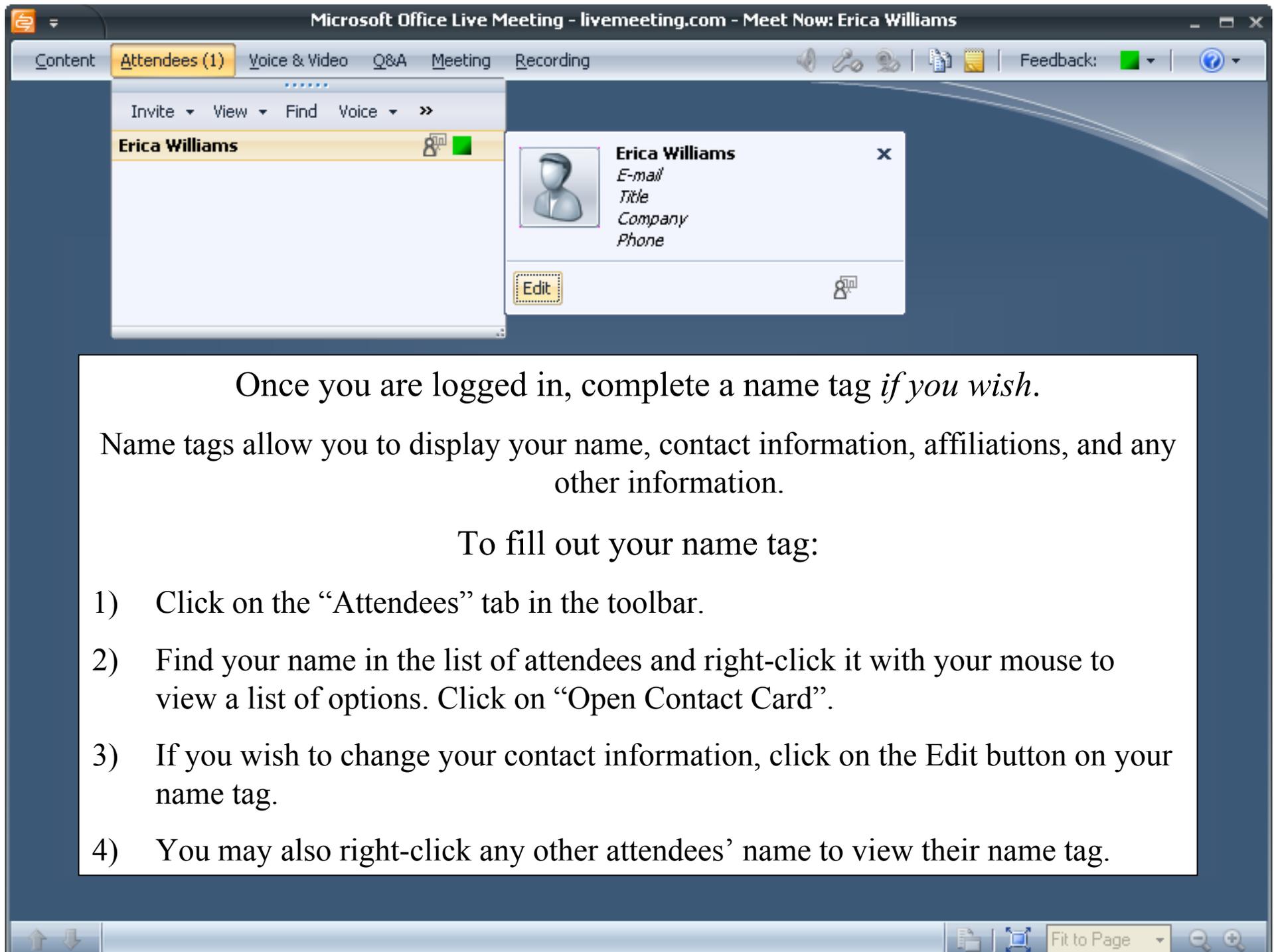


This is the LiveMeeting desktop that you will see when the viewer first opens.

All of LiveMeetings functions are controlled through the toolbar at the top of the screen.



The viewer should automatically connect and log into the video and audio of the meeting. Should you experience any problems connecting, click on the "Voice & Video" tab in the toolbar. Then, click on Try to reconnect. If you are still experiencing problems connecting, please contact the LiveMeeting Tech Support team at: [www.livemeeting.com](http://www.livemeeting.com)



The screenshot shows the Microsoft Office Live Meeting interface. The title bar reads "Microsoft Office Live Meeting - livemeeting.com - Meet Now: Erica Williams". The main toolbar includes "Content", "Attendees (1)", "Voice & Video", "Q&A", "Meeting", and "Recording". The "Attendees (1)" tab is active, showing a list with "Erica Williams" selected. A context menu is open over her name, displaying a name tag for "Erica Williams" with fields for "E-mail", "Title", "Company", and "Phone", and an "Edit" button.

Once you are logged in, complete a name tag *if you wish*.

Name tags allow you to display your name, contact information, affiliations, and any other information.

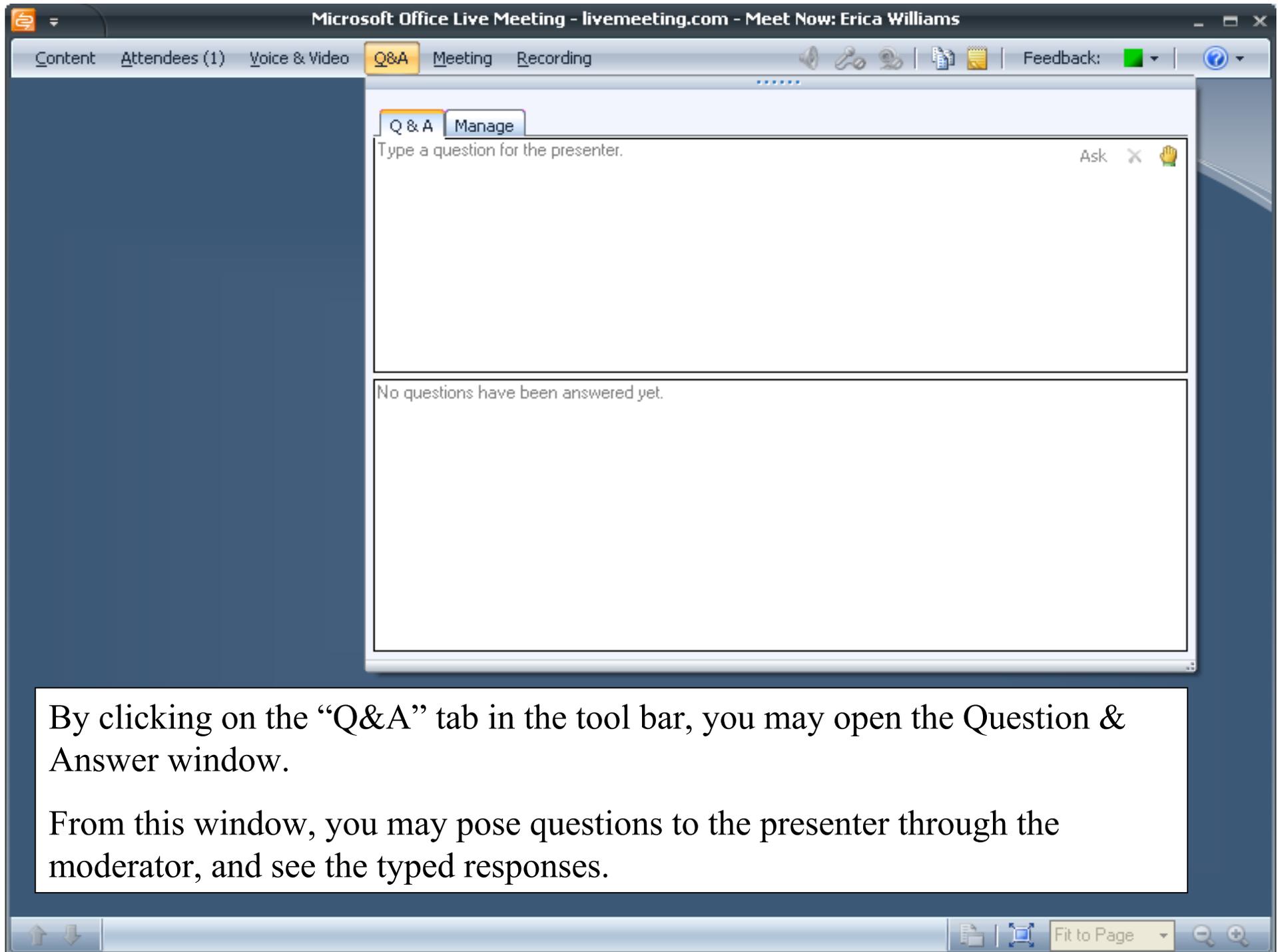
To fill out your name tag:

- 1) Click on the “Attendees” tab in the toolbar.
- 2) Find your name in the list of attendees and right-click it with your mouse to view a list of options. Click on “Open Contact Card”.
- 3) If you wish to change your contact information, click on the Edit button on your name tag.
- 4) You may also right-click any other attendees’ name to view their name tag.

The screenshot displays the Microsoft Office Live Meeting interface. The title bar reads "Microsoft Office Live Meeting - livemeeting.com - Meet Now: Erica Williams". The main menu includes "Content", "Attendees (1)", "Voice & Video", "Q&A", "Meeting", and "Recording". The "Attendees (1)" menu is open, showing a list of attendees with "Erica Williams" selected. A context menu is open over her name, listing the following actions: Mute, Unmute, Chat, Block Chat, Unblock Chat, Promote to Presenter, Move to..., Remove from Meeting, and Open Contact Card. The bottom of the interface shows navigation arrows and a "Fit to Page" dropdown menu.

In addition to viewing another attendee's name tag, you may:

- Request a one-on-one chat with another attendee or the moderator.
- Block or unblock chat requests from other attendees.



By clicking on the “Q&A” tab in the tool bar, you may open the Question & Answer window.

From this window, you may pose questions to the presenter through the moderator, and see the typed responses.

Microsoft Office Live Meeting - livemeeting.com - Meet Williams

Content Attendees (1) Voice & Video Q&A Meeting Recording

Feedback: [Green Status] [Help Icon]

### Handouts

Select a file to download to your computer

	Name	Size	Uploaded By	Status
<input type="checkbox"/>	SRS CAB Recommendation #267- Speed-u...	507.21 KB	Erica Williams	Available
<input type="checkbox"/>	SRS CAB DOE Recommendation #268 Con...	72.62 KB	Erica Williams	Available
<input type="checkbox"/>	JENNY RECOMMENDATION SLIDE Jan 201...	249.00 KB	Erica Williams	Available
<input type="checkbox"/>	Chairperson Ballot 2010.ppt	117.00 KB	Erica Williams	Available

Download Delete Upload

Note: Files transferred in this meeting will be automatically removed from the content list 90 days after the meeting ends.  
Available Free Space: 101454.17 KB

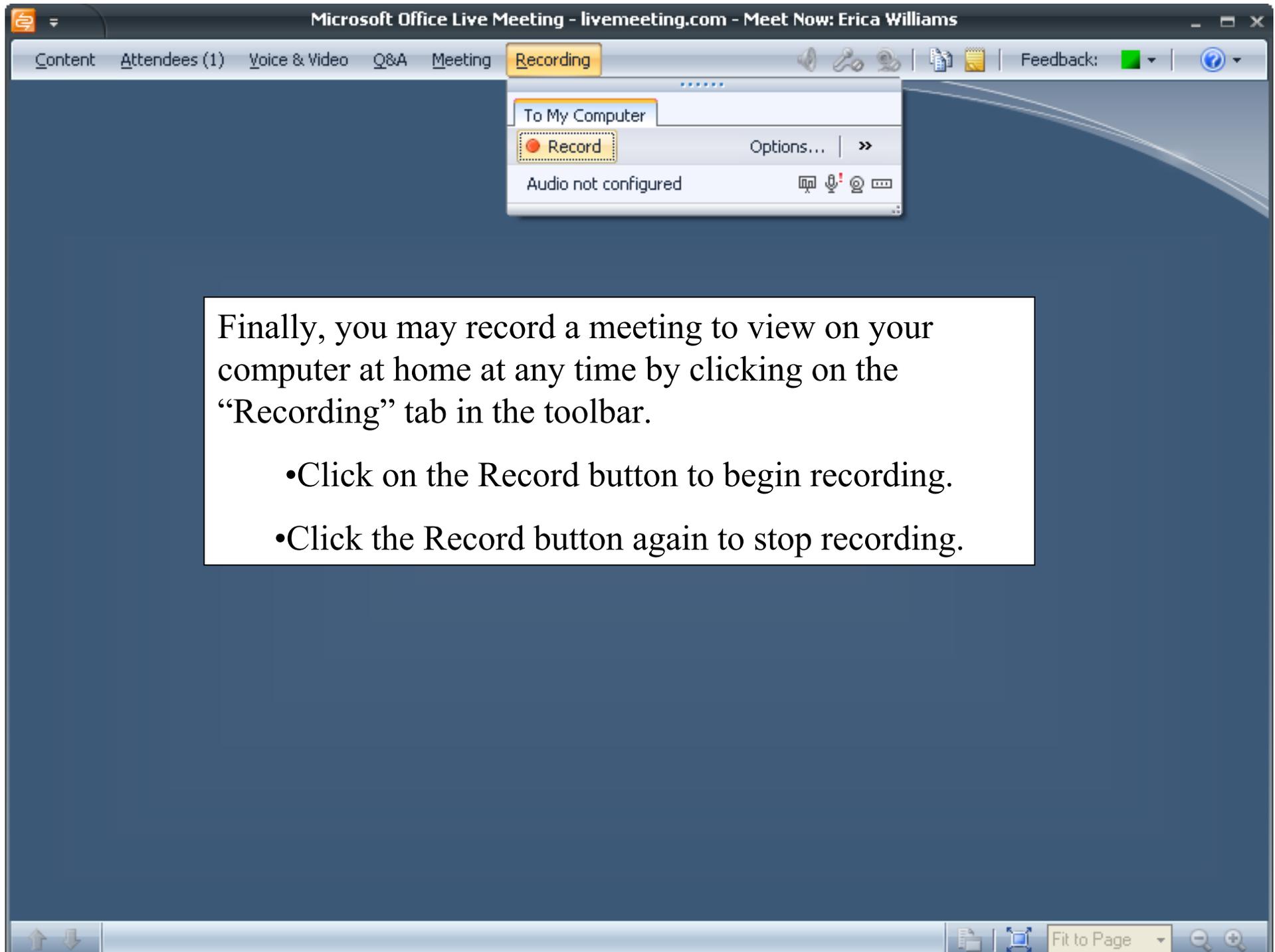
[Scanning Information](#)

One or more new files are available for download.

Fit to Page

By clicking on the pages icon in the toolbar (highlighted above), you may download the presentation handouts prepared for the meeting. Check the boxes of the handouts you wish, then click the Download button to the right.

The icon to the right will appear when a presentation is finished downloading.



Finally, you may record a meeting to view on your computer at home at any time by clicking on the “Recording” tab in the toolbar.

- Click on the Record button to begin recording.
- Click the Record button again to stop recording.