



Texas Higher Education Coordinating Board
College for all Texans

LiveMeeting Information:

To set up a LiveMeeting for your committee, contact Debbie.Rodriguez@theccb.state.tx.us with the date and time you wish to have your virtual meeting. All members of your committee will receive an email notifying them of the date and time of the meeting that will look like this:

Commissioner's Office has invited you to present (or attend) an online meeting using Live Meeting.

[Join the meeting.](#)

Audio Information

Computer Audio

To use computer audio, you need speakers and microphone, or a headset.

First Time Users:

To save time before the meeting, [check your system](#) to make sure it is ready to use Microsoft Office Live Meeting.

Troubleshooting

Unable to join the meeting? Follow these steps:

1. Copy this address and paste it into your web browser:
<https://www.livemeeting.com/cc/theccb/join>
2. Copy and paste the required information:
Meeting ID: WT25TQ
Entry Code: 2(~:.=PKz
Location: <https://www.livemeeting.com/cc/theccb>

If you still cannot enter the meeting, [contact support](#)

Notice

Microsoft Office Live Meeting can be used to record meetings. By participating in this meeting, you agree that your communications may be monitored or recorded at any time during the meeting.

If it is the first time you have accessed LiveMeeting from the computer you are using, you will need to follow the “check your system” link and possibly download software to be able to get into the meeting.

The [Join the meeting.](#) link is all you will need to click on to get into the meeting. If you go in through the <https://www.livemeeting.com/cc/theccb/join> link, you will need to input the meeting information and password.

Each time you enter a meeting, **you will need to activate your camera and your microphone.** This can be done either from the icons at the top of the page, or from the Voice and Video tab at the top of the page. Until this is done, you will not be able to be seen or heard by other members of your committee.

When a LiveMeeting is set up for your committee, only chairs and co-chairs will be set up with presentation abilities (unless a request has been made otherwise.) Meetings will be set up so that presenters and attendees may enter at any time. This will allow presenters to upload information for use during the meeting, and attendees can check their access to be sure they are ready to attend the meeting.

Presenters may wish to record the meetings, particularly if members are unable to join the meeting live. If you want the meeting recorded, notify Ms. Rodriguez to set it up this way. It can be stored for up to one year on the LiveMeeting website. Presenters may also decide to record the meeting once it is going on; there is an icon for this on the presenter's screen that can be activated during the meeting. (Attendees do not have the ability to record the meetings.)

It is recommended that you file the link to the meeting when it is over to avoid attempting to join the wrong meeting at a later date.

For additional training and/or an opportunity to practice in LiveMeeting, contact Debbie Rodriguez via email at the address above, or via telephone at 512.427.6547.

Accessing the Sharepoint document-sharing platform:

All members of each committee have been provisioned and placed into the appropriate groups. To access Sharepoint, go to the login page and click on "Forgot Password" and enter your email. The system will then send you a new password in order to get access.

Some people already are members of the SharePoint server through other sites. Those people will be able to use the password that they use for the other sites.

The chair and co-chair of each subcommittee have been setup with owner permissions. Owners are able to upload information, post announcements, etc.

Engineering Sharepoint login: <https://share.theccb.state.tx.us/sites/TuningOversight>

Please feel free to contact Debbie Rodriguez at the THECB with any questions or issues you are having with the Sharepoint site.