



Bonneville Power Administration (BPA) Transmission Services

Bulletin

How to Join a Live Meeting

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BPA Transmission Services will be holding a series of Commercial Business Process Improvement (CBPI) OASIS Customer meetings using Microsoft® Live Meeting. Live Meeting is a real-time interactive web conferencing software that lets you connect multiple people in multiple locations with just an Internet connection and a web browser.

Customers will receive an e-mail from a Bonneville Power Administration (BPA) representative containing a web site address for an invitation to join a Live Meeting with BPA Transmission Services.

To Join a Live Meeting session:

- 1.1 Access the e-mail and click the [CLICK HERE TO JOIN LIVE MEETING](#) link or use the Meeting URL provided in the e-mail.
- 1.2 Type your name the way you want it to display to other attendees into the Name field of the Join Meeting Live Meeting screen.
- 1.3 Type the meeting ID into the Meeting ID field.
- 1.4 Click the [JOIN MEETING](#) button.

First-Time Users

Customers are not required to have Live Meeting software on their computer systems to join a Live Meeting.

If a customer has not participated in Live Meeting and attempts to join a session by clicking on the Meeting URL provided in the e-mail, a message will display with the following options:

- Download and install Windows-based console (5 MB install)
- Use Web-Based Console.

Select [Use Web-Based Console](#).

This option will not install the Live Meeting software onto a customer's computer system. This option allows the customer's web browser to execute a Java Applet that will allow the customer to participate in a Live Meeting session. This Java Applet will terminate when the customer completes participation in the Live Meeting session.