

(adapted by Kathy Sheehan from several USDA FS websites & documents)

NetMeeting Instructions

From the **Start** button,

Click **Programs**→ **Accessories**--> **Communication**→ **NetMeeting**

If you receive this screen, you need to install NetMeeting.

Click **Next** and then **go to page 2**.



If you do not see the above screen, **go to page 3**.

Good sources for NetMeeting instructions:

http://fsweb.riogrande.r2.fs.fed.us/irm/computer_info/netmeeting/netmeeting.htm#install

<http://fsweb.klamath.r5.fs.fed.us/ism/netmeeting.html>

Install NetMeeting

Directory Information Menu:

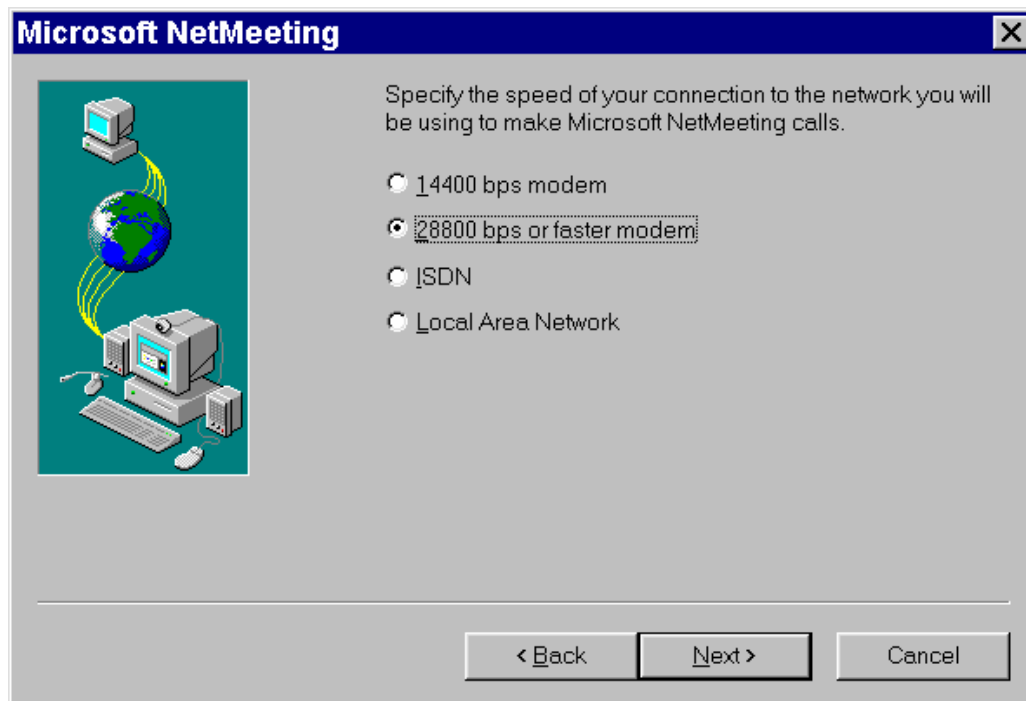
First name, Last name and E-mail address are required fields...all other fields are optional. When finished, click on Next.

Directory Settings Menu:

Choose "Do not list my name in the directory".

Connection Speed Menu:

I'm not totally sure about which option is best. My NetMeeting is set to "28800 bps or faster modem", but others here in the RO have used "Local Area Network".



NetMeeting Icon Options:

Unclick the "Run NetMeeting in the background when Windows starts" option (unless you plan to use NetMeeting a lot!!). If you don't want the icon on your bottom taskbar, then unclick that option, too.

Audio Tuning Wizard:

The Audio Tuning Wizard then starts up. Click on Next for each window (there are ~5), until you reach the final window in this series – then click on 'Finish'.

You have finished installing NetMeeting. The next time you start up NetMeeting, go directly to page 4.

Using NetMeeting

The **big picture** in starting up and using NetMeeting is:

1. All participants start up NetMeeting on their respective PCs and join in a teleconference call (via regular telephones)
2. One person (“the leader”) uses NetMeeting to “call” the others (“the participants”)
3. The leader can then start up and share a software program on his or her PC with the participants. The leader can also give control of the program to a participant.
4. Other options:
 - Start up a Chat session,
 - Start up a White Board session,
 - Transfer documents between users.

Starting a NetMeeting conference session:



Start NetMeeting:

From the **Start** button, Click **Programs**→
Accessories→ **Communication**→ **NetMeeting**

You should see the window shown at left.

Call the Participants

The leader does the following steps:

- click on the “place call” icon in the top right corner (looks like a yellow telephone)
- Enter the IP address for a participant. Participants can find their IP address by click on “Help” on the top taskbar within the NetMeeting window, and then choosing “About Windows NetMeeting”; the IP address is near the lower left corner.

Participants Accept the Call

After the leader places a call to a participant’s PC, a window should appear on the recipient’s PC desktop window that states, “NetMeeting – Incoming Call, Incoming Call from *the name of the sender*” with 2

icons, one that allows them to ACCEPT, and the other that allows them to IGNORE the NetMeeting request. The participant must click on the ACCEPT button to begin the NetMeeting conference.

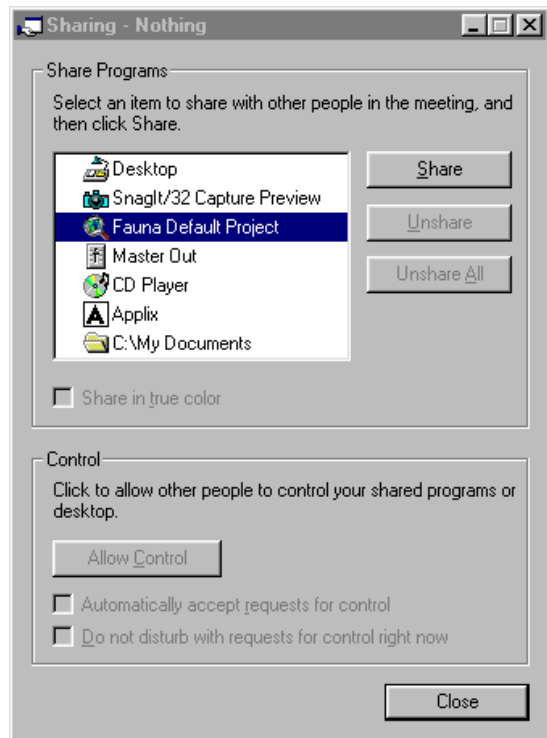
On the leader's desktop window, a window should appear that states, "NetMeeting – Waiting for response from the name of the recipient" with an icon that gives you the option to cancel the NetMeeting request.

Sharing an Application

Click on the "share program" icon in the lower left corner of your NetMeeting window (looks like a hand holding or "sharing" a document). The "Sharing" window (see figure at right) pops up. Any application that you have started on your PC should appear in a scrolling list within this window.

Click on the application you want to share, and then click on the "Share" button. An image of the application you choose to share should be appearing on the PC screen of each participant.

Once participants have your application on their desktop window, they can resize that application window to completely view the document. As participants moves their cursor around the application window that you have shared with them, they should see a circle with a slash through it, meaning that that they do not have command control of the cursor which would allow them to remotely run your application.



Allowing Control

Here's how to give a participant control of a program they are viewing (2 methods):

Method 1:

- On the "Sharing" window shown on page 5, click the "Allow Control" button in the lower box.
- Have the participant double click the application that is being shared. A "Request Control" window will appear on your screen with the name of the participant asking for the request. You can either accept or reject this request.
- When the participant is done with the cursor, he or she passes control back to you by clicking on the "Control" menu at the top of their window and then clicking on the "Release Control" command. Alternatively, you can press the **ESC** key on your keyboard to grab control back for yourself.

Method 2:

- On the "Sharing" window shown on page 5, click the "Allow Control" button on the "Sharing" window, then put a check mark (√) in the "Automatically accept requests for control" box.
- A participant may take control of the application by double-clicking on the shared application.
- Control is passed back to you when the participant clicks on the "Control" menu at the top of their window and then clicks on the "Release Control" command.

Sharing The Whole Desktop

If you want all of those in the conference to be able to see more than one application at a time on their screens, you will need to share the entire "Desktop" as listed in the "Sharing" window (page 5). This would be useful if you want to show a PowerPoint presentation along with an ArcView Layout or if you want to give control of your whole desktop (all windows) to another person. Sharing the whole desktop would be the way to go if you are anticipating a trouble-shooting session where you would be typically switching from window to window.

Ending A Shared Application

To stop sharing an application, all you have to do is click on the "Unshare" button on the "Sharing" window – or close the application. To close out the "Sharing" window, just click on the "Close" button.

Starting A Chat Session

A chat window is a message box that appears on everyone's screen. You can type messages back and forth to each other in real-time. To start the chat, click on the button shown at right (words in a balloon) which appears on the bottom of the NetMeeting window (second icon from the left).



Starting A Whiteboard Session

A "white board" can also be used by any participant to draw diagrams, etc. on a box that appears on everyone's screen. Start the whiteboard by clicking on the button shown at right (pen writing on paper), which appears on the bottom of the NetMeeting window (second icon from the right).



Sending Files

Files can be sent to an individual participant or to everyone in the session. Click on the button shown at right (a speeding document?), which appears on the bottom of the NetMeeting window (far right). A file transfer window will pop up allowing you to add files to a list for sending and then choose to send those files to everyone or to a subset of those in the session.



Ending A NetMeeting Session

To end a NetMeeting session, go to the main NetMeeting window and click on the icon shown at right.

