NetMeeting
Instructions

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Remote online business computer training.

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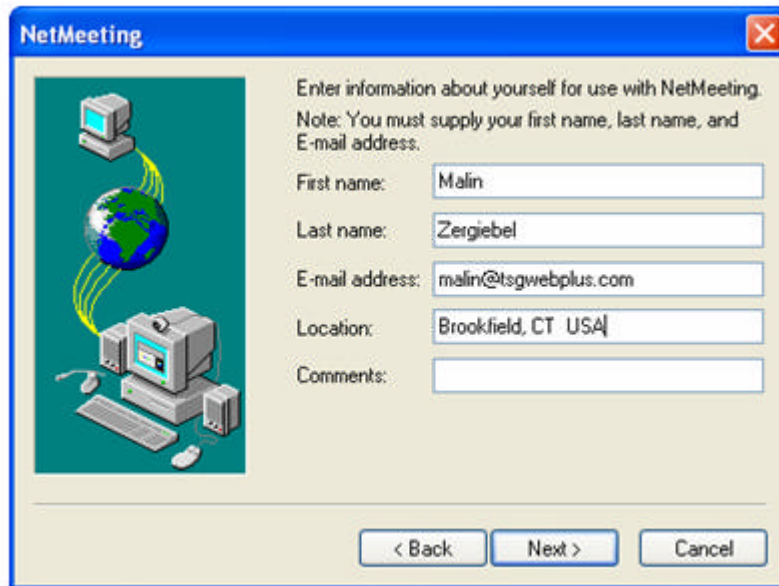web site: www.JRMCAssociates.com

Setting up NetMeeting

NetMeeting is a online conferencing software that is located on your hard drive at "C:\Program Files\NetMeeting\conf.exe"

1. To install NetMeeting on your computer, you select the start button on your computer.

2. Then you select the run.

3. In the dialogue box where it states open, you type C:\Program Files\NetMeeting\conf.exe and the initial NetMeeting window pops up.

4. Click next from the initial NetMeeting window.

5. Enter your information.
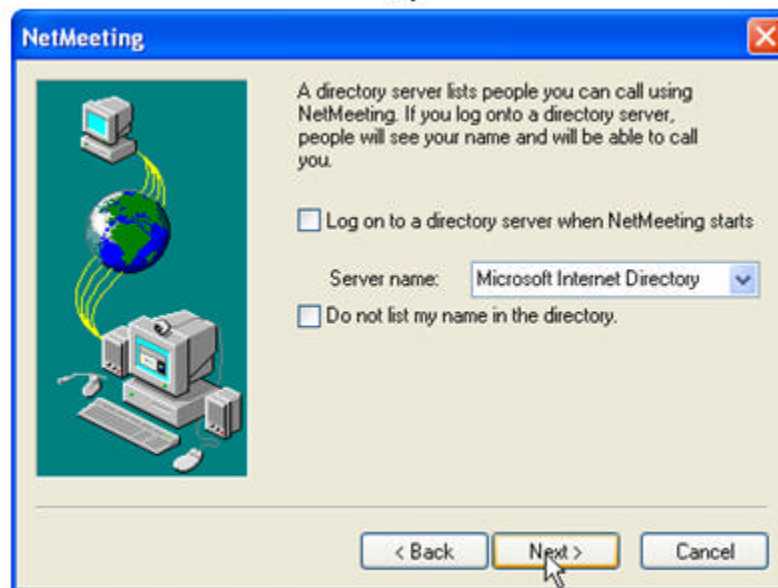
6. On the next screen, leave as blank: log on to a directory server when NetMeeting starts; do not list my name in the directory. Then click next.

7. On the next screen, enter the connection option:
- a) Select choices 1 and 2 if you have a Dial-up connection
- b) Select choice 3 if you have a DSL or ISDN connection
- c) Select choice 4 if you have a Local Area Connection
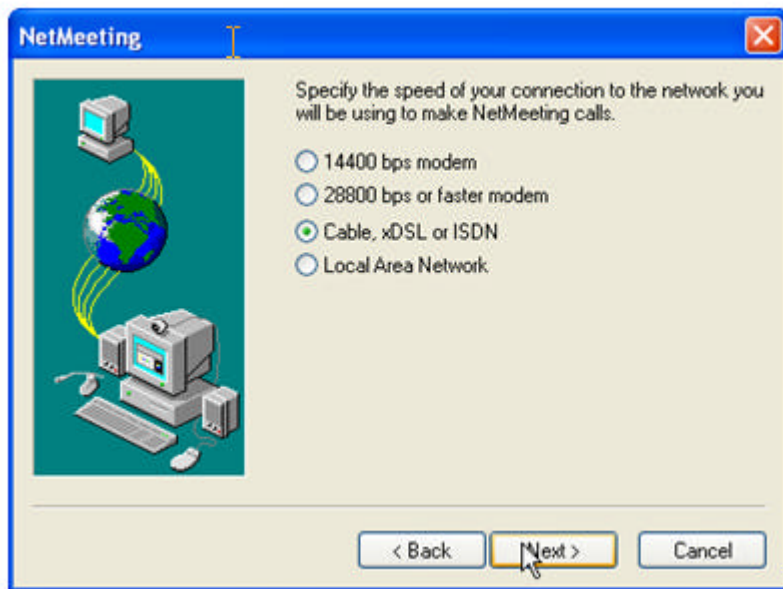
8. On the next screen, make sure you check option one: put shortcut to NetMeeting on my desktop. Click next to continue.
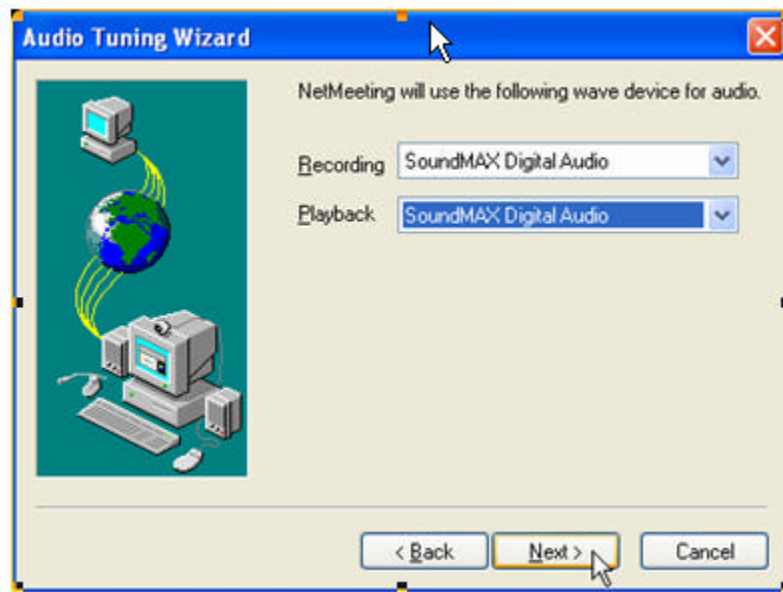
9. This wizard helps you tune your audio setting. Click next to continue.

10. Click next to continue

11. You select test to check to make sure that your speakers or headphones are connected and that playback volume is acceptable. Click the Test button to hear a sample sound. Click next to continue.
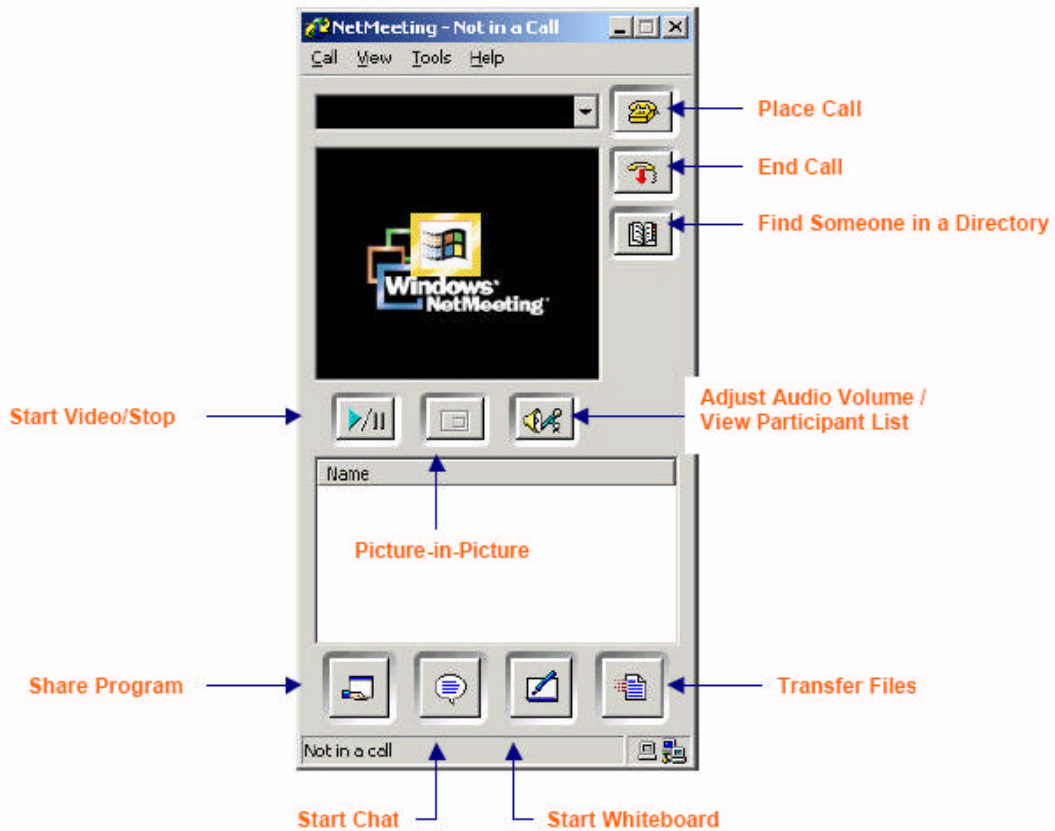
12. The next screen tests your microphone. If you have a microphone, click test and stop. If you don't have a microphone, click next to continue.


13. If your sound card that does not support audio features required by NetMeeting, you will get an Audio Warning. You click next to finish to complete the settings for NetMeeting. Now the screen for NetMeeting will open.

Windows Netmeeting
Screen

Place Call

End Call

Find Someone in a Directory

Start Video/Stop

Adjust Audio Volume /
View Participant List

Picture-in-Picture

Name

Share Program

Transfer Files

Not in a call

Start Chat

Start Whiteboard

13. The following steps are performed before the training session begins. The instructor will contact you, and you must give them your IP address. To get your IP address, click on the "Help" button. You then select "About" from the "Help" menu. This will give you the IP address. You give this IP address to instructor so they can call you.
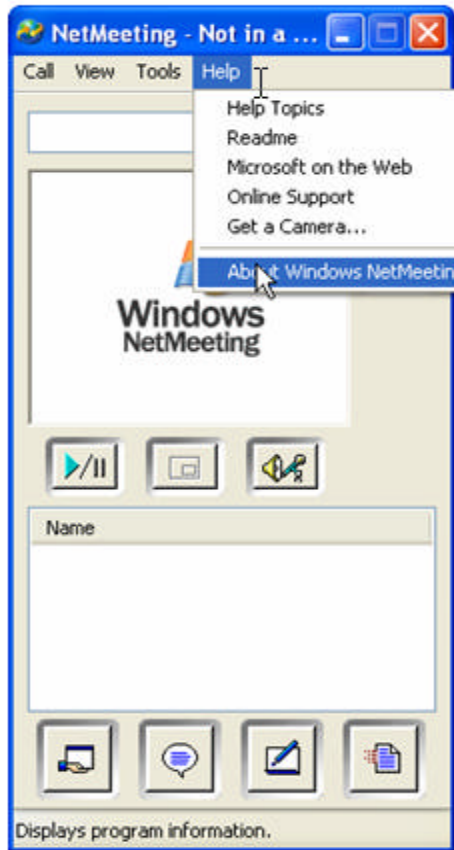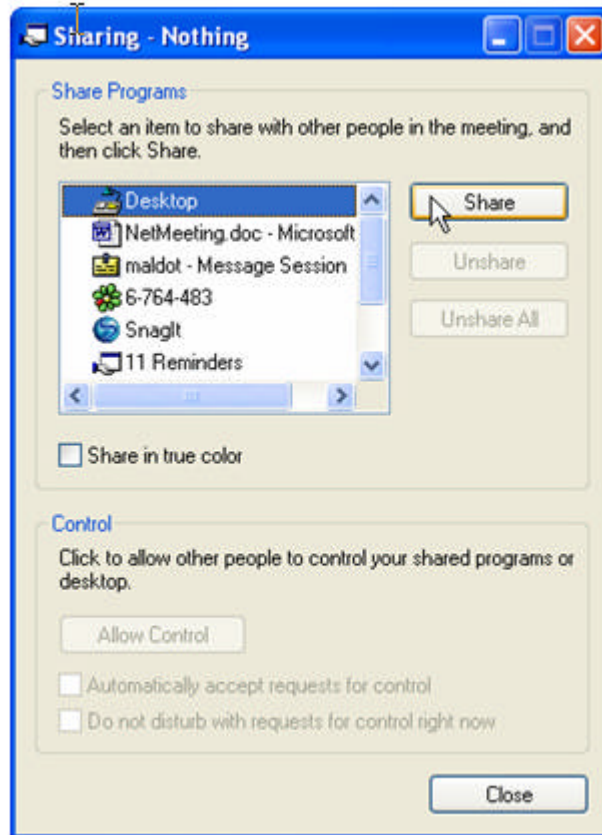

14. The instructor calls and you accept their invitation. Now you are in a NetMeeting session.

15. For the instructor to train you, you must select the "Share Program" button and allow them to see your desktop. The screen opens and you then highlight word "Desktop" and click the "Share"

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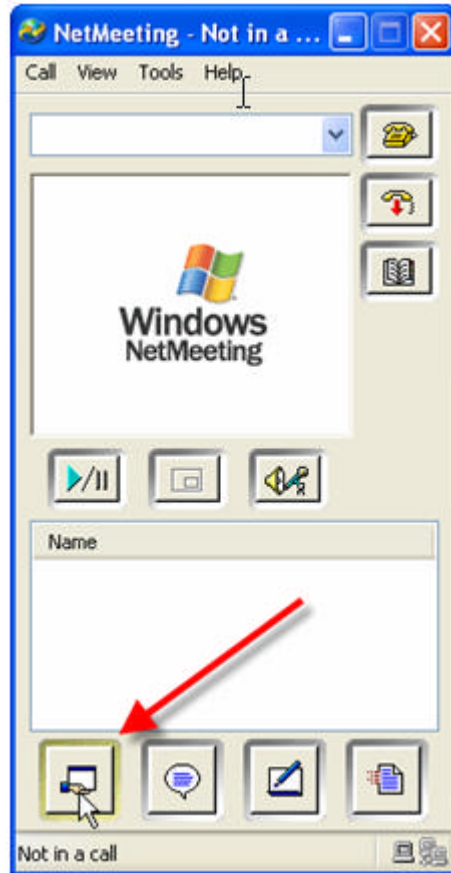
16. If you would like to initiate the call, you ask the instructor for their IP address. You type the IP address in the box under the menu. Then you select the "Telephone" icon and NetMeeting connects with your instructor.

Chat Overview

Meeting participants can talk to each other simultaneously using Chat. Since only two people can have an audio or video connection, Chat is useful in a group meeting because everyone can participate.
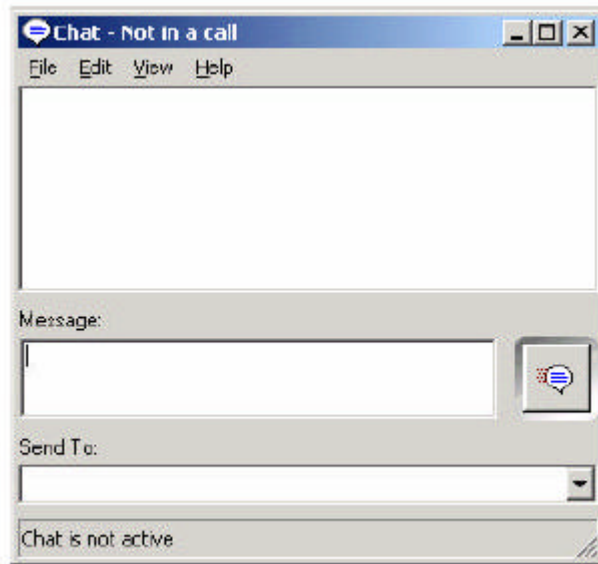
17. When the individual sends you a Chat message, the message appears in the Chat window.

18. If you want to chat with the instructor. Type your message and in the send to box, type the instructor's IP address.