

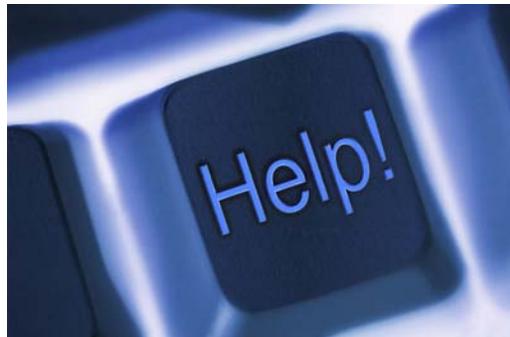
# NetMeeting

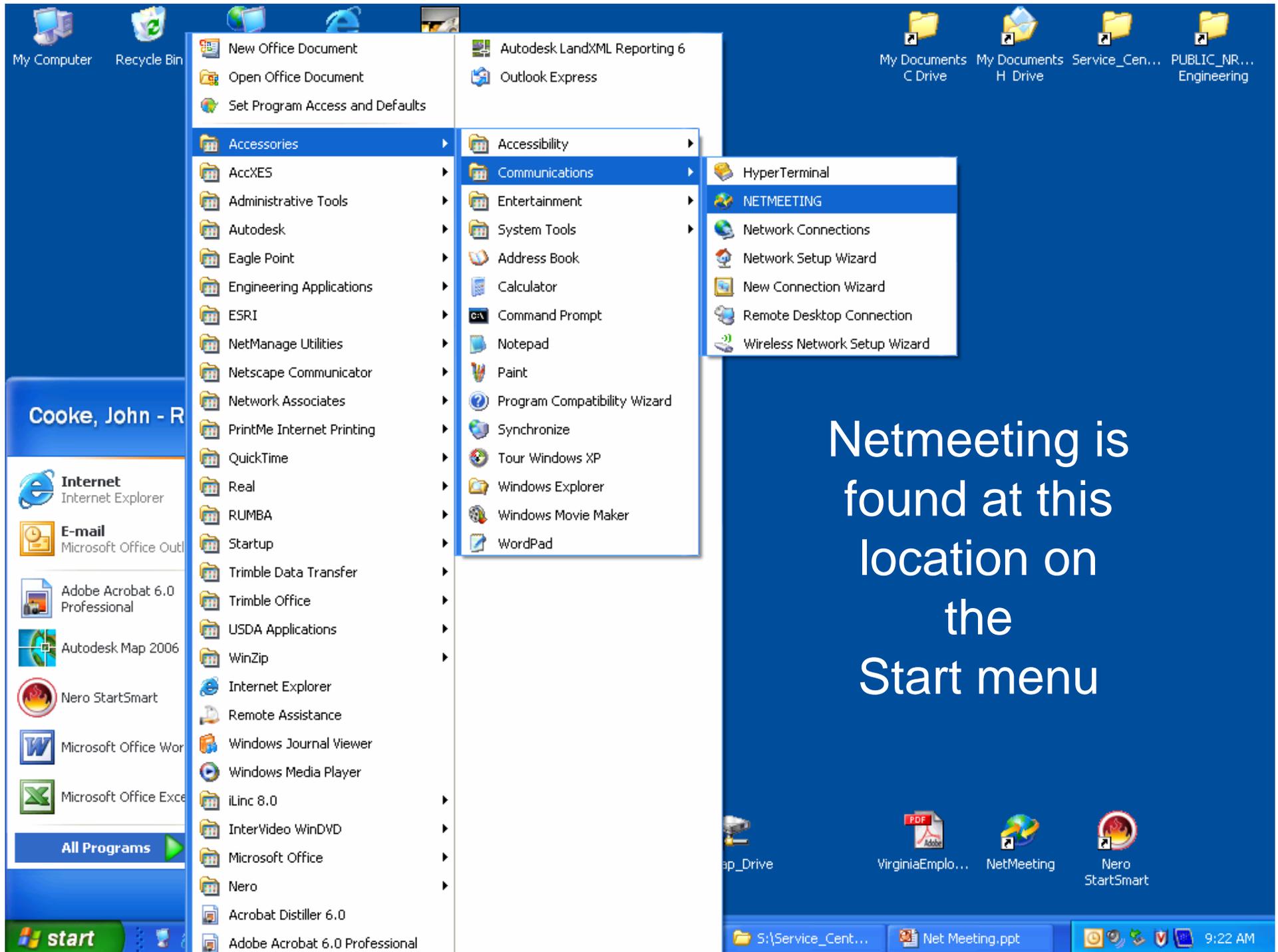
- Fast and very effective in giving one on one computer training.
- Allows the instructor to show a computer function then watch the student do the same function.
- Allows the instructor to watch (and guide) a student through a complete process.



# NetMeeting

- Must be setup on both computers before it will function.
- The setup wizard will walk you through the process.
- I have not used the sound and microphone functions.  
Easier to use a telephone connection for voice communications.





Netmeeting is found at this location on the Start menu

# Setup Wizard



My Computer



My Network Places



Recycle Bin



Internet Explorer



Autodesk Map 2004



Eagle Point AutoCAD



Outlook



Autodesk LandXML...



InterVideo WinDVD



Service Center Engineer



Public NRCS Engineering

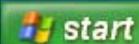
**NetMeeting** [Close]



NetMeeting enables you to communicate with others over the Internet or your local Intranet. Using NetMeeting, you can:

- Talk to others
- Use video to see others and let others see you
- Share applications and documents with others
- Collaborate with others in shared applications
- Send files to others
- Draw with others in a shared Whiteboard
- Send messages to others in Chat

< Back   Next >   Cancel



NetMeeting

Microsoft PowerPoint ...

8:34 AM

# Setup

Page 2

User information

**NetMeeting**

Enter information about yourself for use with NetMeeting.  
Note: You must supply your first name, last name, and E-mail address.

First name:

Last name:

E-mail address:

Location:

Comments:

< Back    Next >    Cancel

After entering information click Next



Service Center  
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Public NRCS  
Engineering



My Computer



My Network  
Places



Recycle Bin



Internet  
Explorer



Autodesk Map  
2004



Eagle Point  
AutoCAD



Outlook



Autodesk  
LandXML...



InterVideo  
WinDVD



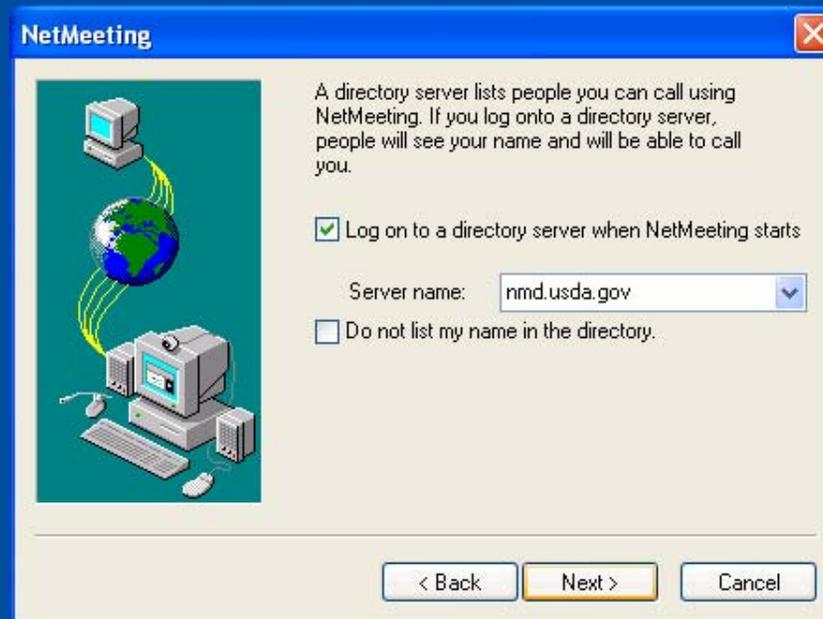
NetMeeting

Microsoft PowerPoint ...

8:36 AM

# Setup

## Page 2 Server Name



I use this server.  
When in doubt though, call IT!  
Click Next



My Computer



My Network Places



Recycle Bin



Internet Explorer



Autodesk Map 2004



Eagle Point AutoCAD



Outlook



Autodesk LandXML...



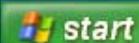
InterVideo WinDVD



Service Center Engineer



Public NRCS Engineering



NetMeeting

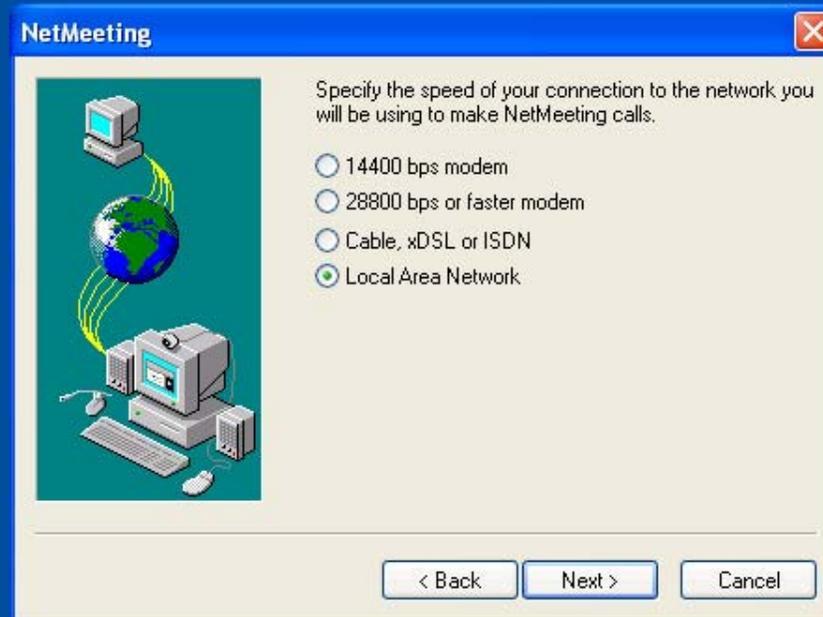
Microsoft PowerPoint ...

8:37 AM

# Setup

Page 3

## Local Area Network



Click Next

My Computer

My Network Places

Recycle Bin

Internet Explorer

Autodesk Map 2004

Eagle Point AutoCAD

Outlook

Autodesk LandXML...

InterVideo WinDVD

Service Center Engineer

Public NRCS Engineering

start

NetMeeting

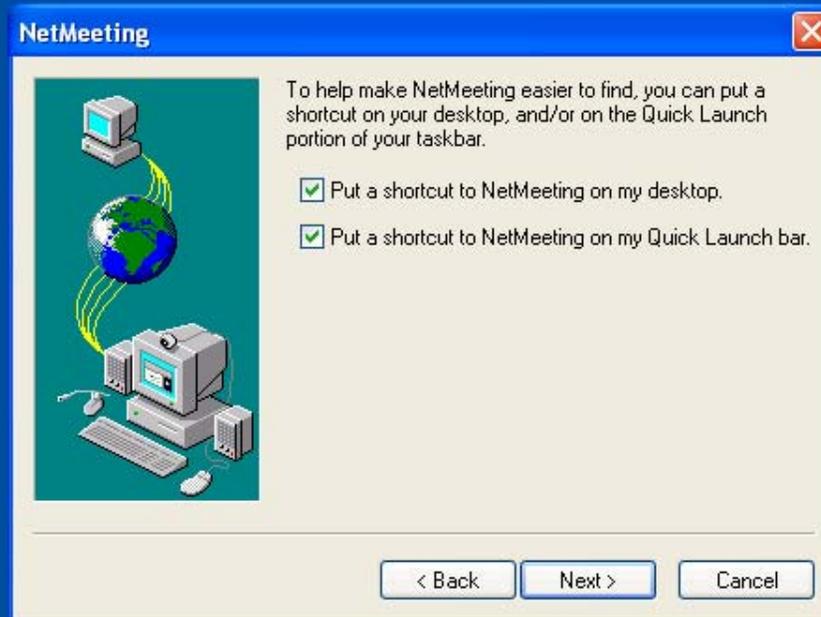
Microsoft PowerPoint ...

8:38 AM

# Setup

## Page 3

### Place Shortcuts?



Click Next

# Setup

- I click “Next” through the next 4 steps without doing anything. These steps setup the sound and microphone on your computer. Since I use the phone they are not needed.

# Setup

**Audio Tuning Wizard**



This wizard will help you tune your audio settings.

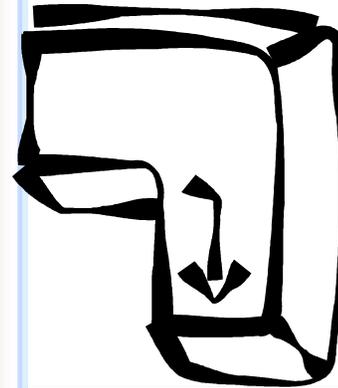
Close all other programs that play or record sound, and click Next to continue.

< Back    Next >    Cancel

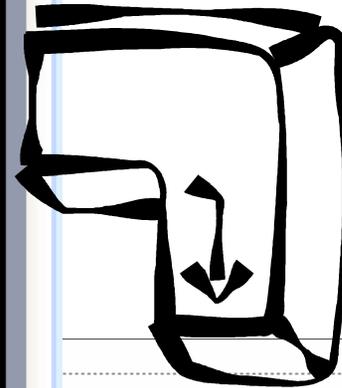
Service Center  
Engineer

Public NRCS  
Engineering

# Setup

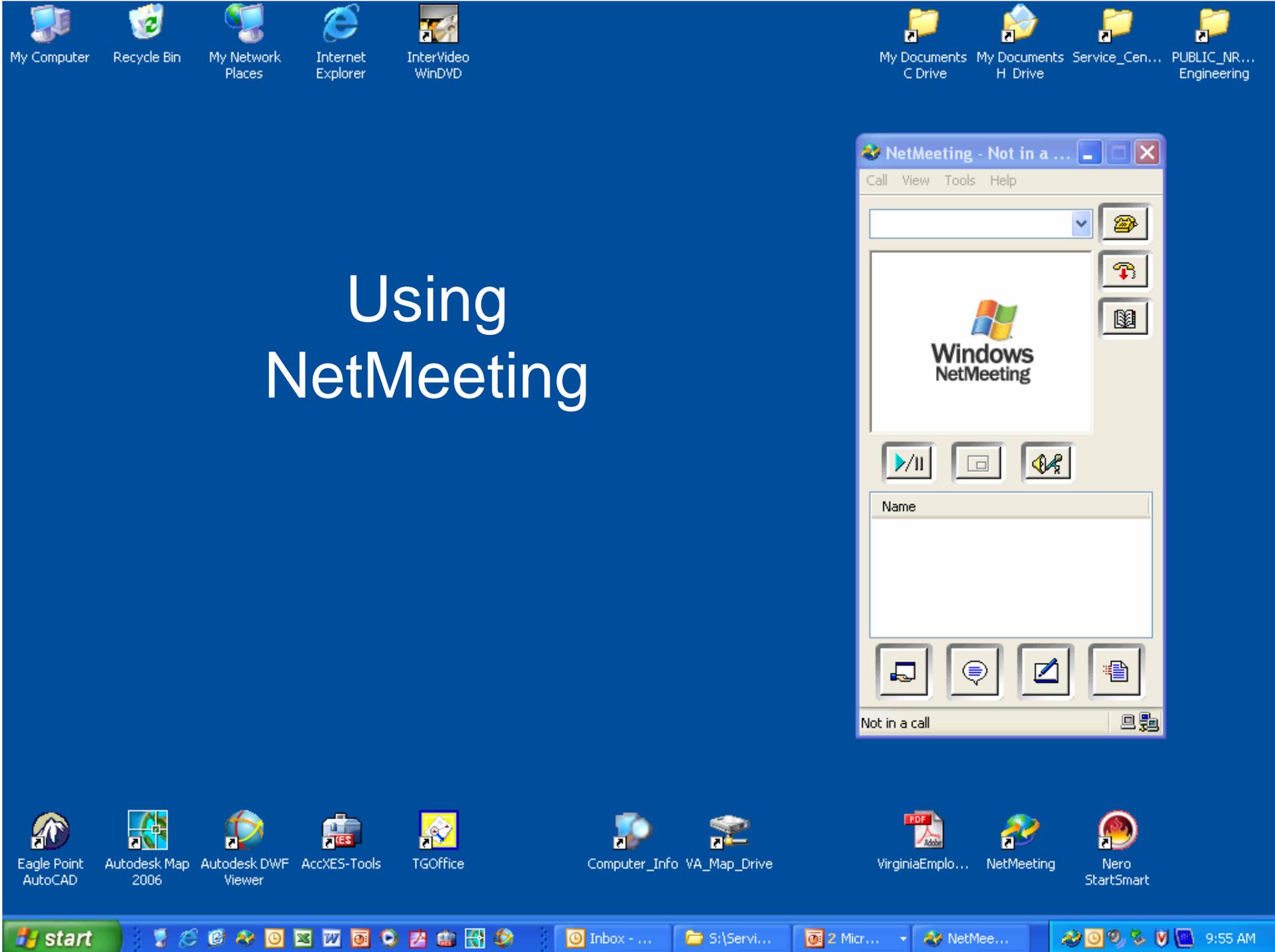


# Setup



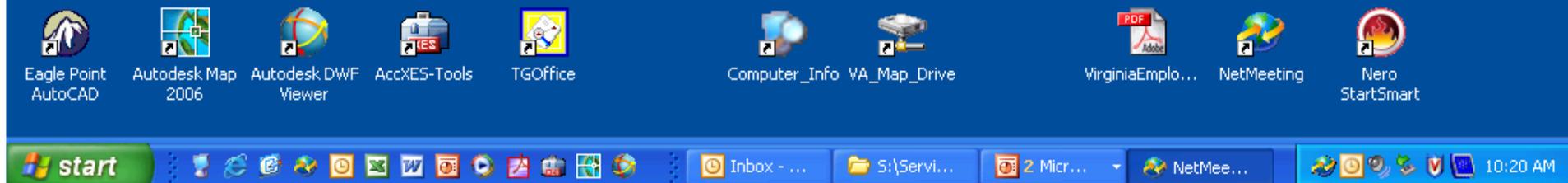
Click Finish

# Using NetMeeting



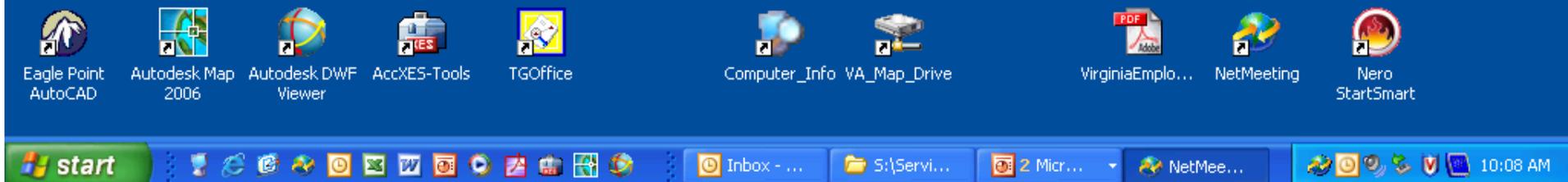
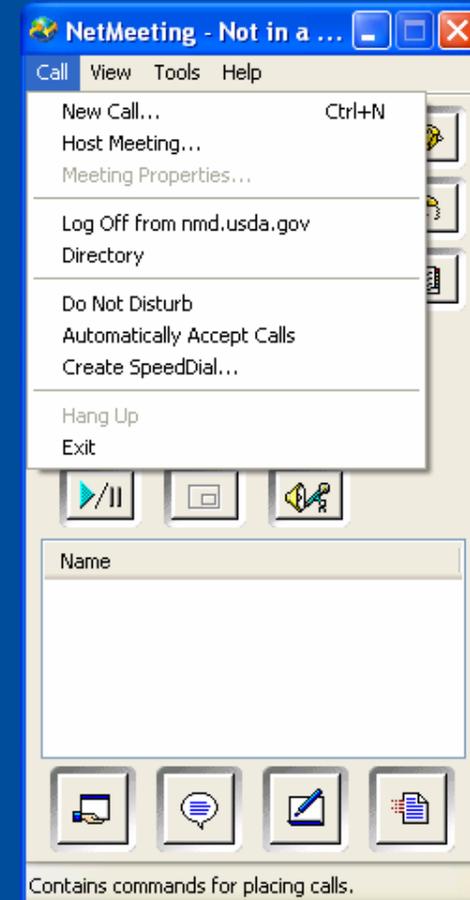
# Starting a Net Meeting

1. Establish telephone communications.
2. Get IP Address of computer being called.
3. To make a call..
  - a) Type in the IP Address of the computer being called in the top info box...
  - b) Click on the telephone icon in the Net Meeting window...
4. A bell will ring when communication is established.



# Starting a Net Meeting

1. Establish telephone communications.
2. Give caller your computers IP Address.
3. To receive call...
  - a) Click on Accept Call when bell rings.
4. When communication is established a bell will ring.





## To share your desktop with the other caller

1. Click on the Share Program button ...bottom left button on net meeting window.
2. The Sharing window will open.
3. Click on desktop and then Share to share your desktop.
4. Click on the Program you want to share.
5. Only one person can share a time.
6. The sharer can temporarily allow the other person control of their program by clicking on Allow Control. The other person then needs to request control using the menu on the top of their screen.

