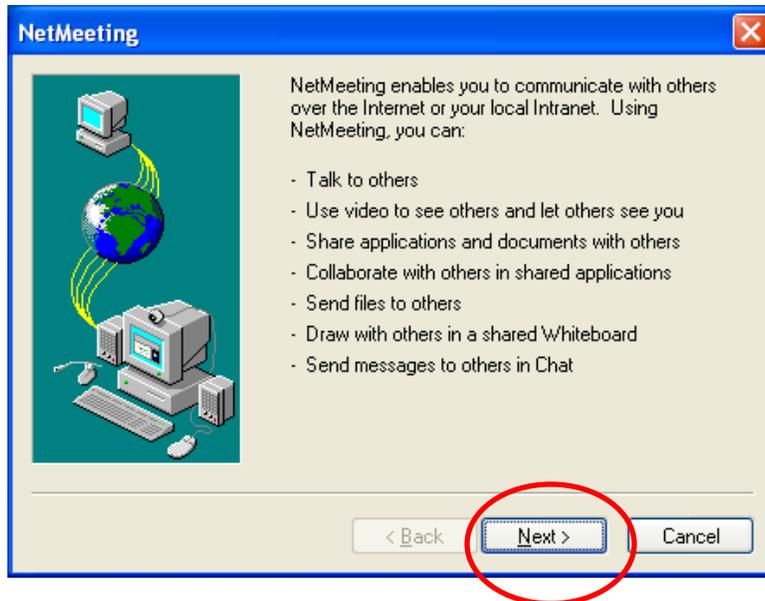


Configuring and Using NetMeeting

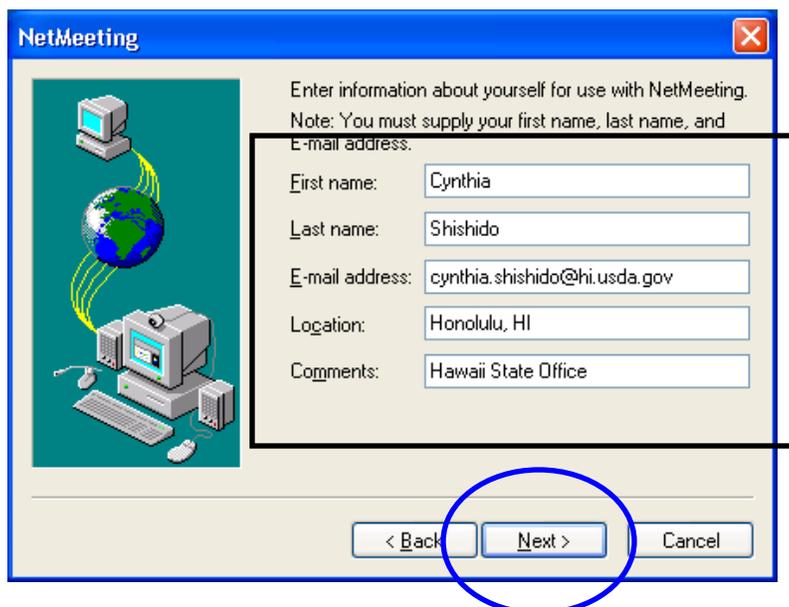
NetMeeting is frequently used to troubleshoot computer and program related issues as well as utilized as a method to provide training.

To enable NetMeeting:

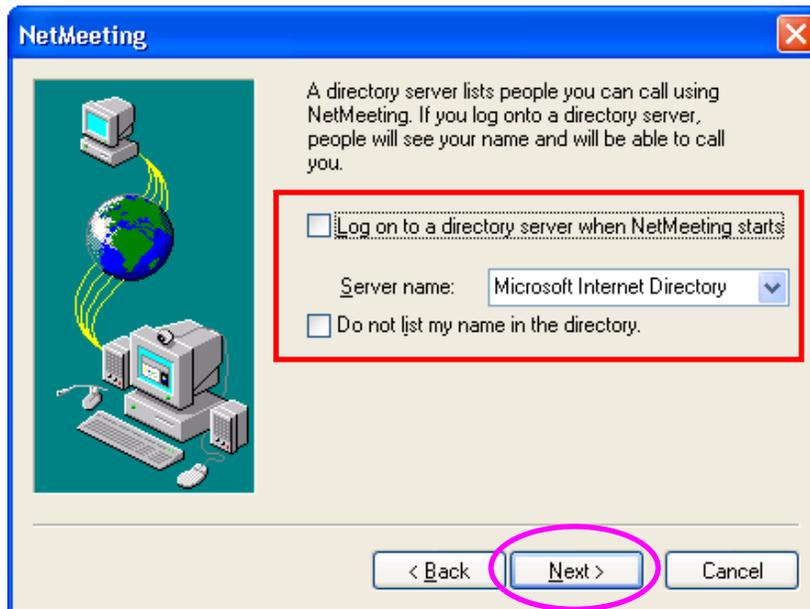
1. Go to **Start, All Programs, Accessories, Communications**, and then select **NetMeeting**.
2. The NetMeeting Wizard will begin. Select **[Next]**.



3. Enter your **First name, Last name, E-mail address, and Location**. (Comments is optional)
4. Click on **[Next]**.



5. Make sure **Log on to a directory server when NetMeeting starts** is **UNCHECKED**
6. **Do not list my name in the directory** box is **UNCHECKED**.
7. When done, click on **[Next]**.



9. Select **[Local Area Network]** and **[NEXT]**



8. The default screen comes up. This just sets up the shortcut and quick start icons. Click **[Next]**.



9. **Audio Tuning Wizard.** (We do not use the audio capabilities of NetMeeting, we use the phone system.)
 - a. Select **[Next]** on the next 2 Audio Tuning Wizard frames:



10. [Next]

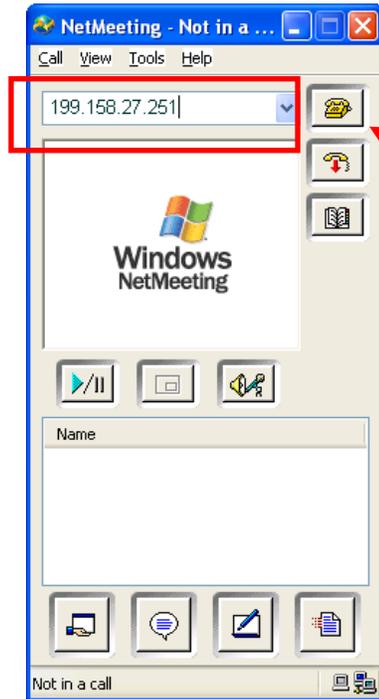


11. Select [Finish]



12. Making a call using an IP Address or Computer Name

- a. When the Net Meeting window opens up, enter the IP address or the computer name of the person you are trying to reach.

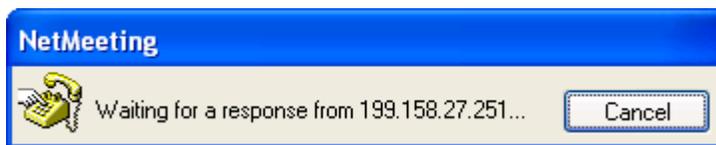


Type the computer name or IP address.

Computer Name:

HIHONOLULUD205 - Darlene Cho
HIHONOLULUD209 - Karl Mikasa
HIHONOLULUL221 - Stephen Case
HIHONOLULUL208 - Nicola Giardina
HIHONOLULUL227 - Michael Whitt
HIHONOLULUL226 - Barbara Fossum
HIHONOLULUL228 - Ted McArthur
HIHONOLULUD202 - Cynthia Shishido

- b. This window comes up at the lower right hand corner of your screen.



- c. The person you are calling will receive the following message. Make sure they select "**Accept**".

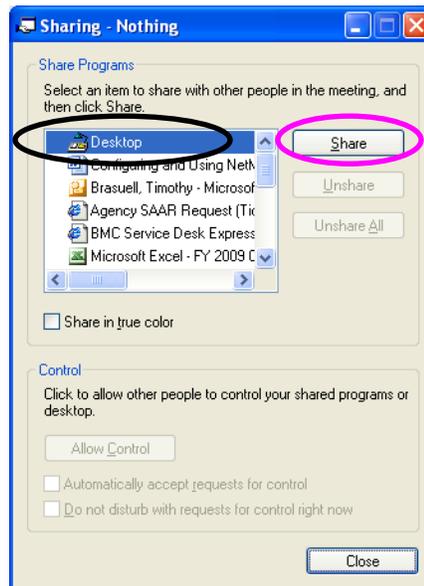


13. Sharing

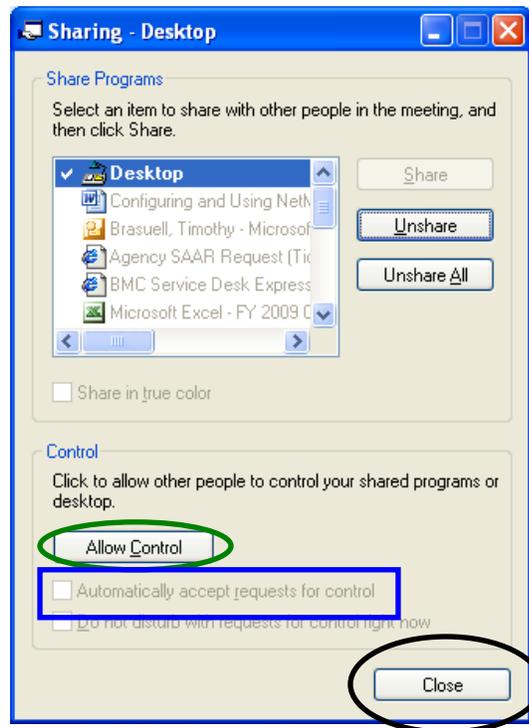
- a. Once you have accepted the incoming call, select **[Share Program]**



- b. Highlight **[DESKTOP]**, **[SHARE]**



- c. Highlight **[ALLOW CONTROL]**,
- d. Select **[Automatically accept request for control]**
 - (Note: The **[Automatically accept request for control]** box will become active once **[ALLOW CONTROL]** is activated.)
- e. **[CLOSE]**



f. CONTROL OF THE DESKTOP

- To obtain control of the desktop, double click anywhere on the screen.

14. Utilizing the CHAT Feature

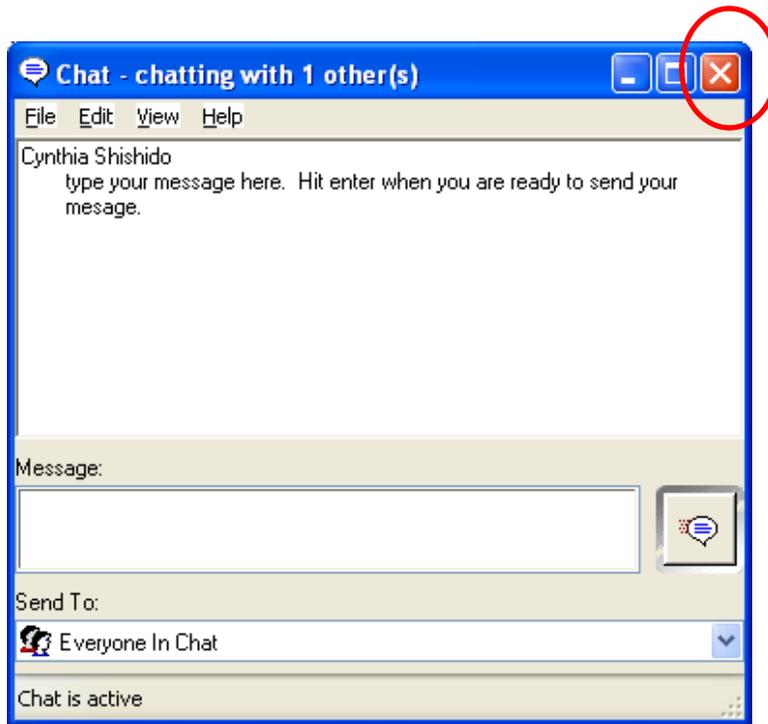
- a. To utilize the "Chat" feature, in the NetMeeting window, select the **[Chat]** icon.



- b. In the Chat window, enter your text in the **[MESSAGE]** box. Hit enter or the **[SEND]** button when you are ready to send.



- c. To close the Chat feature, close the window.



- d. Select **[NO]**.

