

Overview

Have you ever needed to arrange for or host a virtual meeting when people are located in different offices and need to be able to see the same information at the same time and talk about it as they're viewing it? An example would be a new directive or guidance that needs to be introduced or updated for a team or group, or it could be a group of people working together to develop a training course. They need to share their lesson plans, powerpoints, and documents or media as they design and develop the training.

Hello. My name is Sheila Randall and I'm an instructional systems specialist at the Bureau of Land Management National Training Center. We regularly receive requests to help set up virtual meetings. There is a simple virtual meeting tool that I'm going to tell you about now. It is one you can manage yourself whenever you need to have a virtual meeting without coordinating through an external source. The meeting tool is NetMeeting. It is already on most of your desktops. I am going to tell you a little bit about NetMeeting and how it works, and then I will demonstrate how easy it is to set up virtual meetings using the NetMeeting tool. The goal is for you to feel comfortable and confident to know what to do and how to do it the next time you need to arrange for or facilitate a virtual meeting. The objectives of this training are for you to be able to set up NetMeeting on a PC if it hasn't already been enabled, like on your own computer, you will be able to walk someone else through the steps to get NetMeeting set up on their PC such as the participants for your meeting, and once NetMeeting is set up you'll be ready to host a NetMeeting and access documents, applications, and

Overview

websites you want to share with others. There are a few considerations when deciding to use NetMeeting. NetMeeting may be used within BLM only, which means the meeting participants must be BLM employees or using BLM computers, such as from a service first office. NetMeeting will support up to 15 data connections plus the host, so you will need to have no more than 15 participants on your call. Lastly, like other virtual meeting tools, you will need to reserve a teleconference phone line for the meeting. NetMeeting is a great tool for both visual and verbal communication in a realtime mode. It promotes collaboration within a group, and using NetMeeting eliminates travel costs and saves travel time. In addition, by preplanning the NetMeeting your meetings can be more efficient too.

Here are four of the specific advantages of using NetMeeting. It can be set up easily and quickly, any BLM employee can share and show applications and documents, NetMeeting is already on BLM computers so nothing extra needs to be installed on your computer, and fourth, it is easy to use. We've provided a job aid that was created by our IT folks with step-by-step instructions to set up a NetMeeting. The job aid is available so you can print it and refer to it whenever needed. Now you've heard about NetMeeting and reasons to use it. I will move to the demonstration part of the training.