

Demo NetMeeting Host

We've talked about setting up NetMeeting on your own PC and also how to walk someone else to set up NetMeeting on their own PC, for example, someone in a meeting that you're hosting. Well now I'm gonna walk through the steps you need to follow in order to prepare to be a host for a meeting. So, initially you have your NetMeeting icon set up on your PC. The first thing you want to do is click on call and choose automatically accept calls. Go back to the call option and choose host meeting, and as the host you want to click only you can accept incoming calls, and also only you can start these meeting tools; and you want to click OK and you'll be returning back to the NetMeeting window. Now generally one of the reasons you want to have a virtual meeting is because you want to share tools. You want to share documents, websites, powerpoints, things like that. Well for this example I'm going to say that this is a design group working on a mentoring course, and so they have some things that they want to share regarding mentoring. So before you actually start your meeting you want to preload all the material that you're gonna share and have it open so that when you are ready to share in your meeting it's already there and you don't have to go looking for it. So on the bottom lower left corner you see the hand with a memo in it. Click on that and you will see the sharing window come up, and it tells you what do you want to share. So let's say we want to share the USGS employee and career development site because we have been looking there and we want to share with our colleagues what that site looks like because they have a mentoring program. Now you've already got your website identified and you click on it, and now you're able to show this same window to the rest of your group.

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Click on mentoring and the next window appears, which has to do with the mentoring program for USGS employees, tells a little bit about it, and then we have mentoring opportunities. Again, this is talking a little bit about their program, so if you are again on a design team and you're wanting to view some best practices, this would be a way that you could do it in your meeting.

Minimize the window, and let's say there's another document that you'd like to share with your group and it has to do with the handbook. So you already have it loaded on your desktop as well. Select share, minimize the sharing window, minimize your NetMeeting application window, and here you have the Word document that you can share with your colleagues. So you already know where you want to go and there's a page that you'd like to share with them on page 8, so you can go there quickly, share it with all the participants in your meeting, and here you have the information that you want to share with the group, and when you're finished you simply minimize that application, go back to your NetMeeting, and you continue on, and that pretty much is how that function works. As a host you have people come into the call, and you've already set it up such that when they call in you're the only one who can accept their calls. You're the only one who can automatically accept their calls, so their names will be populated down below in the names section, and then you can proceed with your meeting.

This next item is probably one of the most important, and that is if you're hosting a meeting you'll need to give your attendees your IP or your internet protocol address of the machine where you are hosting the meeting from your PC in order

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for them to be able to connect to your PC. The way you'll do this is in your NetMeeting application window you will click on help, choose about Windows NetMeeting, and this window will pop up, and at the bottom, the lower left corner, is the IP address of your machine. That is what you want to be able to provide to your callers, your participants in your meeting, so that they can use that information and plug it in to this window right here, and then they will click the phone to call you, and That's the IP address they'll be using. That's a really important part of the training so you'll remember how to locate your IP address to be able to give it to the participants on your meeting.

So there you have it. You've heard about the benefits of NetMeeting and how simple it is to use to host virtual meetings. I've demonstrated how to set up NetMeeting on your own PC, how to use the step-by-step job aid to walk someone else through setting up NetMeeting on their PC, and then the tasks you need to perform in preparation to host your own meeting.