

Demo Show Someone Else

So far, you have seen how to set up NetMeeting on your own PC. Now I'll demonstrate using our job aid how to instructor someone else how to set up NetMeeting on their PC so they can participate in your meeting. That is if they have never used NetMeeting before and it is not set up to run on their machine. The NetMeeting job aid handout shows all of these steps and will be a handy reference to you when you are ready to host your first meeting, so we're going to actually walk through the process using this job aid. Initially you would advise your participants to click on the start button on the lower left-hand corner of their desktop. Then choose run and type in the letters "c-o-n-f" like conference, and click OK. After clicking OK, they will see a startup menu for NetMeeting. It talks about some of the features and functionality of the NetMeeting application. They would click Next to advance, and then the following screen would appear. This is information about the individual, and they would enter their first name, their last name, and their E-mail address. It's up to them if they want to enter location or not. The next step would be to click the Next button to advance to the next screen. This is where they would see the screen asking about the directory. Simply click Next without checking either box. The next screen to appear has to do with the state of the connection. We would select local area network, click Next, and advance to the next screen, which has to do with putting a shortcut on your desktop. The first one is to put a shortcut to NetMeeting on your desktop. The second one is already preselected to put a shortcut for NetMeeting on your quick launch bar. You want to unselect the second choice and click Next so that you will only get a shortcut created on your desktop. The next screen to appear

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is the auto tuning wizard. Simply click Next when this screen appears. Auto tuning wizard has a second screen, and it has to do with setting the volume for your audio. We have no way to test the volume, so simply click Next to advance to the next screen. It will now say you've tuned your settings, which in fact we haven't. Click Finish to advance to the final screen, and if you wait just a bit this screen will pop up, which is the NetMeeting application screen. From now on, when you either click on your desktop shortcut if you had created one, and this is for your participants in your meeting, or if you type in conference, this is the screen you'll see.

I've used the NetMeeting job aid to demonstrate how you can walk someone else through the steps to get NetMeeting set up on their PC. This same job aid is available as a PDF file as a part of this training.