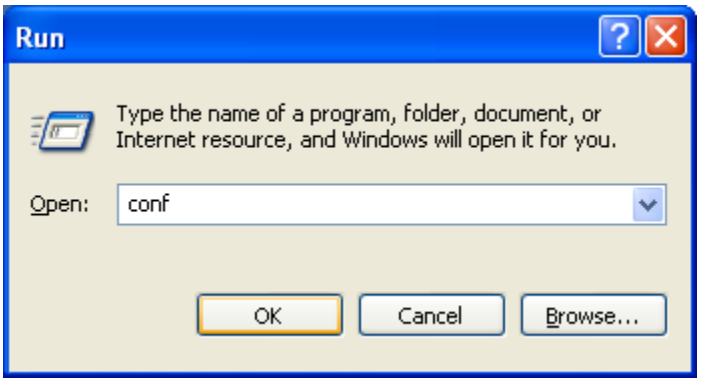
NetMeeting Installation

NetMeeting may be used within the Bureau only. No additional software needs to be installed.

Click on "**Start**" at lower left, then "**Run**", type in **conf**, and click "**OK**" or click on your desktop icon (if you've previously used NetMeeting).

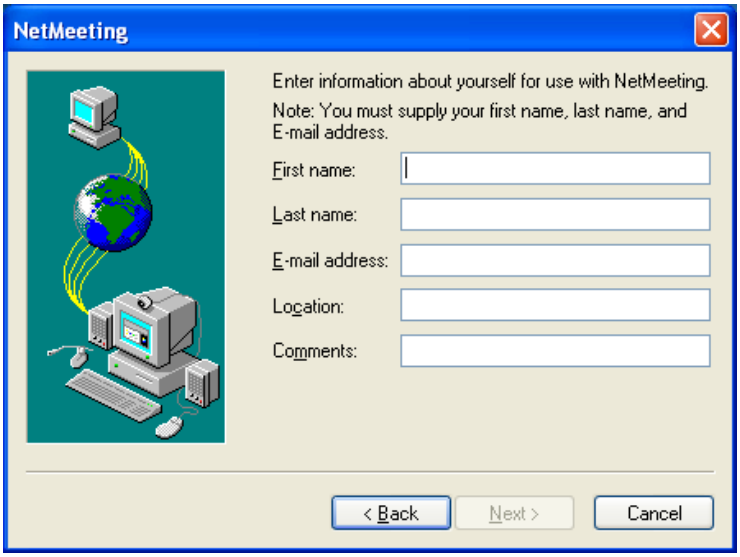


If this is the first time you've run this, you will need to do a one-time setup by following steps 1 – 9:

1. After clicking "**OK**" above, you will see the following:

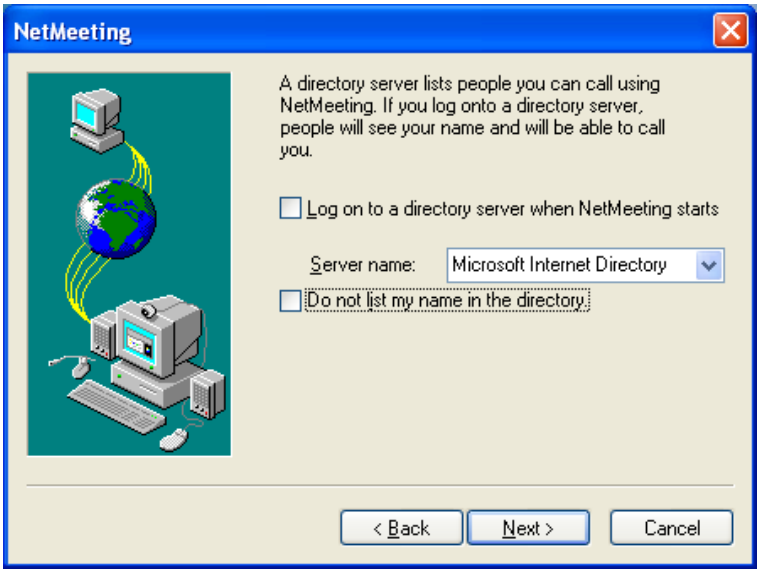
Click "**Next**"

2. You will see the following:



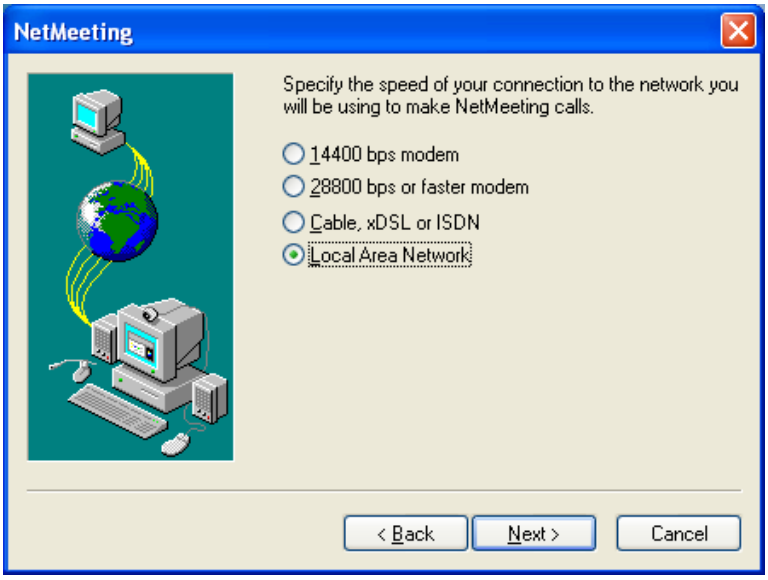
As requested, put in your **first name**, **last name**, and **email address** (and Location if you'd like). Click "**Next**"

3. You will see the following:



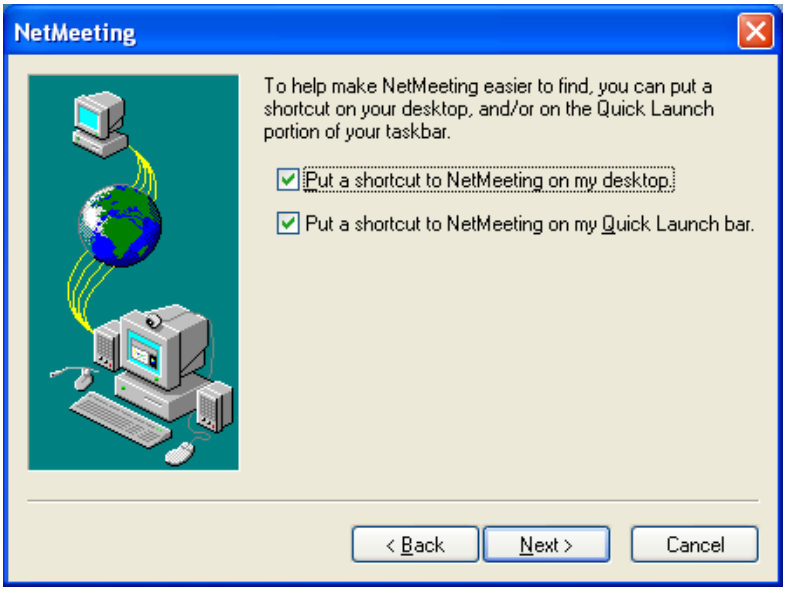
Just click "**Next**" without checking either box.

4. You will see:



Select "**Local Area Network**" and click "**Next**"

5. You will see:



Uncheck the second so that you'll just get a shortcut created on your desktop.

6. You will see:

Click "**Next**"

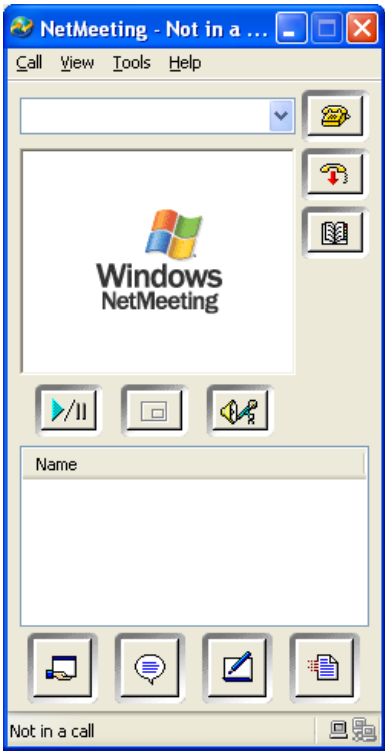
7. You will see:

Click Next. We have no way to test the volume

8. You will see:

Click "**Finish**"

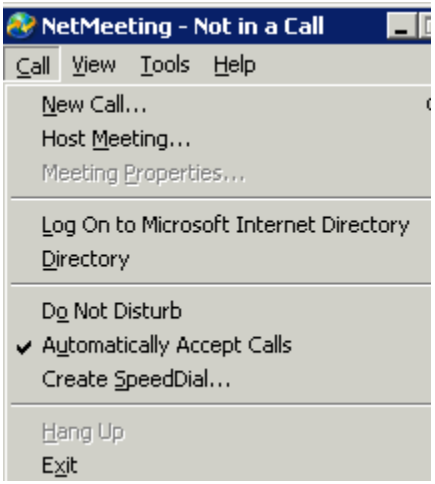
9. Wait a bit and the following will pop up:



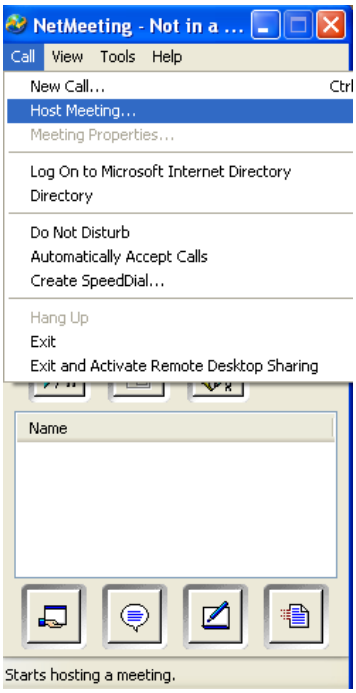
From now on when you either click on your desktop shortcut (if you had it create one) or type in "**conf**", this is what you will see.

Hosting a NetMeeting Session

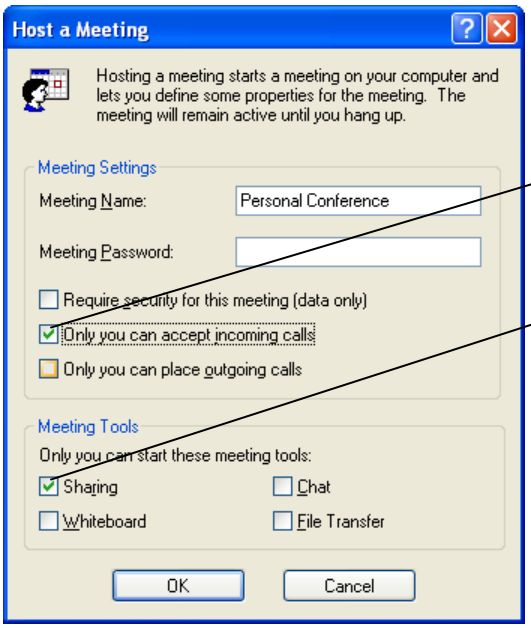
To automatically accept all calls select "**Call"** and click on "**Automatically Accept Calls"**



To share a Desktop or Application: Open **Call** > **Host Meeting**

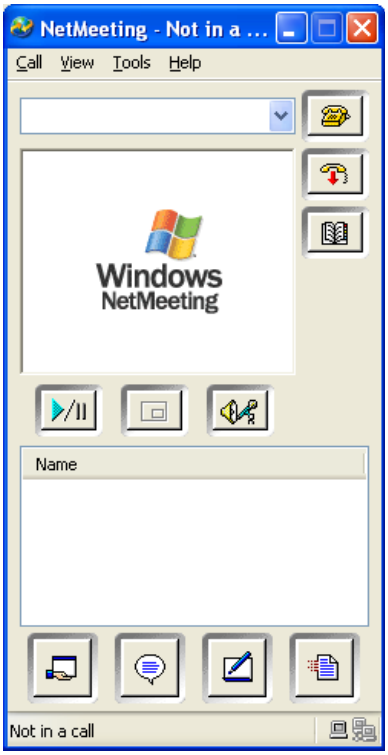


Choose "**Sharing**" and "**Only you can accept incoming calls**", Click **OK**

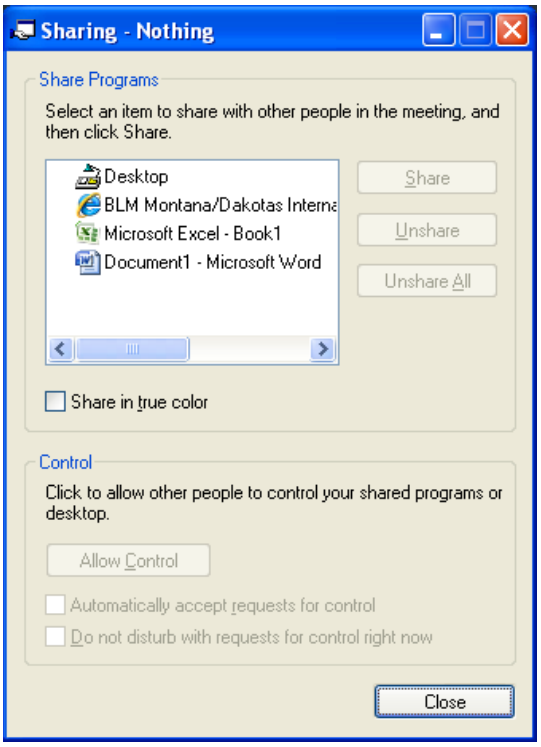


Before you initiate a call check these boxes **ONLY** if you want full control of the NetMeeting session. This means no one else in your call can share a document.

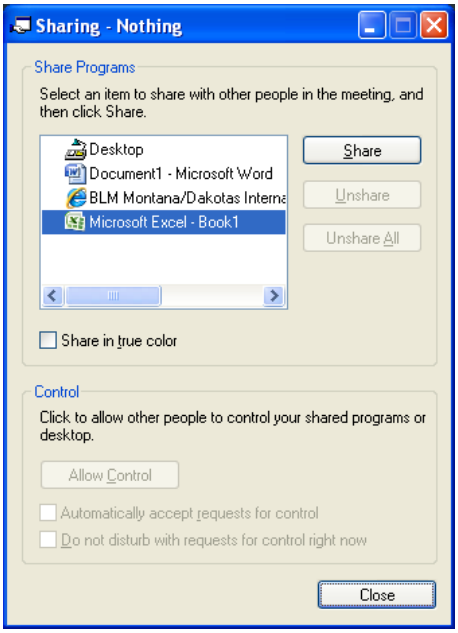
Now you want to pick the application/s you are sharing. Down in the left hand corner you will see an icon with a hand. Click on that icon.



You will see a list of available documents, programs or applications that you have opened at this time. **<u>You need to have the document, program or application open so you choose it to share.</u>**



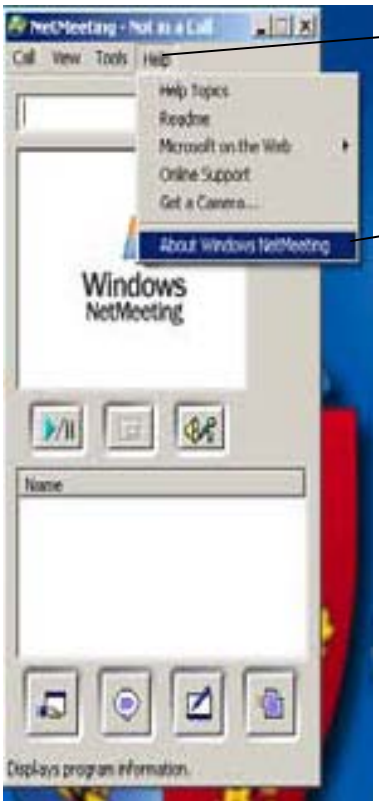
Choose the application and click **Share**.



When a user calls in, after you accept the call the only thing the user will see is the document, program or application you chose to share.

How to find your IP address and Hosting Instructions

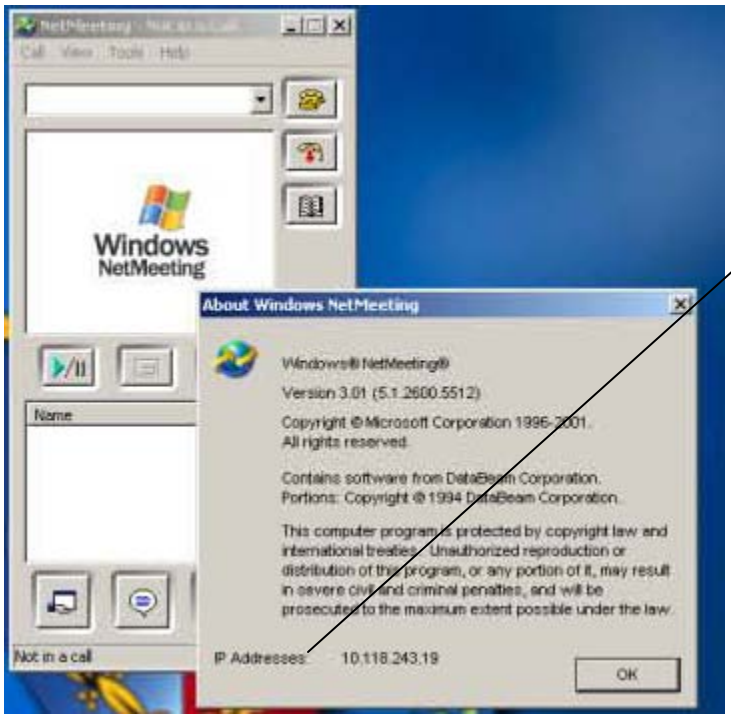
If you are hosting a meeting you will need to give your attendees your IP address of your machine in order for them to connect to your PC. Select "**Help**" from the Menu and "**About Windows Net Meeting**."

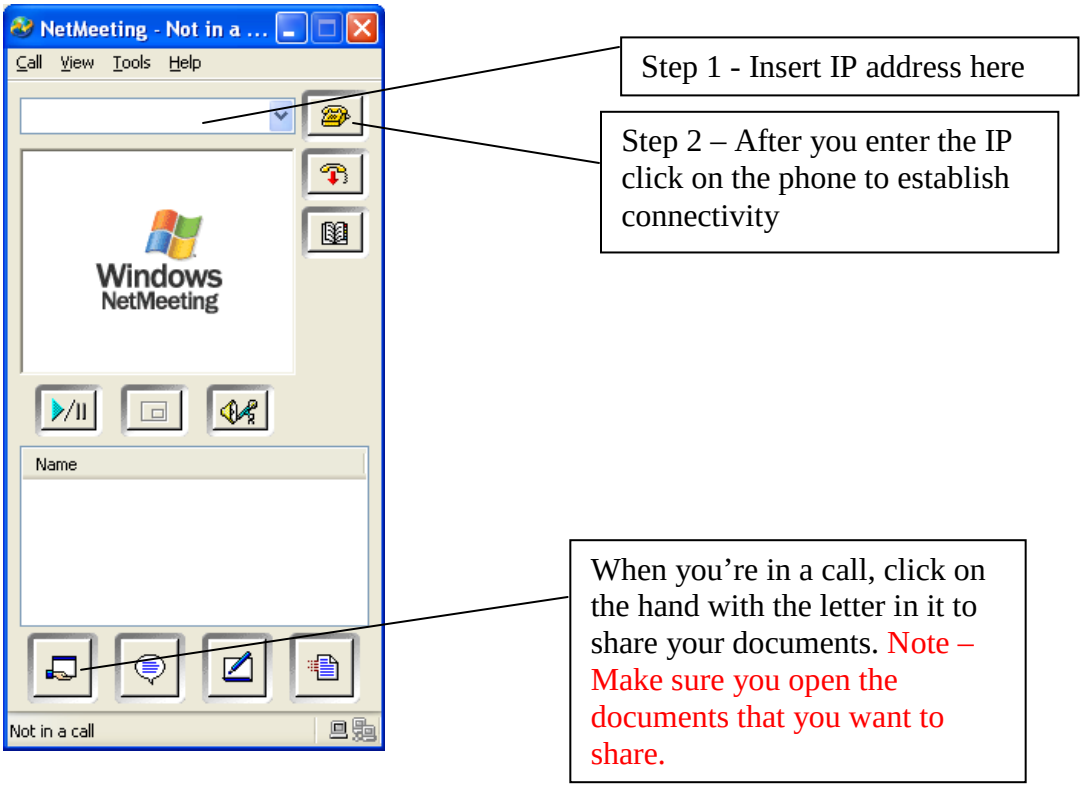


Click on "**Help**"

Click on "**About Windows NetMeeting**"

Your IP Address for your machine will now appear in the new window.



This is where you will find your machines IP address. This is what you'll give out to your attendees that you you're inviting to a meeting.

When placing a call to another user make sure you know their IP address, type the IP in the field below and click on the phone to execute the dialing.