

## Web Conference Using Microsoft NetMeeting

**What:** Have others follow what you are doing (HOST), or Follow others (Participants) on the computer.

**Roles:** A **host**, and many **participants**. The host will setup the meeting.

**How:** Step by Step Instruction on Using Microsoft NetMeeting

### Install the NetMeeting:

- a. If using Windows XP, click on **Start**, then click on **Run**, then type **CONF** in the white bar titled Open:, then press ENTER, follow the Microsoft's installation instruction to complete the installation.
- b. If using Windows 98, 2000 or NT, and don't have the original Windows installation disk, then go to <http://www.microsoft.com/windows/netmeeting/download/>, then follow the instruction to download and install the software

### Using NetMeeting as A PARTICIPANT:

- a. Launch the NetMeeting program
- b. Type in the IP address from the host into the top white bar.
- c. Maximize the screen size by click on the window of the program your host showing.
- d. To share your desk top or program, just click on Tools, then click on Sharing, then choose whatever you want to share. If the program you want to share is not in the list, you can go to your normal desktop, then launch your program, then go back to share screen to pick the program you want to share.

### Using NetMeeting as THE HOST:

- a. Launch the NetMeeting program
- b. Click on **Call, then Host Meeting**, then leave all other parameters as is, not touch it.
- c. Click on **help**, then about Windows NetMeeting, at the bottom of the popup window, it will show IP address. You will need to tell all other participants this IP address.
- d. Launch any applications or programs by doing your normal things to get applications running.
  - i. Click on Tool,
  - ii. Click on Share,
  - iii. Choose any applications to be shown to others. The easiest is to share Desktop which enable everything on the computer screen will be shown to all participants. But this would not be a good option if there are inappropriate materials to be shared.
  - iv. HOST can even allow other participants to share whatever by
    - click on Tool, **Remote Desk Sharing**.
    - Then click on **Participant's (Name's) program** in the windows tool bar, then host and all other participants will see the other person's program or desktop (whatever they decide to share).