

Using Microsoft NetMeeting Software

This document takes the user through an exercise highlighting the collaborative features of Microsoft NetMeeting. The primary function of the software that is utilized in this exercise is Desktop Sharing. This feature allows users to collaborate on any program that resides on other users' computers that are in the NetMeeting.

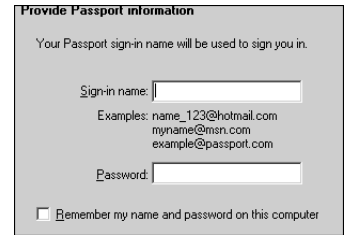
1. First, right-click on the **MSN MESSENGER ICON** that is located in the the system tray. Currently, the icon shows the user that he or she is not logged into the service.
2. If the computer has never had anyone sign into the MSN Messenger Service, you should have only the **OPEN** submenu option. Click **OPEN** to start the **SIGN-IN** process.



3. Click the **GET PASSPORT** button to start the registration process. This will spawn a browser window in which you will have to enter information to register for **MSN Messenger Service**. Remember to write down your **SIGN-IN NAME AND PASSWORD** for future reference.

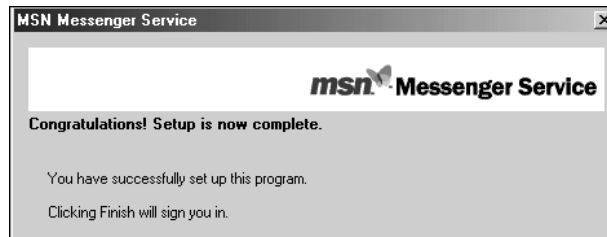
4. Once you have registered, return to the **MSN Messenger Service** program and click **NEXT** to complete the actual **SIGN-IN** process.

5. Enter your **SIGN-IN NAME** and **PASSWORD** that you submitted when you registered for a **PASSPORT** account with MSN Messenger Service. If this computer is **ONLY** used by you, you can check the ‘Remember name and password on this computer’ box.



6. Click the **NEXT** button to complete the sign-in procedure to MSN Messenger Service.

7. If it is the first time a user has used the program on the computer, you will see a **CONGRATULATIONS** message on the following screen. Click the **FINISH** button to complete the process.



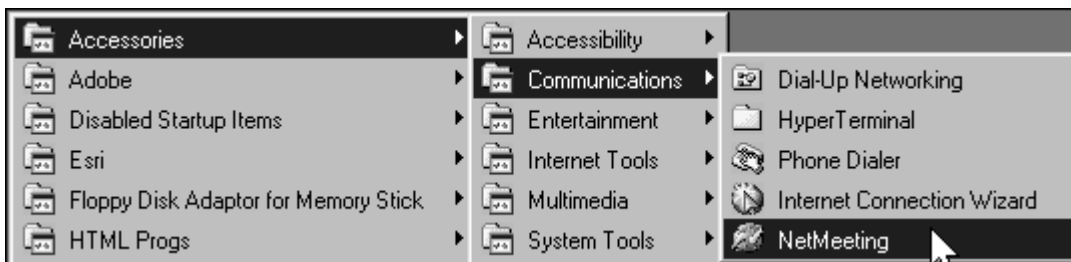
8. Return to the **MSN MESSENGER** program window and you will see the notification that your computer is trying to sign-in with MSN.



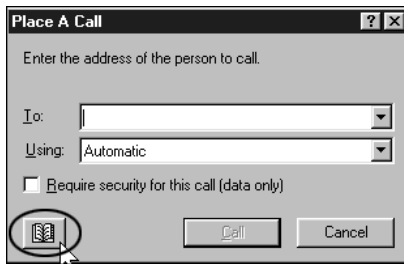
9. If you successfully sign-in to the service, the **MSN MESSENGER ICON** will have transformed in to a single person with no ‘X’ through the icon.



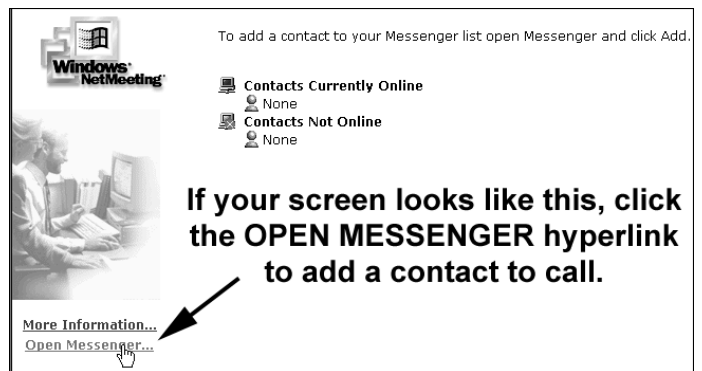
10. Open the NetMeeting program by clicking on **START > PROGRAMS > COMMUNICATIONS > INTERNET TOOLS > NETMEETING**. If NetMeeting is not located in this folder, it should be either on the desktop or by clicking on **START > PROGRAMS**.



11. Click the **PLACE CALL** button that is located in the top right corner of the program window. The button has a phone drawn in the center of it.
12. The **PLACE A CALL** window will appear after depressing the **PLACE CALL** button.
13. Click the **ADDRESS BOOK** to search for the person that you wish to communicate with in the exercise. In our exercise, this person will be located in the other group that you have paired with. You will need their **SIGN-IN NAME** to search for them.



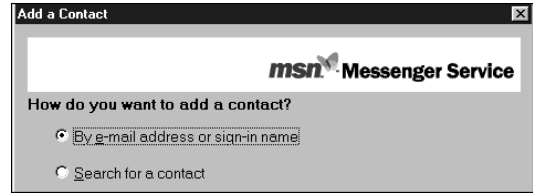
14. When the **FIND SOMEONE** window appears, click the **OPEN MESSENGER** hyperlink to add a contact.



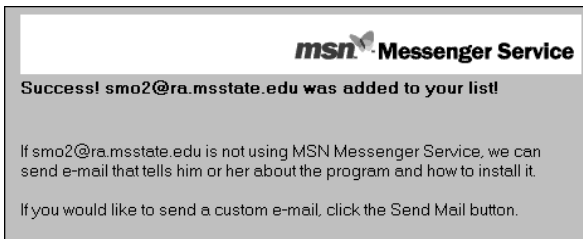
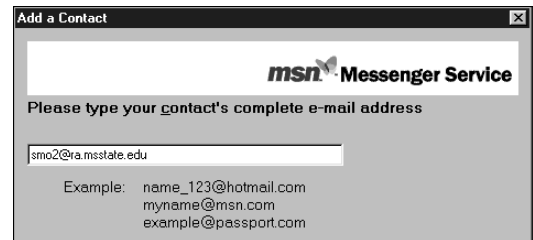
15. When the MSN Messenger Service window opens, click the **ADD CONTACT** button to start the **ADD CONTACT** process.



16. In the **ADD A CONTACT** window, click the **BY E-MAIL ADDRESS OR SIGN-IN NAME** to search for a contact by that criteria.

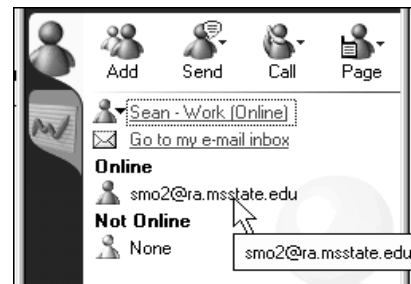


17. Ask the person in your **PARTNER GROUP** what is their **E-MAIL ADDRESS OR SIGN-IN NAME** for MSN. This will allow you to enter the information in the window shown at the right.



18. If the entry is correct, you should get a success window that is shown in the image to the left. If not, click the **BACK** button to enter the address again. Click **FINISH** to end the **ADD CONTACTS** process.

19. After returning to the MSN Messenger program, the contact you added should appear in your list of contacts. In addition, that contact will be shown to be either online or offline.



FUNCTIONS OF NETMEETING

NetMeeting has several collaborative features that can be used among any number of users. Here are some of the main features that are utilized the most by computer users:

- File Transfer
- Interactive Whiteboard
- Desktop Sharing (Allowing Control of your Desktop)
- Chat
- Audio conversations
- Data Collaboration via Word, etc.
- Audio and Video conversations

Microsoft NetMeeting Exercise

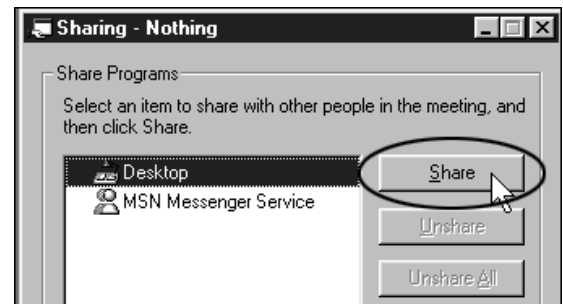
Desktop sharing is one of the most unique and powerful features of NetMeeting. This function allows users to share their desktop with one another. The collaborative benefits of this function are endless. So, to highlight the importance of this function, we will do a “real-life” scenario.

Scenario: Mr. or Mrs. X that is in your partner group has some computer problems. He or she is unsure of how much space is available on the hard drive and how much memory the computer has at the present time. They are asking about upgrades, but you are unsure that it is necessary without looking at their computer. In this situation, you are not stationed nearby that person so driving over to check the computer out is not an option. Walk through the following steps to use NetMeeting’s sharing function to check out the memory, and hard drivesize. In addition, leave a note in Microsoft Word and save it to your partner’s desktop so they will know you have looked at the problem.

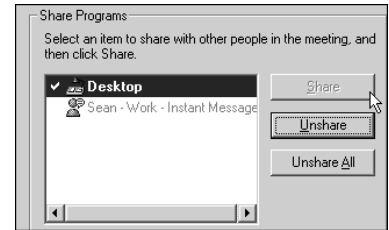


1. Return to NetMeeting by clicking on the **NETMEETING PROGRAM** that is located in your Windows taskbar. You should now see the individuals that are in the Netmeeting conference in the whitespace of the program.
2. Click **TOOLS > SHARING** to start the Desktop Sharing process.

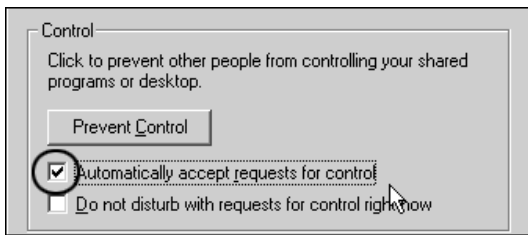
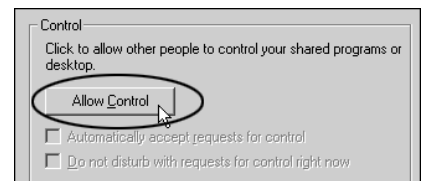
3. Click the **DESKTOP** icon and the **SHARE** button to allow other users to use the desktop of your computer.



- Once the Desktop is shared, you will see a **CHECK MARK** by the Desktop icon.

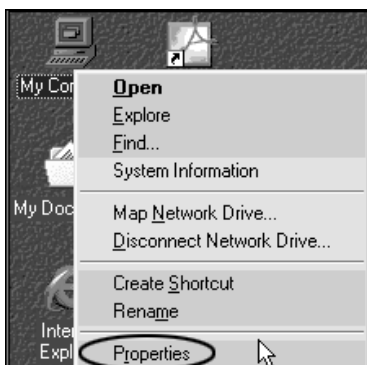


- Click the **ALLOW CONTROL** button to choose the amount of control you wish to allow.



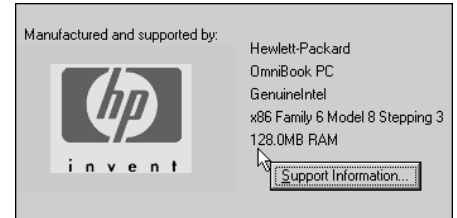
- For ease of use, check the **AUTOMATICALLY ACCEPT REQUESTS FOR CONTROL** radio box. This will allow a user to request and receive control of your desktop in one mouse click.

- The user's virtual desktop should now appear in a program window. Control has not been granted for your access. Request access to your partner's computer by clicking **CONTROL > REQUEST CONTROL**.



- Now, we are going to check the amount of memory that resides on your partner's computer. Right-click on the **MY COMPUTER** icon on the desktop. Click the **PROPERTIES** submenu option.

- In the bottom right corner of the **SYSTEM PROPERTIES** window, you should see the amount of RAM that is installed on the computer. It is typed directly above the **SUPPORT INFORMATION** button.



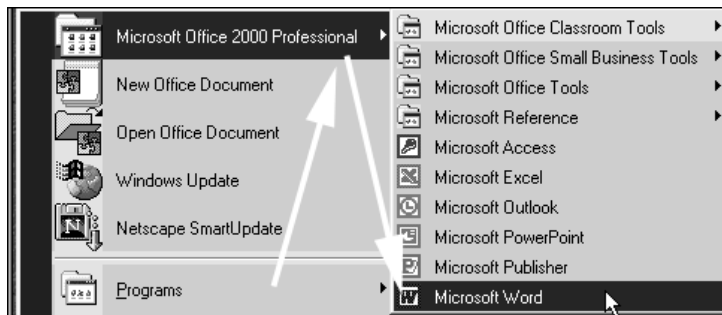
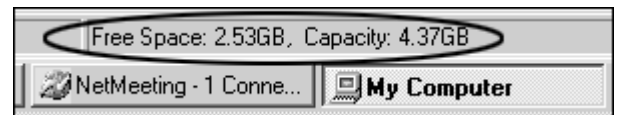
- Now, we need to check the amount of free space and the size of the hard drive on your partner's computer. Double-click the **MY COMPUTER** icon located on the virtual desktop.



- Click once on the **C DRIVE** icon listed in the **MY COMPUTER** directory. This selects the hard drive of the computer.



- Look at the bottom of this window in the status bar to see the **AMOUNT OF FREE SPACE AND THE HARD DRIVE CAPACITY** on your partner's computer.



- Next, we need to leave a note on the user's computer to let him or her know that work has been done. Click **START > MICROSOFT OFFICE 2000 PROFESSIONAL > MICROSOFT WORD** to open the word processing program.

13. Type a short note telling Mr. or Mrs. X what work has been done on the computer. You can type a note similar to the one written below.

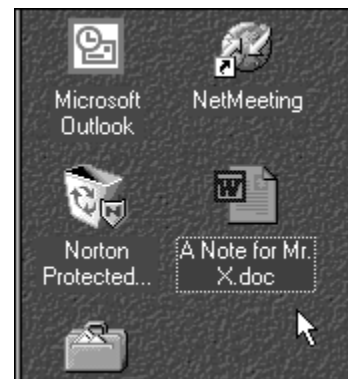
Dear Mr. X-

I checked your hard drive space and amount of RAM on your computer. We can probably hold off on upgrading those components right now.

Mrs. Y

14. **SAVE THE WORD DOCUMENT** to your partner’s **DESKTOP** and give it a relevant name such as “A Note for Mr. X.”

Saving this document to the desktop and giving it a relevant name helps the other user to locate and identify the note more easily. Congratulations, you have just finished the Desktop Sharing exercise.



15. Release control of the user’s desktop by clicking on **CONTROL > RELEASE CONTROL**.

15. Either user can end the call by clicking on the **END** button on the NetMeeting program window. Close out of both **NETMEETING** and **MSN MESSENGER** by clicking the **X** button on both of the program windows. Remember to sign out of MSN before exiting the program.



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