



NetMeeting

NetMeeting 3.01 Features

1. Calling: The people you call must have NetMeeting open on their computer to receive the call. You can call them in two ways: (a) using a directory server or (b) using a computer name or IP address.

A. To call using a directory server:

The people you call must have NetMeeting open and be logged on to the same directory server you are. An example of a directory server is **ils.oznet.ksu.edu**.

To call the person, go to CALL, then DIRECTORY. A list of people logged onto the server will pop up. Double click on the name of the person you want to call.

OR

Go to CALL, then NEW CALL. Click on the icon of the book in the lower left corner . A list of people logged onto the server will pop up. Double click on the name of the person you want to call. You also can go to CALL, then NEW CALL and type in the e-mail address of the person you want to call in the TO box. However, that person will need to have NetMeeting open and will need to be logged onto the SAME directory server you are logged onto in order to receive your call.

OR

Click on the telephone icon found in the upper right corner:



Then, click on the icon of the book in the lower left corner :



A list of people logged onto the server will pop up. Double click on the name of the person you want to call. You also can click on the telephone icon and type in the e-mail address of the person you want to call in the TO box. However, that person will need to have NetMeeting open and will need to be logged onto the SAME directory server you are logged onto in order to receive your call.

B. To call using a computer name or IP address:

Go to CALL, then NEW CALL. Enter the computer name or the IP address of the person you want to call.

OR

Click on the telephone icon found in the upper right corner:



Then, enter the computer name or the IP address of the person you want to call.

To **end a call**, simply click on the following icon found in the upper right corner:



2. Video: If you want to send **video**, you will need a camera. However, you can receive video from another person without a camera.

If you want to **receive** video from another person, click on TOOLS, VIDEO, then RECEIVE. If you want to adjust the size of the video window, click on TOOLS, VIDEO, then WINDOW SIZE. Click on the size you want (100%, 200%, 300%, 400%).

If you want to **send** video, click on TOOLS, VIDEO, then SEND.

You also can **send** video by clicking on the following icon that is found in the center of the NetMeeting screen:



When you want to **stop sending video**, just click on this icon again.

NOTE: Video is only point-to-point with NetMeeting. In other words, you can connect to only one other computer at a time with video.

If you would like to see your video at the same time as the video of the person you have called, click on the picture-in-picture icon found in the center of the NetMeeting screen:



To **adjust video settings**, go to TOOLS, then OPTIONS. Click on the “Video” tab.

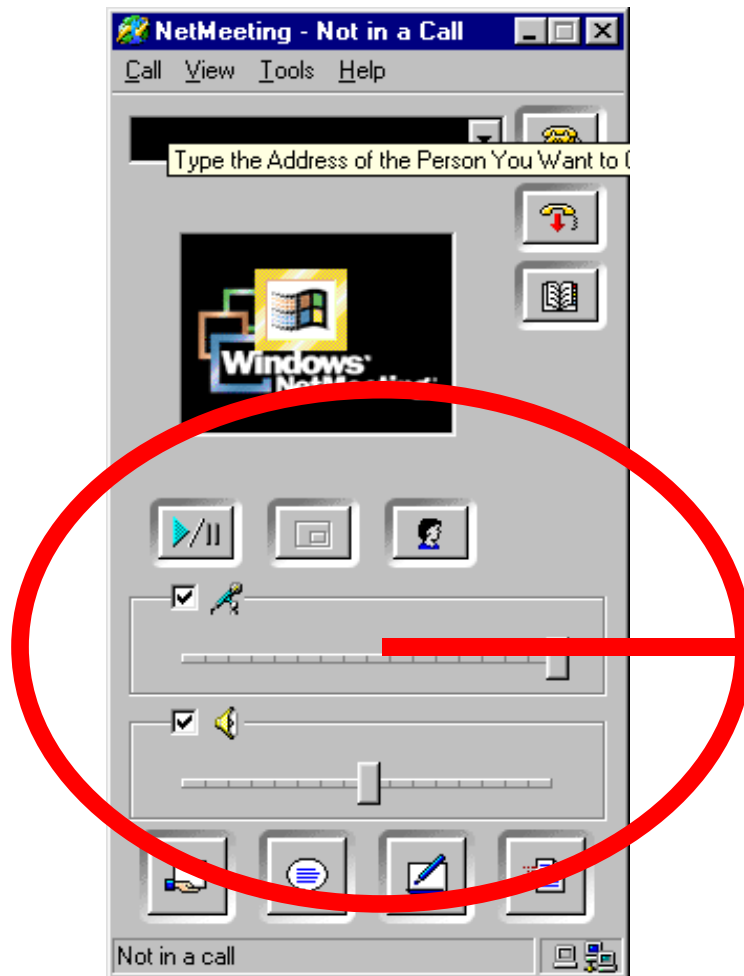
3. Audio: If you want to use the **audio** features, you will need

- a sound card
- speakers
- a microphone.

To **send or receive** audio, click on the following icon found in the center of the NetMeeting screen:



In the center of the NetMeeting screen, an icon of a microphone and an icon of a speaker will appear. To send audio, you will need to check the box in front of the microphone. You can use the slide bar underneath to adjust the microphone level. To receive audio, you will need to check the box in front of the speakers. You can use the slide bar underneath to adjust the volume of the speakers.



If you want to stop sending audio, uncheck the microphone. To stop receiving audio, uncheck the speaker.

NOTE: Audio is only point-to-point with NetMeeting. In other words, you can speak to only one other computer at a time using audio.

To **adjust audio settings**, go to TOOLS, then OPTIONS. Click on the "Audio" tab.

4. Chat: To access chat, go to TOOLS, then CHAT. You also can click on the following icon at the bottom of the NetMeeting screen:



With chat, everyone in the meeting can communicate with each other simultaneously. Some features of the chat room are:

- participants can copy and paste text
- the chat “conversation” can be saved
- participants can change fonts
- participants can change font colors.

5. Whiteboard: Everyone in the meeting can use the whiteboard simultaneously. It is especially good for illustration. Some features of the whiteboard are:

- copy and paste items between whiteboard and other programs
- draw shapes
- type text
- emphasize an item using a highlighter or pointer
- add and delete whiteboard pages.

To access the whiteboard, go to TOOLS, then WHITEBOARD. You also can click on the following icon at the bottom of the NetMeeting screen:



The following are the whiteboard buttons and a description of what they do:



Selector



Eraser



Text



Highlighter



Pen



Line



Unfilled Rectangle



Filled Rectangle



Unfilled Ellipse



Filled Ellipse



Zoom



Remote Pointer



Lock Contents



Synchronize and Unsynchronize



Select Area



Select Window

6. Sharing: With sharing, participants can view and work on files simultaneously. To share a program, go to TOOLS, then SHARING.

You also can click on the following icon at the bottom of the NetMeeting screen:



On the box that comes up, click on the item that you want to share with other participants, then click on SHARE. When you are finished sharing, go back to this same box and click on UNSHARE.

7. Transferring Files: You can send files to everyone participating in a meeting. To do this, go to TOOLS, then FILE TRANSFER.

You also can click on the following icon at the bottom of the NetMeeting screen:

