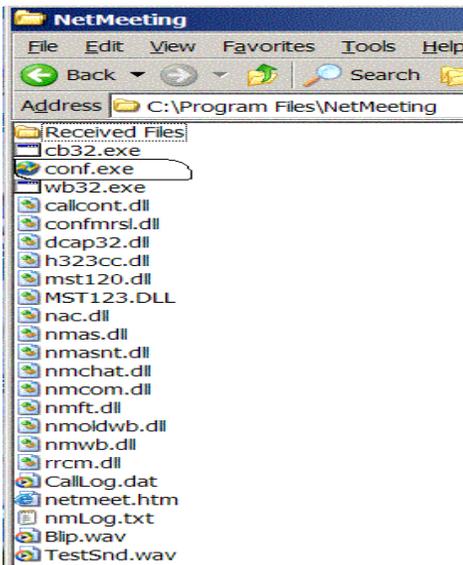


About Windows NetMeeting

Windows NetMeeting along with conference calling is a great tool for the Plain Talk Team. NetMeeting provides the ability to share a computer desktop with others who are not in the same room. When you share a desktop the other person is able to see what is happening on the desktop of the computer in the meeting room; but they are seeing it on their own monitor in their own location. This is especially useful for a group re-write session where someone in the region needs to participate but travel is not an option.

Installing NetMeeting:

Not all users have NetMeeting on their desktop. First time NetMeeting participants will need to configure the program for their computer by opening a file found in Program Files/NetMeeting. Look for the file named CONF.EXE and double click.



Soon, you will see the window below on your desktop. This means that the program has successfully been installed.



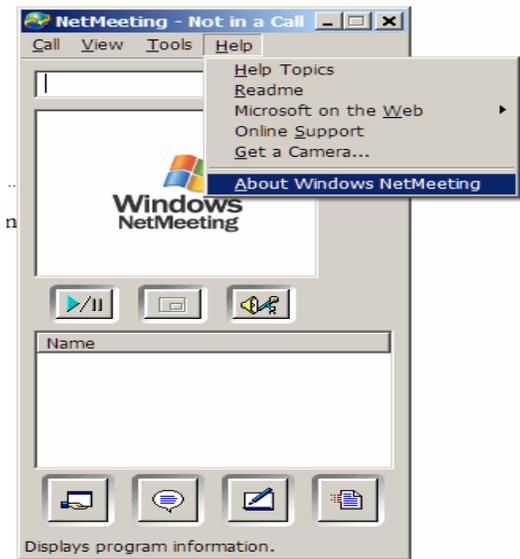
Identifying your IP address:

The way computers talk to each other is by using an IP Address. Each computer has a unique IP Address **that can change at any time**. You need the IP Address for each computer that will be called to participate in the meeting.

The best way to identify the proper IP Address is to use the NetMeeting program.

1. Open the NetMeeting software.
2. Go to the NetMeeting *Help* option.
3. Choose *About Windows NetMeeting*. (See Picture A)
4. Identify the IP Address and write it down. (See picture B) At the bottom is the computer *IP Address*. **Each** person who participates in the meeting needs to provide the meeting host with this number.

Picture A



Picture B



Calling/inviting people to your meeting:

It is best if the meeting host (the Plain Talk Lead) calls the other participants.

1. You need to type in the IP address of the computer you want to call and then click *the phone button* (Call). (See Picture C)
2. The meeting host will then see a *Waiting for Response* dialog box. (See Picture D)
3. The person the meeting host called will see the *Incoming Call* dialog box on their computer screen. To “connect” to the NetMeeting the person receiving the call needs to click the *Accept button*. Once the call is accepted both parties are in a NetMeeting. (See Picture E)
4. The name of each person who is part of the NetMeeting will show up in the NetMeeting window. (see Picture F)

Picture C



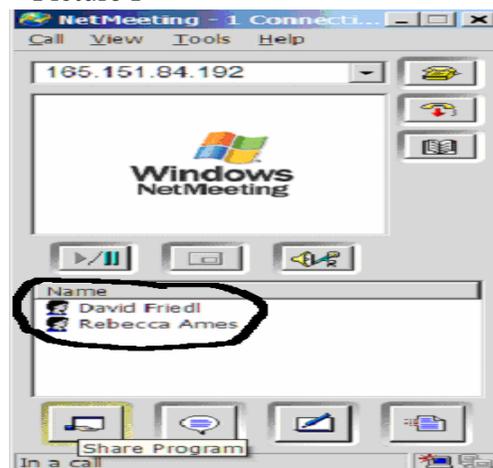
Picture D



Picture E



Picture F

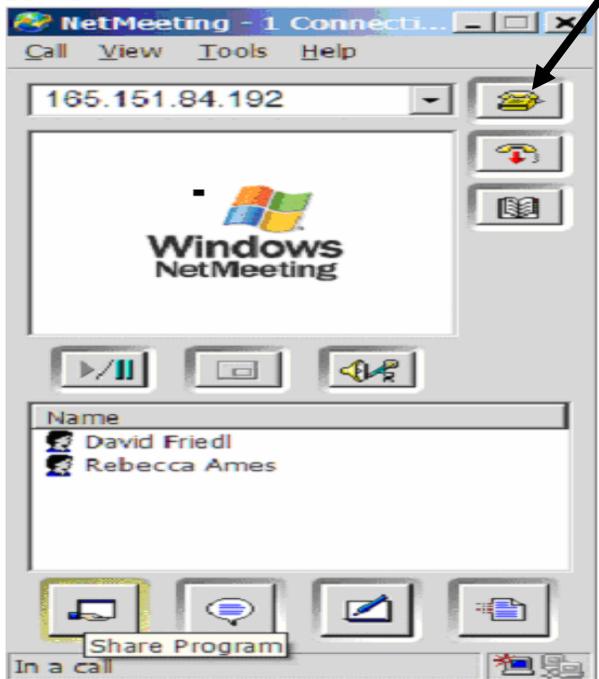


Sharing your Desktop:

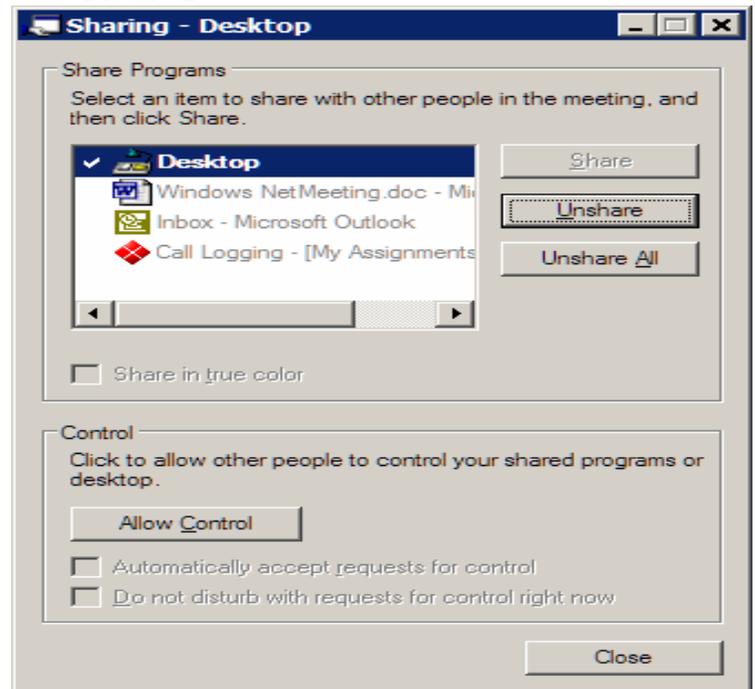
Sharing your Desktop means that you are allowing people who are not in the room with you to see what is on your computer while you are also looking at it. Sharing allows others to receive an image on their computer of what you are looking at on yours.

1. To share your Desktop with the people you called the meeting host must share the desktop by clicking on “Share Program”. (see Picture C)
2. The window in Picture D will then pop up. Click on the *Desktop* option to highlight it. Then click on the *Share button* to share your desktop. Now, the others who are participating in the NetMeeting can see the desktop being viewed in the meeting room without having to be in the same location.

Picture C



Picture D



Reminders:

- NetMeeting must be open to accept incoming calls.
- For security purposes IP Addresses change without notice. The number you use one day may be different the next.