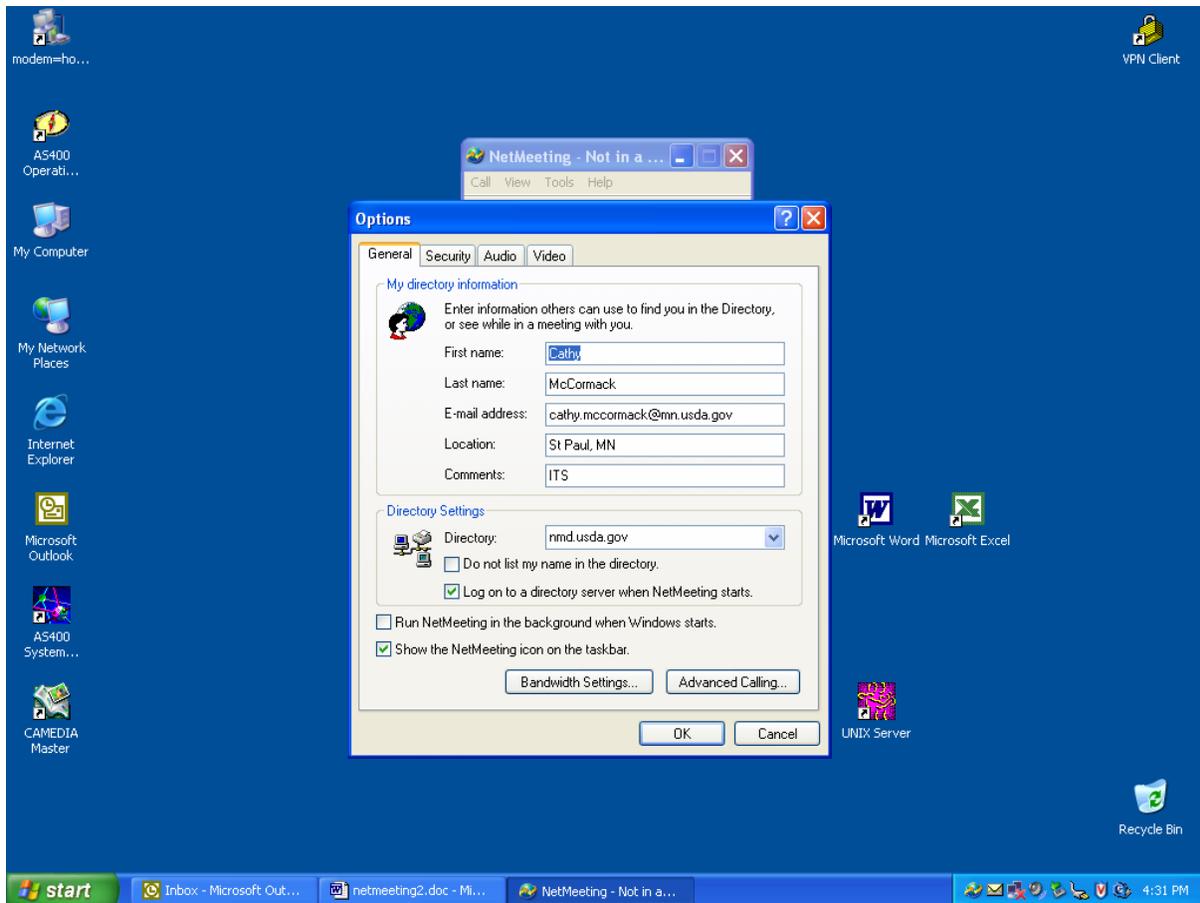




USDA Office of the Chief Information Officer

Information Technology Services - ITS Minnesota

NETMEETING



To prepare Netmeeting for a session, Click on Start, All Programs, Accessories, Communications, Netmeeting. Fill in information about yourself. Use the picture above as an example. To edit existing information click on Tools, Options. Select Local Area Network as the option in Bandwidth Settings. Click on, Put an icon on your desktop.

Start Netmeeting on both computers by clicking on the icon on your desktop.

Click on Call, Directory

Browse to the directory, nmd.usda.gov, if you need to.

Click on the email address of the person you are calling and click on Call.

The person you are calling, must Accept your call.

Now you can view the other persons desktop. Click on Tools Chat to communicate or arrange a telephone conference call at the same time.

If you are the host of the meeting (people will be looking at your shared desktop), click on Call Host Meeting. Fill in meeting name. Do not put a password. Click on only you can accept incoming calls, Sharing, Chat.

If you want someone to use or share your desktop, start Netmeeting. Then click on Tools Sharing. Click on Desktop and Share and click on Allow Control and close. Wait for the other user to Request Control. When the request control window opens click Accept. Don't move the mouse or type on the keyboard because the other person is controlling them.

To take control of a desktop after the other person Shares their desktop, click on Control Request Control. Wait for them to accept your request. You now have control of their desktop. To finish click on Control Release Control.

Once your session is complete both click on Call Hangup to disconnect. Click on Call Exit to quit Netmeeting.