

## **Configuring and Using NetMeeting**

KFUPM ITC-CSS provides all related IT support, starting from PC assembling to joining PC's to intranet and internet to KFUPM students, faculties and staff. ITC-CSS announce the use of NetMeeting to provide fast, reliable and better service to all KFUPM faculties and staff in order to avoid the delay in troubleshooting. A detailed manual has been created to guide the KFUPM users about the introduction of NetMeeting and how to install and configure it. Further questions; contact ITC-CSS X 3911.

### **Brief on NetMeeting**

Microsoft NetMeeting is a free program that comes installed on most Windows computers. NetMeeting allows people to 'dial' one another to connect computers, sharing files, chatting, even seeing and hearing one another if the computers have that capability. This guide describes how to locate and configure NetMeeting on your computer (if you have a Windows 2000 or XP system) as well as how to set up and host a meeting. This guide specifically designed for troubleshooting purpose, for advance or more options refer NetMeeting help.

### **Topics**

- I. Configuring NetMeeting**
- II. Locate IP Address**
- III. Using NetMeeting**
- IV. Steps for sharing a file, program, or desktop**

## I. Configuring NetMeeting

*Note: The following steps explain how to find NetMeeting on a Windows 2000 or XP computer.*

### How to start the NetMeeting Program?

The easiest and simple way to start and configure NetMeeting is

- Click on Start menu and click RUN
- In the Run window type CONF and press Enter,
- Follow the procedure explained below in Setting-up NetMeeting for the first time

Once NetMeeting is configured, double-click the icon on desktop or click the icon from Quick Launch tool bar or start NetMeeting using the first two steps mentioned above.

### Setting-up NetMeeting

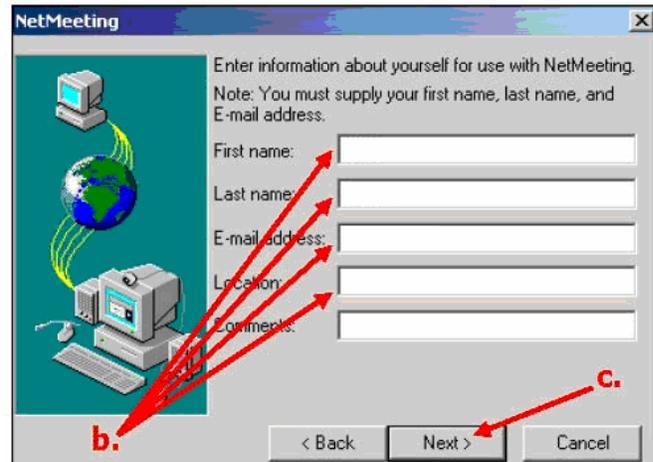
When NetMeeting starts it will go through a series of dialog boxes.

- a.** When the first dialog box appears, click the "Next" button.

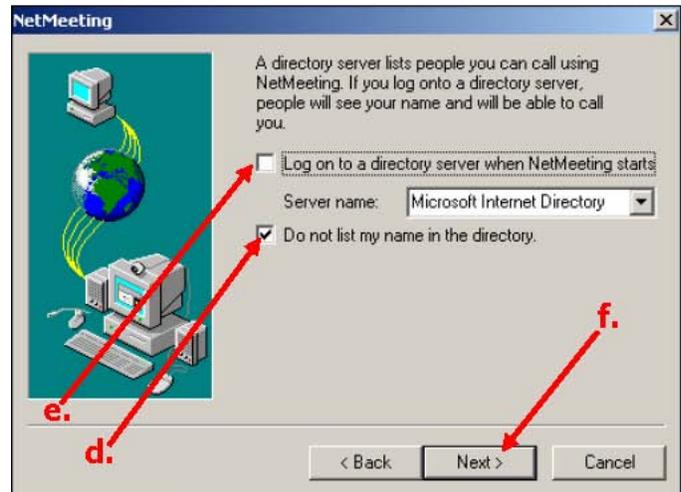


- b.** Enter Personal Information
- First name : **Your First Name**
  - Last Name : **Your Last Name**
  - Email Address : **Your EmailID@kfupm.edu.sa**
  - Location : **Bldg. # Room #**
  - Comments : **Department Name**

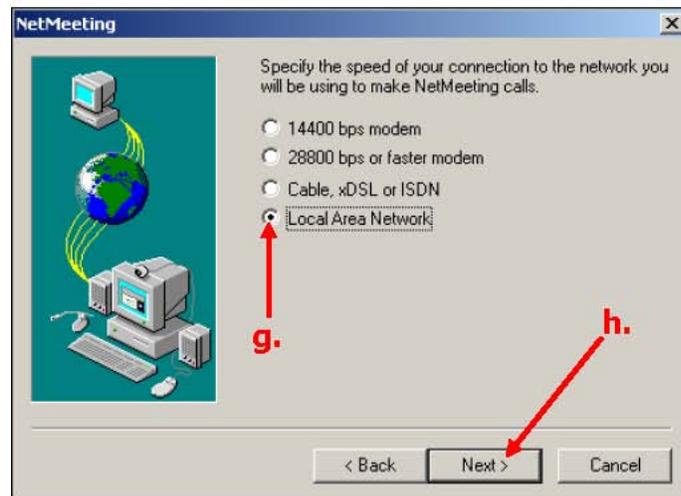
- c.** Click the "Next" button.



- d. Uncheck "Log on to directory server when NetMeeting starts."
- e. Check, "Do not list info on directory."
- f. Click the "Next" button.



- g. If you are on campus, select, "Local Area Network," otherwise, select the connection speed that fits with your Internet service. If you are not sure what to select, please contact the ITC.
- h. Click the "Next" button.



- i. If you would like to be able to open NetMeeting from your desktop in the future, then leave the two options, "Put a shortcut to NetMeeting on my desktop," and, "Put a shortcut to NetMeeting on my Quick Launch bar," selected.
- j. Click the "Next" button.



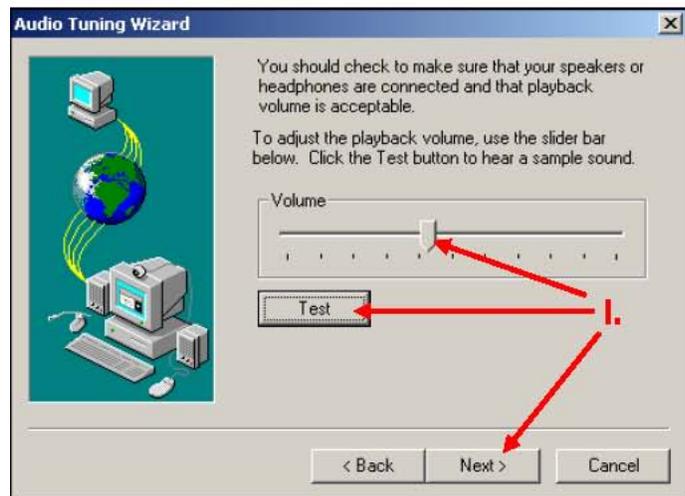
- k.** The next screen will prepare you to test the volume of your speakers. This is only important if you will be receiving auditory signals during a meeting. Click the "Next" button.

*Note: You do not have to have speakers and/or a microphone to use NetMeeting, unless you will be sending/receiving auditory signals. You will still have to go through this dialog box and the next one, even if you do not have sound capability on your computer.*



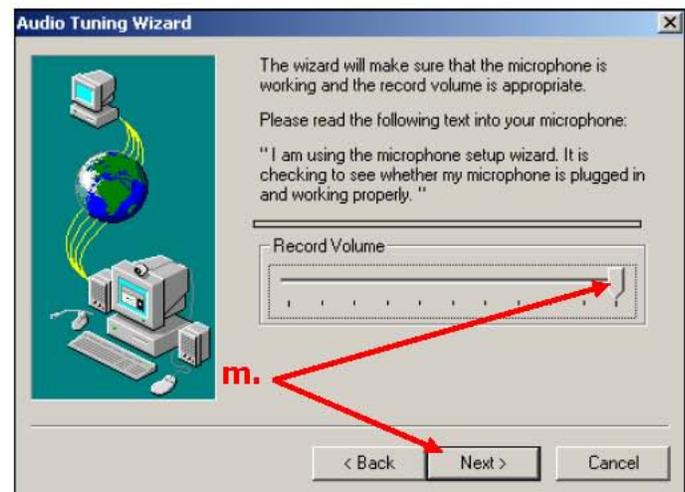
- l.** If you do not have speakers, then you can click the "Next" button, and skip this step. To test the speaker volume, if you have speakers, click the "Test" button. When the sound is at a comfortable level, click the "Stop" button, which is the same button as the "Test" button, and then click the "Next" button.

*Note: If you do not hear the sound you may need to turn up your speaker volume or increase the volume setting in your volume control panel. If you do not hear sound from your speakers and need help with this feature, please contact the ITC for assistance.*



- m.** If you do not have a microphone, then you can click the "Next" button, and skip this step. Move the slider to a position that makes the volume comfortable. When finished, click the "Next" button.

*Note: If you do not hear the sound you may need to turn up your microphone volume in your volume control panel. If you do not hear sound from your speakers and need help with this feature, please contact the ITC for assistance.*

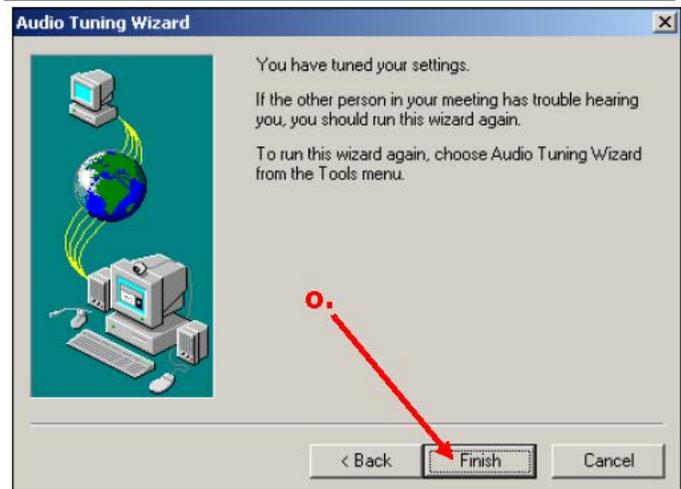


- n. The next dialog box will report the results of the microphone test. If you do not have a microphone, then it will say that the audio tuning wizard was not able to record any sound. Ignore this message and click the "Next" button, otherwise the message will say, "You have tuned your settings," etc. Click the "Next" button.



- o. Click the "Finish" button to complete the configuration of NetMeeting.

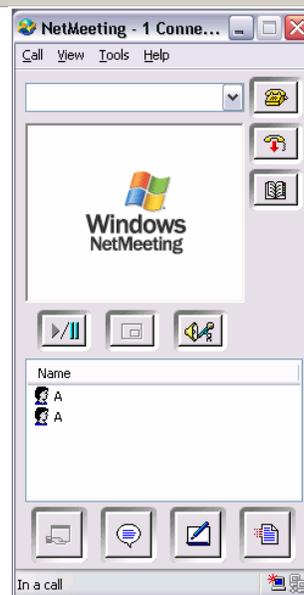
*Note: You will be able to adjust your settings again inside NetMeeting if you get a microphone or speakers or if the settings need to be adjusted.*



When you see this window it means you have successfully configured the NetMeeting program.

Get Ready for next steps to allow sharing your desktop for troubleshooting purpose.

**NOTE: Please do not use this program for sharing confidential data. ITC-CSS is not responsible in case of your data loss or theft.**



## II. Locate IP Address

NetMeeting works by dialing the IP (Internet Protocol) address for each computer. If you don't know the IP address, then you'll need to check your IP address either by command prompt or follow the procedure below.

a. To check your IP Address, click the "Help" menu.

b. Select "About Netmeeting"

c. The IP address appears in the dialog box that comes up. It will be a series of four numbers separated by periods, e.g. 134.50.150.61.

d. Make a note of the IP address, then click the "OK" button.

*Note: The IP address may change each time you log on. See the introduction to this section, under the heading, "Locate IP Address," for further explanation.*



OR Check the IP address through command prompt

➔ Click on START and RUN

➔ In the run window type cmd and press Enter

Note: CMD is used in Windows 2000, XP and Later, if you are using Windows 95, 98, ME, then use COMMAND.

➔ At the prompt type IPCONFIG and press Enter, following window will be displayed

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\Shukoor>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : 
    IP Address . . . . . : 10.14.1.109
    Subnet Mask . . . . . : 255.255.240.0
    Default Gateway . . . . . : 10.14.0.64

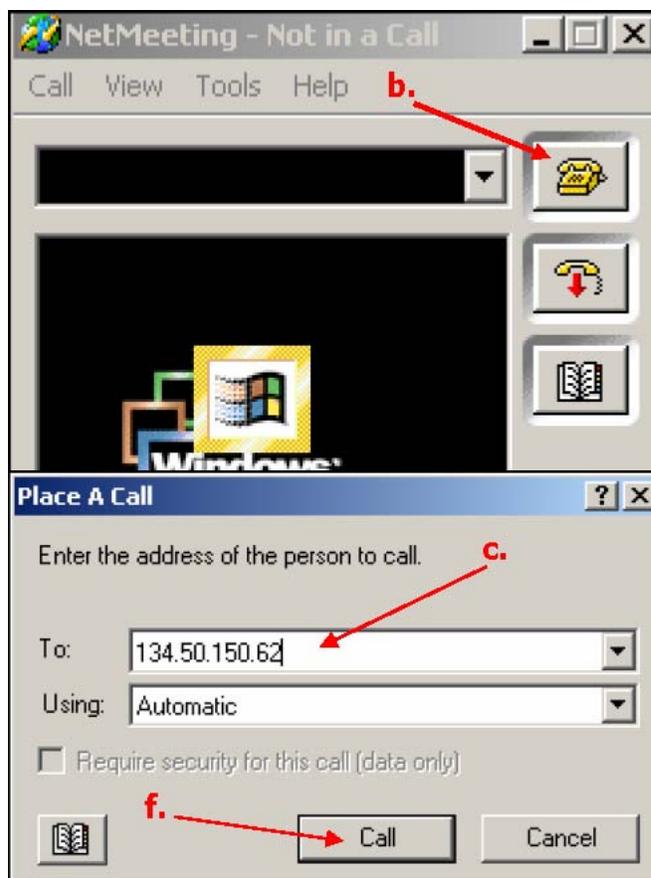
C:\Documents and Settings\Shukoor>_
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### III. Using NetMeeting

NetMeeting can be used in two ways, for one-to-one calls or for group meetings. One-to-one calls can include two-way video and audio signals, but group meetings cannot use two-way video or audio signals. If video is going to be used, then the sender and/or the receiver must have a web cam. If audio is to be used, then the sender and/or the receiver must have a microphone and sound system. As we will be using NetMeeting for troubleshooting purpose we will see One-to-One call.

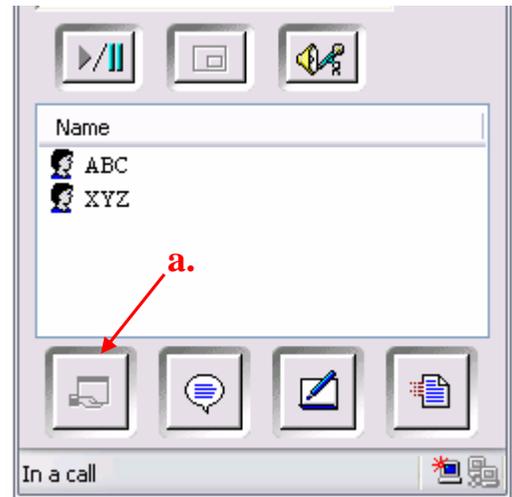
#### Placing a One-to-One Call

- a. Find out the IP number of the person who will receive the call. (See previous section about how to [Locate an IP Address](#).)
- b. Click the "Place call" button, which looks like a telephone (as shown on right).
- c. Type the IP number, including the periods, into the "To" field.
- d. Leave the "Using" field set to "Automatic."
- e. Leave the "Require security" check box unchecked.
- f. Click the "Call" button.



#### IV. Steps for sharing a file, program, or desktop

a. Click the 'Share program' button.



b. In the 'Sharing' dialogue box, select the item to be shared. Any file, program, or folder that is currently open, as well as your Desktop, will be included on the list. If the item to be shared is not shown, then it may need to be opened.

*Note: In this example we are sharing MS Word Document, share the whole desktop which is listed first for troubleshooting.*

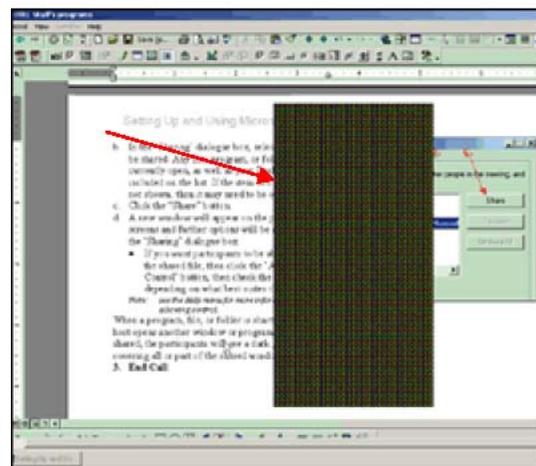
c. Click the "Share" button.

- A new window will appear on the participants' screens and further options will be available in the 'Sharing' dialogue box.
- If you want participants to be able to modify the shared file, then click the 'Allow Control' button, then check the other options depending on what best suites the situation.



*Note: See the Help menu for more information about allowing control.*

When a program, file, or folder is shared, and the host opens another window or program that is not shared, the participants will see a dark green and red checkered box covering all or part of the shared window (as shown in the image to the right). The host's un-shared window will cover the shared window in participants' view.



**NOTE: Remember this document is designed to provide fast and reliable support and service to KFUPM Faculty and Staff. Please do not use this program for sharing confidential or any data related to department(s). ITC-CSS is not responsible in case of your data theft or loss.**