Provides a space for you to type a password for this meeting.

Closes the dialog box and saves any changes you have made.

Closes the dialog box and places the call with the settings you specified.

Closes the dialog box without saving any changes you have made.

Select the type of connection you are using to make your call: a network using a directory server or the TCP/IP protocol, which lets NetMeeting determine the type of connection based on the address you enter.

Provides a space for you to identify the computer you want to create a SpeedDial for.

▪ For a directory server, type the *directory server name* **/** *e-mail name*   (for example, **ils.microsoft.com/someone**). If you are logged on to the same server as the person you are calling, you need to type only the e-mail name.

▪ For a TCP/IP protocol over a LAN or the Internet, type either the name a person lists in the directory server, the computer name, or the computer's IP address.

Specifies whether to call a conferencing service, and provides a space for you to type the name of the meeting you want to join.

The names of some conference bridges (servers) are case-sensitive. When you place the call, be sure to type the meeting name with the same capitalization used on the bridge.

If you leave this box blank, NetMeeting displays a list of meetings available from the selected server.

Provides a space for you to type the name of the meeting you want to join.

Lists the meetings available on the conferencing service provider.

Defines how messages appear in the Chat window.

Defines the information that appears with the message.

Specifies whether to display the name of the person sending a Chat message.

Specifies whether to display the date a Chat message was sent.

Specifies whether to display the time a Chat message was sent.

Click to change the font used for messages sent only to you.

Click to change the font used for messages sent to everyone in Chat.

Click to change the font used for messages you send to everyone in Chat.

Click to change the font used on for messages you send to one person only.

Displays the selected font.

Displays the fonts used in Chat messages.

Inserts a new page before the selected page.

Inserts a new page after the selected page.

Deletes the selected page.

Closes the Page Sorter.

Closes the Page Sorter, saves any changes you made, and displays the selected page.

Help is available for each item in this dialog box. Click at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click ？ at the top of the dialog box, and then click the specific item you want information about.

Specifies whether this call will use audio features of NetMeeting, data features (such as program sharing, Chat, and Whiteboard), or both audio and data features.

Displays the name of the meeting you are joining.

Click to start the wizard that helps you tune your microphone and speaker settings.

Provides a space for you to type or select the name of the computer that provides the directory list.

Specifies whether NetMeeting accepts calls automatically, or NetMeeting notifies you of incoming calls.

Specifies that when you are not in a meeting, everyone calling you must be able to send and receive encrypted data. Incoming calls that are not secure, including audio and video calls, are rejected automatically.

Regardless of whether this check box is selected, when you are in a secure meeting, incoming calls that are not secure are rejected automatically. When you are in a non-secure meeting, incoming calls that are secure are rejected automatically.

Specifies that, in most cases, you want the data you send during a call to be encrypted. However, you can override this decision for individual calls at the time you place the call. You cannot use audio or video in a secure call.

Click to view the personal security (authentication) certificates you obtained from vendors available on the Internet and corporate certificates provided by your network administrator.

Specifies whether NetMeeting automatically sets the level of compression based on the speed of the connection.

Specifies whether you want to determine the first audio compression codec that NetMeeting attempts to use when it tries to find a match with the one on your caller's system.

Click to specify compression settings.

Specifies the speed of your network connection.

Specifies whether you want to send and receive audio simultaneously (full-duplex mode). This allows your speakers and microphone to work at the same time.

If this option is unavailable, your sound card does not support full-duplex. For information, see the documentation for your sound card.

Specifies whether the NetMeeting icon and quick-access toolbar appear in your taskbar.

Identifies the folder on your computer where you want NetMeeting to save files sent to you during a meeting.

Click to select a different location on your computer for your Received Files folder.

Displays a list of communications protocols that NetMeeting can use. Protocols are sets of standards that enable computers to connect with one another and to exchange information with a minimum of error.

Displays the properties of the selected protocol.

Displays information about the selected protocol.

Specifies that you do not want the information you typed on the Calling tab to be listed on the directory server and available to other people.

Click to specify advanced call placement options.

Click to specify your network connection speed.

Specifies whether NetMeeting adjusts the sensitivity of your silence detection automatically. This allows NetMeeting to compensate if you are in a location with varying background noise.

Specifies that you want to adjust the silence detection manually.
- To increase the silence detection, drag the slider to the right.
- To decrease the silence detection, drag the slider to the left.

Specifies whether to adjust the delay before you hear audio.

DirectSound improves audio performance by shortening the time interval between when audio is sent and when you receive it. DirectSound may cause problems with some sound cards.

Specifies whether to adjust your microphone volume automatically to compensate for the loudness of your voice and any background noise. If this option is unavailable, your sound card does not support auto-gain control.

Click to specify how the call will be dialed. This is useful if you want to charge the call to a calling card, use your computer from different locations, or add a dialing prefix, country code, or area code automatically.

Specifies the number of times your telephone rings before your modem answers incoming calls.

Specifies whether your modem answers incoming calls.

Displays your current location entry. To edit a location entry, click **Dialing Properties**.

Lists the modems set up to work with your computer.

Click to display information about your modem.

Click to choose the default audio compression codec.

Lists all audio compression codecs available on your computer.

An audio compression codec is a coder/decoder that converts sound into a form that can be transmitted over the Internet and received by the computer you are calling. NetMeeting uses the default setting whenever possible.

Displays a program that someone in your meeting shared.

The person who shared this program is using Work-Alone mode. You cannot take control of this program.

Displays a program that someone in your meeting has shared and is allowing you to collaborate in.

To take control of the program, double-click the window.

Click to set video-capture card properties. You must be previewing a video image in the Video window to make this button available. The dialog box with settings for adjusting the video image is provided by your video-capture card manufacturer.

Click to set video-capture card properties. This dialog box is available only if the Source dialog box provided by the video-capture card manufacturer is incomplete or missing.

Specifies the size of the video image you are sending.

Specifies the amount of compression and the frame rate in the image received.

Faster video uses more compression and more frames. The video motion is faster, but the quality of the picture is lower.

Better Quality uses less compression and fewer frames. The video quality is higher, but the motion is slower (you may lose frames).

Specifies whether your preview image appears as if you were looking in a mirror, with right and left sides reversed. This option does not affect how others view your video image or how the images you receive appear.

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click ⍰ at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click [?] at the top of the dialog box, and then click the specific item you want information about.

Provides a space for you to type the computer name or IP address of the gateway server that NetMeeting uses to place your calls to telephones or telephone-based videoconferencing systems. For more information, contact your network administrator.

Specifies whether NetMeeting places your call using a gateway server, which allows you to use your computer to call another computer or a telephone. For more information, contact your network administrator.

Specifies whether to use a NetMeeting proxy server to place your call to a computer outside your organization's local area network. For more information, contact your network administrator.

Provides a space for you to type the computer name or IP address of the NetMeeting proxy server used to place calls to computers outside your organization's local area network. For more information, contact your network administrator.

Specifies that you want to use a Web page search for a private or local ILS directory server. For more information, contact your network administrator.

Provides a space for you to type the name you want NetMeeting to use for the directory when it appears in a list. For more information, contact your network administrator.

Provides a space for you to type the computer name or IP address of the directory server. For more information, contact your network administrator.

Provides a space for you to type the HTTP address of the search page for this directory server. For more information, contact your network administrator.

Provides a space for you to type the address of the person or computer you are calling. If you are creating a SpeedDial to your computer that you will send to someone else, type your information.

- For a directory server, type the *directory server name/e-mail name* (for example, **ils.microsoft.com/someone**). If you are logged on to the same server as the person you are calling, you need to type only the e-mail name.
- For a TCP/IP protocol over a LAN or the Internet, type either the name a person uses in the directory server, the computer name, or its IP address.

Select the type of connection to be used when calling the address specified.

Specifies that the SpeedDial is saved on your desktop for easy reference or transmittal.

Specifies to open an e-mail message containing the SpeedDial address.

Specifies to add the selected address to your SpeedDial list.

Help is available for each item in this group. Click ? at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click [?] at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click [?] at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Click to view your Received Files folder. When somebody sends you a file using NetMeeting, the file goes in this folder. To change the folder, click **Change Folder**.

Provides a space for you to type the name of your city and state.

Provides a space for you to type any comments you want to appear by your name in the directory list.

Provides a space for you to type your telephone number. When people call you by typing your telephone number, this is the number they use.

Specifies that the name of your account on the gatekeeper is used as identification when the gatekeeper computer places your calls. For more information, contact your network administrator.

Provides a space for you to type the name of your account on the gatekeeper.

Provides a space for you to type your e-mail address as you want it to appear in the directory list. When people call you by typing your e-mail address, this is the address they use.

Provides a space for you to type your first name as you want it to appear in the directory list and the list of meeting participants.

Provides a space for you to type your last name as you want it to appear in the directory list and the list of meeting participants.

Help is available for each item in this group. Click ❓ at the top of the dialog box, and then click the specific item you want information about.

Specifies whether you want to receive the video image of your caller automatically at the start of a call, or you can start video reception by clicking the button at the bottom of the Video window.

Specifies whether you want to send your video image automatically at the start of each call, or you can start video transmission by clicking the Start/Stop button at the bottom of the video window.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Specifies whether you want to connect to the directory server when NetMeeting starts, or you can log on later, when you are ready to place or receive a call. If you are not logged on, people cannot call you using the directory server.

Lists the video-capture cards that NetMeeting detected during installation. You can change the video-capture device NetMeeting uses by clicking another video-capture card in the list.

Provides a space for you to type the required password to attend the selected meeting. To learn the password, contact the meeting organizer.

Specifies how long NetMeeting waits for you to answer an incoming call.

Specifies the port that the null-modem cable is connected to.

Click to specify the settings you want for the selected port.

Displays the list of names for the directory you have selected. As you type, the list scrolls to the name that best matches what you type.

Lists the directory, address book, or list from which you can choose someone to call. When you select a directory, the names in it appear below.

Lists the names and addresses of the people in the directory or list chosen in the Directory box. Choose a person to call by double-clicking a name in the list.

Click to refresh the list of names and addresses.

Click to open the directory in a browser window. You must select an Internet directory to make this button available.

Click, and then click on an item to learn about it.

Allows you to place a call directly by typing the name or address of the computer or person you are calling.

- For a TCP/IP protocol over a LAN or the Internet, type either the name a person uses in the directory server, the computer name, or its IP address.
- For a directory server, type the *directory server name* **/** *e-mail name* (for example, **ils.microsoft.com/someone**). If you are logged on to the same server as the person you are calling, you need to type only the e-mail name.

Closes the dialog box and places the call to the person you specified.

Click to find someone from available lists.

Provides a space for you type the name, e-mail address, computer name, computer IP address, or telephone number of the person you want to call.

Lists the types of connections available for your call. Items in this list may vary. When possible, NetMeeting chooses the item for you.

Specifies whether to make this call a secure call. If your security setting indicates you prefer to make secure calls, this box appears already checked. If you do not have the ability to place secure calls, this box is not available.

Click to search available lists to find the name, address, or telephone number of the person you want to call.

With a full-duplex sound card, your microphone and speakers can work at the same time.

With a half-duplex sound card, your microphone and speakers cannot work at the same time. Your speakers cannot play sound while your microphone is transmitting, nor can your microphone transmit while your speakers play sound.

Specifies whether NetMeeting adjusts the microphone volume automatically.

This is similar to the auto-gain control, which is not supported by all sound cards. They both adjust the microphone volume level so it seems as if you are speaking at a constant volume.

Specifies whether your computer can be accessed from another computer. You must close NetMeeting when you want to run remote desktop sharing.

Click to set or change the password for accessing this computer from another one. This password is used only if you select the **Enable remote desktop sharing service** check box.

If you plan to make or receive a secure call, you must specify the type of security you want NetMeeting to use: data encryption only or data encryption plus identity verification. You must also select a corresponding certificate.

Specifies using the standard NetMeeting certificate when NetMeeting encrypts data. You must select a certificate before the sending and receiving computers can agree to encrypt the data.

Specifies using your own authentication (personal security) certificate to identify yourself in secure calls where identification is required. NetMeeting will also use this certificate when it encrypts data.

If you select **Use this certificate for privacy and authentication**, this displays information from your authentication (personal security) certificate. This is the information that appears when someone attempts to verify your identity before or during a secure meeting. If you do not have a personal security certificate, this shows that NetMeeting uses its own certificate for data encryption.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.

Specifies that NetMeeting places your calls directly, without going through a gatekeeper computer. If your calls are placed using a gateway or NetMeeting proxy server, check one or both of the check boxes in this group.

Specifies that NetMeeting places your calls using a gatekeeper, which is a network computer that helps you connect with other people and computers. If you select this option, you must select one of the check boxes below. For more information, contact your network administrator.

Provides a space for you to type the computer name or IP address of the gatekeeper computer that NetMeeting uses to place your calls. For more information, contact your network administrator.

Specifies that your telephone number is used as identification when the gatekeeper computer places your calls. For more information, contact your network administrator.

Specifies that your e-mail address is used as identification when the gatekeeper computer places your calls. For more information, contact your network administrator.

Adjusts the brightness level, hue, and other qualities of your video image.

- To increase the setting of a feature, move the slider to the right.
- To decrease a setting, move the slider to the left.
- To have the settings adjusted automatically, select the **Auto** check box.
- To restore the default video image settings, click **Default**.

Adjusts the focus, tilt, and other camera features your camera allows you to control. Your camera may not allow you to control some features.

- To increase the setting of a feature, move the slider to the right.
- To decrease a setting, move the slider to the left.
- To have the settings adjusted automatically, select the **Auto** check box.
- To restore the default camera settings, click **Default**.

Provides a space for you to type a password that callers must provide before joining your meeting. Setting a password is not required. The password appears in recognizable characters as you type, however, for secure meetings, the password is encrypted when sent.

Provides a space for you to type the name of the meeting or conference you are hosting.

Specifies that participants must make secure calls to join the meeting. If your security setting indicates you require security for all incoming calls, this box appears already checked.

Specifies whether meeting participants can accept calls during the meeting and allow the callers to become additional participants.

Specifies whether meeting participants can call other people and include them in the meeting.

Specifies the NetMeeting features and tools that you want to use in your meeting. Selecting a check box restricts the way other meeting participants can use the selected feature.

Specifies that you want to be able to share your programs or desktop during the meeting. If you select this check box, other participants cannot share their programs or desktops.

Specifies that you want to be able to use and share the Whiteboard in the meeting. If you select this check box, other participants cannot use the Whiteboard until you open it.

Specifies that you want to be able to use Chat in the meeting. If you select this check box, other participants cannot use Chat until you open it. If this is a secure meeting, Chat allows participants to communicate.

Specifies that you want to be able to transfer files to other meeting participants. If you select this check box, other participants can receive files you transfer, but cannot transfer their files.

Specifies that you want to be the only person who can send audio in the meeting. If you select this check box, other participants can receive audio, but cannot send it. If this is a secure meeting, this check box is not available.

Specifies that you want to be the only person who can send video in the meeting. If you select this check box, other participants can receive video, but cannot send it. If this is a secure meeting, this check box is not available.

Provides a space for you to type the name of the meeting you want to join. To join a private meeting, you must type the name. To join a public meeting, you can select the name from the list.

Lists the public meetings available on the server. Select one to join it. This list does not include private meetings.

This file is not meant for browsing