

Microsoft NetMeeting features

Microsoft NetMeeting gives people around the world a whole new way of talking, meeting, working, and sharing over the Internet.

NetMeeting's key features let you:

{button ,JI(` >moreinfo', `CALL
ING')}} Place calls to
anyone on a network or
with a modem

{button ,JI(` >moreinfo', `audi
o')}} Talk to someone over
the Internet

{button ,JI(` >moreinfo', `MNM
_video')}} See the person
you are calling

{button ,JI(` >moreinfo', `shar
e')}} Work together in an
application with others

{button ,JI(` >moreinfo', `whit
eboard')}} Use the
Whiteboard to draw in an
online meeting

{button ,JI(` >moreinfo', `chat'
)}} Send typed messages
in Chat

{button ,JI(` >moreinfo', `MNM
_webcalls')}} Create a call
link for others to call you
from your Web page

{button ,JI(` >moreinfo', `quic
kaccess')}} Use the quick-
access toolbar to save
space on the screen

Placing calls

You can use NetMeeting to call people at other computers over a local area network (LAN), over the Internet, or by using a modem. You can reach them if they have NetMeeting or most standards-based conferencing software.

{button ,AL("a-conf-call;a-conf-call-accept;a-conf-auto-accept;a-conf-uls")}} Related Topics

Talking to someone over the Internet

To talk to someone, you must make sure your computer:

- Contains a sound card and is connected to a microphone and speakers. The sound card can be either full-duplex or half-duplex; full-duplex is recommended.
- Is running the TCP/IP protocol.

Although several people may be in a meeting, you can use the audio features of NetMeeting with only one person at a time.

{button ,AL("A-CONF-AUDIO-SPEAKER-VOL;A-CONF-AUDIO-MIKE-VOL;A-CONF-BACKNOISE-MANUAL;a-conf-switch-audio") } Related Topics

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 can't work at the same time. Your speakers cannot receive sound while your microphone is transmitting, nor can your microphone transmit while your speakers receive sound.

Seeing the person you are calling

You can use NetMeeting to send a video image of yourself or of an item under discussion. You just need a video-capture card or camera that supports Video for Windows. You can receive video even if you do not have a video-capture card or camera.

{button ,AL("A_CONF_VIDEO_SENDING;a-conf-switch-video;a_conf_adjust_video;a_conf_video_receive")} [Related Topics](#)

Working together in an application with others

While using NetMeeting, you can open one of your applications and share it so that others in the meeting can see it as you work. You can also allow others in the meeting to work in your application or collaborate.

{button ,AL("a-conf-share;a-collaborate;a-CONF-get-control")} [Related Topics](#)

Using the Whiteboard

The Whiteboard enables online meeting participants to sketch and illustrate ideas.

When one person in a meeting runs the Whiteboard, it appears on everyone's screen. Everyone in the meeting can draw simultaneously and see what is drawn on the Whiteboard.

{button ,AL("A-CONF-WB-GRAB-AREA;A-CONF-WB-ZOOM;A-CONF-WB-HIGHLIGHT;A-CONF-WB-DRAW;A-CONF-WB-TEXT")} [Related Topics](#)

Sending typed messages in Chat

Chat enables online meeting participants to send typed messages to each other in real time. When one person in a meeting runs Chat, it appears on everyone's screen.

{button ,AL("a-conf-chat;a-conf-message-send;a-conf-message-format")} [Related Topics](#)

Creating a call link

You can put a link in a Web page that lets people using Internet Explorer and NetMeeting call you—even if they don't have NetMeeting running.

{button ,AL("A_CONF_CREATE_WEBLINK")} [Related Topics](#)

Using the quick-access toolbar

When NetMeeting is running, its icon is visible in the far right area of the Windows taskbar. You can click the icon to display the quick-access toolbar, which contains buttons for **Share Application, Start Collaborating, Stop Collaborating, Send File, Whiteboard,** and **Chat**, making these commands available even when the NetMeeting window is minimized.

To find people to call

- 1 At the top of the **Directory** tab, select a server from the **Show people on** list of directory servers or type the name of the server.
- 2 You can view subsets of the directory list by selecting the subset you want from the **Show** drop-down list, and then you can search alphabetically by clicking a column heading to alphabetize that column.

Notes

- The **Directory** tab lists the people connected to this server who are running NetMeeting; a red star in the left column indicates that they are currently in a call.
- If you are using NetMeeting over a local area network, your directory server may not be in the list of servers on the **Directory** tab. For more information, contact your network administrator.

If you want to search other directories, you can:

{button ,JI(`,` CONF_UPDATE_LIST')} [Update the directory list](#)

{button ,JI(`,` CONF_SWITCH_SERVER')} [Switch to a different directory server](#)

{button ,JI(`,` CONF_WEB_DIRECTORY')} [Browse the Web directory](#)

To switch to a different directory server

- ▶ At the top of the **Directory** tab, click the server you want from the **Show people on** drop-down list.

To update the directory list

▶ On the toolbar, click the **Refresh** button to display all the people currently logged on to the directory server.

Tips

- On the toolbar, click the **Stop** button to stop opening or refreshing the directory list.
- Set the directory to refresh at a specified interval: On the **Tools** menu, click **Options**, and then on the **Directory** tab, click **Automatically refresh directory every ___ minutes** and specify the interval.

To browse the Web directory

- ▶ On the **Call** menu, click **Web Directory**.

The Web directory provides alternative access to the same information as the **Directory** tab.

To change your listing in the directory

You can change the default directory server that NetMeeting automatically logs you onto when you start NetMeeting. You can also remove your name from the directory or log off the directory server.

If you want to change your directory listing, you can:

{button ,JI(`',` CONF_CHANGE_ULS')} [Change your default directory server](#)

{button ,JI(`',` CONF_REMOVE_ULS')} [Remove your name from the directory server list](#)

{button ,JI(`',` CONF_LOGON_SERVER')} [Log on or off the directory server](#)

To change the default directory server you log onto

- 1 On the **Tools** menu, click **Options**.
- 2 On the **Directory** tab, type or select the directory server name.

Notes

- When you first start NetMeeting, it is configured to use uls.microsoft.com as your directory server. Additional servers are available:
uls1.microsoft.com, uls2.microsoft.com, uls3.microsoft.com, uls4.microsoft.com, and uls5.microsoft.com.
- You can also view different directory servers without changing your default. Select a different server from the **Show** list of directory servers.

Removing your name from the directory

- 1 On the **Tools** menu, click **Options**.
- 2 On the **Directory** tab, click **Do not list my name**.

This is like having an unlisted phone number. Your name will not appear in the directory when you are logged on to the directory server. You can receive calls, but the caller will have to know your address.

To log on or off a directory server

- ▶ On the **Call** menu, click **Log Off from [your directory server]** or **Log On to [your directory server]**.

Tip

- By default, you are logged on to the directory server when NetMeeting starts. You can change this default by clicking **Options** on the **Tools** menu, clicking the **Directory** tab, and then clearing the **Log on to the Directory Server when NetMeeting starts** check box.

To place a call

- ▶ On the **Directory** tab, double-click the name of the person you want to call.

NetMeeting will use audio, video, and data features by default—if your computer has the necessary audio and video hardware.

Only two computers in a meeting can use audio and video features to communicate; other participants can use data features such as Chat or Whiteboard.

If the person is not listed in the directory, you can:

{button ,JI(` >moreinfo', `CONF_CALL_LAN')} [Place a call on a local area network](#)

{button ,JI(` >moreinfo', `CONF_CALL_MODEM')} [Place a call using a modem phone number](#)

{button ,JI(` >moreinfo', `CONF_CALL_IPX')} [Place a call using an IPX address](#)

{button ,JI(` >moreinfo', `CONF_CALL_START_BUTTON')} [Place a call from the Start button](#)

{button ,JI(` >moreinfo', `CONF_CALL_SPEEDDIAL')} [Place a call from your SpeedDial list](#)

To place a call on a local area network

- 1 On the **Call** menu, click **New Call**.
- 2 Type the network address of the person you want to call.
- 3 In the **Call using** list, click the name of the protocol you want to use on your local area network.

Note

- If the protocol you want does not appear in the **Call using** list, you will need to add it to the list of available protocols. For more information, click [Related Topics](#) below.

{button ,AL("a-conf-set-modem-protocol;a-conf-call-ipx")} [Related Topics](#)

To place a call to a modem phone number

- 1 On the **Call** menu, click **New Call**.
- 2 Type the modem phone number of the person you want to call.
- 3 In the **Call using** list, click **Modem**.

Tips

- If you must dial 9 to get an outside line, type a hyphen (-) in front of the 9—for example:
-9,7034501
- If **Modem** does not appear in the **Call using** list, you need to add it to the list of available protocols. For more information, click [Related Topics](#) below.

{button ,AL("a-conf-call-cancel;a-conf-set-modem-protocol")} [Related Topics](#)

To end a call

You can end a call either before or after you have connected.

If you want to end a call, you can:

{button ,JI(` >moreinfo', `CONF_CALL_CANCEL')} Cancel a call while placing it

{button ,JI(` >moreinfo', `CONF_HANGUP')} Disconnecting from a call

To cancel a call

- ▶ On the **Call** menu, click **Stop Placing Call** to discontinue a call before you connect.

To hang up a call

- ▶ On the **Call** menu, click **Hang Up**.

Note

- When you hang up, you also disconnect anyone who called you to join the meeting or anyone you called. When these people are disconnected from the meeting, anyone who they called or by whom they were called is also disconnected. For example, Chris calls Peter and Joe. During the meeting, Peter calls Amy. When Chris hangs up, both Peter and Amy are automatically disconnected.

To select the protocols NetMeeting can use

- 1 On the **Tools** menu in NetMeeting, click **Options**.
- 2 On the **Protocols** tab, click the box next to each protocol you want to use.

If you will be using a modem to connect to a meeting, click **Modem**.

Tip

- If you will be using NetMeeting to connect to computers running PictureTel LiveShare, click **Use additional protocols for compatibility with PictureTel LiveShare 3.X and earlier**, and then click the protocols you want to use.

To place a call using an IPX address

- 1 On the **Call** menu, click **New Call**.
- 2 Click **Call using**, and then click **Network (IPX)**.
- 3 Click **Address**, and then type the IPX address for the computer you are trying to call.

The required syntax for the IPX address is XXXXXXXX:YYYYYYYYYYY.

The first 8 digits represent the network address and the second 12 digits represent the node address. For more information, contact your network administrator.

Note

- If Network (IPX) does not appear in the **Call using** list, you can add it. For more information, click Related Topics below.

{button ,AL("a-conf-set-modem-protocol")} [Related Topics](#)

To place a call from the Start button

- 1 Click the **Start** button, and then click **Run**.
- 2 Type:

callto:<servername>/<e-mail address>

For example, if you are calling cgray@somedomain.com, who is logged onto uls.microsoft.com, type:

callto:uls.microsoft.com/cgray@somedomain.com.

Tip

- If the person you are calling is logged onto the same server as you are, you may need to use only their e-mail address—for example: callto:cgray@somedomain.com

To place a call from your SpeedDial list

- ▶ On the **SpeedDial** tab, double-click the name of the person you want to call.

Tip

- On the **SpeedDial** menu, click the name of the person you want to call.

{button ,AL("a-conf-create-speeddial")} [Related Topics](#)

To add someone to your SpeedDial list

- 1 On the **Directory** tab, click the name you want to add to your list.
- 2 On the **SpeedDial** menu, click **Add to SpeedDial**.

Tip

- To add someone to your SpeedDial list while a call is in progress, click the name on the **Current Call** tab of the person you want to add, click the **SpeedDial** menu, and then click **Add to SpeedDial**.

{button ,AL("a-conf-call")} [Related Topics](#)

To make it easy for someone to call you

You can make your number handy for your friends and colleagues either by sending them a SpeedDial or by embedding a call link in a Web page.

If you want to provide your number to someone, you can:

{button ,JI(` >moreinfo', `CONF_SEND_SPEEDDIAL')} [Send someone a SpeedDial for your computer](#)

{button ,JI(` >moreinfo', `CONF_CREATE_WEBLINK')} [Create a call link on a Web page](#)

To send someone a SpeedDial for your computer

- 1 On the **Call** menu, click **Create SpeedDial**.
- 2 Select the protocol your computer uses, and then type your computer's address.
- 3 Click **Send to mail recipient**. This opens a mail message that includes your address.
- 4 Address the message, and send it.

Tip

- To have a SpeedDial to your own computer handy for sending to people, you can click **Save on the desktop** after step 2. Then, to send the message, right-click the shortcut on the desktop, and then click **Send To**.

To create a call link on a Web page

▶ In the HTML for the Web page, use this syntax:

callto:<servername>/<e-mail address>

For example, to author a call link on your Web page, you could insert this text:

Call me using Microsoft NetMeeting at uls.microsoft.com/cgray @mydomain.com

To meet with people

You can meet with people by:

- Joining a meeting already underway.
- Hosting a meeting and having people call into it.
- Attending a named meeting that is set up on a special server.

If you want to meet with people, you can:

{button ,JI(` >moreinfo', `CONF_JOIN_MEETING')} [Join a meeting](#)

{button ,JI(` >moreinfo', `CONF_CONFHOST')} [Host a meeting](#)

{button ,JI(` >moreinfo', `CONF_JOIN_NAMED_MEETING')} [Join a named meeting](#)

To join a meeting

- ▶ Call the person hosting the meeting or one of the people participating in the meeting.

Note

- The person who originally placed the call is primary; others can leave the meeting without ending it, but if the original caller leaves, the meeting ends.
- If you call a participant in the meeting, your call connection is maintained as long as that person's connection is. When they leave, you are disconnected also.

To host a meeting

- ▶ On the **Call** menu, click **Host Meeting**.

Notes

- ▶ You need to notify potential participants that you have set up the meeting so that they can call you.
- ▶ When you host a meeting, you don't need to call anyone. To join the meeting, others simply call you. They can join and leave as they would a chat room in a service such as The Microsoft Network (MSN).
- ▶ If you share an application in a hosted meeting, it will not be shared when there is no one in the meeting.
- ▶ You can set up the meeting so that you screen callers or automatically accept them. For more information, click [Related Topics](#) below.

{button ,AL("a-CONF-auto-accept")} [Related Topics](#)

To join a named meeting

- 1 On the **Call** menu, click **New Call**.
- 2 Select **Join the meeting named**, and then type the name of the meeting.

Note

- ▶ A named meeting is a service provided by a third party, often a telephone company or a dedicated teleconferencing company.
- ▶ The names of some conference bridges (or servers) are case-sensitive, so you may need to enter the meeting name with the same capitalization when placing the call as the meeting name appears on the bridge.

To accept a call

▶ When someone calls you, a window appears near the taskbar. To accept the call, click **Accept** in the window. To reject an incoming call, click **Ignore**.

If you want to automatically accept calls,

- 1 On the **Tools** menu in NetMeeting, click **Options**.
- 2 Click the **General** tab, and then select the **Automatically accept incoming calls** check box.

Tip

▶ If you want to screen your calls, make sure the check box is not selected.

To automatically accept calls

- 1 On the **Tools** menu in NetMeeting, click **Options**.
- 2 Click the **General** tab, and then select the **Automatically accept incoming calls** check box.

Tip

▶ If you want to screen your calls, make sure the check box is not selected. You will be notified of each incoming call.

To send a file to other people in the meeting

- ▶ On the **Tools** menu, click **File Transfer** and then **Send File**.

Notes

- ▶ You can also drag the file onto the list of people on the **Current Call** tab to send it to everyone in the meeting.
- ▶ To send a file to one person, right-click the name of that person on the **Current Call** tab, and then click **Send File**.

{button ,AL("a-CONF-file-transfer-location")} [Related Topics](#)

To specify where to save files that are sent to you

- 1 On the **Tools** menu in NetMeeting, click **Options**.
- 2 On the **General** tab, click **Change folder**, and open the folder where you want NetMeeting to store the files you've been sent.

To share an application with other people in the meeting

- 1 On your computer, start the application you want to share.

Sharing an application means that other people in the meeting can see your application, but cannot work in it.

Collaborating means others can work in the shared application.

- 2 Click **Share** in the Netmeeting toolbar, and then click the name of the application.

When you no longer need to share the application, click **Share Application**, and then click the application you want to stop sharing.

Note

▶ If you share a Windows Explorer window, such as My Computer or a folder on your computer, you will be sharing *all* the Windows Explorer windows you have open. Also, once you have shared a Windows Explorer window, every application that you start while you are still in the meeting will automatically be shared with participants in the meeting.

{button ,AL("a-collaborate;a-CONF-get-control")} [Related Topics](#)

To allow others to work with your shared applications

- ▶ On the NetMeeting toolbar, click **Collaborate**.

All the people who want to work in the application must click **Collaborate**. Each participant can control the cursor one at a time by double-clicking in the shared application.

Tips

- ▶ To stop the person who has control of the shared application from making changes, press ESC.
- ▶ To stop all the participants from working in your application, click the **Tools** menu, and then click **Stop Collaborating**.
- ▶ To share the results of this collaboration, you must send the final file to the participants in the meeting. For more information, click Related Topics.

{button ,AL("a-conf-file-transfer")} [Related Topics](#)

To work with an application shared by someone else

- ▶ On the toolbar in NetMeeting, click **Collaborate**.

The person who opened the application for sharing must also click **Collaborate**.

Tip

- ▶ You can take control of the application by double-clicking the application window.

To scroll shared applications

- 1 On the **Tools** menu in NetMeeting, click **Options**.
- 2 To scroll all the windows on the smaller computer's entire desktop, click the **General** tab, and then click **Scroll entire screen**.

To be able to scroll only the shared windows, click **Scroll Shared Windows Only**.

Notes

- ▶ This enables someone working at a computer that has a lower desktop resolution to see the entire window of an application shared from a computer that has a higher resolution.
- ▶ If your computer has a higher resolution (for example, 800 by 600), your scrolling area is limited by that of any computers in your meeting with lower resolutions (640 by 480). If the window of a shared application scrolls off the window of a computer with a lower resolution, the hidden part of the window cannot be seen on your computer either.

To adjust video properties

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Video** tab.

If you want to change the size of the video image you are sending, click **Small**, **Medium**, or **Large**. The range of these sizes depends on your video-capture card and camera. The change in size becomes apparent when you undock the video window from the **Current Call** tab by dragging its title bar.

If you want to change the quality of the video image you are sending, drag the **Video quality** slider to the right or left. The higher the quality, the slower the video.

If you want to adjust the camera and image settings provided by the video camera and card manufacturer(s), click the **Format** and **Source** buttons. The settings and adjustments available depend on the video camera and card.

{button ,AL("A_CONF_VIDEO_SENDING;A_CONF_VIDEO_RECEIVE")} [Related Topics](#)

To send video to others

- 1 On the **Tools** menu, click **Options**.
- 2 On the **Video** tab, make sure **Start sending video automatically at the start of each call** is selected.

Notes

- ▶ To see the image you are sending to the other person, click the **Current Call** tab, and look at the **My Video** window.
- ▶ Only two people can send and receive audio and video in a meeting.
- ▶ If you have a video camera, you can send video regardless of whether the other person has a camera. If the other person has a camera, you can receive video.

{button ,AL("A_CONF_VIDEO_RECEIVE;A_CONF_ADJUST_VIDEO")} [Related Topics](#)

To receive video from others

- 1 On the **Tools** menu, click **Options**.
- 2 On the **Video** tab, make sure **Start receiving video automatically at the start of each call** is selected.

Notes

- ▶ To see the image being sent to you, click the **View** menu, point to Video, and then make sure Other Person is selected.
- ▶ Only two people can send and receive audio and video in a meeting.
- ▶ If you have a video camera, you can send video regardless of whether the other person has a camera. If the other person has a camera, you can receive video.

{button ,AL("A_CONF_VIDEO_SENDING;A_CONF_ADJUST_VIDEO")} [Related Topics](#)

To switch your video connection to someone else

▶ On the **Current Call** tab, click the video or audio icon next to the name of the person in the meeting who you want to receive audio and video, and then click **Send Audio and Video**.

{button ,AL("a-conf-stop-video")} [Related Topics](#)

To stop sending video

▶ On the **Current Call** tab, click the video icon next to the name of the person you want to stop sending video to, and then click **Stop Sending Audio and Video**.

{button ,AL("a-conf-switch-video")} [Related Topics](#)

To adjust the volume of your microphone

- ▶ In the Audio toolbar, drag the microphone slider.

Tips

- ▶ NetMeeting automatically screens out background noise so your voice can be heard clearly. For more information, click Related Topics below.
- ▶ To mute your voice while still hearing other voices, clear the microphone check box on the Audio toolbar.

{button ,AL("A-CONF-BACKNOISE-MANUAL")} [Related Topics](#)

To adjust the speaker volume

- ▶ On the Audio toolbar, drag the speaker slider.

Tip

- ▶ To mute the speaker, clear the speaker check box on the Audio toolbar.

To run the Audio Tuning wizard

- 1 On the **Tools** menu, click **Audio Tuning Wizard**.
- 2 Follow the instructions on the screen.

Note

- ▶ You must hang up any NetMeeting calls you are in before you run the Audio Tuning wizard.

To switch your audio connection to someone else

▶ On the **Current Call** tab, click the video or audio icon next to the name of the person in the meeting who you want to receive audio and video, and then click **Send Audio and Video**.

{button ,AL("a-conf-stop-audio")} [Related Topics](#)

To stop sending audio

▶ On the **Current Call** tab, click the audio icon next to the name of the person you want to stop sending audio to, and then click **Stop Sending Audio and Video**.

{button ,AL("a-conf-switch-audio")} [Related Topics](#)

To start Chat

- ▶ On the toolbar in NetMeeting, click **Chat**.

Tip

- ▶ If someone is sharing an application in your meeting, it is easier to work with Chat if you are not collaborating. This is because you will be unable to type information in the Chat window if someone else has taken control so that they can work with the shared application. For more information, click [Related Topics](#) below.

{button ,AL("a-CONF-share")} [Related Topics](#)

To send a message in Chat

- ▶ In the Chat window, type the message you want to send, and then press ENTER.

To change the way Chat messages are displayed

- 1 On the **Options** menu in Chat, click **Chat Format**.
- 2 Click the header information and message format you want.

Tip

► To change the font in which messages appear, click the **Options** menu in Chat, click **Font**, and then click the font, size, and style you want.

To start the Whiteboard

- ▶ While on the **Current Call** tab in NetMeeting, click **Whiteboard** on the toolbar.

To write text on the Whiteboard

- 1 On the **Tools** menu in Whiteboard, click **Text**.
- 2 Click the Whiteboard at the point where you want the text to start, and then start typing.

Tip

- ▶ To change the color or font of the text, click the **Options** menu, and then click **Font**.

To draw a line or shape on the Whiteboard

- 1 On the **Tools** menu in Whiteboard, click **Pen**.
- 2 On the **Tools** menu, click the type of line or shape you want.
To choose the width or color of the line or shape, click a line width or color on the bottom of the toolbox.
- 3 To draw the shape, click the Whiteboard, and then drag the mouse pointer.

To highlight text or graphics

- 1 On the **Tools** menu in Whiteboard, click **Highlighter**.
- 2 To highlight an item, drag the mouse pointer over it.

Notes

- ▶ If your monitor uses only 16 colors, the highlighting appears behind text or other graphics.
- ▶ You can also use your remote pointer to point out text or graphics on the Whiteboard page to other people in the meeting. For more information, click Related Topics below.

{button ,AL("A-CONF-WB-REM-POINTER")} [Related Topics](#)

To point out text or graphics on the Whiteboard

- 1 On the **Tools** menu in Whiteboard, click **Remote Pointer**.
- 2 Click the remote pointer, and then drag it to the spot you want.

Tips

- ▶ To turn off the remote pointer, click the **Tools** menu, and then click **Remote Pointer**.
- ▶ To use the remote pointer on a different Whiteboard page, first turn off the remote pointer. Go to the page where you want to use it, and then turn it back on.

To zoom in or out on the Whiteboard

- ▶ On the **View** menu, click **Zoom**.

To copy an area of the screen to the Whiteboard

- 1 On the **Tools** menu, click **Select Area**.
- 2 If the Whiteboard Select Area dialog box appears, click OK.
- 3 Click a corner of the area you want to capture, and then drag the mouse pointer diagonally toward the opposite corner.
- 4 Click the Whiteboard.

Tip

- ▶ You can also copy a specific window on your desktop. For more information, click [Related Topics](#) below.

{button ,AL("A-WB-GRAB-WINDOW")} [Related Topics](#)

To copy a window to the Whiteboard

- 1 On the **Tools** menu, click **Select Window**.
- 2 If the **Whiteboard Select Window** dialog box appears, click OK.
- 3 Click the window you want to copy.
- 4 Click the Whiteboard.

Locking in your Whiteboard changes

- ▶ On the **Tools** menu, click **Lock Contents** to prevent anyone else in the meeting from making changes.

To view Whiteboard pages that others in the meeting cannot see

Everybody views the same Whiteboard page at the same time by default. If you want to work out of view of the others in the meeting, you can change this default.

- ▶ On the **Tools** menu, click **Synchronize** to remove the check and move among the Whiteboard pages without others viewing what you do.

To go to different pages in the Whiteboard

- ▶ Click the forward and back arrows to the lower-right of the Whiteboard to move among the pages.
To go to the first or last page, click the page number you want beside either the forward or back arrows.

To add pages to the Whiteboard

- ▶ To insert a new page in front of the current page, click the **Edit** menu, and then click **Insert Page Before**.
To insert a new page after the current page, click the **Edit** menu, and then click **Insert Page After**.

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

Click this to display or change information about the selected modem or protocol.

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

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

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

Specifies whether you are calling by using a modem, null modem connection, or a network. If you are calling over a local area network (LAN) or the Internet, it also specifies the protocol you are using.

- ▶ For a modem, you must specify a telephone number.
- ▶ For a null modem cable, you must specify the name of the serial port that the null modem cable is connected to. For example, if the null modem cable is connected to COM port 2, specify "com2" as the address.
- ▶ For a LAN or the Internet, you can use video, audio, or data features with a TCP/IP protocol, but data features only for all other protocols.
- ▶ For a TCP/IP protocol over a LAN or the Internet, you must specify the name a person uses in the Directory Server, the computer name, or its IP address.
- ▶ For an IPX protocol over a LAN, you must specify the computer's IPX address. The required syntax is XXXXXXXX:YYYYYYYYYYY. The first 8 digits represent the network address and the second 12 digits represent the node address. For more information, contact your network administrator.
- ▶ For a NetBIOS protocol over a LAN, you must specify a computer name, *not* a person's name, and it must be typed correctly because NetBIOS protocols use case-sensitive computer addresses (that is, a lowercase "a" is not the same as an uppercase "A").

Provides a space for you to identify the computer you are calling.

▶ For an IPX protocol over a network, type the computer's IPX address. The required syntax is XXXXXXXX:YYYYYYYYYYY. The first 8 digits represent the network address and the second 12 digits represent the node address. For more information, contact your network administrator.

▶ For a TCP/IP protocol over a network or the Internet, call by specifying the computer's IP address, the computer's name, or the name the person uses in the Directory Server.

You can find out your own IP address by clicking **Run** from the **Start** button in Windows 95 and typing **winipcfg**.

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 are case-sensitive, so be sure to type the meeting name with the same capitalization when placing the call as the meeting name has on the bridge.

If you leave this box blank, NetMeeting joins the first meeting in the list of meetings supplied by the conferencing service provider.

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.

Click this if you know that the person you are calling is running PictureTel LiveShare.

Specifies how messages appear in the Chat window.

Specifies the information that appears with the message.

Inserts a new page before the current one.

Inserts a new page after the current one.

Deletes the current page.

Closes the Page Sorter 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.

Displays the phone number you want to dial. If the dialing properties for this location are set up so that additional codes (such as a 9 to access an outside line) are appended to the phone number, they appear here too.

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

Displays the name of the meeting you are joining.

Click this to start the Audio Tuning wizard.

Enables you to transfer files in NetMeeting meetings with people running PictureTel Liveshare.

Specifies a computer that provides the Directory Server. When you start NetMeeting, you connect to this computer.

Determines whether all NetMeeting calls to your computer are automatically accepted. If this check box is not selected, NetMeeting asks you whether to accept each call as it comes in.

Specifies whether, when someone calls you while you are in a NetMeeting meeting, NetMeeting automatically accepts the call and adds them to the meeting. If this check box is not selected, NetMeeting asks you whether to allow each call to join the meeting as it comes in.

Specifies whether you will be notified when someone tries to call you by using NetMeeting. If this check box is selected, you will be notified even if NetMeeting is not running.

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

Specifies that you want to manually configure compression settings. To manually configure compression settings, click this option, and then click **Advanced**.

[Click this to specify compression settings.](#)

Specifies the speed of your connection.

Note If you are using NetMeeting on a LAN, select **Faster than 28800 bps**.

Specifies whether your sound card works in full-duplex or half-duplex mode.

In full-duplex mode, your sound card can send and receive audio information at the same time, so you can talk while hearing others in the meeting talking. In half-duplex mode, your sound card can send or receive information, but not at the same time.

If this option appears dimmed, then your sound card does not support full-duplex mode. For information, see the documentation for your sound card.

Specifies when the NetMeeting controls appear as part of the taskbar.

Specifies how scrolling works for shared programs.

This is useful if computers in the meeting have different desktop resolutions. It enables someone working at a computer that has a lower resolution to see the entire window of a program shared from a computer that has a higher resolution.

Specifies the folder on your computer where you want to save files that are sent to you during a meeting.

Click this to browse through folders to find the file or folder you want.

Provides a space for you to type comments about yourself or your interests.

Note Your e-mail address can contain only letters, numbers, and some symbols. E-mail names cannot contain the following characters: < > /

Displays a list of protocols that NetMeeting can use.

Adds protocols for PictureTel LiveShare networks to the list. These protocols are necessary only if you are calling people using PictureTel LiveShare.

Displays the properties of the selected protocol.

Displays information about the selected protocol.

Determines whether others in a NetMeeting meeting are able to send files to your computer.

Specifies whether a minimized NetMeeting window is restored to normal size if you accept a call.

Specifies whether Tooltips appear next to the pointer when you hold the pointer over an item in the NetMeeting window.

Specifies whether the information you have provided is available to other people on the Directory Server.

Specifies whether NetMeeting adjusts the sensitivity of your microphone automatically. This is useful if you are using NetMeeting in a location where the background noise increases and decreases often.

Specifies whether you adjust the sensitivity of your microphone yourself.
To increase the sensitivity of your microphone, drag the slider to the right.
To decrease the sensitivity of your microphone, drag the slider to the left.

Enables automatic gain.

Automatic gain automatically increases the microphone volume when you speak softly and decreases it when you speak loudly. This makes it sound as though you are speaking at a constant volume. This is most useful if you are in a location with very little background noise. If there is a lot of background noise, or if the noise level varies, then using automatic gain may cause the microphone volume to decrease when the background noise increases, even though you are talking at a constant volume.

Click this 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 this to display information about your modem.

Click this to move an item higher in the list.

Click this to move an item lower in the list.

Click this to undo any changes you have made to the list.

Lists the audio compression codecs available on your computer that NetMeeting can use.

An audio compression codec converts a sound into a form that can be transmitted over the Internet to the computer you are calling. It is recommended that you use the default settings.

Displays an application that someone in your NetMeeting meeting has shared.

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

Displays an application that someone in your NetMeeting meeting has shared.
You can take control of this application by double-clicking this window.

Specifies whether to display the My Video window on your computer to send video to others when you start NetMeeting. Video from your computer is not displayed in the My Video window unless you are in a meeting. You can also open the My Video window by clicking the **View** menu and then clicking **Myself**.

Specifies whether to display the Remote Video window to receive video from others on your computer when you start NetMeeting. Video from other computers is not displayed in the Remote Video window unless you are in a meeting.

You can also open the Remote Video window by clicking the **View** menu and then clicking **Other Person**.

Specifies whether to close the My Video window on your computer when a meeting ends.

Specifies whether to close the Remote Video window on your computer when a meeting ends.

Click this to select and set video card and camera properties.

Click this to select and set the properties for the image displayed by your video card and camera.

Specifies the size of the video image you are sending.

Specifies the amount of compression used and the frame rate.

High uses less compression and fewer frames. The video quality will be higher, but the motion will be slower.

Low uses more compression and more frames. The video motion will be faster, but the quality will be lower.

NetMeeting Troubleshooter

This troubleshooter helps you identify and solve problems with using Microsoft NetMeeting. Just click to answer the questions, and then try the suggested steps to fix the problem.

What's wrong?

- ▶ Other people in the meeting say that part or all of my shared application window appears gray.
- ▶ Another person shared an application, and I can't save or print a file in it.
- ▶ NetMeeting connects to a different ISP than I want it to.
- ▶ I'm having trouble using the audio features.

Connect to the ISP before starting NetMeeting

NetMeeting connects to your Internet service provider (ISP) so that it can connect to the Directory Server. If you have an account with more than one ISP, and you want NetMeeting to connect to a different one, connect to that ISP before starting NetMeeting.

- ▶ Connect to the ISP (Internet service provider), and then start NetMeeting.
- ▶ [Click here to close the troubleshooter.](#)
- ▶ [Click here to return to the beginning of the troubleshooter.](#)

Tip

- ▶ If you have Microsoft Internet Explorer installed, NetMeeting connects to the ISP that that you specified in the Internet properties in Control Panel.

What's wrong?

- ▶ Another person in the meeting is talking, but I can't hear them speak.
- ▶ I can hear others in the meeting, but I don't think I'm being heard.
- ▶ People in the meeting can't hear the beginnings of my sentences.
- ▶ NetMeeting keeps cutting out sections of my sentences.
- ▶ People in the meeting say my voice sounds distorted.
- ▶ Each time I change an audio setting, the sound gets worse.

Make sure your microphone is connected to the computer

If your microphone connection is loose, you might have intermittent problems being heard.

Did this fix the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No. What else could be wrong?](#)

Check the Microphone Sensitivity setting

- ▶ Click the **Tools** menu, click **Options**, and then click the **Audio** tab.

Which option is selected?

- ▶ Adjust sensitivity automatically
- ▶ Let me adjust sensitivity myself

Try to adjust sensitivity yourself

- ▶ Click **Let me adjust sensitivity myself**. To increase sensitivity, drag the slider to the right.

Note

- ▶ When you increase microphone sensitivity, NetMeeting becomes less likely to drop parts of your sentences. However, if the sensitivity is too high, your voice might sound distorted, or your computer might sometimes send sound when you aren't speaking. If this happens, drag the slider to the left.

Did this fix the problem?

- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

Increase the microphone's sensitivity

- ▶ To increase sensitivity, drag the slider to the right.

Note

- ▶ When you increase microphone sensitivity, NetMeeting becomes less likely to drop parts of your sentences. However, if the sensitivity is too high, your voice might sound distorted, or your computer might sometimes send sound when you aren't speaking. If this happens, drag the slider to the left.

Did this fix the problem?

- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

Let NetMeeting adjust sensitivity automatically

- ▶ Click **Adjust sensitivity automatically**.

Did this fix the problem?

- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

File operations only work on the computer sharing the application

Commands on the **File** menu, such as **File**, **Save**, **Open**, and **Print**, work only on the computer from which the application is shared. When you click **Save**, you are saving the file to that computer and not your own. If you want a copy of the document you're working on, ask the person sharing the application to send you a copy of the file.

For more information about sending files to other people in the meeting, click Related Topics below.

- ▶ [OK. Click here to close the troubleshooter.](#)
- ▶ [Click here to return to the beginning of the troubleshooter.](#)

{button ,AL("a-conf-file-transfer")} Related Topics

Make sure no windows are covering your shared application

The window for the shared application is overlapped or covered by another window on your desktop.

To prevent windows from overlapping

- ▶ Quit programs you are not using.
- ▶ Minimize other windows on your desktop.
- ▶ OK. Click here to close the troubleshooter.
- ▶ Click here to return to the beginning of the troubleshooter.

Are there more than two people in the meeting?

▶ Yes.

▶ No.

Only two people can use audio

Only two people in a NetMeeting can use audio at a given time. To hear this person speak, you might have to hang up and start a new meeting.

- ▶ OK. Click here to close the troubleshooter.
- ▶ Click here to return to the beginning of the troubleshooter.
- ▶ I was able to hear this person earlier in the meeting, but now I cannot. What else could be wrong?

Check the volume settings for your speaker

Your speaker volume might be too low, or your speakers might be muted.

- ▶ On the **Audio** toolbar, make sure the speaker check box is selected, and then drag the speaker volume slider further to the right.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Check the volume settings for your microphone

Your microphone volume might be too low, or your microphone might be muted.

- ▶ On the **Audio** toolbar, make sure the microphone check box is selected, and then drag the microphone volume slider further to the right.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Check your computer settings

There might be a problem with your computer's speakers. Make sure that they are connected to your computer correctly, that they are turned on (if necessary), and that there are no hardware conflicts.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Check your computer settings

There might be a problem with your computer's microphone. Make sure it is connected to your computer correctly, it is turned on (if necessary), and there are no hardware conflicts.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Move away from the microphone

You might be speaking too close to the microphone. This can cause distortion.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Check the auto-gain setting

- 1 On the **Tools** menu, click **Options**.
- 2 Click the **Audio** tab, and then see whether the **Enable auto-gain control** check box is selected.

Is the check box selected?

- ▶ Yes.
- ▶ No.
- ▶ It appears dimmed.

Automatic gain automatically increases the microphone volume when you speak softly and decreases it when you speak loudly. This makes it sound as though you are speaking at a constant volume.

Disable automatic gain

- ▶ Clear the **Enable auto-gain control** check box.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Enable automatic gain

- ▶ Select the **Enable auto-gain control** check box.

Did this solve the problem?

- ▶ [Yes. Click here to close the troubleshooter.](#)
- ▶ [No, I'm still having trouble.](#)

Check the Microphone Sensitivity setting

▶ On the **Tools** menu, click **Options**, and then click the **Audio** tab.

Which option is selected?

- ▶ Adjust sensitivity automatically.
- ▶ Let me adjust sensitivity myself.

Try to adjust sensitivity yourself

- ▶ Click **Let me adjust sensitivity myself**. To decrease sensitivity, drag the slider to the left.

Note

- ▶ When you decrease microphone sensitivity, your voice is less likely to be distorted. However, if the sensitivity is too low, parts of your sentences might not be transmitted. If this happens, move the slider to the right.

Did this fix the problem?

- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

Decrease the microphone's sensitivity

- ▶ To increase sensitivity, drag the slider to the left.

Note

- ▶ When you decrease microphone sensitivity, your voice is less likely to be distorted. However, if the sensitivity is too low, parts of your sentences might not be transmitted. If this happens, move the slider to the right.

Did this fix the problem?

- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

Let NetMeeting adjust sensitivity automatically

- ▶ Click **Adjust sensitivity automatically**.
- ▶ Yes. Click here to close the troubleshooter.
- ▶ No. What else could be wrong?

Run the Audio Tuning wizard again

- 1 Hang up from the meeting, if you haven't already.
- 2 On the **Tools** menu, click **Audio Tuning Wizard**.

If running the wizard did not solve the problem, you've run into a problem that the NetMeeting Troubleshooter can't help you solve.

- ▶ [Click here to close the troubleshooter.](#)
- ▶ [Click here to return to the beginning of the troubleshooter.](#)

Next steps

You've run into a problem that the NetMeeting Troubleshooter can't help you solve.

If you are experiencing problems with your microphone, make sure it is fully connected to your computer, and then record yourself speaking into the microphone by using Sound Recorder. If the same problems occur in the recording, then the problem might be with your microphone or your sound card.

For more information to help you solve the problem, consult the documentation for your microphone and sound card.

▶ [Click here to close the troubleshooter.](#)

