

# Netmeeting Presentation

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**February 18th 2006**

Features in Netmeeting 3:

- Video and Audio conferencing
- Chat
- Internet Directory
- File Transfers
- Program Sharing
- Remote Desktop sharing
- Security
- Advanced Calling
- Whiteboard

## System Requirements

The following are the minimum system requirements to install and run Microsoft NetMeeting.

- \* 90 megahertz (MHz) Pentium processor
- \* 16 megabytes (MB) of RAM for Microsoft Windows 95, Windows 98, Windows Me
- \* 24 megabytes (MB) of RAM for Microsoft Windows NT version 4.0  
(Microsoft Windows NT 4.0 Service Pack 3 or later is required to enable sharing programs on Windows NT.)
- \* Microsoft Internet Explorer version 4.01 or later
- \* 28,800 bps or faster modem, integrated services digital network (ISDN), or local area network (LAN) connection (a fast Internet connection works best).
- \* 4 MB of free hard disk space (an additional 10 MB is needed during installation only to accommodate the initial setup files).
- \* Sound card with microphone and speakers (required for audio support).

To use the data, audio, and video features of NetMeeting, your computer must meet the following hardware requirements:

- \* For Windows 95, Windows 98, or Windows Me, a Pentium 90 processor with 16 MB of RAM (a Pentium 133 processor or better with at least 16 MB of RAM is recommended).
- \* For Windows NT, a Pentium 90 processor with 24 MB of RAM (a Pentium 133 processor or better with at least 32 MB of RAM is recommended).
- \* 4 MB of free hard disk space (an additional 10 MB is needed during installation only to accommodate the initial setup files).
- \* 56,000 bps or faster modem, ISDN, or LAN connection.
- \* Sound card with microphone and speakers (sound card required for both audio and video support).
- \* Video capture card or camera that provides a Video for Windows capture driver (required for video support).

## How to install Netmeeting on Windows XP

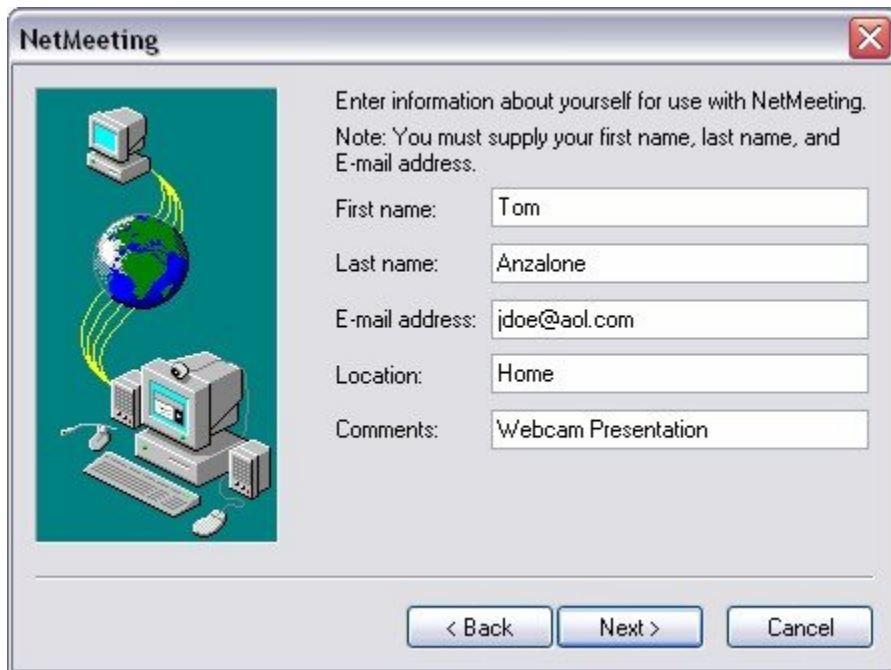
Click on the *Start Button* then on *Run*.  
Then type "**conf**" in the Run box then click Ok.



The next window will appear and you can read then click *Next*.



In the following window, fill out the form with your own information and click *Next*.



The image shows a window titled "NetMeeting" with a close button in the top right corner. On the left side, there is a graphic of a computer monitor, a globe, and a desktop computer system with a keyboard and mouse, all connected by yellow lines. The main area contains the following text and form fields:

Enter information about yourself for use with NetMeeting.  
Note: You must supply your first name, last name, and E-mail address.

First name:

Last name:

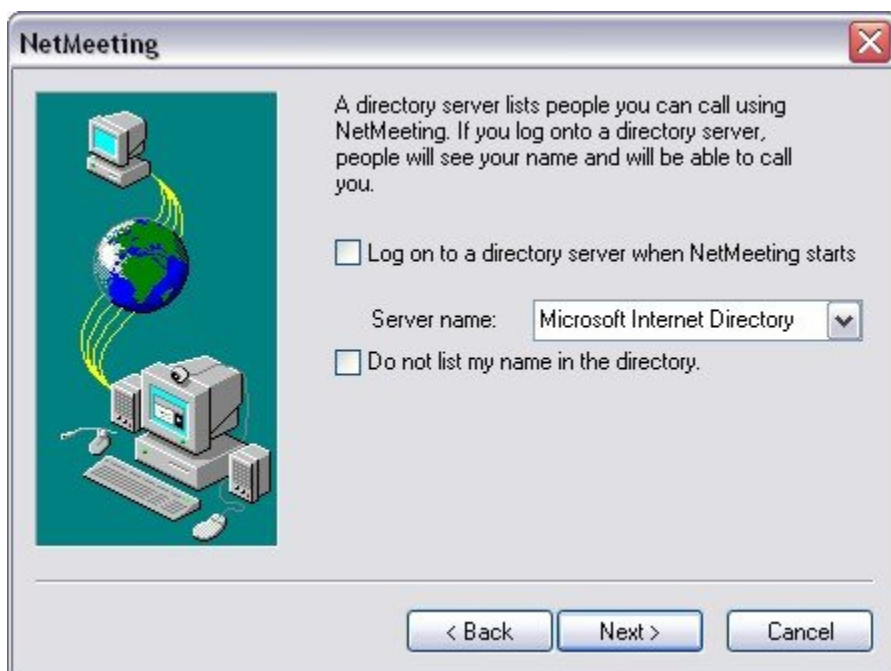
E-mail address:

Location:

Comments:

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

The next screen prompts you to choose if you wish to use a directory server. For our use you can leave these boxes unchecked and click *Next*.



The image shows a window titled "NetMeeting" with a close button in the top right corner. On the left side, there is a graphic of a computer monitor, a globe, and a desktop computer system with a keyboard and mouse, all connected by yellow lines. The main area contains the following text and form fields:

A directory server lists people you can call using NetMeeting. If you log onto a directory server, people will see your name and will be able to call you.

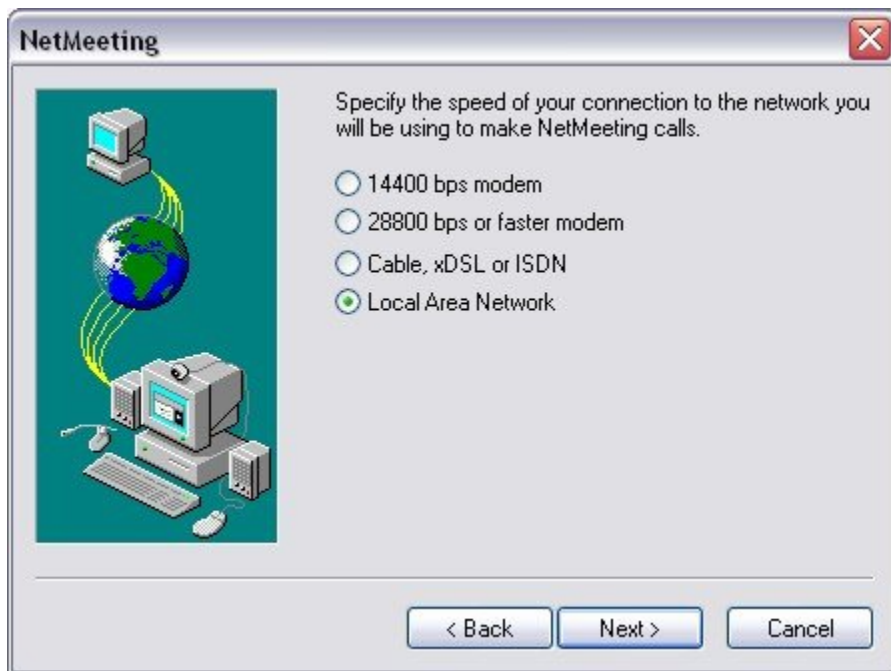
Log on to a directory server when NetMeeting starts

Server name:

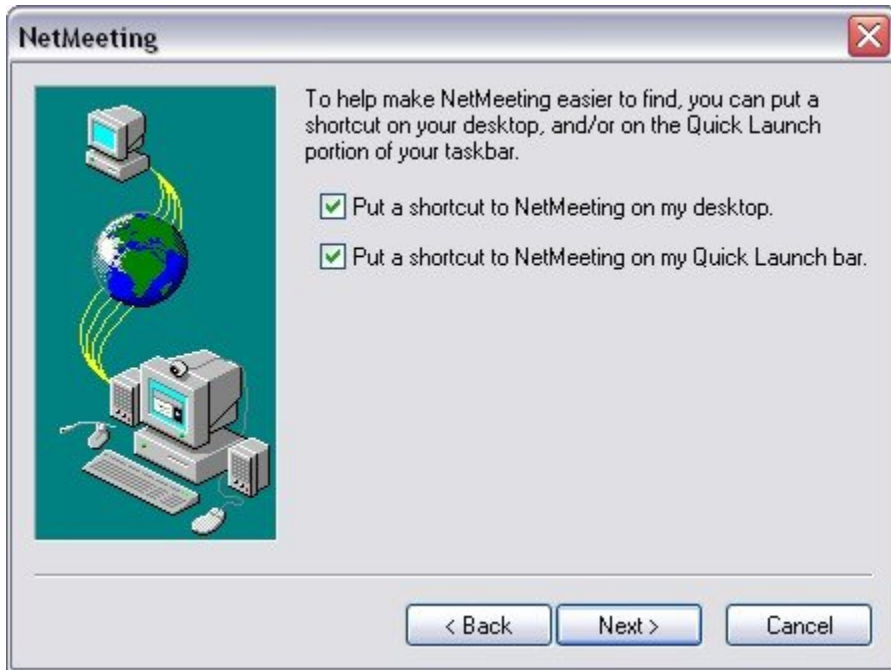
Do not list my name in the directory.

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

In this screen you will choose the method in which you will access other Netmeeting users. For this presentation, we will be using a Local Area Network to communicate. If you want to directly dial another users modem then you would choose the first two modem options depending on your hardware. If you want to access another users machine over the Internet, then the third option would be your choice. **Please note that this option may require additional setup on your firewall/router as well as the person you will be contacting.**



This final screen asks if you would like a shortcut placed on your desktop and/or Quick Launch bar. We are choosing to have both shortcuts put in place.



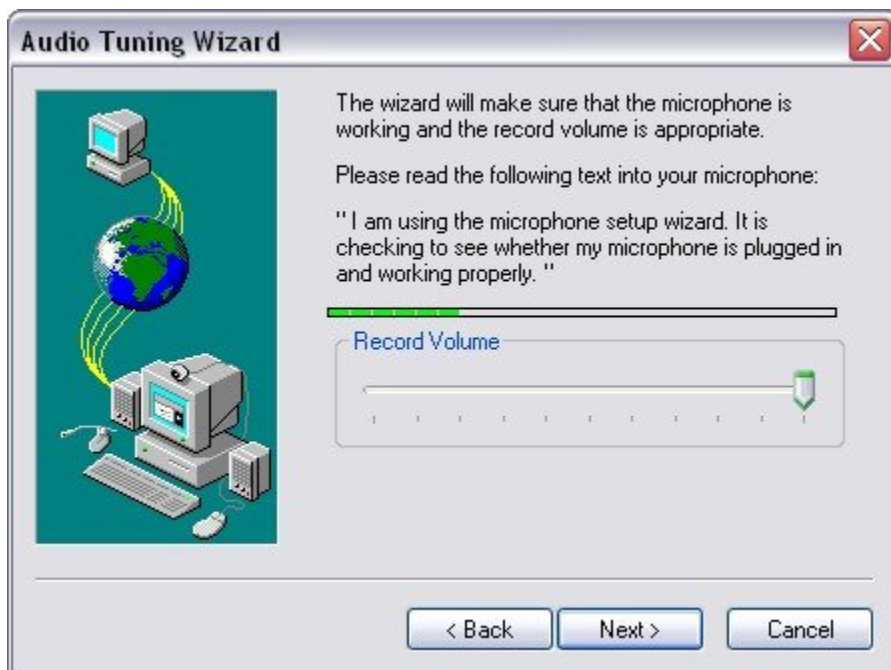
The next several screens will go over hardware setup for Netmeeting. This screen shows which hardware we will use for recording and playback of media.



Next we will adjust the sound settings for our machine.



Then we will setup the recording volume level.



Now we will finally have setup our Netmeeting program and we will see the following screen.

