



Microsoft® NetMeeting®

WVN Studio Guide

Microsoft® NetMeeting® is a facility provided on the data PC that allows you to share data and applications on the data computer in the studio with one or more conference sites. This means that participants can display simultaneously, for example, Microsoft® PowerPoint® presentations at all sites taking part in a conference.

Other participants in a conference can share an application so that both ends of a call can collaborate interactively on the same document or program.

NetMeeting® uses the Internet to share the information and is entirely independent of the videoconferencing equipment, so it is necessary to establish a separate call to other NetMeeting® sites before information can be shared.



Checking that NetMeeting® is active on the data PC

NetMeeting® should always be active on the data PC. This can be confirmed by checking for a box containing the word **NetMeeting®** on the task bar (at the bottom of the screen next to the **Start** button). If you do not see a box similar to that shown above, click the word **NetMeeting®** on the task bar to display the NetMeeting® controls (shown above).

If for any reason NetMeeting® is not active, it may be restarted by **one** of the following:

- click the NetMeeting® logo in the bottom left of the screen (in the Quick Launch toolbar); **or**
- double click the NetMeeting® logo in the bottom right of the screen (in the System Tray); **or**
- select **NetMeeting®** from Start > Programs > Accessories > Communications.



NetMeeting® logo

Placing a NetMeeting® call with another WVN studio

One site should host the meeting and call out to the other sites. Agree the host in advance of the meeting.

1. Click the directory icon. There may be a short delay whilst you are connected to the JVCS directory, which will contain details of studios that are available to contact.



Directory icon

Find Someone					
Select a directory: [ja.net]					
Type name or select from list:					
	Last Name	First Name	E-mail Address	Location	Comments
	University of Wales College Newport	uwcn-caer-a18@silver-newport.ac.uk	uwcn-caer-a18	Welsh Video Network	
	University of Wales Swansea, LIS	swan-sing-lis@swansea.ac.uk	swan-sing-lis	Welsh Video Network	01792 513297
	Coleg Powys	powys-newt-s1@coleg-powys.ac.uk	powys-newt-s1	Welsh Video Network	(studio phone number here)
	Coleg Powys	powys-llan-s2@coleg-powys.ac.uk	powys-llan-s2	Welsh Video Network	01597 822696 (Switchboard)
	Pembrokeshire College, Milford Campus	pemb-mh-mf11@pembrokeshire.ac.uk	pemb-mh-mf11	Welsh Video Network	
	WVN Support Centre	Philip Davison	P.Davison@swansea....	Welsh Video Network	01792 513318
	Coleg Meirion-Dwyfor	meir-pwll-vc@meirion-dwyfor.ac.uk	meir-pwll-vc	Welsh Video Network	01758 704622
	University of Wales, Lampeter	lamp-media-s2@lamp.ac.uk	lamp-media-s2	Welsh Video Network	01570 424480
	Coleg Harlech	harl-main-vcs@harlech.ac.uk	harl-main-vcs	Welsh Video Network	01766 780363 (Main Switchboard)
	ELWa	elwa-llan-s1@elwa.ac.uk	elwa-llan-s1	Welsh Video Network	
	Barry College	barry-colic-s1@barry.ac.uk	barry-colic-s1	Welsh Video Network	01446 743519 Ext 367
	University of Wales, Bangor	bangor-mc-vcs1@bangor.ac.uk	bangor-mc-vcs1	Welsh Video Network	01248 383287
	WVN Support Centre	Geoff Constable	ccc@aber.ac.uk	Welsh Video Network Support	01970 622475

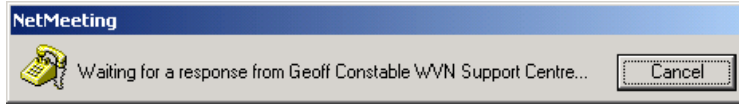
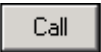
Owning Institution

Full studio name

Ordinary telephone number for the studio

Network to which the studio belongs

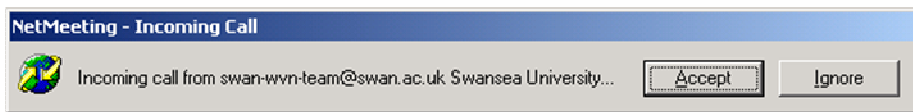
2. Select the studio you wish to contact by clicking the studio name. This will highlight the entry in blue (as shown above for the WVN Support Centre).
3. Click the **Call** button to request a connection with the site. At this point the called site will be asked if they will accept a call from you. You will see a **Waiting for response** message.



4. If the called party accepts, the call is connected. All participants are now listed in the NetMeeting® window.

Accepting a NetMeeting® call from another WVN studio

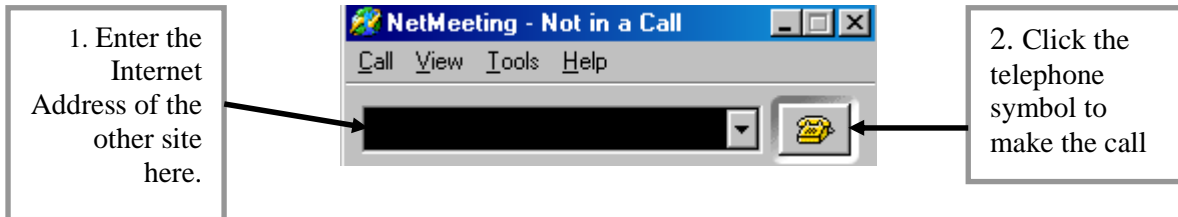
When another site tries to establish a connection with you, this message will appear on your computer screen:



Click the **Accept** button to establish a connection or **Ignore** to refuse a connection.

Placing a NetMeeting® call with a studio outside JANET®

If you are in a conference with a site registered at JVCS as a guest site they will not be able to register with the JVCS NetMeeting® server. In this case you will need the Internet address of the guest site.

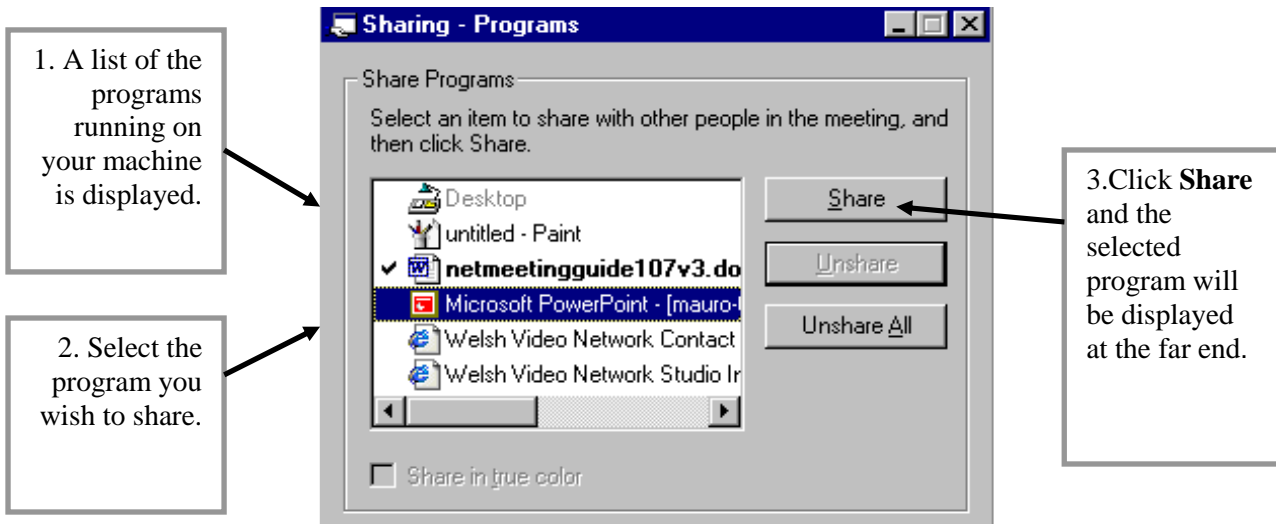


Sharing a presentation (or other program)



PowerPoint® logo

1. Start Microsoft® PowerPoint®, or any other program that will run on Microsoft® Windows® 2000.
2. Click the **Sharing** button.



3. Shared programs are shown on the list in bold, and with a tick beside them.
4. To display the shared program full-screen, the far-end will need to click on the **View** menu and select **Full Screen**.
5. Make sure you have no other windows overlaying the shared window.
6. As you change PowerPoint® slides they will be displayed on the far-end PC monitor (and will automatically be displayed on the far-end whiteboard).
7. The far-end data PC does not need to have PowerPoint® (or any other program that you are sharing) installed.

Allowing another participant to take control of a Program

Sometimes it is useful to allow another participant to take control of a program on your computer, for example when collaborating on a Microsoft® Word document. This can be done with a program that you are currently sharing.

Click **Allow Control**. The person at the far end needs to double click in the shared application to request control. You will get a message relaying their request for control.

If you tick **Automatically accept requests for control** the far end gains control by clicking in the shared program window. You regain control in the same way.

Active once control has been granted.

Using the Chat facility



- Click once on the **Chat** icon. This enables you to send simple text messages to other participants. Chat icon

1. Type text into the **Message** window

3. Press **Enter** or click the **Chat** icon.

2. Select a participant or **Everyone In Chat**.

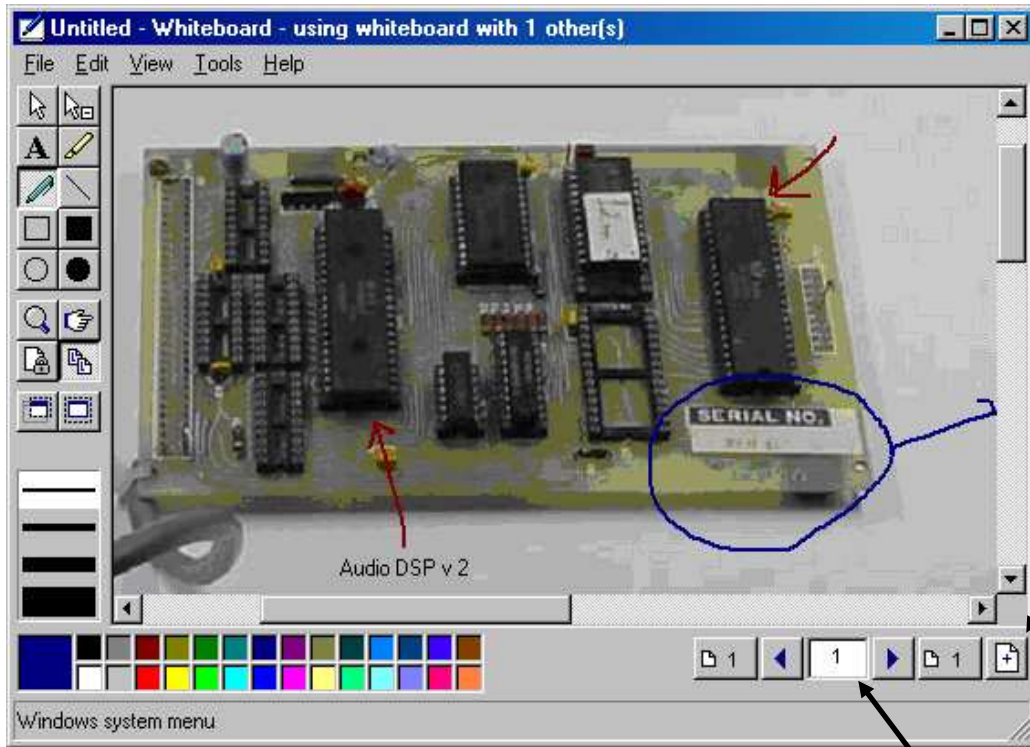
Your text is now displayed in the message window.

The NetMeeting® whiteboard

- Click once on the **Whiteboard** icon. This enables you to input freehand diagrams or text into a shared whiteboard.
- The whiteboard will automatically be displayed at the other end(s).
- You can use the keyboard and mouse, the interactive whiteboard, or the graphics tablet. You can also copy and paste pictures or text.



Whiteboard icon



Select a function from the buttons on the left: text box, pen, highlighter, etc.

Each site can choose a different colour for input.

There is no need to grant or request control, all sites can input.

Clear the screen by selecting a new page.

The page selector allows you to step through pages, or to select the first or last page.

- Work done on the whiteboard can be saved and re-opened with the whiteboard for future reference.

Ending a call

To finish your participation in a call, click on the **Hang-up** icon.



Hang-up icon

References

Microsoft® has produced a useful document on using NetMeeting® for collaboration in education. This is available at: <http://www.microsoft.com/education/?ID=NetM3TPreview>

More detailed information can be found at the following sites: <http://www.meetingbywire.com/>

NetMeeting® and all of its elements have detailed Help pages.