

NetMeeting Participant Guide

NetMeeting is a program that allows you to work easily with other meeting participants by:


- sharing programs;
- allowing people to send and receive files;
- chatting with multiple participants;
- explaining concepts by using a synchronous whiteboard.

Getting Started

To get started you will need to open NetMeeting off line, you can work through this sheet offline but be aware that some functions will be blank when you are not on line (e.g. you can't chat with someone off line because no names will appear in the window). To configure Netmeeting go to [Netmeeting Configuration Guide](#).

Using NetMeeting Chat

Meeting participants can talk to each other simultaneously using Chat. When someone sends you a chat message, the message appears in the Chat window. To send a message:

1. Select the **Chat** button to open Chat 
2. In the Message box, type the message you want to send, then do one of the following:
 - a. Send a message to everyone, in *Send To*, click **Everyone In Chat**.
 - b. Send a message to one person, in *Send To*, click the **person's name**.
3. Select **Send Message** button.

Note: You can also press *Enter* to send a Chat message.

















Using NetMeeting Whiteboard

The Whiteboard allows everyone in a meeting to draw and type simultaneously. You can add and delete whiteboard pages, draw shapes, type text, and emphasize an item using the Highlighter or the Remote Pointer.

You can copy and paste items between the Whiteboard and other programs, and from windows and areas of your desktop to the Whiteboard. Then, you can use Whiteboard's tools to further illustrate the objects. Other meeting participants can see your work without having access to your desktop.

1. Select the **Whiteboard** button to open the Whiteboard 

Below are the tools available in the Whiteboard:

Pointer		Eraser	
Text		Highlighter	
Pen		Line	
Unfilled rectangle		Filled rectangle	
Unfilled ellipse		Filled ellipse	
Zoom		Remote Pointer	
Lock contents		Synchronize/ Unsynchronized	
Select Area		Select Window	

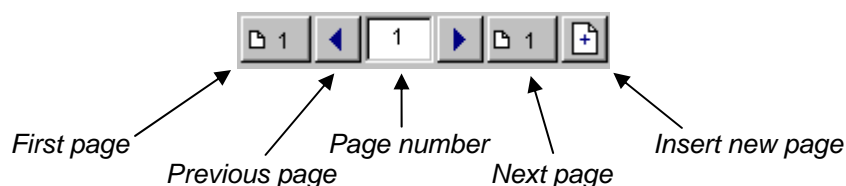
Contact

p 07 3421 6656

e learningplace@deta.qld.gov.au

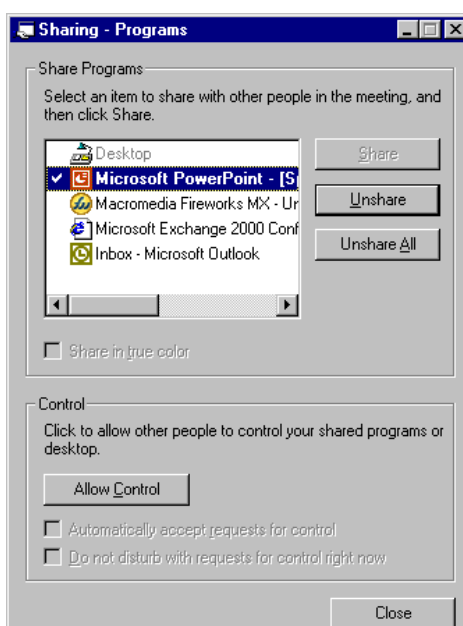
www.learningplace.eq.edu.au

2. Select one of the above tools and apply to the Whiteboard.
3. To toggle through the whiteboard pages you will need to use these buttons.



Sharing Programs using NetMeeting

Shared programs allow meeting participants to view and work on files simultaneously. All meeting participants can share programs during a meeting. The shared programs of each participant appear in separate shared program windows on the other participants' desktop.



1. Select the Share Program button to start sharing.
2. In the Sharing dialogue box, select the name of the program you want to share.
3. Select the Share button in the dialogue box.
4. To stop sharing simply select the Share Program button and then select the Unshare or Unshare All button to stop sharing all programs.


Note: If you want to share a program during a session you must have it opened or you will not be given the option of sharing it. Minimize on your toolbar when not in use.



Exercise caution when allowing others *Control* of your programs or desktop. This access will allow participants to add, delete and make changes to *your* documents or files.

Using NetMeeting Transfer Files

If you want to transfer a file we recommend using your email account as it is much quicker to email the file you want to send. The file transfer

option  may lead to you not receiving your file as it is sent to the C: drive of your machine and many users do not have access to this drive. The preferred option is email.

Contact

p 07 3421 6656
e learningplace@deta.qld.gov.au
www.learningplace.eq.edu.au