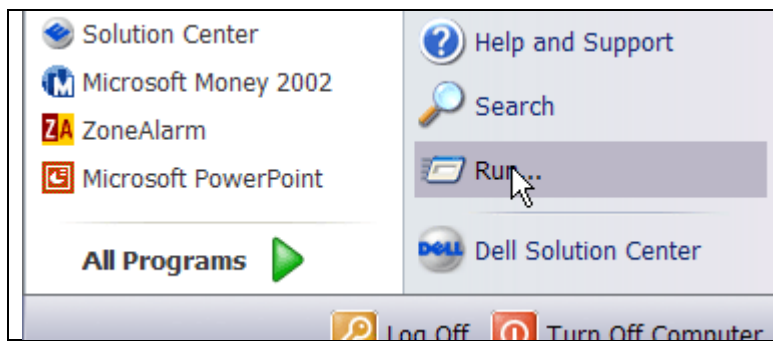
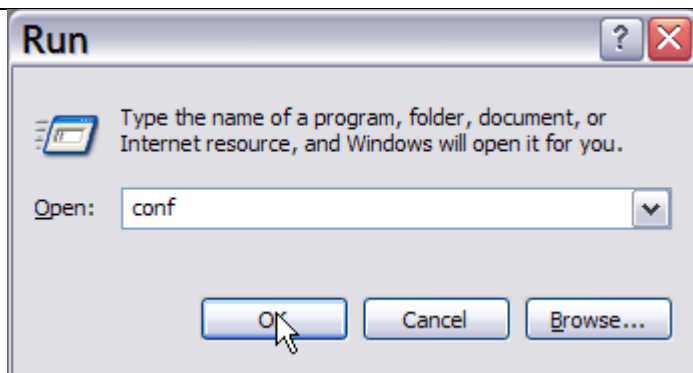


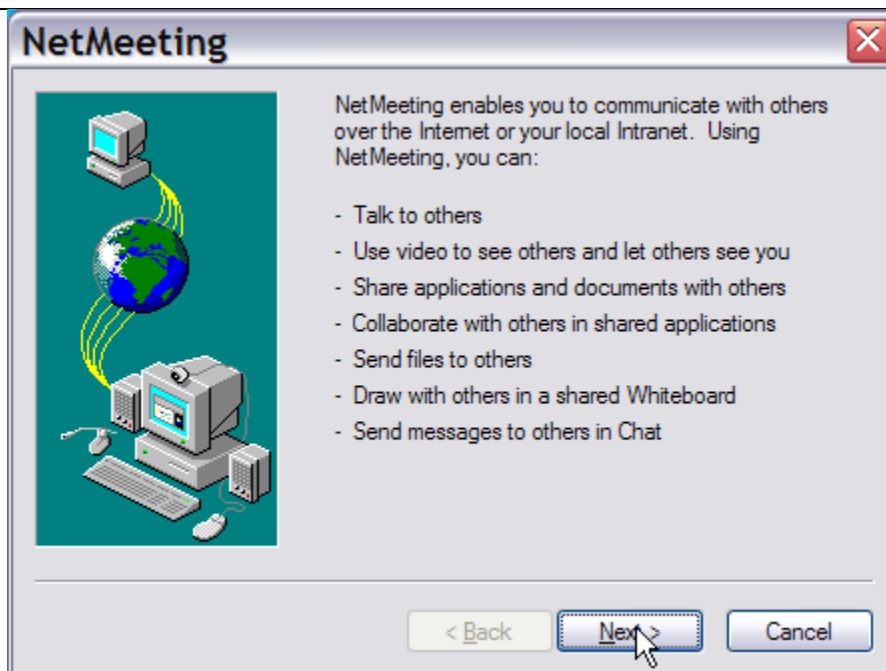
Microsoft NetMeeting™ Installation Guide



For Windows XP users, to install Microsoft NetMeeting Click **Start** at the bottom left of the desktop and then click **Run**. For earlier versions of Windows please go to page x.




Next, type **conf** in the text entry field then click **OK**.



This dialog box will come up in a few seconds and will tell you some of the things you and use NetMeeting for. Click **Next** to continue.

NetMeeting



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:

< Back Next > Cancel

At anytime you can use the **Back** button to make changes to information you entered or choices you made. Enter information about yourself and click **Next** to continue. The Next button will be available after you enter your first name, last name and E-mail address.

NetMeeting



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.

< Back Next > Cancel

The choices in this next dialog box are optional. If you do not want to automatically log on to a directory server, just click the checkbox to remove the check. Click **Next** to continue.

NetMeeting [Close]




Specify the speed of your connection to the network you will be using to make NetMeeting calls.

- 14400 bps modem
- 28800 bps or faster modem
- Cable, xDSL or ISDN
- Local Area Network

< Back Next > Cancel

Next, choose the speed of your connection to the Internet or your network.

NetMeeting [Close]



To help make NetMeeting easier to find, you can put a shortcut on your desktop, and/or on the Quick Launch portion of your taskbar.

- Put a shortcut to NetMeeting on my desktop.
- Put a shortcut to NetMeeting on my Quick Launch bar.

< Back Next > Cancel

Audio Tuning Wizard




This wizard will help you tune your audio settings.

Close all other programs that play or record sound, and click Next to continue.

< Back **Next >** Cancel

The next three dialog boxes allow you to tune your audio settings.


Audio Tuning Wizard



You should check to make sure that your speakers or headphones are connected and that playback volume is acceptable.

To adjust the playback volume, use the slider bar below. Click the Test button to hear a sample sound.

Volume



Test

< Back **Next >** Cancel

Audio Tuning Wizard




The wizard will make sure that the microphone is working and the record volume is appropriate.

Please read the following text into your microphone:


" I am using the microphone setup wizard. It is checking to see whether my microphone is plugged in and working properly. "

Record Volume



< Back Next > Cancel

Audio Tuning Wizard



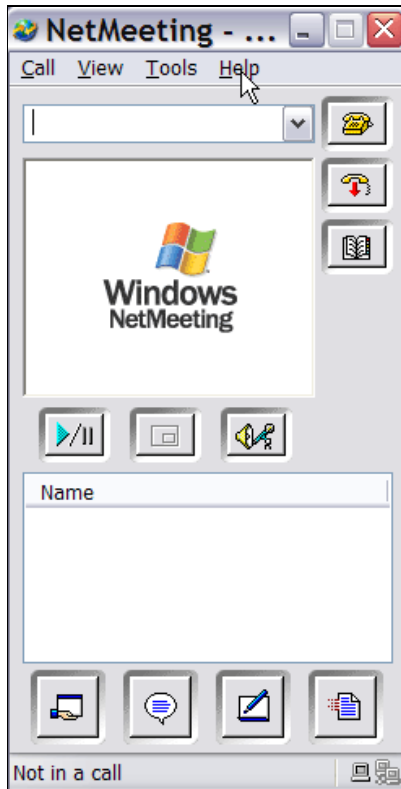
You have tuned your settings.

If the other person in your meeting has trouble hearing you, you should run this wizard again.

To run this wizard again, choose Audio Tuning Wizard from the Tools menu.

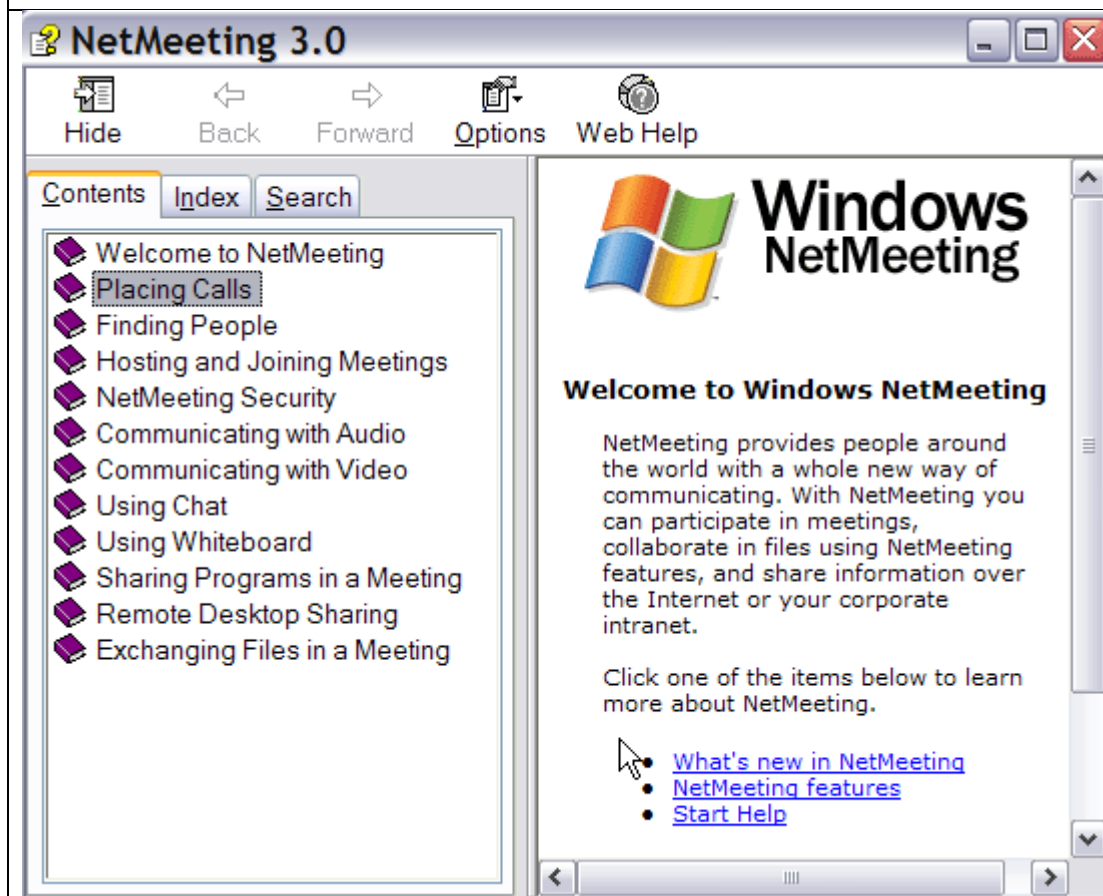
< Back Finish Cancel

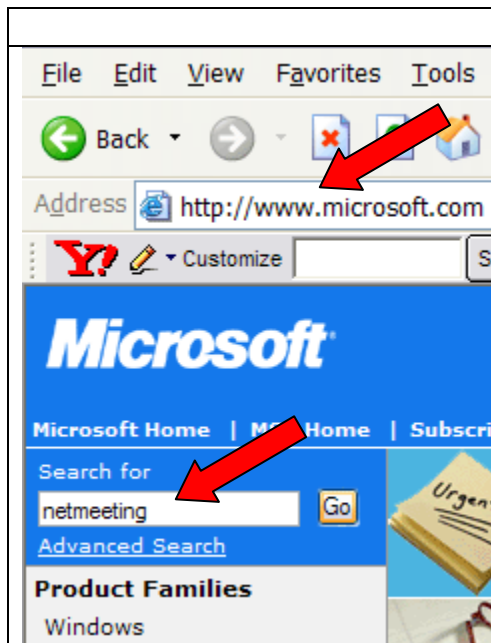
This dialog box will complete the installation of NetMeeting. If you want to make any changes use the **Back** button to return to the point you want to change. To completely cancel the installation click **Cancel**. To finish the installation click **Finish**.



NetMeeting is now installed on your system. The best place to find out how to use NetMeeting is to click **Help** on the menu bar and then choose **Help Topics**. The Help dialog box (shown below) will give you step-by-step instructions on how to use almost all of NetMeeting's features.

Enjoy using NetMeeting.





If you are not using Windows XP, you will have to go to Microsoft's web site to download NetMeeting. Once you are at Microsoft's web site, an easy way to get to information related to NetMeeting is type netmeeting in the search field at the top right of the screen and then click **Go**.

Search Results

for "netmeeting" using All words

Best Bets results for Microsoft NetMeeting

- [Download Microsoft NetMeeting 3.01 \(Includes Service Pack 2\)](#)
- [All Downloads for Microsoft NetMeeting](#)
- [How-To Guide for Microsoft NetMeeting](#)
- [MSN Web Search Results for NetMeeting \(Includes Links to ILS Servers\)](#)
- [Support for Microsoft NetMeeting](#)
- [Newsgroups for Microsoft NetMeeting \(Included in Internet Newsgroups\)](#)
- [Software Development Kit for Microsoft NetMeeting](#)
- [Microsoft NetMeeting Resource Kit for Organizations](#)
- [Windows Catalog: Videoconferencing Products for Windows XP](#)
- [Home Page for Microsoft NetMeeting](#)
- [Tip: How to Activate NetMeeting in Windows XP](#)

From here, click the Download Microsoft NetMeeting 3.01 link to start the download process.

Windows NetMeeting 3.01

for Windows 95, Windows 98, and Windows NT 4.0

English Language Version

[Download Now](#)

Read this First

NetMeeting lets you hold video conference calls, send text messages, collaborate on shared documents. This download includes the latest version of NetMeeting 3.01, software development kit (SDK) bug fixes, and all of

How to download

1. Click the **Download Now** button above.
2. In the **File Download** dialog box, select **Run this program from its current location**.
3. Click **OK** to continue.

How to use

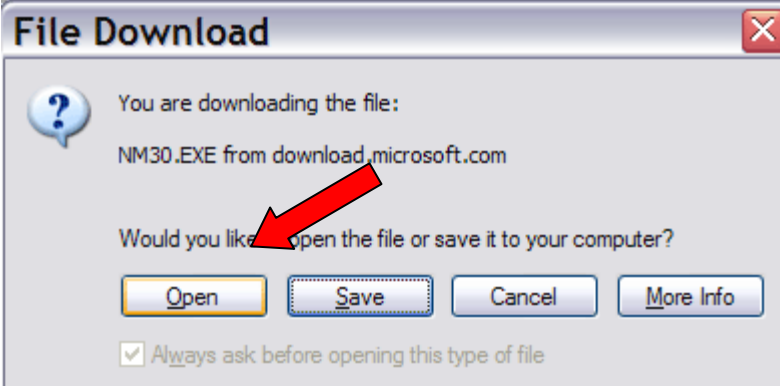
You don't need to do anything after downloading.

How to uninstall

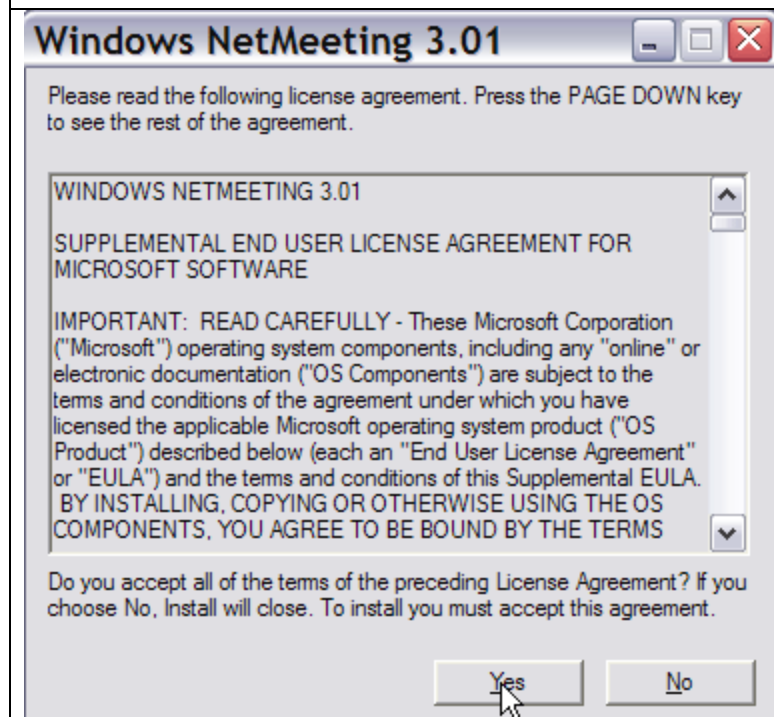
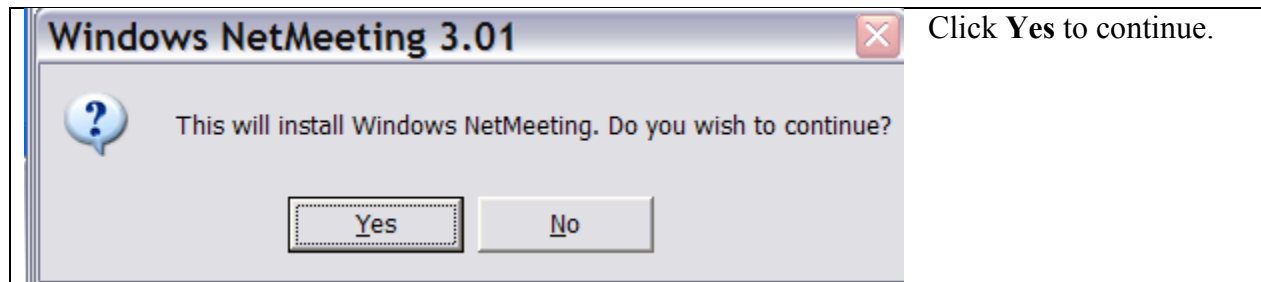
1. Click the **Start** button, point to **Settings**, and then click **Control Panel**.
2. Double-click **Add/Remove Programs**.
3. Select **NetMeeting 3.01**.
4. Click **Add/Remove**.

System requirements

For detailed system requirements [click here](#).



The information above gives step-by-step instructions on how to download NetMeeting. You might not see **Run this program from its current location**; Just click **Open** to get things started



To use NetMeeting you will have to accept the license agreement. After you have read the agreement, click **Yes** to continue.

From here the installation will look very similar to the examples for installing NetMeeting on a Windows XP system (pg. 2-pg.6 of this guide).