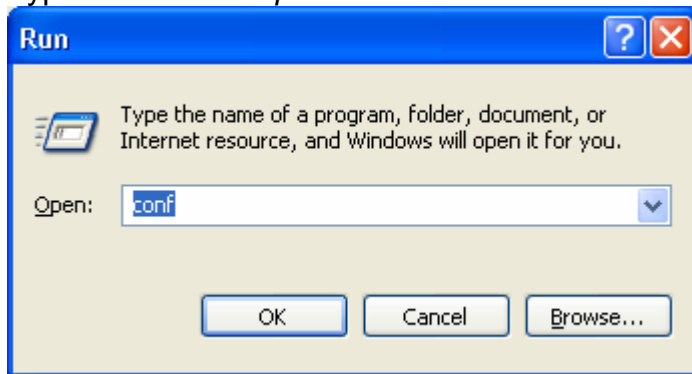


## NetMeeting

### Installation Instructions for Windows XP Machines

NetMeeting is included with Windows XP, but you have to run through a quick installation before using it. The steps to do so are below:

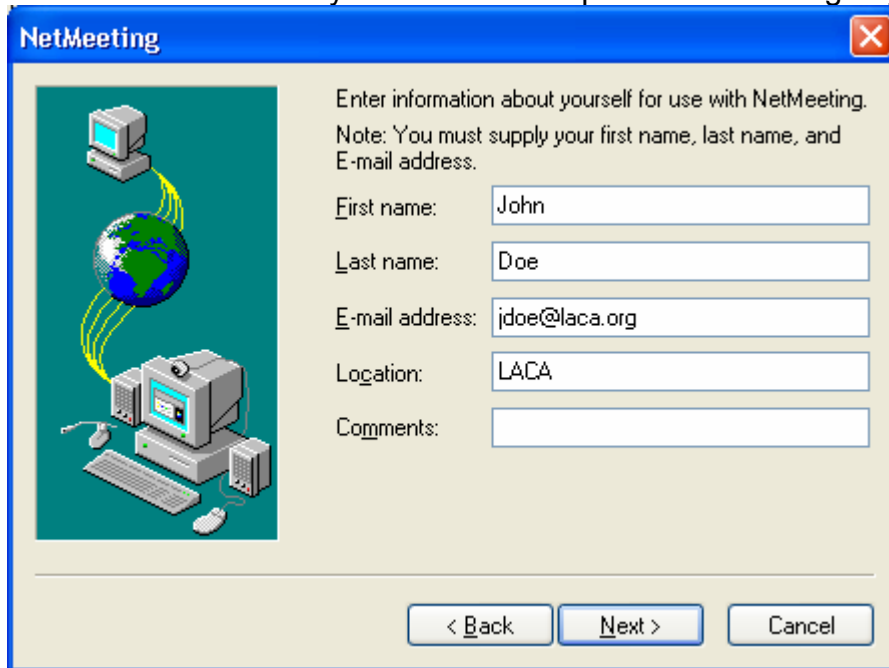
1. Click the "Start" button in the lower left corner of your screen.
2. Highlight and click "Run..."
3. Type **conf** in the *Open:* field and click OK



4. Click Next on this welcome screen.



5. Enter your First Name, Last Name, and email address in the fields provided. Location and Comments are optional, but feel free to fill them in with information that may be useful to the person connecting to your PC. Click Next



The image shows a Windows-style dialog box titled "NetMeeting". On the left side, there is a graphic of a computer monitor, a globe, and a desktop PC with a keyboard and mouse, all connected by yellow lines. The main text area contains the following information:

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:

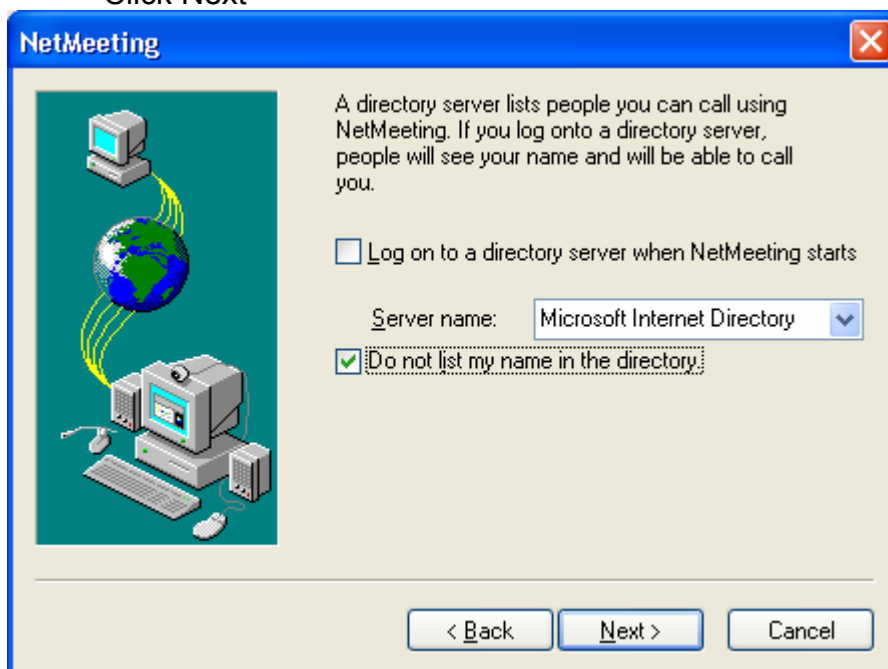
E-mail address:

Location:

Comments:

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

6. Put a check mark next to "Do not list my name in the directory". Make sure the "Log on to a directory server when NetMeeting Starts" box is NOT checked. Click Next



The image shows a second "NetMeeting" dialog box. It features the same graphic on the left as the first dialog. The main text area contains the following information:

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.

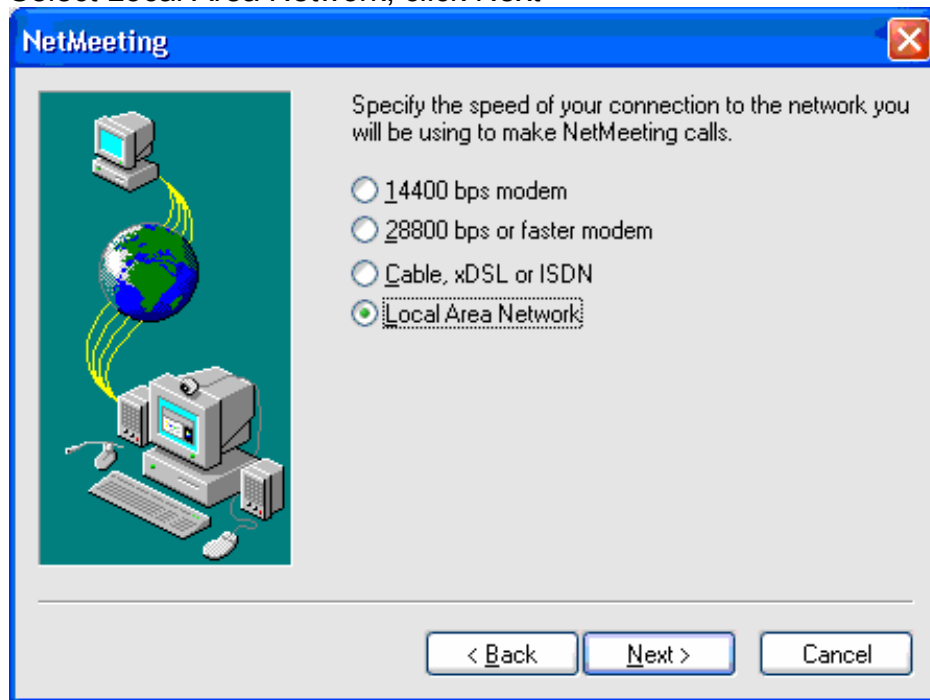
Log on to a directory server when NetMeeting starts

Server name:

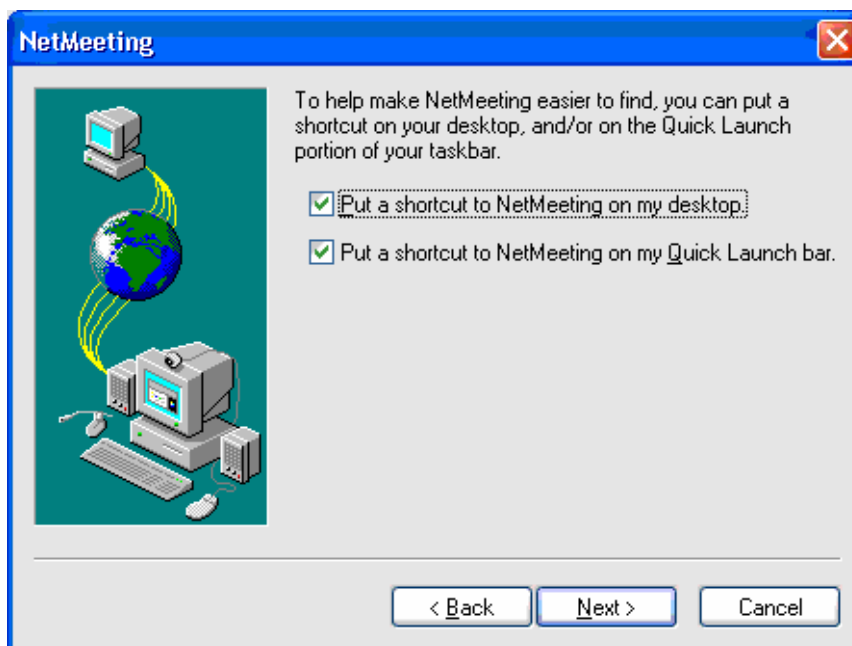
Do not list my name in the directory

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

7. Select Local Area Network, click Next



8. Click Next to accept defaults for creation of Shortcuts



9. Click Next through the next few screens (Audio Setup), accepting the default answers. If your computer does not have a sound card, you will be told that you cannot set up audio on your computer.

10. Click Finish to complete the setup and start NetMeeting.

NOTE: If the above steps do not work (if you have Windows 2000 or Windows 98) you will have to download a copy of NetMeeting from Microsoft. This is a free download. Go to <http://www.microsoft.com/downloads>. Under **Search for a Download** select **NetMeeting** from the **Product/Technology** (optional) drop down.