Tutorial - Using Microsoft’s NetMeeting

To use NetMeeting for an EAAL on-line lab, you must have a scheduled time to run the lab. This time has been planned previously for you. To run the lab you must connect to NetMeeting at your appointed time.

1. Select the NetMeeting application under your computer’s Start button. If you are using a CAEDM PC, then select Start, then CAEDM Programs, then Internet Programs, and then NetMeeting.

2. Note the Internet address for the EAAL computer, which is 128.187.133.50.

3. Now select the Call icon on NetMeeting, enter the EAAL Internet address of 128.187.133.50, and make sure the Call using mode is Automatic. Press the Call button.

4. If the call is completed successfully, several indications will be given. First, the window to the right appears to transmit a video image if the computer on the other end has a net camera. The image appears even if an image is not being transmitted by video. The name on the top of the image (shown here as Ed Red) will normally be the name of the EAAL TA. You should also see the words In a call in NetMeeting’s text field at the bottom of the NetMeeting application panel. In addition, if you select the Current Call icon, then the parties that are connected will be shown. As shown below, there are two users connected (Ed Red and ed red). Note that at this stage that no sharing of applications has yet occurred.

Note: If the connection is not made, then connection failure may be attributed to:

1. EAAL TA is not in the lab as scheduled, or is busy with another student.
2. The network failed.

The student can then either

1. Try to make another connection with NetMeeting open.
2. Close NetMeeting, open it up again and try another connection.
3. Send email to the TA to try to get his attention or call the TA at (801) 378-2900.

If none of these work, then the student should contact the TA and re-schedule the lab.
5. Next, the user should press the Chat icon and expect to see the panel to the right pop up. In the Message text field, type the message necessary to start the EAAL lab application. For example, and as shown for Lab 506, type in

Please start the EAAL toolbar and then share the toolbar application.

The EAAL TA will share the EAAL Toolbar by selecting the **Sharing icon** on NetMeeting and then selecting the EAAL Toolbar application. The TA will follow these actions by now selecting the **Collaborate icon**. The student will note that the sharing status for the Current Call is now shown on the NetMeeting panel under Current Status. Words like Collaborating and In Control will be shown.

The EAAL toolbar should appear on your screen. To take control of the EAAL Toolbar, you should double click inside the toolbar. If you lose control for any reason, just double click again. If you are unable to regain control, then use the Chat box to communicate with the EAAL TA.

You should now follow the EAAL on-line instructions to complete the lab.

If you have difficulty with the instructions you can use Chat to discuss problems with the TA. **Remember, you should have reviewed this lab material before going on-line.**

*Once you have completed the lab, remember to inform your TA using the Chat box and then close NetMeeting.*