

Set Up Desktop Video Conferencing

Desktop Conferencing offers an easy, fun and practical way to see and talk to one another over the web, each at your own desk! Here are instructions for what you need to get started, how to set it up, and how to use it.

You will need

- A camera with a microphone (around \$80)
- A computer with a USB port (standard on newer computers)
- Internet access
- MSN Messenger and NetMeeting conferencing software installed
- A Microsoft Passport for directory services to contact other users.
- A video-conferencing partner with all of the above.

Setting it Up

1. Purchase any H320 Standard camera such as a Logitech QuickCam-Web model (see <http://www.logitech.com/cf/products/productoverview.cfm/26490>).

Note most popular lower-priced cameras are H320s, more expensive ones are H323 standard.

You will want to use the same standard camera as your colleagues.

2. Install the driver from the CD that comes with your camera and plug your camera into your computer's USB port.
3. Install MSN Messenger if you don't have it already. This messaging tool offers a range of features equivalent to AOL's Instant Messenger, with the value that it is integrated into Microsoft products and services.

Go to www.microsoft.com and search for Messenger.

Download the program to your hard drive, then double click on it to install.

The MSN Messenger Window will open. Click on the link to sign in.

4. Set up a Microsoft Passport if you don't have one already. Click on the link that says, Don't have a Passport? Get one here. At the top of this window it will say, Don't want to create a Hotmail e-mail account? Try this instead. Click on this link. We recommend using your **username@umich.edu** mail address as a standard so others in our community can easily locate you. Use whatever password you wish, and Agree to the terms.



5. You will need to reply to the passport confirmation email before you can use the service. This is usually sent to your email account immediately.

Adding Contacts

Your contacts is a list you create of others with whom you want to video conference. They will also want to add you as a contact. You will need to know their passport email address, and they will need to know your passport email address (therefore, using the `username@umich.edu` standard is valuable in facilitating this step.)

Open Messenger and sign in with your passport login. Click on Messenger's Add Contacts link or toolbar button. Search for the email address of the person(s) you wish to add as contacts.

Starting a Video-Conference

1. When you wish to send or receive calls, double click on the icon for Messenger in your system tray and sign in: .



2. Open NetMeeting. If you did not choose to create a desktop icon when you installed it, this program is typically found under the Start > Programs > Accessories > Communications menu.
3. Click on NetMeeting's Start Video button. You should then see yourself through your camera.
4. In the Messenger window, select a contact and then click on Actions menu > Start NetMeeting. Follow the prompts.

The contact person will receive an invitation they can Accept or Decline. If they accept, you will then also receive a pop up window to accept.

If someone wishes to invite you to a meeting, you must be signed into Microsoft Passport. You will then receive their invitation in a pop-up dialog box to accept or decline.



5. After the invitation is accepted, you will each be able to see and hear the other in the NetMeeting window.



6. Click on the Hang Up icon in the NetMeeting window when finished.



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