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Allowing Desktop Control

This document describes how to set up a NetMeeting session which allows me to take control of your PC from wherever I might be.

- Call me on my cell phone - 262-224-2486. That is a local call in Hartford.
- Tell me what needs to be done and that you will allow me to take control of your PC
- Make sure you are connected to the internet. If you are using dial-up you will have to call and log in.
- Start NetMeeting. If you have a desktop shortcut or menu shortcut you can skip down to the step with instructions to make the call.
- If you have no shortcut, you need to create one. You will not find NetMeeting in the programs menu.
- Open My Documents
- Click on the Folders button at the top
- The window will be divided into two panes.
- In the left pane, click the plus sign in front of My Computer
- Click the plus sign in front of the drive whose label ends in (C:)
- Click the plus sign in front of Program Files
- Click on the NetMeeting folder or the name
- In the right pane, right click the icon named conf or conf.exe
- Move to Send to
- Click on Desktop (create shortcut). A shortcut to NetMeeting is placed on your desktop.
- If you want to rename the new shortcut which is currently "Shortcut to Conf", right click the shortcut and click on Rename. Type the name you want and press Enter
- Close My Documents (really Windows Explorer)
- Double click the new shortcut
- NetMeeting opens and may ask you to go through a setup Wizard which deals with speaker and microphone volume. This is intended for network conferencing and we don't really need to deal with it. Just click Next or OK to get through it and you eventually get to a tall narrow window that is NetMeeting's main window. You may also get a warning that a Directory Server could not be found. Click OK on the warning.
- In NetMeeting, the cursor will be in a field where you would normally enter a phone number. I will tell you over the phone to type an IP address here instead. It will be in the form - XXX.XXX.XXX.XXX. Where XXX stands for a number between 0 and 255.
- After entering the IP address, click on the button with the telephone on it.
- If all is well a meeting will be established indicated by the two names appearing in the bottom field.

- Click Tools in the top menu
- Click Sharing. An new window open.
- In the top field click on Desktop
- Click the Share button
- Click the Allow Control button
- Click the check box in front of Automatically accept requests to control
- Click Close

Shortly after you do that, I will be able to control your PC. This allows me to control your PC just as if I were at the keyboard in front of it. If a reboot is required we may have to do all this again after the restart.

While I have control, you can regain control by just clicking the left mouse button. If I again request control I will get it right back. This would be useful if you wanted to use the mouse to point to something on the screen or demonstrate some series of control actions.

To end the session, just get back to the NetMeeting window and click the Hang up button. It shows a telephone handset with a red arrow pointing down under it.