

To Create a New Meeting

- Select **Create a New Meeting** in the Web Conferences & Meetings box on the left side of the screen.
- Give your meeting a name in the **Meeting Name** box.
- If desired, enter a **URL** in the **URL Identifier** box. If left blank, the system will generate one for you.
- If desired, enter a description of the meeting you would like users to see in the **Summary Description** box.
- Enter the **Meeting Date, Start Time** and **Duration** of the meeting.
- Select **Persistence** "On" or "Off."
- If desired, click the appropriate **Audio Conference Button**.
- If you have a **Conference Number, Moderator Code** or **Participant Code**, you may enter it or leave it blank.
- To invite registered users, click **Invite Users**.
- Enter the **Names** of users you wish to invite in the **Find Name** Field and click **Go**.
- When found, click **Add**.
- Click the **Drop Down Arrow** beside the invitee's name and select their **Role**.
- Click **Finish** when all users have been added.

To Enter a Meeting

- Click on the meeting name in the **My DCO** box in the middle of the screen.
- Click **Enter Meeting**.
- If meeting is not visible, click **View All my Meetings**.

To Invite Personnel via E-mail

- Select **Meeting>Invite Participants>Compose E-mail**.
- Click the **To** button, select **Invitees**, and click **OK**.
- Click the **Send** button.

To Activate Your Camera & Voice

- Plug your **Headset and Microphone** into the computer.
- Select **Meeting>Audio Setup Wizard**.
- Go through the guided steps to set up your **Audio Devices**.

- Select the **Start My Camera and Voice** button at the bottom left of the Camera & voice box.



- Click **Allow**.

Note: Make sure mic is not muted on headset.

- You can either press the **Hold to Talk** button with the mouse when you want to talk, or click the **Hands-free** button to keep your mic active the entire time.



To Record a Meeting

- Select **Meeting>Record Meeting**.
- Input the **Meeting Name** and a **Summary**.
- Select whether you want audio from the speaker phones recorded.
- Select **OK**. A red dot will appear in the upper right hand corner indicating that the meeting is being recorded.

To Stop Recording a Meeting

- Click the **Red Dot** at the top right corner of the menu bar and select **Stop Recording**.

Working with Pods

The display panels found within meeting rooms are called *Pods*. There are nine basic pod types; Share, Chat, Note, Poll, File Share, Web Links, Q&A, Attendee List, and Camera & Voice. For a pod type that has multiple windows open, a number will appear beside each *pod name* making it easy to distinguish between them (i.e. Chat 2).

- **To show a POD:** From the menu bar select **Pods> Pod Type** (i.e. share, chat, etc) and **Name of Pod**. A check mark will appear next to the selected pod, or a new display panel will open.
- **To hide a POD:** Repeat steps above to remove check mark and hide POD.
- **To add a POD:** From the menu bar select **PODS>POD Type>New POD**.

To Change an Attendee's Status

- Highlight their **Name** in the **Attendee List** box.
- Select the **Set User Role** button on the bottom left of the box.
- Select either **Set As Host/Presenter/Participant** from the menu.

To Block Incoming Attendees

- Select **Meeting>Block Incoming Attendees**.
- Select the **Check Box** if you would like incoming attendees to be able to request entry.
- Write the message you would like to appear for those trying to gain access to the meeting.
- Select **OK**.

To Stop Blocking Incoming Attendees

- Click on the **Small Blue Figure** with the lock in the upper right hand corner of the tool bar.
- Select **Stop Blocking Entry**.

To Place Participants on Hold

- Select **Meeting>Place Participants On Hold**.
- Type the **Message** you want to appear.
- Select **OK**.

To Chat

- Click the **down arrow** beside **To:** in the Chat Pod.
- Select a **Participant's name, Presenters, or Everyone**. Your choice will determine who can see and respond to your chat.
- Type your **Text** in the chat bar.
- Click on the **Send Message** button. Your text will appear in the Chat pod above.




Q & A Pods

Q&A pods allow presenters to answer questions posted by attendees. The **host** must first link the Q&A pod to the Chat pod.

- **To link the Q&A and Chat pods:** Click on the **Show Presenter Only Area** button. The Q&A pod will appear and you will receive a message "This Q&A pod is not linked to any chat pod."
- Click the **Link** button.
- **To answer a question submitted via the Chat pod:** In the Q&A pod, click on the question to highlight it.
- Type your response in the Q&A text bar.
- Click on the **Answer Everyone** (or) **Answer Submitter Only** button.

The answer will appear in the Chat pod.

To Use the Note Pod

- Select **Pods>Note>Note** if you do not have the Note Pod displayed.
- Once you have selected the Note Pod, type the **Notes** you would like to display.
- The text is seen by all participants as soon as you type it into the Note Pod.
- **To create a new note:** Select the **Pod Options Button** on the bottom right of the note box. 
- Select **New Note**, which will create a new note on the screen.
- **To return to a previous note:** Select **Pod Options>Select Note** and then select the note you want, or from the menu bar select **Pods>Note** and the note you desire to access.

To Share a Document

- Click on **Share** in the lower left corner of your Share Pod.
- Select **Documents>Select from My Computer**(or) **Documents>Select from Content Library**.
- Navigate to the location of the file you want to share.
- Select the **File**.
- Click **Open**.

To Share a White Board

- Click on **Share** in the lower left corner of your Share Pod.
- Select **Whiteboards**.
- Select **Whiteboard** or **New Whiteboard**.

To Share Your Computer Screen

- Click on **Share** in the lower left corner of your Share Pod.
- Select **My Computer Screen**.
- Select your screen sharing option of choice, i.e. **Desktop**, **Windows** or **Applications**.
- Click the **Share** button.

Note: For **SIPRNET**, download the proper plug-in when prompted to allow sharing.

To Display a Web Link

This feature allows hosts or presenters to share web links for participants to open.

- **To add a web link:** In the Web Links Pod, click **Pod Options>Add Link**.

- Type the **URL name and path** in the Add URL box and click **OK**.
- **To display a web link to all attendees:** In the web links pod, select the **Link name** (or) fill in the text box and click **Browse To**.

Polling

- **To access a new Poll Pod:** Select **Pods>Poll>New Poll Pod**, or select an existing pod.
- Select **Multiple Choice** or **Multiple Answers** from the drop down menu of the question area.
- For Multiple Choice: Enter text in the **Question Field**.
- Enter the multiple choice answers in the **Answers Section** of the Poll Pod.
- Enter a different answer on each line to create your multiple choice/multiple answer options.
- Select **Open Poll** on the bottom of the Poll Pod to allow users to answer the questions.
- Select **Close Poll** to end the Poll.
- Select **Show Individual Votes** box to the left of the Close Poll option to see individual answers.

To End the Meeting

- Select **Meeting>End the Meeting**.
- Type the Message you want to appear.
- Select **OK**.

To Play a Recorded Meeting

- From the DCO home page select the **Meeting** you want to view.
- A list of **Recordings** will appear in the recording section of the meeting details box if available.
- Select the **Recording** you wish to access.
- Pause/Play the meeting by selecting the **Pause** and **Resume Playback** buttons at the bottom of the screen.
- Fast-forward & rewind the **Recording** by adjusting the bar at the bottom of the screen.



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NCES

Defense Connect Online (DCO)

Button Two collaboration brings real-world functionality to web conferencing. Hosts and presenters can interact with remote participants in a real-time environment, while enhancing meetings through screen sharing, file sharing, white boarding, chat, phone conferencing, and VoIP.

To Register for a DCO (NIPR) Account

- Go to: <https://www.dco.dod.mil> and click **Accept**.
- Select **Register**.
- Complete the appropriate information.
- Click **Submit**.

To Register for a DCO (SIPR) User Account

- Go to: <https://www.dco.dod.smil.mil> and click **Accept**.
- Select **Register**.
- Complete the appropriate information.
- Click **Submit**.

To Log On to DCO

- Launch appropriate URL.
- Click **OK**.
- At the DOD banner, Click **Accept**.
- Enter your **User Name/Password** and click **Login**.

Note: For **SIPRNet** you must install root certificates prior to first use. Installation procedures attached.

NCES 24 Hr. Help Desk: 1-800-447-2457
Email: nces@csd.disa.mil (NIPRNet)
ncescolumnbus@nocc.disa.smil.mil (SIPRNet)
JOSC Service Desk: 703-695-0671

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PROCEDURES TO INSTALL ROOT CERTIFICATES

- Launch **Internet Explorer**
- Select **Tools**
- Select **Internet Options**
- Select **Content**
- Select **Certificates**
- Select **Trusted Root Certificates**
- Select **Import**
- Click **Next**
- Click **Browse**
- Click the **Drop Down Arrow** by the Look In field
- Browse to **C://h/Data/Local**
- Highlight **Ca.13.cer**
- Click **Open**
- Click **Next**
- Select **Automatically Select the Certificate Store Based On the Type of Certificate**
- Click **Next**
- Click **Finish**
- Click **OK**
- Click **Import**
- Click **Next**
- Click **Browse**
- Highlight **ca.13.root.cer**
- Click **Open**
- Click **Next**
- Select **Automatically Select the Certificate Store Based On the Type of Certificate**
- Click **Next**
- Click **Finish**
- Click **OK**
- Click **Close**
- Click **OK**