



Meeting Options for NAVFAC Workgroups

Quick Start Guide

Introduction

There are various alternatives for communication besides face-to-face meetings. Several options are available for use with a basic phone line and PC with internet connection. This document provides a summary of two meeting options (phone and web) with basic instructions on how to use them. Links to quick reference guides and additional help and support are provided at the end of this document.

Phone Meetings

Conduct your teleconference (phone) meeting using the 24x7 Phone Conferencing Center. It can be set up for various call capacities and it is toll free. You may request a permanent (any time) or one-time only number by dialing the toll-free reservation line.

To use Phone Conferencing

1. Talk with your Supervisor to get authorization code
2. Make a Reservation - Dial 1.877.855.4797 Option 1
3. Select "Type" of Phone Conference
4. Select Features

Web Meetings

Defense Connect Online (DCO) is a web tool that lets groups conduct online meetings with hosts, presenters, and guests collaborating via the web in real time. DCO is available to all DoD employees to use free of charge.

The host of the meeting needs to have a DCO account as a DoD employee to create a new meeting; however, anyone can join as a guest if the host accepts them.

Typically, a conference call phone number is set up concurrently with the web conference. This provides the benefit of having a fallback in the unlikely event that DCO isn't working correctly for everyone, or attendees are not at a computer.

Note that some contractors have their own web conferencing systems (e.g., "Go to my PC", "WebEx"). Most systems work with NMCI, but you may want to test it first. Occasionally contractors can't get to DCO and should talk to their computer support desk.

DCO Meeting Options

In DCO, the host/presenter has the ability to share an application (e.g., Word, Power Point) and/or show a presentation. DCO integrates many additional capabilities such as file sharing (great for files bigger than 10MB), voting, laser pointer, chat, whiteboard, and the ability to assign someone else the presenter role to let them control the application or presentation being shared.

Pods – Meeting Room Layout

Your meeting screen is divided into "pods" (e.g., Attendee List window, Share window). Each pod has special options to allow the host to set up a different meeting layout.

To use Web (DCO) Conferencing

Before the Meeting

1. Click on <https://www.dco.dod.mil/> to register/sign-in to your account.
2. Set up a meeting by clicking "Create New Meeting" and note the web address for the meeting. It is recommended you make the meeting public unless privacy is required.
3. Set up the conference call-in number.
4. Email the DCO web address and conference call number to the team.
5. Click on <https://www.dco.dod.mil/> to use your CAC pin to log in. As a host, it is recommended that you log in at least 5 minutes early.

During the Meeting

1. Click on your meeting.
2. Accept requests from attendees to join your meeting.
Hint: Attendees can "enter as a guest" without a password or logon.
3. Configure which windows/files are being shared.
4. To assign presenter role to a guest, highlight their name in the Attendee List pod, click the "set user role" button in the bottom left corner and choose role.

Sharing Presentations

1. Click the "Documents" button in the middle of Share pod.
2. Choose "Select from My Computer".
3. Browse and select the PowerPoint file.
4. Click Open.
5. Use the controls to navigate between slides.
6. Click "Stop Sharing" to display a different presentation.

Ending the Meeting

At the conclusion of your meeting, in the top left-hand window menu, click on 'Meeting', then 'End Meeting', then close the meeting window.

Note: This step is key to ending your meeting properly. Your account may be locked if you don't end your meeting this way. Call the DCO help desk if your account gets locked.

DCO Help

DCO User Guide and Online Instruction

<https://www.dco.dod.mil/public/dsp/documentation.cfm>
(Must be logged in to DCO to view manual)

Quick Reference Guide

https://www.dco.dod.mil/common/training/PrintableGuides/1Nov2007/dco_quick_ref_guide.pdf

Additional Help and Support

DCO Portal Home Page: <https://www.dco.dod.mil>

24x7 DCO Help Desk Support: nces@csd.disa.mil

Contact Phone Numbers

DSN 850.3136

Comm 614.692.3136

Toll Free 800.447.2457

DCO Live Training

Live DCO training for beginners, intermediate, and advanced users is also available. Please see the 'Getting Started' section on the DCO Portal Home Page to view a complete schedule for upcoming live training opportunities.

