

# DCO Basic Introductory Training

Insignia Technology Services



# Objectives

## After completing this training you will be able to:

- Describe the benefits of using Defense Connect Online (DCO) communication tools
- Register and manage a DCO portal account
- Create/Sponsor/Manage a Sponsored Account
- Find help on using the DCO portal, XMPP and Connect
- Find and enter a Connect meeting
- Create a Connect meeting
- Identify the 8 different types of Adobe Acrobat Connect pods and their attributes
- XMPP Instant Messenger
  - Launching the web/thin client
  - Installation of the desktop/thick client
  - Look up and add contacts
  - Basic Usage

# Why Defense Connect Online (DCO)?

## What is DCO?

### 3 Tools

Portal

DCO Connect (Adobe Acrobat Connect Pro 6)

XMPP instant messaging system

## Benefits

DOD-wide. Cross-service – Anyone with a CAC can register.

Adobe Acrobat Connect Pro 6 (soon to be upgraded to 7)

Feature-rich

Flash-based (not Java)

XMPP Instant Messenger

Non-proprietary

Secure (encrypted in-flight and at rest)

Accessed from anywhere that is internet enabled not just DOD machines.

# Registering for DCO

https://www.dco.dod.mil

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Contact Support | Help | FAQs

### Register SSPR

**Register for a DCO Account.**  
You will be required to have your CAC and provide a valid pin to register.

[Register](#)

Java 1.6 is required to register

### Update: Known Issue with Connect Add-in Preventing File Uploads & Screensharing

There a known issue with the Connect Add-in that is preventing file uploads & screensharing. The solution is to follow the in-room prompt (little down arrow at top right of room) to download and activate the new version. If you continue to have issues, uninstall your existing 'Adobe Acrobat Connect Add-in' from your 'Add or Remove Programs' menu and clear your browser cache before attempting to reinstall the new Add-in with the above method or from the standalone installer on the 'Downloads & Plugins' page of the DCO Portal. The new Add-in is listed as 'DCO Connect 6 Add-in for Windows'.

### DCO Search

DCO Content Search:

### Special Announcements

**22.Jun09 - Update: Known Issue with Connect Add-in Preventing File Uploads & Screensharing**  
There a known issue with the Connect Add-in that is preventing file uploads & screensharing. [More](#)

**20.Jun09 - New Disk Usage Policy**  
Due to rapidly increasing disk utilization by users of DCO, the below policies are now in [More](#)

**19.Jun09 - SIPR DCO Self Registration Policy Change**  
\*\*EFFECTIVE IMMEDIATELY\*\*

The Defense Information Systems Agency has directed t [More](#)

### Recent Announcements

**16.Jun09 - NEW DCO CTO 09-006**  
A new Communication Task Order has been issued for Defense Connect Online. The CTO can be [More](#)

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The Scheduled 8(UE) & 15(CE) March Connect 7 upgrade has been delayed until further notice [More](#)

**24Apr09 - DISA Customer Partnership Conference Recording**  
DISA Customer Partnership Conference recorded content is unavailable pending a review by D [More](#)

[View All Announcements](#)

### Reset Password

Usernames are in the  
FIRSTNAME.LASTNAME format.  
Enter Username

### Login

Login using one of the following methods

**Username:**

**Password:**

CAC Pin:

Found CAC

If you forgot your password or are having trouble logging in, contact the help desk at:

**Email** [NCES@csd.disa.mil](mailto:NCES@csd.disa.mil)

**DSN** 850-3136

**Commercial** 614-692-3136

**Toll Free** 1-800-447-2457

If you can't see the Java Login Applet, [click here](#).

### Getting Started

- [User Manuals](#)
- [On-Demand Training](#)
- [Live Training](#)

### User Resources

- [DCO Connect 7 Release Notes](#)
- [DOD Enterprise Services Designation](#)
- [FAQs](#)
- [Test Meeting Connectivity](#)
- [DoD Certificates Download](#)

# Registering for DCO

Fill in Required Information – Some is not editable

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[Contact Support](#) | [Help](#) | [FAQs](#)

**My DCO**

[Login](#)

**Register**

**Register for a DCO Account.**  
You will be required to have your CAC and provide a valid pin to register.

Register

Java 1.6 is required to register

**Getting Started**

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**Self Registration - 1 of 2**

<b>First Name*</b>	Abe
<b>Last Name*</b>	CHAPPELL
Middle Initial	D
Rank/Title	--SELECT--
<b>Email*</b>	aa1@b.c
Organization	CONTRACTOR
Organizational Description	DoD, U.S. Government, US
<b>Primary Organizational Affiliation*</b>	AFRICOM
<b>Geographic Location*</b>	North America
<b>Address*</b>	a
<b>City*</b>	a
<b>State*</b>	a
<b>Country*</b>	US
<b>Zip Code*</b>	a
<b>Telephone Number*</b>	a

Note: Passwords must be 10-14 characters and contain 2 each of the following: Uppercase letter, lowercase letter, numeral, special character. Only the following special characters are allowed: !@#\$%^&\*~\_+=-.~

<b>Password*</b>	<input type="password"/>
<b>Confirm Password*</b>	<input type="password"/>

**DCO Search**

**DCO Content Search:**

**Special Announcements**

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# Registering for DCO

## Security Questions

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### Register

**Register for a DCO Account.**  
You will be required to have your CAC and provide a valid pin to register.

[Register](#)

Java 1.6 is required to register

### Self Registration - 2 of 2

These security answers will be used if you forget your password or your account expires so that you can reset your password and continue using DCO.

Answers are not case sensitive.  
All answers must be greater than 3 characters and less than 50 characters.  
Questions must be unique.

Answer\*

Confirm\*

Answer\*

Confirm\*

Answer\*

Confirm\*

[SUBMIT](#)

### DCO Search

**DCO Content Search:**

 [GO](#)

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# Registering for DCO

## Registration Complete

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[Contact Support](#) | [Help](#) | [FAQs](#)

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Register SSPR

**Register for a DCO Account.**  
You will be required to have your CAC and provide a valid pin to register.

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DCO Search

**DCO Content Search:**

---

Reset Password

Usernames are in the FIRSTNAME.LASTNAME format.

Enter Username

Login

Registration Complete. Your User Name is: ABE.CHAPPELL1

Login using one of the following methods

**Username:**

**Password:**

**CAC Pin:**

PIN required. 3 tries remaining

If you forgot your password or are having trouble logging in, contact the help desk at:

**Email** [NCES@csd.disa.mil](mailto:NCES@csd.disa.mil)

**DSN** 850-3136

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# Registering for DCO

**19 May 2009 - SIPR DCO Self Registration Policy Change \*\*EFFECTIVE IMMEDIATELY\*\***

The Defense Information Systems Agency has directed the SIPR DCO Self Registration function be disabled. If you want to register for a SIPR DCO account please follow the instructions:

- 1) Login to DCO.
- 2) Click 'My Account' under the 'My DCO' section on the upper left of the page.
- 3) Click 'Request SIPR DCO Account' under the 'My Profile' section.
- 4) Fill out the required fields and click 'Submit'.
- 5) A SIPR DCO account request will be sent to the appropriate office to be manually reviewed.
- 6) Your account will be created in 24-48 hours.
- 7) You will receive an email sent to the SIPR address provided, upon completion of the account registration.
- 8) You must log into your SIPR DCO account and complete the registration process within 30 days or your account will be deleted.
- 9) For additional assistance contact the DCO Helpdesk at:  
NCES@csd.disa.mil | 800.447.2457 | 614.692.3136 | DSN 850.3136

# Registering for DCO

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Request SIPR DCO Account

[Home](#) | [Contact Support](#) | [Help](#) | [FAQs](#)

<div style="background-color: #333; color: white; padding: 2px;"><b>My DCO</b></div> <p><a href="#">Home</a> <a href="#">My Meetings</a> <a href="#">My Account</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Web Conferencing</b></div> <p><a href="#">Create a New Meeting</a> <a href="#">My Meetings</a> <a href="#">My Recordings</a> <a href="#">My Content</a> <a href="#">My Templates</a> <a href="#">Public Meetings</a> <a href="#">Public Recordings</a> <a href="#">Active Public Meetings</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Instant Messaging</b></div> <p><a href="#">Open XMPP Web Client</a> <a href="#">Download XMPP Desktop Client</a> <a href="#">Download XMPP Outlook Addin</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Getting Started</b></div> <p><a href="#">User Manuals</a> <a href="#">On-Demand Training</a> <a href="#">Live Training</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>User Resources</b></div> <p><a href="#">5.4 v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a> <a href="#">DCO Connect 7 Release Notes</a> <a href="#">DOD Enterprise Services Designation</a> <a href="#">FAQs</a> <a href="#">Downloads and Plugins</a></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>My Profile</b></div> <p><a href="#">My Profile</a>   <a href="#">Password Management</a>   <a href="#">Request SIPR DCO Account</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Change Profile</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>First Name*</b></td> <td>Abe</td> </tr> <tr> <td><b>Last Name*</b></td> <td>CHAPPELL</td> </tr> <tr> <td>Middle Initial</td> <td>D</td> </tr> <tr> <td>Username</td> <td>Abe.CHAPPELL</td> </tr> <tr> <td>Rank/Title</td> <td><input type="text"/></td> </tr> <tr> <td><b>Email*</b></td> <td><input type="text" value="aa1@b.c"/></td> </tr> <tr> <td>Organization</td> <td><input type="text" value="CONTRACTOR"/> 15 Character <small>Max. 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# Registering for DCO

Replacement CAC –

You **MUST** use your username and password to associate the new CAC to the account.

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[Contact Support](#) | [Help](#) | [FAQs](#)

## Getting Started

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## User Resources

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[FAQs](#)  
[Self Service Password Reset](#)  
[Test Meeting Connectivity](#)  
[DoD Certificates Download](#)

## Forgotten Password Function

DCO Self Service Password Reset capability was enabled on 17 Jul 09 to assist users when they have forgotten their passwords. This automated function will allow users to request new passwords, without Help Desk interaction. For additional information on Self Service Password Reset go to the "User Resources" section of the DCO portal.

**Your CAC is valid but does not match an existing account.**

Please register a new account or update an existing account.

### Register as a new user on

Click "Create New Account" to create a new account with this CAC

[Create New Account](#)

### Register your CAC.

Enter your account login information to register your CAC with an existing account in

Username

Password

[Update Account](#)

## DCO Search

DCO Content Search:

## Special Announcements

**20Jul09 - Self Service Password Reset**

DCO Self Service Password Reset capability was enabled on 17 Jul 09 to assist users when [More](#)

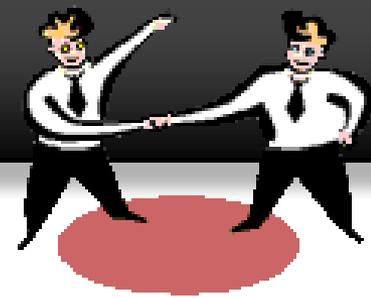
**16Jul09 - LIVE REMOTE DCO TRAINING**

DCO Live Remote Training will offer two training session for the month of August. Sess [More](#)

**20Jun09 - New Disk Usage Policy**

Due to rapidly increasing disk utilization by users of DCO, the below policies are now in [More](#)

# Sponsored Accounts



## **A sponsored account is a DCO account for a person that does not have a Common Access Card (CAC).**

- In order to obtain a sponsored account, a valid non-sponsored DCO account holder will have to initiate the sponsorship.
- Sponsored accounts must have a \*.gov (\*.sgov.gov for SIPR) email address to qualify.
- Sponsored accounts are valid for 365 days but can be renewed at any time by the sponsor.
- If the sponsor's account becomes invalid then all of their corresponding sponsored accounts get invalidated as well.
- At 30 days before expiration, both the sponsor and the sponsored account will receive an email notification.
- A sponsored account can change sponsors.
  - The new sponsor will submit a request to sponsor the existing sponsored account.
  - The request will go to a DCO account administrator who will validate and then complete the transfer.

# Sponsored Accounts



- Click the 'Sponsor Account' link under the 'My DCO' section in the upper left of the screen.

- You will be asked to select either NIPR or SIPR. Click the appropriate link to sponsor an account on that network.



# Sponsored Accounts

- For NIPR, complete the required information (items with \*). The sponsored account email address must be '.gov'
- For SIPR, complete the required information (items with \*). The sponsored account email address must be '.sgov.gov'. Additionally, the sponsor's email address must be '.smil.mil'. The sponsor's account will be validated by a DCO account administrator.

**Sponsor a NIPR DCO Account**

Note: This information is for the person **TO BE SPONSORED**

**First Name\***

**Last Name\***

**Email\***

Organization

**Geographic Location\***

**Justification\***

Windows Internet Explorer

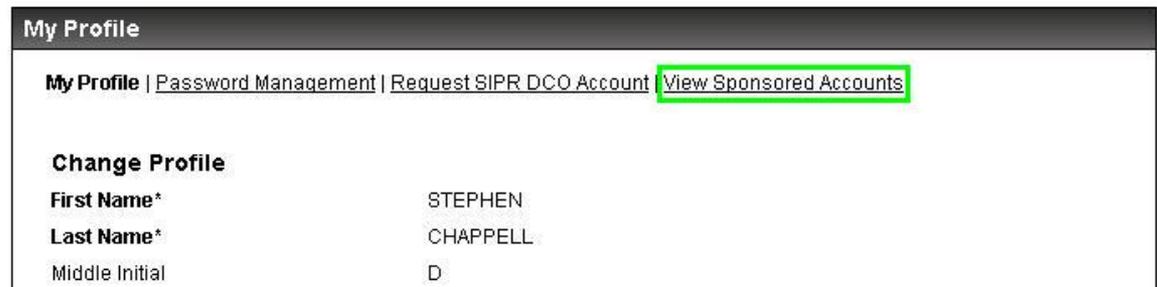
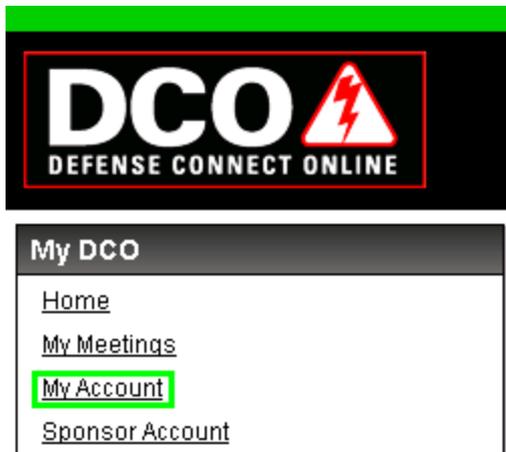
ERROR  
Email must be '.gov'.

OK

# Sponsored Accounts

## To view sponsored accounts

- Click the 'My Account' link under the 'My DCO' section in the upper left of the screen.
- Click the 'View Sponsored Accounts' link under the 'My Profile' section in the upper middle of the screen



# Sponsored Accounts

To renew a sponsorship click the 'Renew for 365 Days' link next to the sponsored account you want to renew.

The screenshot displays a web application interface with a table of sponsored accounts. The table has columns for account details and a 'Renew Sponsorship?' column. The first account listed is for PAUL GORNIAK, with email gorniakp@saic.com and expiration date 04Jan10. A green box highlights the 'Renew for 365 Days' link in the 'Renew Sponsorship?' column. A second account is partially visible below. Overlaid on the bottom of the table is a 'Windows Internet Explorer' dialog box with a question mark icon and the text: 'Are you sure you want to renew the sponsorship? This will renew for 365 days from today.' The dialog box contains 'OK' and 'Cancel' buttons.

Sponsored Accounts		
<b>Name:</b>	PAUL GORNIAK	
<b>Email:</b>	gorniakp@saic.com	
<b>Username:</b>	PAUL.GORNIAK	
<b>Expiration Date:</b>	04Jan10	<b>Renew Sponsorship?</b> <a href="#">Renew for 365 Days</a>
<b>Name:</b>	aaa aaa	
<b>Email:</b>	a@b.gov	
<b>Username:</b>	aaa.aaa	
<b>Expiration Date:</b>	10/1/10	

Windows Internet Explorer

Are you sure you want to renew the sponsorship? This will renew for 365 days from today.

OK Cancel

# DoD Certificates Download

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## Register

### Register for a DCO Account.

You will be required to have your CAC and provide a valid pin to register.

Java 1.6 is required to register

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## New Disk Usage Policy

Due to rapidly increasing disk utilization by users of DCO, the below policies are now in effect. Resources and content will not be deleted without first checking with owners. [Download Policy](#)

-Dormant Account Deletion: Accounts dormant for 180 days will be considered inactive and marked for deletion unless the user indicates otherwise when contacted.

-Content Deletion: Content dormant for 180 days will be considered inactive and marked for deletion. Individuals with content in excess of 200 MB will have their content marked for deletion.

-Dormant DCO XMPP Service Text Conference (TC) Room Deletion: Text Conference rooms dormant for 180 days will be considered inactive and marked for deletion.

-Dormant Connect Rooms Deletion: DCO Connect rooms dormant for 180 days will be considered inactive and marked for deletion.

## Login

### Login using one of the following methods

Username:

Password:

CAC Pin:

PIN required. 3 tries remaining

If you can't see the Java Login Applet, [click here](#).

If you forgot your password or are having trouble logging in, contact the help desk at:

Email [NCES@csd.disa.mil](mailto:NCES@csd.disa.mil)

DSN 850-3136

Commercial 614-692-3136

Toll Free 1-800-447-2457

## DCO Search

DCO Content Search:

## Special Announcements

**17Jun09 - IBM E-collab NIPR DCO portal Announcement**

IBM E-collab users will be receiving e-mail notification during the week of 15- 19 June 09

[More](#)

**05Jun09 - E-Collab User Transition FAQs**

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[More](#)

## Recent Announcements

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**24Apr09 - DISA Customer Partnership Conference Recording**

DISA Customer Partnership Conference recorded content is unavailable pending a review by D

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# DoD Certificates Download

## DoD Certificates Download

### InstallRoot 3.12

---

#### InstallRoot for Microsoft Windows

[InstallRoot 3.12.msi](#) A graphical utility that can be used to install and manage DoD authorized root and intermediate Certification Authorities (CAs) on Microsoft-based operating systems.

*NOTE: This versions requires a Java Runtime Environment(JRE) to be installed.*

#### InstallRoot Microsoft Windows with packaged JRE

[InstallRoot 3.12wJRE-6u11.msi](#) InstallRoot pre-packaged with Java Runtime Environment 6 update 11.

---

#### Microsoft Windows - Command Line Versions

[InstallRoot 3.12A.zip](#) - Installs all of the trusted DoD PKI and ECA PKI root and intermediate CA certificates..

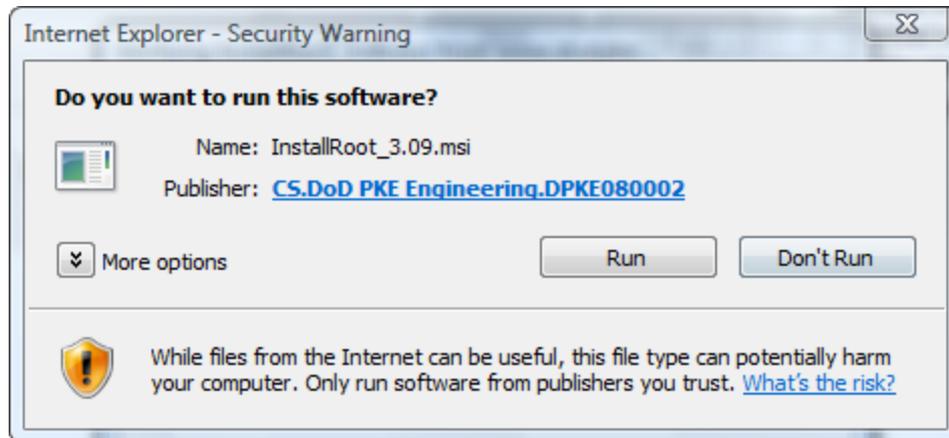
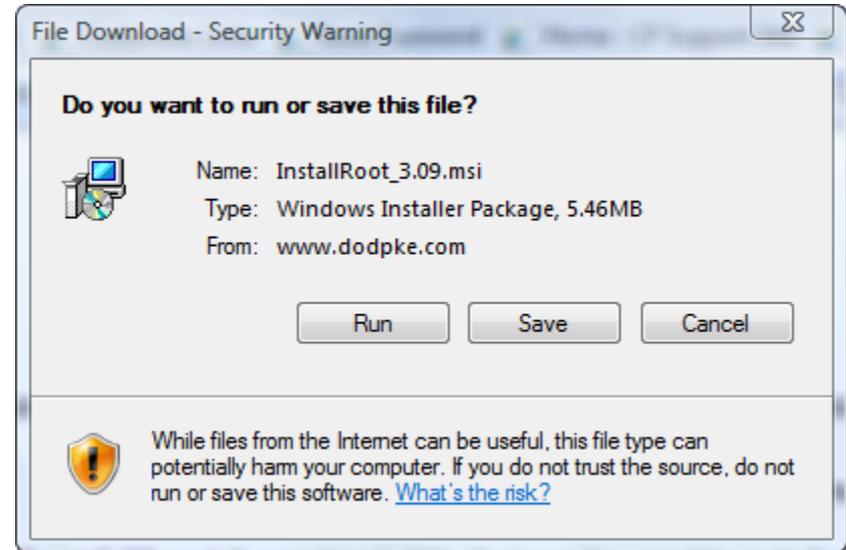
[InstallRoot 3.12B.zip](#) - Installs historical DoD IECA root and intermediate CA certificates.

*NOTE: These certificates have expired and not necessary for operational systems.*

# DoD Certificates Download

## DoD Certificates Download

Click Run and the program downloads

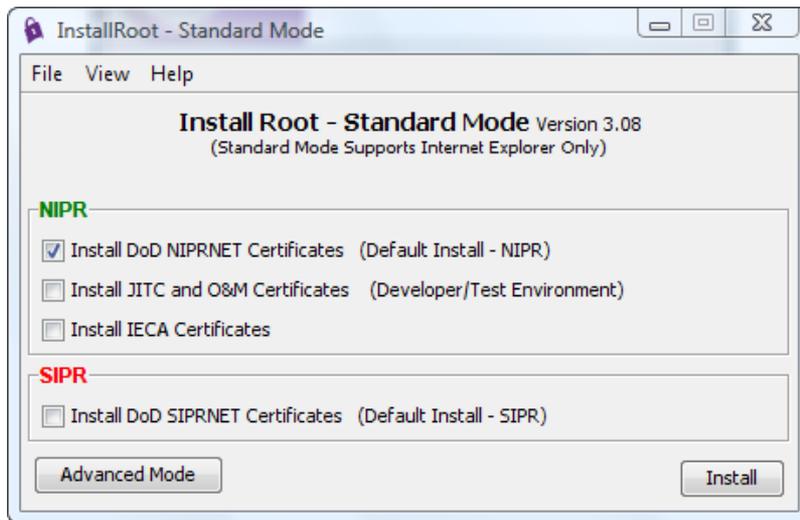


Confirm your choice

# DoD Certificates Install

## DoD Certificates Install

To Install the program  
click;  
Next  
Next  
Install



Now the program is  
installed and can be run  
to update your  
certificates

# Welcome to DCO Portal-"Home" View

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Logout | Contact Support | Help | FAQs

### My DCO

- [Home](#)
- [My Meetings](#)
- [My Account](#)

### New Disk Usage Policy

Due to rapid... will not be d...

## My DCO

[Home](#)  
[My Meetings](#)  
[My Account](#)

-Content... content in e...

-Dormant D... considered

-Dormant C... for deletion

### DCO Search

Content Search:

User Search:

First  Last

Meeting/Recording Search:

### Web Conferencing

- [Create a New Meeting](#)
- [My Meetings](#)
- [My Recordings](#)
- [My Content](#)
- [My Templates](#)
- [Public Meetings](#)
- [Public Recordings](#)
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### Instant Messaging

- [Open XMPP Web Client](#)
- [Download XMPP Desktop Client](#)
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### Getting Started

- [User Manuals](#)
- [On-Demand Training](#)
- [Live Training](#)

### User Resources

- [5.4 v2 Desktop XMPP Client & Outlook Add-in Enhancement Release Notes](#)
- [DCO Connect 7 Release Notes](#)
- [DOD Enterprise Services Designation FAQs](#)
- [Downloads and Plugins](#)
- [Community Forum](#)

### MY DCO

#### My Meeti

Meeting Name	Meeting Date	Start Time
DCO Live Remote Training	2009-05-29	19:00
Insignia Test	2009-05-27	17:00
Test	2009-05-19	09:00

#### My Account

- [View My Profile](#)
- [Change My Password](#)

### Special Announcements

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**10Apr09 - New Guides and Training Videos**

# "My Meetings" View

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**My DCO**

[Home](#)  
[My Meetings](#)  
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[DCO Connect 7 Release Notes](#)  
[DOD Enterprise Services Designation FAQs](#)  
[Downloads and Plugins](#)  
[Community Forum](#)

**My Meetings**

**Meetings as Host**

	Meeting Name	Date	Start Time (local)	Duration	Actions
<input type="checkbox"/>	<a href="#">DCO Live Remote Training</a>	29May09	19:00	01:00	<a href="#">EDIT</a>
<input type="checkbox"/>	<a href="#">Instonia Test</a>	27May09	17:00	01:00	<a href="#">EDIT</a>

**Meetings as Invitee**

	Meeting Name	Date	Start Time	Duration	Actions
	<a href="#">Test</a>	19May09	09:00	01:00	

CONVERT TO TEMPLATE
DELETE SELECTED

**DCO Search**

**Content Search:**  
 GO

**User Search:**  
First  Last  GO

**Meeting/Recording Search:**  
 GO

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<div style="background-color: #333; color: white; padding: 2px;"><b>My DCO</b></div> <p><a href="#">Home</a> <a href="#">My Meetings</a> <a href="#">My Account</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Web Conferencing</b></div> <p><a href="#">Create a New Meeting</a> <a href="#">My Meetings</a> <a href="#">My Recordings</a> <a href="#">My Content</a> <a href="#">My Templates</a> <a href="#">Public Meetings</a> <a href="#">Public Recordings</a> <a href="#">Active Public Meetings</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Instant Messaging</b></div> <p><a href="#">Open XMPP Web Client</a> <a href="#">Download XMPP Desktop Client</a> <a href="#">Download XMPP Outlook Addin</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Getting Started</b></div> <p><a href="#">User Manuals</a> <a href="#">On-Demand Training</a> <a href="#">Live Training</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>User Resources</b></div> <p><a href="#">5.4 v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a> <a href="#">DCO Connect 7 Release Notes</a> <a href="#">DOD Enterprise Services Designation</a> <a href="#">FAQs</a> <a href="#">Downloads and Plugins</a></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>My Profile</b></div> <p><a href="#">My Profile</a>   <a href="#">Password Management</a>   <a href="#">Request SIPR DCO Account</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Change Profile</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>First Name*</b></td> <td>Abe</td> </tr> <tr> <td><b>Last Name*</b></td> <td>CHAPPELL</td> </tr> <tr> <td>Middle Initial</td> <td>D</td> </tr> <tr> <td>Username</td> <td>Abe.CHAPPELL</td> </tr> <tr> <td>Rank/Title</td> <td><input type="text"/></td> </tr> <tr> <td><b>Email*</b></td> <td><input type="text" value="aa1@b.c"/></td> </tr> <tr> <td>Organization</td> <td><input type="text" value="CONTRACTOR"/> 15 Character</td> </tr> <tr> <td></td> <td>Max. 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# Password Management

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Password Management



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<div data-bbox="125 371 444 399" style="background-color: #333; color: white; padding: 2px;"><b>My DCO</b></div> <div data-bbox="125 406 444 492"> <a href="#">Home</a>  <a href="#">My Meetings</a>  <a href="#">My Account</a> </div> <div data-bbox="125 506 444 535" style="background-color: #333; color: white; padding: 2px;"><b>Web Conferencing</b></div> <div data-bbox="125 542 444 771"> <a href="#">Create a New Meeting</a>  <a href="#">My Meetings</a>  <a href="#">My Recordings</a>  <a href="#">My Content</a>  <a href="#">My Templates</a>  <a href="#">Public Meetings</a>  <a href="#">Public Recordings</a>  <a href="#">Active Public Meetings</a> </div> <div data-bbox="125 785 444 813" style="background-color: #333; color: white; padding: 2px;"><b>Instant Messaging</b></div> <div data-bbox="125 821 444 906"> <a href="#">Open XMPP Web Client</a>  <a href="#">Download XMPP Desktop Client</a>  <a href="#">Download XMPP Outlook Addin</a> </div> <div data-bbox="125 921 444 949" style="background-color: #333; color: white; padding: 2px;"><b>Getting Started</b></div> <div data-bbox="125 956 444 1042"> <a href="#">User Manuals</a>  <a href="#">On-Demand Training</a>  <a href="#">Live Training</a> </div> <div data-bbox="125 1056 444 1085" style="background-color: #333; color: white; padding: 2px;"><b>User Resources</b></div> <div data-bbox="125 1092 444 1249"> <a href="#">5.4 v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a>  <a href="#">DCO Connect 7 Release Notes</a>  <a href="#">DOD Enterprise Services Designation</a>  <a href="#">FAQs</a>  <a href="#">Downloads and Plugins</a> </div>	<div data-bbox="463 371 1362 399" style="background-color: #333; color: white; padding: 2px;"><b>My Profile</b></div> <div data-bbox="463 406 1362 442"> <a href="#">My Profile</a>   <a href="#">Password Management</a>   <a href="#">Request SIPR DCO Account</a> </div> <div data-bbox="463 478 1362 506" style="background-color: #333; color: white; padding: 2px;"><b>Change Profile</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>First Name*</b></td> <td colspan="2">Abe</td> </tr> <tr> <td><b>Last Name*</b></td> <td colspan="2">CHAPPELL</td> </tr> <tr> <td>Middle Initial</td> <td colspan="2">D</td> </tr> <tr> <td>Username</td> <td colspan="2">Abe.CHAPPELL</td> </tr> <tr> <td>Rank/Title</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td><b>Email*</b></td> <td colspan="2"><input type="text" value="aa1@b.c"/></td> </tr> <tr> <td>Organization</td> <td><input type="text" value="CONTRACTOR"/></td> <td style="font-size: small;">15 Character</td> </tr> <tr> <td></td> <td colspan="2" style="font-size: x-small;">Max. Use Abbreviations.</td> </tr> <tr> <td>Organizational Description</td> <td colspan="2"><input type="text" value="DoD, U.S. Government, US"/></td> </tr> <tr> <td><b>Primary Organizational Affiliation*</b></td> <td colspan="2"><input type="text" value="PACOM"/></td> </tr> <tr> <td><b>Geographic Location*</b></td> <td colspan="2"><input type="text" value="Australia"/></td> </tr> <tr> <td><b>Address*</b></td> <td colspan="2"><input type="text" value="m"/></td> </tr> <tr> <td><b>City*</b></td> <td colspan="2"><input type="text" value="m"/></td> </tr> <tr> <td><b>State*</b></td> <td colspan="2"><input type="text" value="m"/></td> </tr> <tr> <td><b>Country*</b></td> <td colspan="2"><input type="text" value="US"/></td> </tr> <tr> <td><b>Zip Code*</b></td> <td colspan="2"><input type="text" value="m"/></td> </tr> <tr> <td><b>Telephone Number*</b></td> <td colspan="2"><input type="text" value="m"/></td> </tr> <tr> <td></td> <td colspan="2" style="text-align: center;"><input type="button" value="SUBMIT"/></td> </tr> </table>	<b>First Name*</b>	Abe		<b>Last Name*</b>	CHAPPELL		Middle Initial	D		Username	Abe.CHAPPELL		Rank/Title	<input type="text"/>		<b>Email*</b>	<input type="text" value="aa1@b.c"/>		Organization	<input type="text" value="CONTRACTOR"/>	15 Character		Max. Use Abbreviations.		Organizational Description	<input type="text" value="DoD, U.S. Government, US"/>		<b>Primary Organizational Affiliation*</b>	<input type="text" value="PACOM"/>		<b>Geographic Location*</b>	<input type="text" value="Australia"/>		<b>Address*</b>	<input type="text" value="m"/>		<b>City*</b>	<input type="text" value="m"/>		<b>State*</b>	<input type="text" value="m"/>		<b>Country*</b>	<input type="text" value="US"/>		<b>Zip Code*</b>	<input type="text" value="m"/>		<b>Telephone Number*</b>	<input type="text" value="m"/>			<input type="button" value="SUBMIT"/>	
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# Password Management

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Logout | Contact Support | Help | FAQs

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- [Home](#)
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### Security Questions

Note: Passwords must be 10-14 characters and contain 2 each of the following: Uppercase letter, lowercase letter, numeral, special character (! @ \$ % ^ & \* - \_ + = ' : .) . # , ' are not allowed characters.

**Current Password\***

**New Password\***

**Confirm New Password\***

---

### Security Questions

These security answers will be used if you forget your password or your account expires so that you can reset your password and continue using DCO.

Answers are not case sensitive.  
All answers must be greater than 3 characters and less than 50 characters.  
Questions must be unique.

What is your high school mascot?

**Answer\***

**Confirm\***

What is the name of the street where you grew up?

**Answer\***

**Confirm\***

What was your first job?

**Answer\***

**Confirm\***

### DCO Search

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First  Last

**Meeting/Recording Search:**

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# Reset Password

Enter your username in the Reset Password box

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Contact Support | Help | FAQs

#### Register SSPR

**Register for a DCO Account.**  
You will be required to have your CAC and provide a valid pin to register.

[Register](#)

Java 1.6 is required to register

#### Update: Known Issue with Connect Add-in Preventing File Uploads & Screensharing

There a known issue with the Connect Add-in that is preventing file uploads & screensharing. The solution is to follow the in-room prompt (little down arrow at top right of room) to download and activate the new version. If you continue to have issues, uninstall your existing 'Adobe Acrobat Connect Add-in' from your 'Add or Remove Programs' menu and clear your browser cache before attempting to reinstall the new Add-in with the above method or from the standalone installer on the 'Downloads & Plugins' page of the DCO Portal. The new Add-in is listed as 'DCO Connect 6 Add-in for Windows'.

#### DCO Search

DCO Content Search:

#### Reset Password

Usernames are in the FIRSTNAME.LASTNAME format.  
Enter Username

#### Login

**Login using one of the following methods**

Username:

Password:

CAC Pin:

Found CAC

If you forgot your password or are having trouble logging in, contact the help desk at:

**Email**     [NCES@csd.disa.mil](mailto:NCES@csd.disa.mil)

**DSN**         850-3136

**Commercial** 614-692-3136

**Toll Free**    1-800-447-2457

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- [User Manuals](#)
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#### User Resources

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- [Test Meeting Connectivity](#)
- [DoD Certificates Download](#)

If you can't see the Java Login Applet, [click here](#).

#### Recent Announcements

**16 Jun09 - NEW DCO CTO 09-006**

A new Communication Task Order has been issued for Defense Connect Online. The CTO can be [More](#)

**05 Jun09 - DCO Connect 7 upgrade**

The Scheduled 8(JE) & 15(CE) March Connect 7 upgrade has been delayed until further notice [More](#)

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# Reset Password

## Answer Security Questions

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 <span style="float: right;"><a href="#">Contact Support</a>   <a href="#">Help</a>   <a href="#">FAQs</a></span>		
<p><b>My DCO</b></p> <p><a href="#">Login</a></p> <hr/> <p><b>Register</b></p> <p>Register for a DCO Account. You will be required to have your CAC and provide a valid pin to register.</p> <p style="text-align: center;"><input type="button" value="Register"/></p> <p><small>Java 1.6 is required to register</small></p>	<p><b>Answer Security Questions</b></p> <p>To reset your password you must correctly answer the following questions.</p> <p>1. What is your high school mascot? <input type="text"/></p> <p>2. Where is your high school located? <input type="text"/></p> <p>3. What is your favorite pet's name? <input type="text"/></p> <p style="text-align: center;"><input type="button" value="SUBMIT"/></p>	<p><b>DCO Search</b></p> <p>DCO Content Search:</p> <p><input type="text"/> <input type="button" value="GO"/></p> <hr/> <p><b>Special Announcements</b></p> <p><b>22Jun09 - Update: Known Issue with Connect Add-in Preventing File Uploads &amp; Screensharing</b></p> <p>There a known issue with the Connect Add-in that is preventing file uploads &amp; screensharing <a href="#">More</a></p> <p><b>20Jun09 - New Disk Usage Policy</b></p> <p>Due to rapidly increasing disk utilization by users of DCO, the below policies are now in <a href="#">More</a></p> <p><b>19Jun09 - SIPR DCO Self Registration Policy Change</b></p> <p><b>**EFFECTIVE IMMEDIATELY**</b></p> <p>The Defense Information Systems Agency has directed t <a href="#">More</a></p> <hr/> <p><b>Recent Announcements</b></p> <p><b>16Jun09 - NEW DCO CTO 09-006</b></p> <p>A new Communication Task Order has been issued for Defense Connect Online. The CTO can be <a href="#">More</a></p> <p><b>05Jun09 - DCO Connect 7 upgrade</b></p> <p>The Scheduled 8(UE) &amp; 15(CE) March Connect 7 upgrade has been delayed until further notice <a href="#">More</a></p> <p><b>24Apr09 - DISA Customer Partnership Conference Recording</b></p> <p>DISA Customer Partnership Conference recorded content is unavailable pending a review by D <a href="#">More</a></p> <p><a href="#">View All Announcements</a></p>

# Reset Password

## Update Password

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<div style="background-color: #333; color: white; padding: 2px;"><b>My DCO</b></div> <p><a href="#">Login</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Register</b></div> <p><b>Register for a DCO Account.</b> You will be required to have your CAC and provide a valid pin to register.</p> <p style="text-align: center;"><a href="#" style="background-color: #008000; color: white; padding: 5px 10px;">Register</a></p> <p><small>Java 1.6 is required to register</small></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Getting Started</b></div> <p><a href="#">User Manuals</a> <a href="#">On-Demand Training</a> <a href="#">Live Training</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>User Resources</b></div> <p><a href="#">DCO Connect 7 Release Notes</a> <a href="#">DOD Enterprise Services Designation</a> <a href="#">FAQs</a> <a href="#">Test Meeting Connectivity</a></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>Set New Password</b></div> <p>Note: Passwords must be 10-14 characters and contain 2 each of the following: Uppercase letter, lowercase letter, numeral, special character (!@\$%^&amp;*-_+=:~). #, ,, are not allowed characters.</p> <p><b>New Password*</b> <input type="password"/></p> <p><b>Confirm New Password*</b> <input type="password"/></p> <p style="text-align: center;"><a href="#" style="background-color: #ccc; padding: 5px 15px;">SUBMIT</a></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>DCO Search</b></div> <p>DCO Content Search:</p> <p><input type="text"/> <a href="#" style="background-color: #ccc; padding: 2px 5px;">GO</a></p> <div style="background-color: #800000; color: white; padding: 2px;"><b>Special Announcements</b></div> <p><b>22Jun09 - Update: Known Issue with Connect Add-in Preventing File Uploads &amp; Screensharing</b></p> <p>There a known issue with the Connect Add-in that is preventing file uploads &amp; screensharin <a href="#">More</a></p> <p><b>20Jun09 - New Disk Usage Policy</b></p> <p>Due to rapidly increasing disk utilization by users of DCO, the below policies are now in <a href="#">More</a></p> <p><b>19Jun09 - SIPR DCO Self Registration Policy Change</b></p> <p><b>**EFFECTIVE IMMEDIATELY**</b></p> <p>The Defense Information Systems Agency has directed t <a href="#">More</a></p>
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# “Create a New Meeting”

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<div style="background-color: #333; color: white; padding: 2px;"><b>My DCO</b></div> <p><a href="#">Home</a> <a href="#">My Meetings</a> <a href="#">My Account</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Web Conferencing</b></div> <p><a href="#">Create a New Meeting</a> <a href="#">My Meetings</a> <a href="#">My Recordings</a> <a href="#">My Content</a> <a href="#">My Templates</a> <a href="#">Public Meetings</a> <a href="#">Public Recordings</a> <a href="#">Active Public Meetings</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Instant Messaging</b></div> <p><a href="#">Open XMPP Web Client</a> <a href="#">Download XMPP Desktop Client</a> <a href="#">Download XMPP Outlook Addin</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Getting Started</b></div> <p><a href="#">User Manuals</a> <a href="#">On-Demand Training</a> <a href="#">Live Training</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>User Resources</b></div> <p><a href="#">5.4 v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a> <a href="#">DCO Connect 7 Release Notes</a> <a href="#">DOD Enterprise Services Designation FAQs</a> <a href="#">Downloads and Plugins</a> <a href="#">Community Forum</a></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>Create a New Meeting</b></div> <p>Meeting Name <input type="text"/></p> <p>URL Identifier <input type="text"/></p> <div style="border: 2px solid gray; padding: 10px; margin: 10px 0;"> <div style="background-color: #333; color: white; padding: 2px;"><b>Web Conferencing</b></div> <p><a href="#">Create a New Meeting</a> <a href="#">My Meetings</a> <a href="#">My Recordings</a> <a href="#">My Content</a> <a href="#">My Templates</a> <a href="#">Public Meetings</a> <a href="#">Public Recordings</a> <a href="#">Active Public Meetings</a></p> </div> <p>Meeting Duration <input type="text"/></p> <p>Start Time <input type="text"/></p> <p>Duration <input type="text"/></p> <p>Persistent <input type="checkbox"/></p>	<div style="background-color: #333; color: white; padding: 2px;"><b>DCO Search</b></div> <p>Content Search: <input type="text"/> <input type="button" value="GO"/></p> <p>User Search: First <input type="text"/> Last <input type="text"/> <input type="button" value="GO"/></p> <p>Meeting/Recording Search: <input type="text"/> <input type="button" value="GO"/></p> <div style="background-color: #f00; color: white; padding: 2px;"><b>Special Announcements</b></div> <p><b>05Jun09 - E-Collab User Transition FAQs</b> FAQs regarding the eCollab User transition can be obtained by clicking <a href="#">More</a></p> <p><b>05Jun09 - DCO Connect Meeting Room Restarts</b> Some NIPR DCO Connect user may experience restarts in their Connect meeting rooms. The DC <a href="#">More</a></p> <p><b>04Jun09 - LIVE REMOTE DCO TRAINING</b> DCO Live Remote Training will be offered in two monthly sessions in June. Session one <a href="#">More</a></p> <div style="background-color: #333; color: white; padding: 2px;"><b>Recent Announcements</b></div> <p><b>05Jun09 - DCO Connect 7 upgrade</b> The Scheduled 8(UE) &amp; 15(CE) March Connect 7 upgrade has been delayed until further notice <a href="#">More</a></p> <p><b>24Apr09 - DISA Customer Partnership Conference Recording</b> DISA Customer Partnership Conference recorded content is unavailable pending a review by D <a href="#">More</a></p> <p><b>10Apr09 - New Guides and Training Videos</b></p>
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# “Invite Users”

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**Create a New Meeting - Invite Users**

Last Name:  First Name:

Please enter at least 2 characters above to return users.

<input type="checkbox"/>	SCHAUBACH, DOUGLAS S USA CTR	Host
--------------------------	------------------------------	------

**DCO Search**

**Content Search:**

**User Search:**  
First  Last

**Meeting/Recording Search:**

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# “Meeting Details”

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**Meeting Details**

[Reports](#)

**Meeting Name:** DCO Live Remote Training

**Summary:**

**URL:** <https://connect.dco.dod.mil/dcoliveremotetraining>

**Date:** 2009-05-29

**Actions:** [EDIT](#) | [MAKE PUBLIC](#) | [DELETE](#)

**Recordings**

Name	Description	Date	Duration	Actions
<input type="checkbox"/>	<a href="#">/p16249801/</a>	pdf	06May09	
<input type="checkbox"/>	<a href="#">/p20317805/</a>	pdf	07May09	
<input type="checkbox"/>	<a href="#">/p26438417/</a>	pdf	07May09	
<input type="checkbox"/>	<a href="#">/p30929186/</a>	attachment	20May09	

**My Content**

Name	Type	Modified	
<input type="checkbox"/>	<a href="#">/p16249801/</a>	pdf	06May09
<input type="checkbox"/>	<a href="#">/p20317805/</a>	pdf	07May09
<input type="checkbox"/>	<a href="#">/p26438417/</a>	pdf	07May09
<input type="checkbox"/>	<a href="#">/p30929186/</a>	attachment	20May09

**DCO Search**

**Content Search:**

**User Search:**  
First  Last

**Meeting/Recording Search:**

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**My Meetings**

**Meetings as Host**

Meeting Name	Date	Start Time (local)	Duration	Actions
<input type="checkbox"/> <a href="#">DCO Live Remote Training</a>	29May09	19:00	01:00	<a href="#">EDIT</a>
<input type="checkbox"/> <a href="#">Insomnia Test</a>	27May09	17:00	01:00	<a href="#">EDIT</a>

**Meetings as Invitee**

Meeting Name	Date	Start Time	Duration	Actions
<a href="#">Test</a>	19May09	09:00	01:00	

CONVERT TO TEMPLATE
DELETE SELECTED

**DCO Search**

Content Search:

User Search:  
First  Last

Meeting/Recording Search:

**Special Announcements**

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- [DOD Enterprise Services Designation FAQs](#)
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### My Recordings

#### My Private Recordings

Name	Description	Date	Duration	Actions
<input type="checkbox"/>	DCO Live Remote Basic Training 10_14_08	14Oct08	01:11	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_02Dec2008	02Dec08	02:07	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Advanced_11262008	26Nov08	00:31	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Intermediate_3Dec2008	03Dec08	02:01	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_14April09	14Apr09	02:04	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_032409	24Mar09	02:03	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Intermediate_13Nov2008	13Nov08	01:40	<a href="#">Make Private</a>

#### My Public Recordings

Name	Description	Date	Duration	Actions
<input type="checkbox"/>	DCO Live Remote Basic Training 10_14_08	14Oct08	01:11	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_02Dec2008	02Dec08	02:07	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Advanced_11262008	26Nov08	00:31	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Intermediate_3Dec2008	03Dec08	02:01	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_14April09	14Apr09	02:04	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Basic_032409	24Mar09	02:03	<a href="#">Make Private</a>
<input type="checkbox"/>	DCO Live Remote Training_Intermediate_13Nov2008	13Nov08	01:40	<a href="#">Make Private</a>

### DCO Search

Content Search:

User Search:  First  Last

Meeting/Recording Search:

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### My Content

Name	Type	Date Modified
<input type="checkbox"/>	<a href="#">Adobe Connect Job Aid</a>	pdf 28Oct08

ADD CONTENT
DELETE SELECTED

### DCO Search

Content Search:

User Search:

First  Last

Meeting/Recording Search:

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# Disk Usage Policy

- Resources and content will not be deleted without first checking with owners.
- Dormant Account Deletion:** Accounts dormant for 180 days will be considered inactive and marked for deletion unless the user indicates otherwise when contacted.
- Content Deletion:** Content dormant for 180 days will be considered inactive and marked for deletion. Individuals with content in excess of 200 MB will have their content marked for deletion.
- Dormant DCO XMPP Service Text Conference (TC) Room Deletion:** Text Conference rooms dormant for 180 days will be considered inactive and marked for deletion.
- Dormant Connect Rooms Deletion:** DCO Connect rooms dormant for 180 days will be considered inactive and marked for deletion.

# “My Templates”

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<a href="#">AF/A1X1 and AETC/A6X Discussion Space</a>	2	23:55																																																																								
<a href="#">AFRICOM CDR-OS</a>	1	04:47																																																																								
<a href="#">AFRL/CC Staff Meeting</a>	1	17:54																																																																								
<a href="#">ANG VA Team</a>	6	23:51																																																																								
<a href="#">ASA Troubleshoot</a>	1	23:37																																																																								
<a href="#">bbsupport</a>	1	21:54																																																																								
<a href="#">Carrier Team 1 Chat</a>	1	13:34																																																																								
<a href="#">CAS v2.1.2 Container Movement</a>	1	18:11																																																																								
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## My DCO

[Home](#)  
[My Meetings](#)  
[My Account](#)

## Web Conferencing

[Create a New Meeting](#)  
[My Meetings](#)  
[My Recordings](#)  
[My Content](#)  
[My Templates](#)  
[Public Meetings](#)  
[Public Recordings](#)  
[Active Public Meetings](#)

## Instant Messaging

[Open XMPP Web Client](#)  
[Download XMPP Desktop Client](#)  
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## Getting Started

[User Manuals](#)  
[On-Demand Training](#)  
[Live Training](#)

## User Resources

[5.4 v2 Desktop XMPP Client & Outlook Add-in Enhancement Release Notes](#)  
[Add-in Enhancement Release Notes](#)  
[DCO Connect 7 Release Notes](#)  
[DOD Enterprise Services Designation](#)  
[FAQs](#)  
[Downloads and Plugins](#)  
[Community Forum](#)

## User Manuals

[DCO Portal](#)

**[DCO Connect](#)**

[DCO Connect User Guide \(15 Jul 2008\)](#)

Version 6

[DCO XMPP](#)

## Instant Messaging

[Open XMPP Web Client](#)

[Download XMPP Desktop Client](#)

[Download XMPP Outlook Addin](#)

## DCO Search

Content Search:

User Search:

First  Last

Meeting/Recording Search:

## Special Announcements

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# “On-Demand Training”

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# “Live Training”

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Logout | Contact Support | Help | FAQs

09Jun09

### My DCO

- [Home](#)
- [My Meetings](#)
- [My Account](#)

### Web Conferencing

- [Create a New Meeting](#)
- [My Meetings](#)
- [My Recordings](#)
- [My Content](#)
- [My Templates](#)
- [Public Meetings](#)
- [Public Recordings](#)
- [Active Public Meetings](#)

### Instant Messaging

- [Open XMPP Web Client](#)
- [Download XMPP Desktop Client](#)
- [Download XMPP Outlook Addin](#)

### Getting Started

- [User Manuals](#)
- [On-Demand Training](#)
- [Live Training](#)

### User Resources

- [5.4 v2 Desktop XMPP Client & Outlook Add-in Enhancement Release Notes](#)
- [DCO Connect 7 Release Notes](#)
- [DOD Enterprise Services Designation FAQs](#)
- [Downloads and Plugins](#)
- [Community Forum](#)

### Live Training

[User Manuals](#) | [On-Demand Training](#) | [FAQs](#) | **[Live Training](#)** | [Downloads and Plugins](#) | [Community Forum](#)

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**Portal**

<a href="#">DCO Basic Training</a>	09Jun09 - 09Jun09	1400 EST - 1600 EST
<a href="#">DCO Intermediate Training</a>	10Jun09 - 10Jun09	1400 EST - 1600 EST
<a href="#">DCO Advanced Training</a>	11Jun09 - 11Jun09	1400 EST - 1600 EST
<a href="#">DCO Basic Training</a>	23Jun09 - 23Jun09	1000 EST - 1200 EST
<a href="#">DCO Intermediate Training</a>	24Jun09 - 24Jun09	1000 EST - 1200 EST
<a href="#">DCO Advanced Training</a>	25Jun09 - 25Jun09	1000 EST - 1200 EST

**Web Conferences and Meetings**

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**Instant Messaging**

### DCO Search

**Content Search:**

### Special Announcements

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[Logout](#) | [Contact Support](#) | [Help](#) | [FAQs](#)

## My DCO

[Home](#)  
[My Meetings](#)  
[My Account](#)

## Web Conferencing

[Create a New Meeting](#)  
[My Meetings](#)  
[My Recordings](#)  
[My Content](#)  
[My Templates](#)  
[Public Meetings](#)  
[Public Recordings](#)  
[Active Public Meetings](#)

## Instant Messaging

[Open XMPP Web Client](#)  
[Download XMPP Desktop Client](#)  
[Download XMPP Outlook Addin](#)

## Getting Started

[User Manuals](#)  
[On-Demand Training](#)  
[Live Training](#)

## User Resources

[5.4 v2 Desktop XMPP Client & Outlook Add-in Enhancement Release Notes](#)  
[DCO Connect 7 Release Notes](#)  
[DOD Enterprise Services Designation FAQs](#)  
[Downloads and Plugins](#)  
[Community Forum](#)

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[User Manuals](#) | [On-Demand Training](#) | [FAQs](#) | [Live Training](#) | [Downloads and Plugins](#) | [Community Forum](#)

## Portal

[Why is my password locked?](#)

## Web Conferences and Meetings

[I'm supposed to be a presenter but log in as a participant.](#)  
[Participants are not seeing my actions.](#)  
[I can not share my screen.](#)  
[Content is not appearing in the meeting.](#)  
[My image will not show up when I choose Start Broadcast.](#)  
[Participants can not show their camera.](#)  
[Participants can not hear audio.](#)  
[Why do I need to turn my microphone off when I'm not talking?](#)  
[Why does the audio and video seem choppy or delayed it was fine last week?](#)  
[What kind of camera do I need?](#)  
[How do I upload a presentation?](#)

## Instant Messaging

[I'm supposed to be a presenter but log in as a participant.](#)  
 If logging in as a guest, exit the meeting and log in as a registered user. If assigned to the meeting as a presenter you must log in with your Connect account to receive the proper meeting status. If this does not give presenter status, contact the meeting organizer.  
[Back to Top](#)

[Participants are not seeing my actions.](#)  
 Ensure you are a presenter by checking the Participant pod. Presenters are listed with orange text at the beginning of the list. Also, make sure you're not in Preparing Presenter mode, actions are not visible to participants in this mode. Send a message to the presenter asking for presenter status or try logging in as a registered user.  
[Back to Top](#)

[I can not share my screen.](#)  
 Hosts and Presenters can share their screen by downloading the Acrobat Connect Meeting Add-in when prompted to do so. Another thing to be aware of when sharing one application, rather than the entire screen, is that it must be visible on

## DCO Search

Content Search:

User Search:

First  Last

Meeting/Recording Search:

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# “Downloads & Plug-ins”

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09Jun09

<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>My DCO</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Home</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Meetings</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Account</a></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Web Conferencing</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Create a New Meeting</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Meetings</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Recordings</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Content</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">My Templates</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Public Meetings</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Public Recordings</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Active Public Meetings</a></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Instant Messaging</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Open XMPP Web Client</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Download XMPP Desktop Client</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Download XMPP Outlook Addin</a></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Getting Started</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">User Manuals</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">On-Demand Training</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Live Training</a></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>User Resources</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">5.4_v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Connect 7 Release Notes</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Enterprise Services Designation FAQs</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Downloads and Plugins</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Community Forum</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Test Meeting Connectivity</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Certificates Download</a></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO CM Tracker</a></div>	<div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Downloads and Plugins</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">User Manuals</a>   <a href="#">On-Demand Training</a>   <a href="#">FAQs</a>   <a href="#">Live Training</a>   <a href="#">Downloads and Plugins</a>   <a href="#">Community Forum</a></div> <hr/> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Portal</b></div> <div style="background-color: #f0f0f0; padding: 2px; margin-bottom: 5px;"><b>Web Conferences and Meetings</b></div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Connect 6 Add-in for Windows</a> Acrobat Connect Add-in allows meeting presenters and hosts to share their screen, control other users' screens, and upload their files to meetings. 27Nov07</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Flash Paper 2</a> Convert files into accessible, web-ready Flash documents. Macromedia FlashPaper 2 allows anyone to convert Microsoft Word, Microsoft PowerPoint and HTML documents into accessible Macromedia Flash files with a single press of a button. 10Dec07</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Uninstall Adobe Flash Player</a> MS Windows 28Apr08</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Adobe Flash Player - Firefox Browser - MS Windows</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 99% of Internet-connected desktops. 31Oct08</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Adobe Flash Player 10 for IE on MS Windows</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 99% of Internet-connected desktops. 31Oct08</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">Adobe Flash Player 10 for MAC - Intel Based</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 99% of Internet-connected desktops. 31Oct08</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Connect 7 Add-in for Windows</a> Adobe Connect 7 Add-In. This add-in will be needed when DCO is upgraded to Adobe Connect 7. An announcement will be made with the upgrade date. 21Jan09</div> <div style="padding: 2px; margin-bottom: 5px;"><a href="#">DCO Connect 7 Add-in for MAC</a> Adobe Connect 7 Add-In. This add-in will be needed when DCO is upgraded to Adobe Connect 7. 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The new Conne <a href="#">More</a> <a href="#">View All Announcements</a></div>
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# “Community Forum”

UNCLASSIFIED


Logout | Contact Support | Help | FAQs

My DCO

- [Home](#)
- [My Meetings](#)
- [My Account](#)

Web Conferencing

- [Create a New Meeting](#)
- [My Meetings](#)
- [My Recordings](#)
- [My Content](#)
- [My Templates](#)
- [Public Meetings](#)
- [Public Recordings](#)
- [Active Public Meetings](#)

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- [Open XMPP Web Client](#)
- [Download XMPP Desktop Client](#)
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Getting Started

- [User Manuals](#)
- [On-Demand Training](#)
- [Live Training](#)

User Resources

- [5.4 v2 Desktop XMPP Client & Outlook Add-in](#)
- [Enhancement Release Notes](#)
- [DCO Connect 7 Release Notes](#)
- [DOD Enterprise Services](#)

Community Forum

[User Manuals](#) | [On-Demand Training](#) | [FAQs](#) | [Live Training](#) | [Downloads and Plugins](#) | [Community Forum](#)

Select Topic: ---Select Topic---

Forum Title:

Description (1000 character limit):

Portal

Topic Name	Date Submitted	Submitted By	Responses
<b>Multiple Logins</b>			
It doesn't seem like you can simultaneously log in from multiple machines. I cannot be logged in from my desk computer and then go to a conference room and enter the DCO portal at the same time.	01Nov07	gary.wright@afotec.af.mil	4
<b>Registration Issue</b>			
To discuss problems or issues with DCO registration	02Nov07	condontm@gmail.com	15
<b>General DCO Portal Issues</b>			
To discuss general problems or issues with the DCO Portal	02Nov07	condontm@gmail.com	25
<b>Suggested Future Capabilities</b>			
This topic provides an opportunity for discussion regarding scope, scaling, extensibility, et al with the future of DCO.	07Nov07	samuel.easterling@us.army.mil	23
<b>The purpose of this Forum</b>			
Are trouble tickets dealt with through this forum? Guidance on the DCO page says "As an Early User Test participant, you will be expected to provide feedback via the Community Forums capability on the DCO portal", but I see little if any developer feedback. I suggest the purpose of this forum (with exclusions) should be clearly stated, and problem reports should be directed to the correct reporting channel or Trouble tickets should be linked and documented in the forum threads.	08Nov07	timothy.rodkey@tinker.af.mil	2

DCO Search

Content Search:

User Search: First  Last

Meeting/Recording Search:

Special Announcements

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 DISA Customer Partnership Conference recorded content is unavailable pending a review by D [More](#)

# Test Meeting Connectivity

[https://connect.dco.dod.mil/common/help/en/support/meeting\\_test.htm](https://connect.dco.dod.mil/common/help/en/support/meeting_test.htm)

Gives additional details when [Send Results] is clicked

## ADOBE® CONNECT™ ENTERPRISE SERVER

Adobe® Acrobat® Connect™

Connection Test

Test Results

You are ready to connect to your Acrobat Connect Professional meeting.

Send Results

Test Again

- ✓ **1. Your version of Flash Player is supported.**  
Your version of Flash Player is supported.
- ✓ **2. Connect Enterprise Server Connection Test**  
Connected.
- ✓ **3. Connection Speed Test**  
Your connection is DSL/Cable speed.
- ✓ **4. Acrobat Connect Add-in Test**  
Installed.

# Getting Additional Help

## Contacting the Help Desk

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[Logout](#) | [Contact Support](#) | [Help](#) | [FAQs](#)

### Help Desk

**Email**     [NCES@csd.disa.mil](mailto:NCES@csd.disa.mil)

**DSN**         850-3136

**Commercial** 614-692-3136

**Toll Free**    1-800-447-2457

When reporting an issue please provide the following information:

- Name (including rank or title)
- Contact Information (Phone, Email)
- Location (City, State)

### DCO Search

**Content Search:**

**User Search:**

First                      Last

**Meeting/Recording Search:**

### Special Announcements

**22Jun09 - Update: Known Issue with Connect Add-in Preventing File Uploads & Screensharing**

There a known issue with the Connect Add-in that is preventing file uploads & screensharin [More](#)

**20Jun09 - New Disk Usage Policy**

Due to rapidly increasing disk utilization by users of DCO, the below policies are now in [More](#)

**19Jun09 - SIPR DCO Self Registration Policy Change**

# Meeting Reports

## Meeting Details

[Reports](#)

**Meeting Name:** DCO Live Remote Training

**Summary:**

**URL:** <https://connect.dco.dod.mil/dcoliverremotetraining>

**Date:** 2009-05-29

**Actions:** [EDIT](#) | [MAKE PUBLIC](#) | [DELETE](#)

### Recordings

Name	Description	Date	Duration	Actions
<input type="checkbox"/>	<a href="#">DCO Live Remote Training_061009</a>	10Jun09	02:05	<a href="#">MAKE PUBLIC</a>

### My Content

Name	Type	Modified
<input type="checkbox"/>	<a href="#">/p20317805/</a>	pdf 07May09
<input type="checkbox"/>	<a href="#">/p22041802/</a>	presentation 16Jun09

# Meeting Reports

## Reports

[Summary](#) | [Attendees](#) | [Sessions](#) | [Polls](#)

### Meeting Report - By Attendees

---

Most Recent Session	22Jun09 0951
Unique Sessions	20
Peak User Count	436
Number of Invited Users (attended)	0 (0)
Number Of Guest Users	1500

# Meeting Reports

## Reports

[Summary](#) | [Attendees](#) | [Sessions](#) | [Polls](#)

### Meeting Report - By Attendees

Name	Time In	Time Out
SCHAUBACH, DOUGLAS S USA CTR	22Jun09 0951	22Jun09 1307
SCHAUBACH, DOUGLAS S USA CTR	22Jun09 0811	22Jun09 0918
MOORE, RONALD M MR. DISA USA	21Jun09 2147	21Jun09 2147
MURTHA, MICHAEL A Mr. DISA ADOBE	18Jun09 1053	18Jun09 1059
HASTINGS, SADIE L Ms. USA CTR	18Jun09 0945	18Jun09 0947
brian.tickell - guest	18Jun09 0938	18Jun09 0946
SCHAUBACH, DOUGLAS S USA CTR	18Jun09 0902	18Jun09 1040
HASTINGS, SADIE L Ms. USA CTR	17Jun09 1706	17Jun09 1707
SCHAUBACH, DOUGLAS S USA CTR	16Jun09 1217	16Jun09 1231
JOE, CHRISTOPHER Mr. DISA CTR	15Jun09 1112	15Jun09 1112
SCHAUBACH, DOUGLAS S USA CTR	11Jun09 1632	11Jun09 1639
FEIST, DAVID W SSG USA	11Jun09 1555	11Jun09 1605
hobbv im - guest	11Jun09 1547	11Jun09 1605

# Meeting Reports

Reports			
<a href="#">Summary</a>   <a href="#">Attendees</a>   <a href="#">Sessions</a>   <a href="#">Polls</a>			
Meeting Report - By Attendees			
Version	Start Time	End Time	Number of Attendees
<a href="#">270</a>	22Jun09 0811		2
<a href="#">268</a>	21Jun09 2146	21Jun09 2156	1
<a href="#">251</a>	18Jun09 0825	18Jun09 1124	4
<a href="#">247</a>	17Jun09 1706	17Jun09 1715	1
<a href="#">237</a>	16Jun09 1144	16Jun09 1239	1
<a href="#">222</a>	15Jun09 1052	15Jun09 1206	1
<a href="#">201</a>	11Jun09 0708	12Jun09 0225	176
<a href="#">195</a>	10Jun09 0721	10Jun09 1704	256
<a href="#">192</a>	09Jun09 0320	10Jun09 0104	614
<a href="#">150</a>	04Jun09 2026	04Jun09 2046	1
<a href="#">134</a>	02Jun09 0936	02Jun09 1128	3
<a href="#">127</a>	29May09 1226	29May09 1238	1
<a href="#">118</a>	27May09 1226	27May09 1241	1

# Meeting Reports

## Reports

[Summary](#) | [Attendees](#) | [Sessions](#) | [Polls](#)

### Meeting Report - Poll Results

Please select your primary association - 3 Responses

Answer	Responses	Percent
Army	1	33%
Navy/Marines	2	67%

What is the best time for this weekly meeting? - 3 Responses

Answer	Responses	Percent
11am ET	2	67%
3pm ET	1	33%

What types of food would you find acceptable at our team functions? - 2 Responses

Answer	Responses	Percent
Fried Chicken	1	50%
Fruit Platters	1	50%



**Partnering with Adobe to bring you -  
Adobe Acrobat Connect Professional**



**The next best thing to meeting in person**

Communicate your ideas powerfully using Adobe® Acrobat® Connect™ Pro web conferencing software.

Securely share presentations and multimedia right from your desktop, and get feedback from hundreds of participants — all using a web browser and the Adobe Flash® Player runtime, already installed on 98% of Internet-connected personal computers.

# Connect Pro Screen

The screenshot displays the Adobe Acrobat Connect Pro interface. On the left, a sidebar contains several panels: 'Camera and Voice' with a camera icon, 'Attendee List (1)' showing 'My Status' and 'SCHAUBACH, DOUGLAS S USA CTR', 'Chat' with a text input field and 'To: Everyone' dropdown, and 'Note Pod'. The main area shows a web browser window displaying the Adobe Acrobat Connect Pro product page. The browser's address bar shows 'http://www.adobe.com/products/acrobatconnectpro/?promoid=BPDEA'. The page content includes the Adobe logo, navigation links (Home, Solutions, Products, Support, Communities, Downloads, Store), and a search bar. The main heading is 'Adobe Acrobat Connect Pro' with the tagline 'High-impact web conferencing and eLearning that everyone can access'. Below this, there is a 'Replay' section for a video titled 'Best Practices For Adobe' featuring a 'PC MAGAZINE' award badge. The page is divided into sections: 'The next best thing to meeting in person' with a 'Start meeting now' button, 'Secure web conferencing' and 'eLearning' sections, 'Web seminars' and 'Individuals and small groups' sections, and a 'NEXT STEPS' sidebar with links like 'Sales 888-649-2990', 'Free trial', 'Have Adobe contact me', 'Purchase options', and 'Get support'. A 'GET STARTED' section also includes links for 'Have Adobe contact me', 'View purchase options', 'Get technical support', 'Attend a free online seminar', and 'Read the solution brief (PDF, 1.7M)'. A 'SEE IT IN ACTION' section features a video thumbnail. The bottom of the browser window shows a taskbar with various open applications and a system tray with the time '12:48 PM'. At the very bottom of the interface, there are controls for 'Share', 'Stop Sharing', 'Full screen', and 'Resume', along with status indicators for 'Sharing', 'Discussion', and 'Collaboration'.

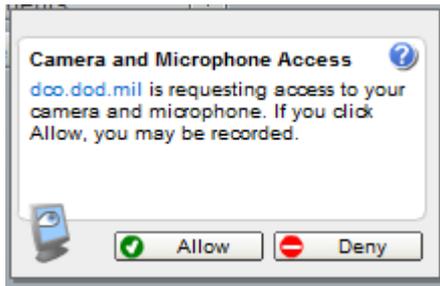
# The 8 Types of Pods in Connect

- Camera and Voice
- Attendee List
- Chat
- Note
- Share
- File Share
- Poll
- Web Links

# Camera and Voice Pod



This is the Camera and Voice Pod at logon - inactive

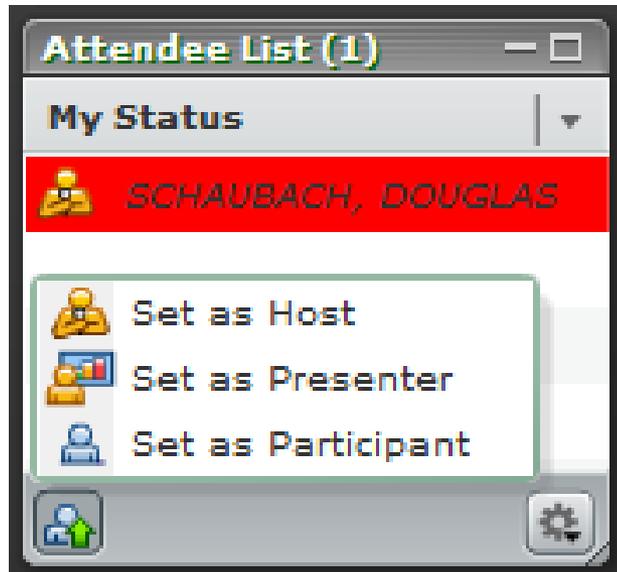


Once the button is clicked to activate the camera or microphone, this confirmation appears.



Now the pod is active and transmitting video – you must push to talk of use “hands free”

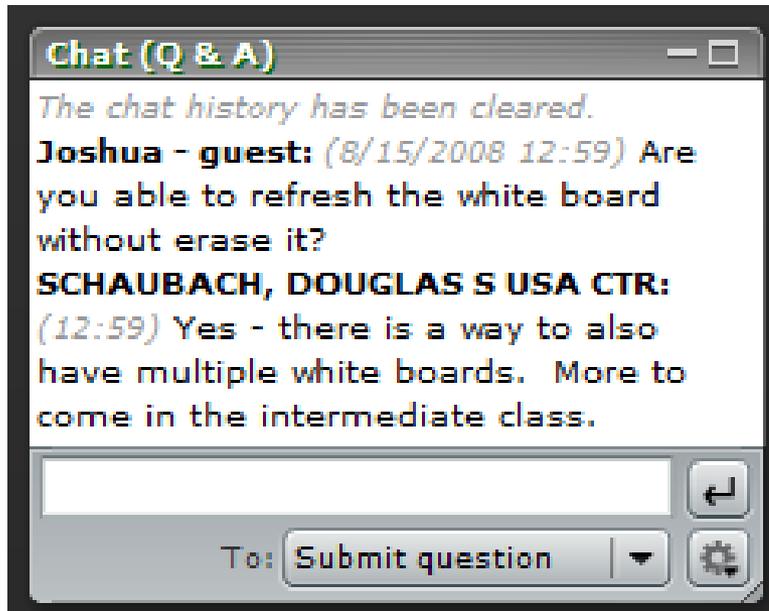
# Attendee List



The Attendee List Pod is used to track participants in your meeting. This list may be shown or hidden from participants.

This list is also where the roles of attendees can be changed. Highlight the user and click on the lower left icon to set their role.

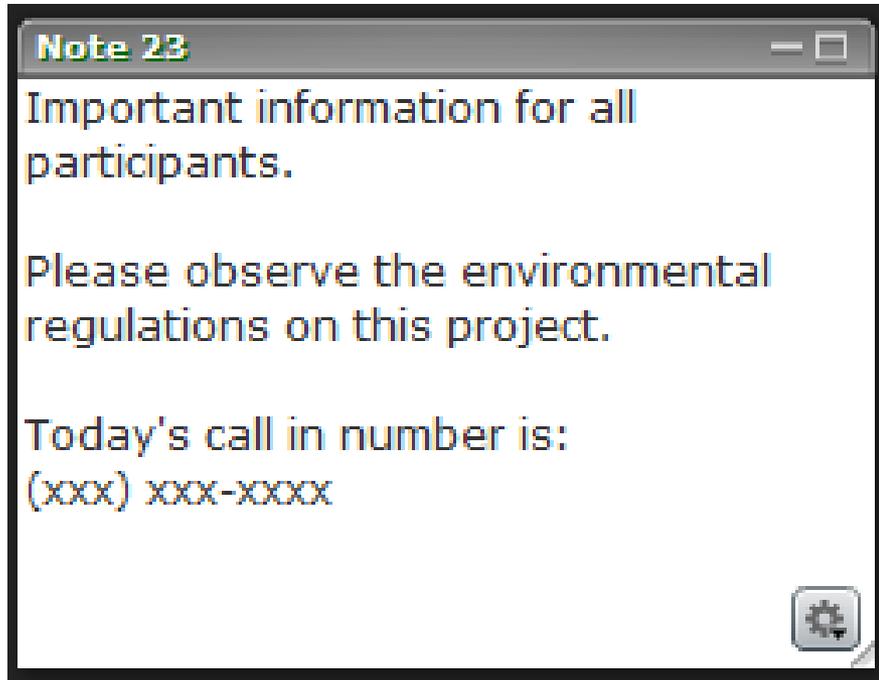
# Chat Pod (Q&A)



The Chat Pod is also used as a (Q&A) area and can be managed by the host or any presenter.

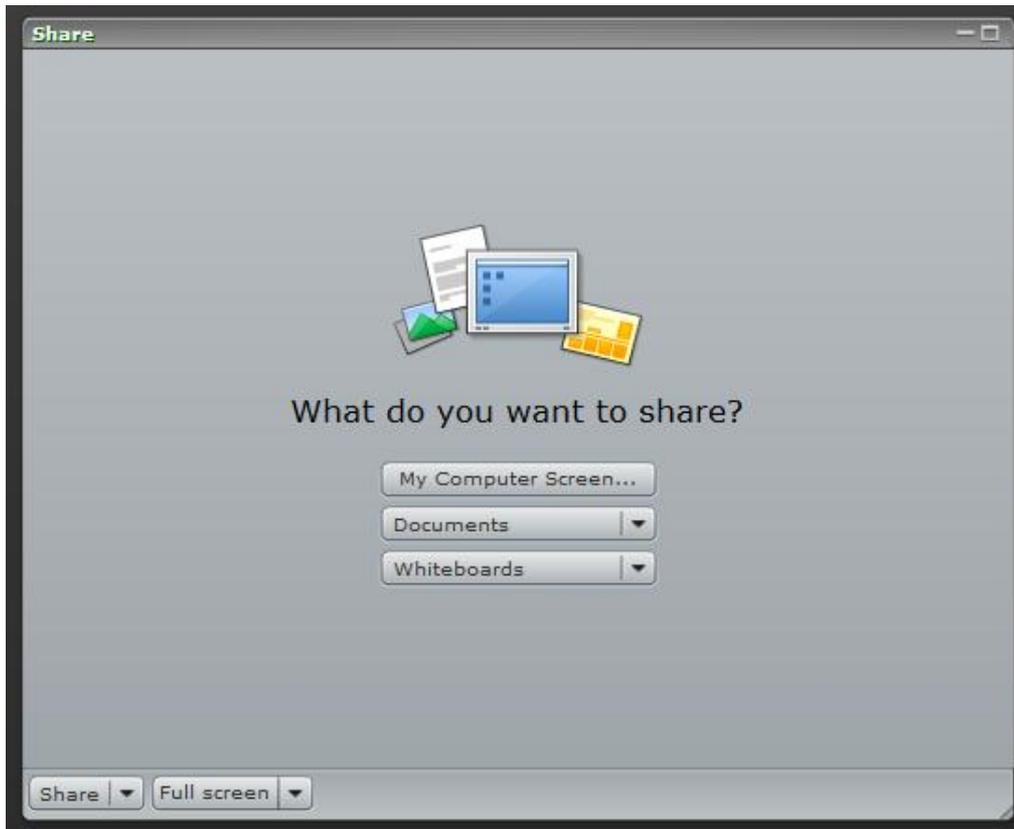
Individualized chat may also be established between the presenter and participant.

# Note Pod



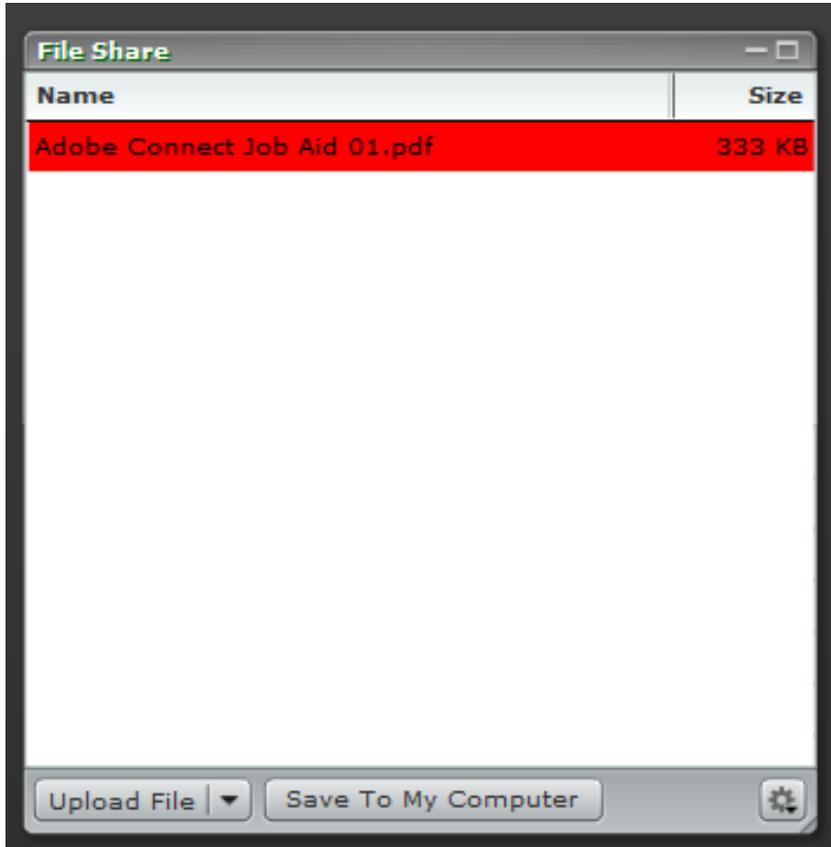
The Note Pod is used to display information to participants that cannot be appended or edited.

# Share Pod



The Share Pod is used to display information from the host or presenter's screen or document to all participants. The host can share their entire desktop or just a window/application.

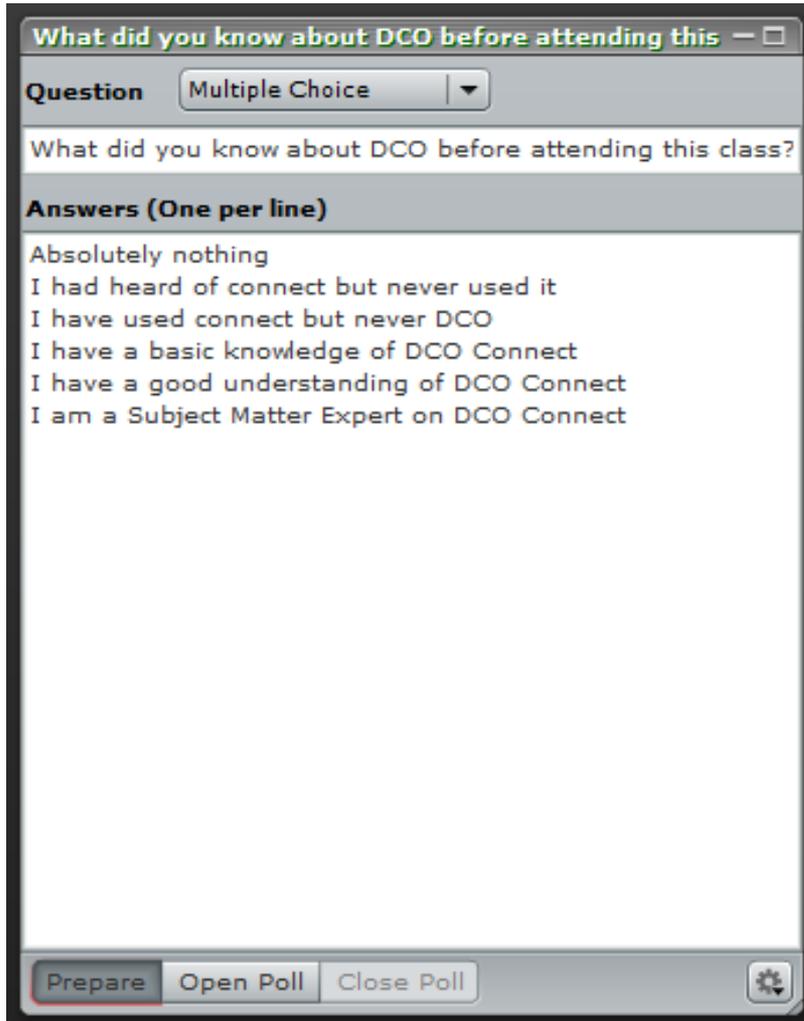
# File Share Pod



The File Share Pod is used to make files available to participants.

Only hosts and presenters are able to upload files.

# Poll Pod



The screenshot shows a window titled "What did you know about DCO before attending this" with a "Multiple Choice" question type. The question is "What did you know about DCO before attending this class?". Below the question, there are six answer options listed under the heading "Answers (One per line)". At the bottom of the window, there are three buttons: "Prepare", "Open Poll", and "Close Poll", along with a gear icon for settings.

**Question** Multiple Choice

What did you know about DCO before attending this class?

**Answers (One per line)**

- Absolutely nothing
- I had heard of connect but never used it
- I have used connect but never DCO
- I have a basic knowledge of DCO Connect
- I have a good understanding of DCO Connect
- I am a Subject Matter Expert on DCO Connect

Prepare Open Poll Close Poll

The Poll Pod is used to receive feedback from participants in your meeting.

This is the preparation screen where the question and answers are prepared before opening the poll.

Note the buttons at the bottom for control.

# Web Links Pod



The Web Links Pod is used to share outside links to information. Links are used to bring up a web page on the participants screen when [Browse To] is clicked by the presenter.

# XMPP – Instant Messaging



## What is XMPP?

Extensible Messaging and Presence Protocol (XMPP), a set of open XML technologies for presence and real-time communication developed by the Jabber open-source community in 1999

## What does it do for me?

- XMPP will allow for IM (Instant Messaging) or chat between all registered DCO users.
- XMPP works with all users on any internet enabled system to allow instant communications regardless of operating system or chat client version.
- XMPP also allows for a presence indicator to show persons logged into the XMPP client

## Is it secure?

- Yes – the data is encrypted while being transmitted and while at rest on your desktop.

# Launching Web/Thin Client

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Logout | Contact Support | Help | FAQs

**My DCO**

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[Downloads and Plugins](#)  
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**New Disk Usage Policy**

Due to rapidly increasing disk utilization by users of DCO, the below policies are now in effect. Resources and content will not be deleted without first checking with owners. [Download Policy](#)

- Dormant Account Deletion: Accounts dormant for 180 days will be considered inactive and marked for deletion unless the user indicates otherwise when contacted.
- Content Deletion: Content dormant for 180 days will be considered inactive and marked for deletion. Individuals with content in excess of 200 MB will have their content marked for deletion.
- Dormant DCO X... reference rooms dormant for 180 days will be considered inact...
- Dormant Conne... s will be considered inactive and marked for deletion.

**My Meetings**

Meeting Name	Meeting Date	Start Time
<a href="#">DCO Live Remote Training</a>	2009-05-29	19:00
<a href="#">Insomnia Test</a>	2009-05-27	17:00
<a href="#">Test</a>	2009-05-19	09:00

**My Account**

- [View My Profile](#)
- [Change My Password](#)

**DCO Search**

**Content Search:**

**User Search:**  
First  Last

**Meeting/Recording Search:**

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DISA Customer Partnership Conference recorded content is unavailable pending a review by D [More](#)

**10Apr09 - New Guides and Training Videos**

Open XMPP  
Web(thin) client

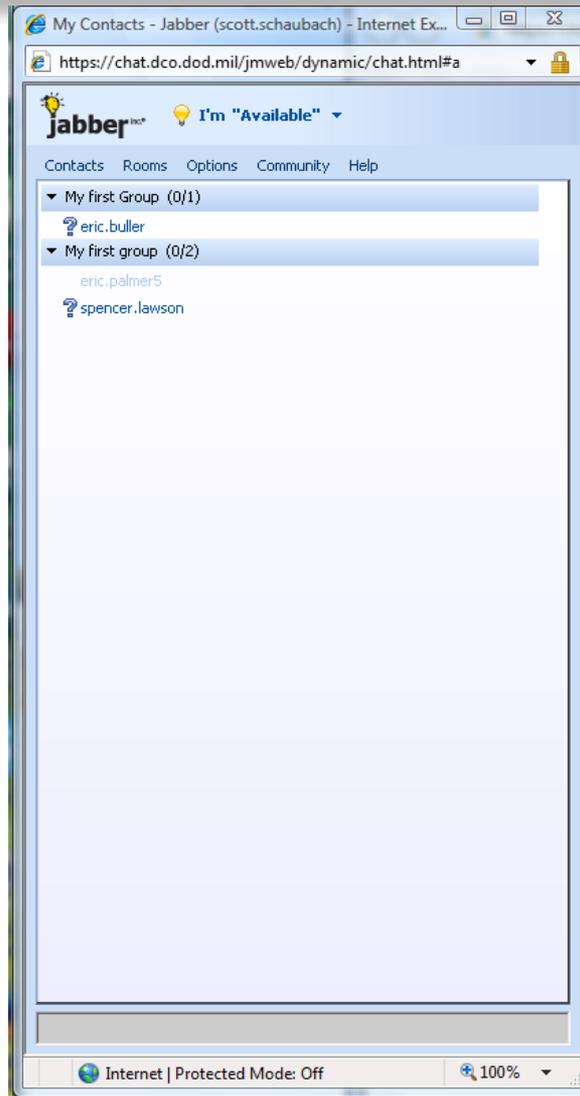
# Open XMPP Thin Client



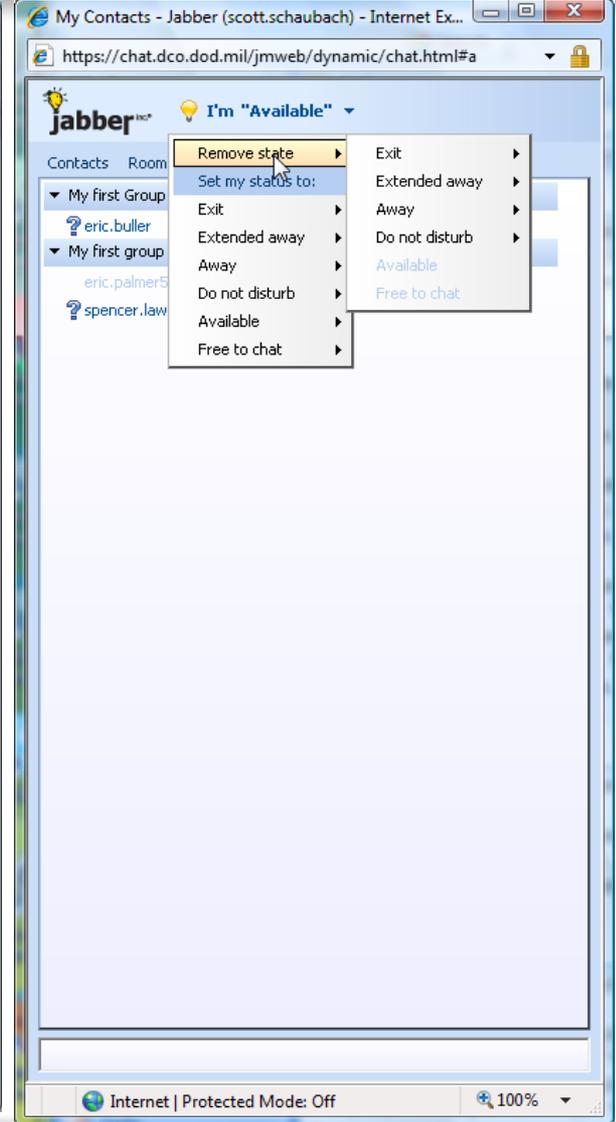
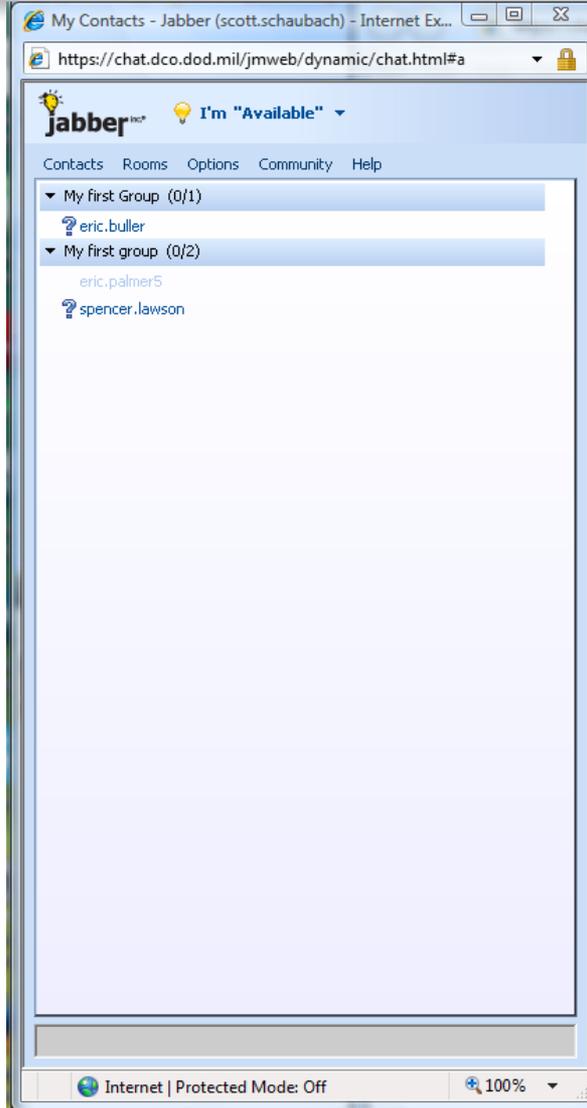
Use your DCO Portal Credentials  
**With** @chat.dco.dod.mil after them

Example:  
first.lastname@chat.dco.dod.mil

# Open XMPP Thin Client



# Open XMPP Thin Client

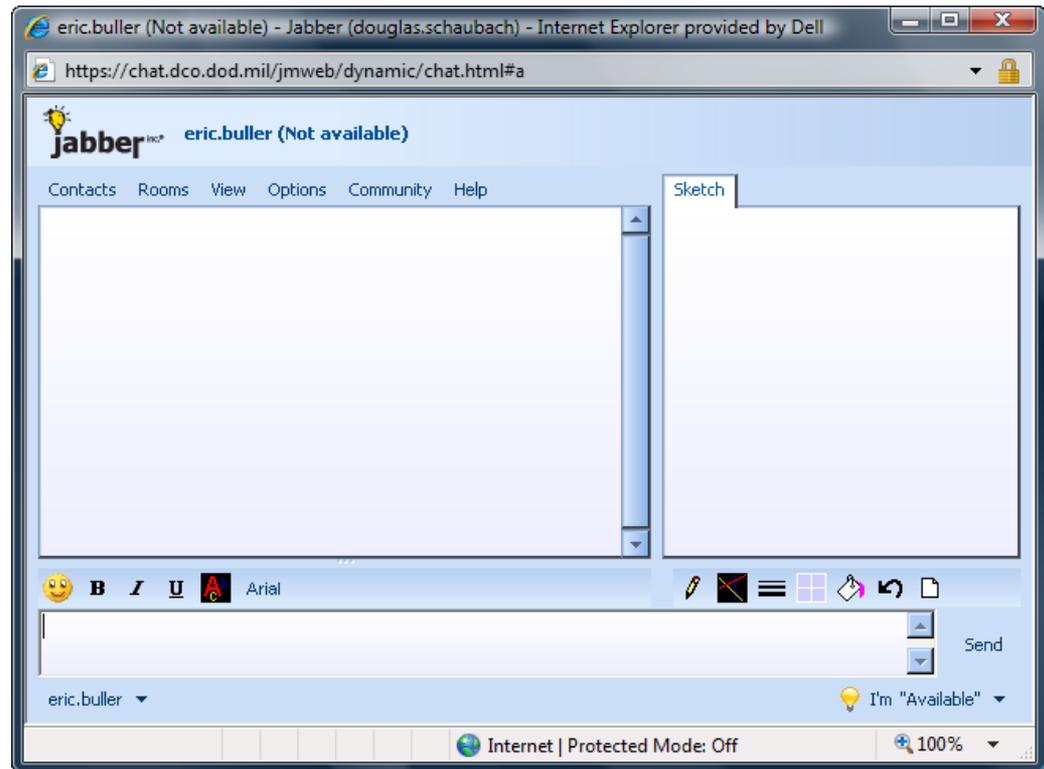


# Open XMPP Thin Client

Usage of the messenger is similar to any other messenger (AIM – Yahoo Messenger – etc.).

Type your message to the other person(s) in the bottom and they will receive it in their view.

Other features are sketch area and emoticons etc.



# DCO XMPP Desktop Client

## DCO XMPP Desktop Client

### Requirements –

- Installed on a Windows machine
- Must have privileges(rights) to install software on the machine.
  - This will not be the case on most government machines due to rights issue
- Internet access

### Features –

- Does not require login every time
- Pop-up Notifications
- Runs when Windows starts and alerts users to your status without further interaction
- Does not require CAC authentication

UNCLASSIFIED


Logout | Contact Support | Help | FAQs

09 Jun 09

<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">My DCO</div> <p><a href="#">Home</a> <a href="#">My Meetings</a> <a href="#">My Account</a></p> <div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Web Conferencing</div> <p><a href="#">Create a New Meeting</a> <a href="#">My Meetings</a> <a href="#">My Recordings</a> <a href="#">My Content</a> <a href="#">My Templates</a> <a href="#">Public Meetings</a> <a href="#">Public Recordings</a> <a href="#">Active Public Meetings</a></p> <div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Instant Messaging</div> <p><a href="#">Open XMPP Web Client</a> <a href="#">Download XMPP Desktop Client</a> <a href="#">Download XMPP Outlook Addin</a></p> <div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Getting Started</div> <p><a href="#">User Manuals</a> <a href="#">On-Demand Training</a> <a href="#">Live Training</a></p> <div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">User Resources</div> <p><a href="#">5.4 v2 Desktop XMPP Client &amp; Outlook Add-in Enhancement Release Notes</a> <a href="#">DCO Connect 7 Release Notes</a> <a href="#">DCO Enterprise Services Designation</a> <a href="#">FAQs</a> <a href="#">Downloads and Plugins</a> <a href="#">Community Forum</a> <a href="#">Test Meeting Connectivity</a> <a href="#">DoD Certificates Download</a> <a href="#">DCO CM Tracker</a></p>	<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Downloads and Plugins</div> <p><a href="#">User Manuals</a>   <a href="#">On-Demand Training</a>   <a href="#">FAQs</a>   <a href="#">Live Training</a>   <a href="#">Downloads and Plugins</a>   <a href="#">Community Forum</a></p> <hr/> <p style="text-align: center;"><b>Portal</b></p> <p><b>Web Conferences and Meetings</b></p> <p><a href="#">DCO Connect 6 Add-in for Windows</a> Acrobat Connect Add-in allows meeting presenters and hosts to share their screen, control other users' screens, and upload their files to meetings. 27Nov07</p> <p><a href="#">Flash Paper 2</a> Convert files into accessible, web-ready Flash documents. Macromedia FlashPaper 2 allows anyone to convert Microsoft Word, Microsoft PowerPoint and HTML documents into accessible Macromedia Flash files with a single press of a button. 10Dec07</p> <p><a href="#">Uninstall Adobe Flash Player</a> MS Windows. 28Apr08</p> <p><a href="#">Adobe Flash Player - Firefox Browser - MS Windows</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 98% of Internet-connected desktops. 31Oct08</p> <p><a href="#">Adobe Flash Player 10 for IE on MS Windows</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 98% of Internet-connected desktops. 31Oct08</p> <p><a href="#">Adobe Flash Player 10 for MAC - Intel Based</a> Adobe® Flash® Player software is a cross-platform browser plug-in that delivers breakthrough web experiences and is installed on more than 98% of Internet-connected desktops. 31Oct08</p> <p><a href="#">DCO Connect 7 Add-in for Windows</a> Adobe Connect 7 Add-In. This add-in will be needed with Adobe Connect 7. An announcement will be made with <a href="#">DCO Connect 7 Add-in for MAC</a></p> <p><a href="#">DCO Connect 7 Add-In for MAC</a> Adobe Connect 7 Add-In. This add-in will be needed with Adobe Connect 7. An announcement will be made with <a href="#">DCO Connect 6 Add-in for MAC</a></p> <p><a href="#">Acrobat Connect Add-in</a> Acrobat Connect Add-in allows meeting presenters and control other users' screens, and upload their files to m</p> <p><a href="#">DCO Connect System Requirements</a> DCO Connect System Requirements</p> <hr/> <p><b>Instant Messaging</b></p> <p><a href="#">DCO XMPP Thick Client 5.2.1.30</a> Desktop XMPP client <a href="#">DCO XMPP Desktop Client 5.4 v2</a> Desktop XMPP Client <a href="#">XMPP Outlook Add-in 5.4</a> XMPP Outlook Add-in</p>	<div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">DCO Search</div> <p><b>Content Search:</b> <input type="text"/> <input type="button" value="GO"/></p> <p><b>User Search:</b> First <input type="text"/> Last <input type="text"/> <input type="button" value="GO"/></p> <p><b>Meeting/Recording Search:</b> <input type="text"/> <input type="button" value="GO"/></p> <div style="background-color: #f00; color: white; padding: 2px; font-weight: bold;">Special Announcements</div> <p><a href="#">05 Jun 09 - E-Collab User Transition FAQs</a> FAQs regarding the eCollab User transition can be obtained by clicking <a href="#">More</a></p> <p><a href="#">05 Jun 09 - DCO Connect Meeting Room Restarts</a> Some NPR DCO Connect user may experience restarts in their Connect meeting rooms. The DC <a href="#">More</a></p> <p><a href="#">04 Jun 09 - LIVE REMOTE DCO TRAINING</a> DCO Live Remote Training will be offered in two monthly sessions in June. <a href="#">Session one</a> <a href="#">More</a></p> <div style="background-color: #333; color: white; padding: 2px; font-weight: bold;">Recent Announcements</div> <p><a href="#">05 Jun 09 - DCO Connect 7 upgrade</a> The Scheduled (BUE) &amp; 15(CE) March Connect 7 upgrade has been delayed until further notice. <a href="#">More</a></p>
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Instant Messaging

DCO XMPP Thick Client 5.2.1.30

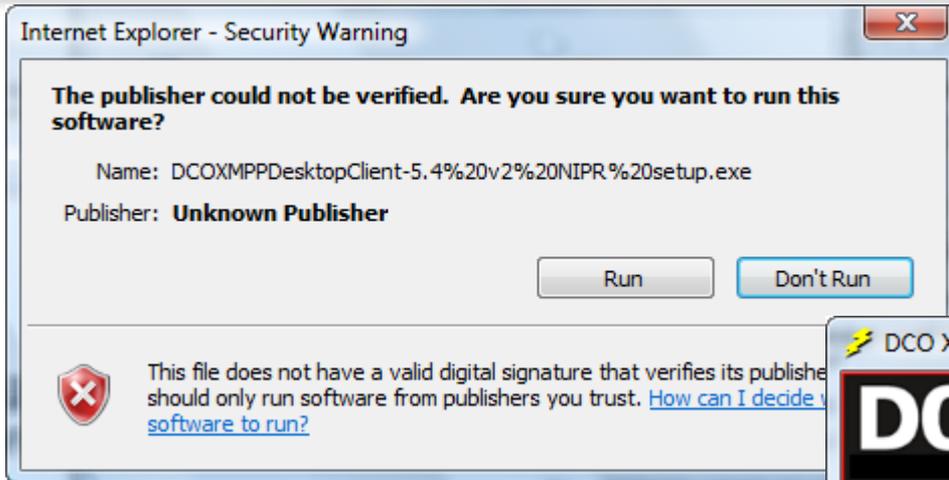
Desktop XMPP client

DCO XMPP Desktop Client 5.4 v2

Desktop XMPP Client

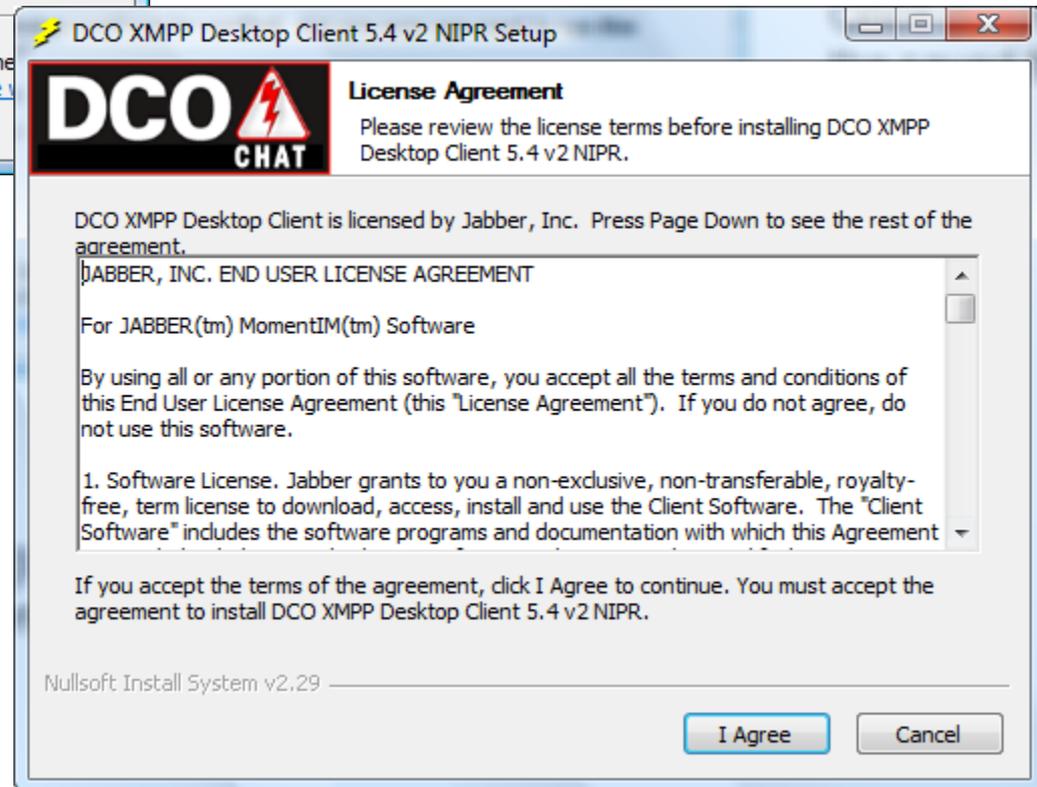
XMPP Outlook Add-in 5.4

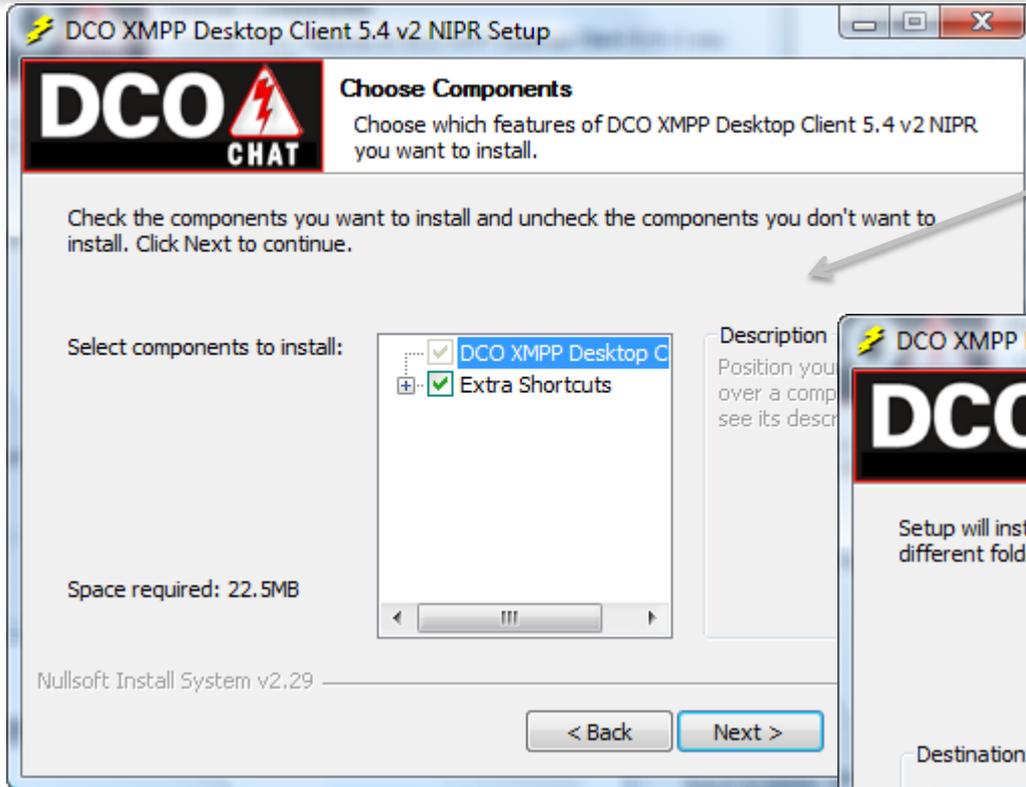
XMPP Outlook Add-In



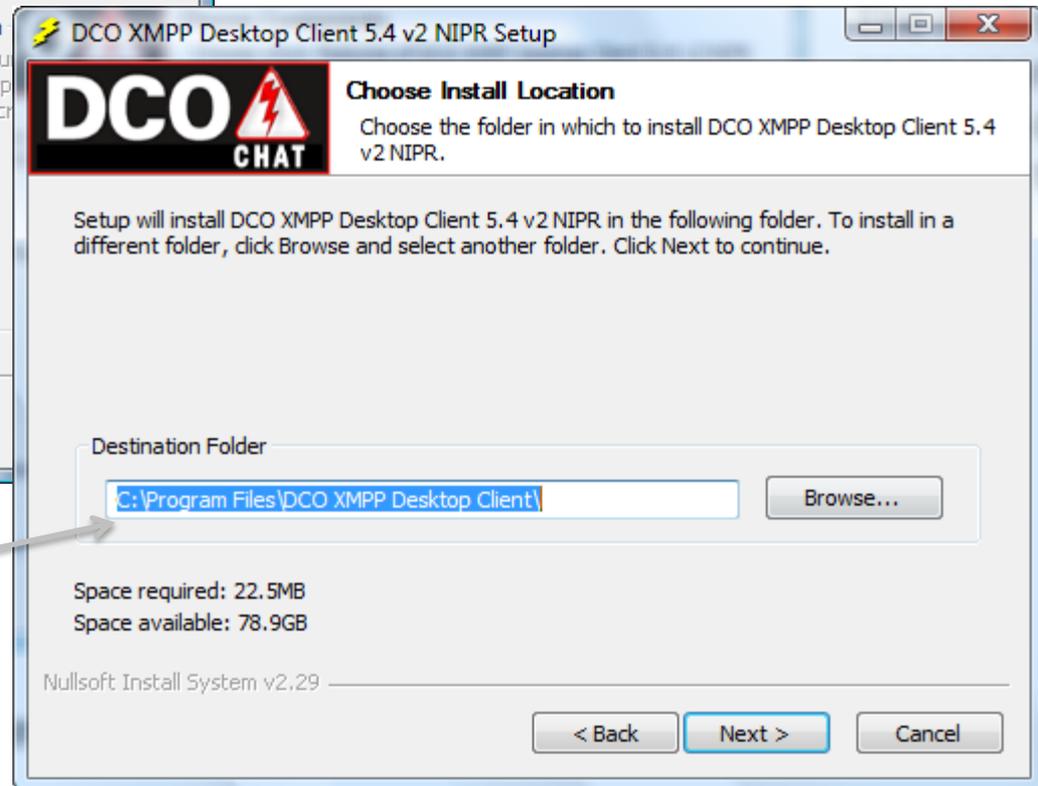
Once downloaded, double-click on the saved file to run it.

Click [I Agree] on the license agreement.

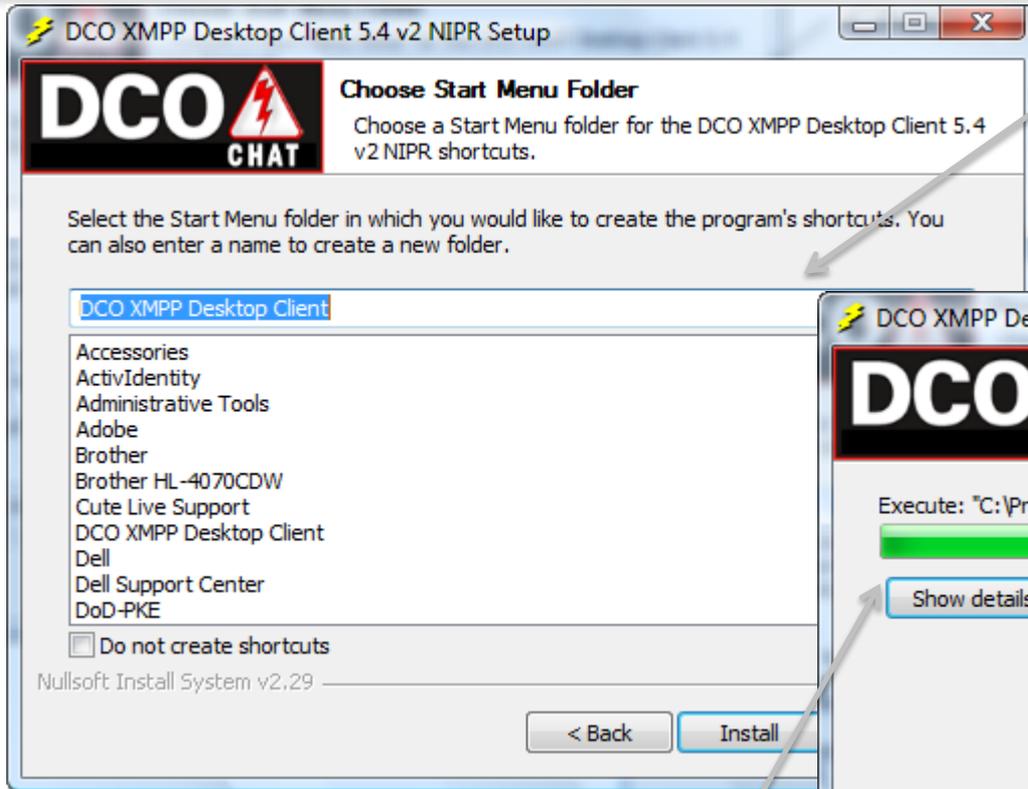




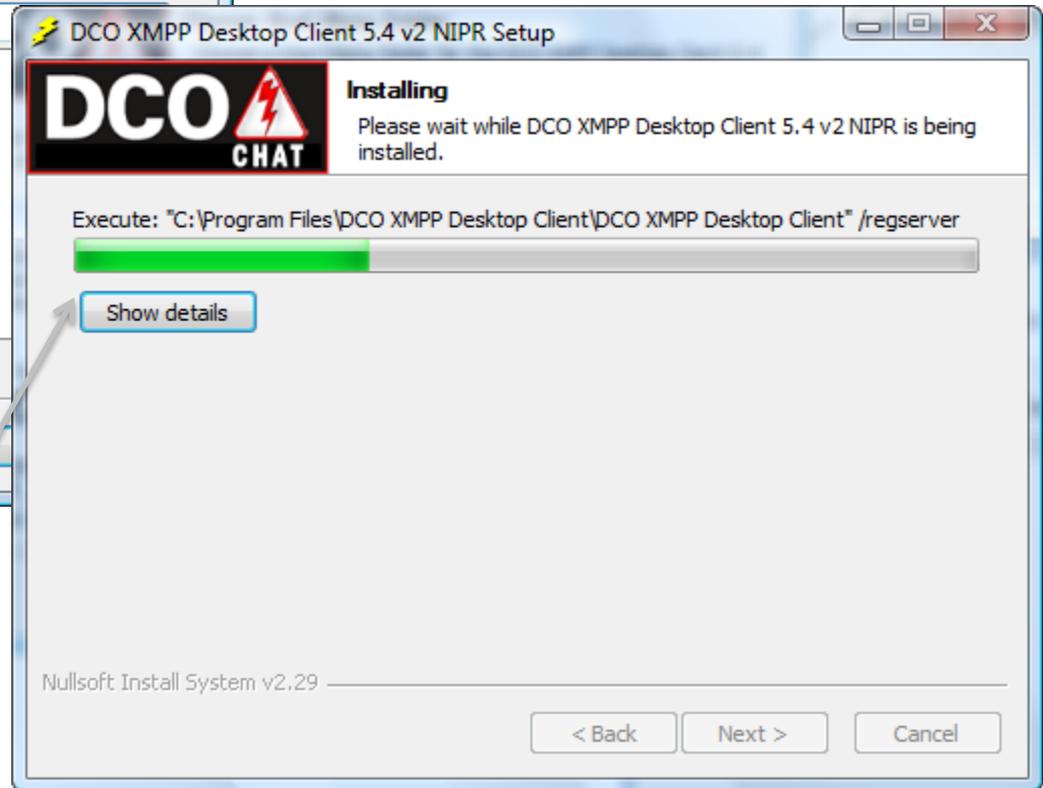
The next screen is choose components – without much selection other than whether to put the extra shortcuts in or not.



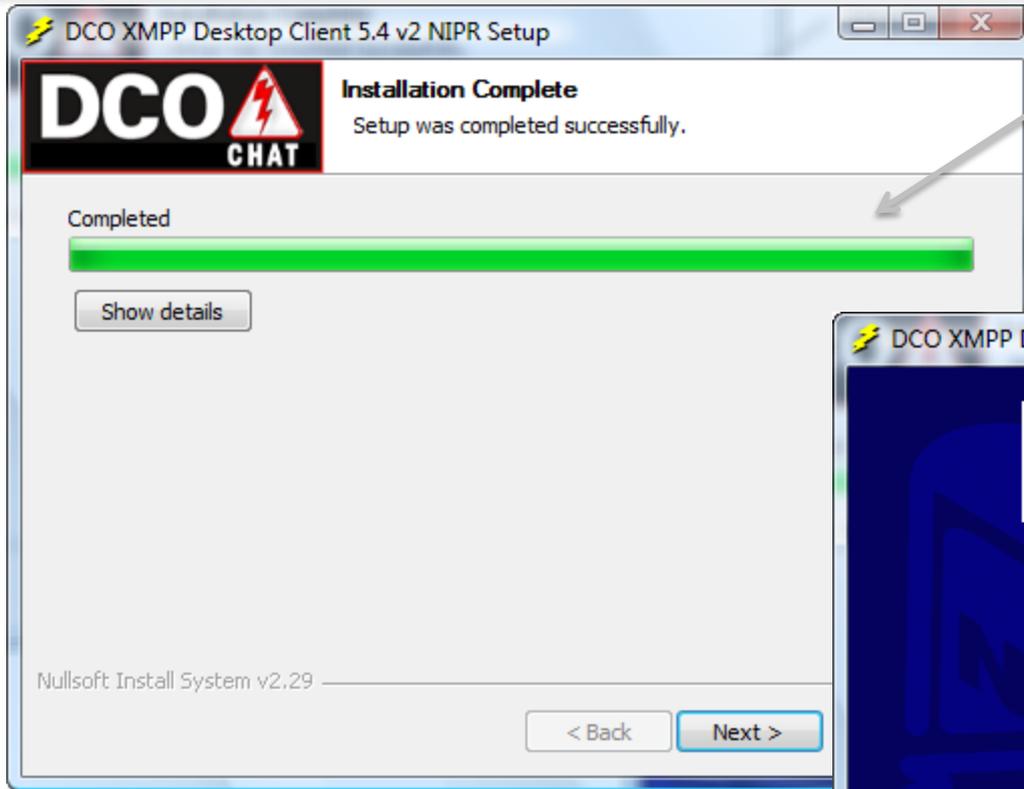
Choose the location to put the files



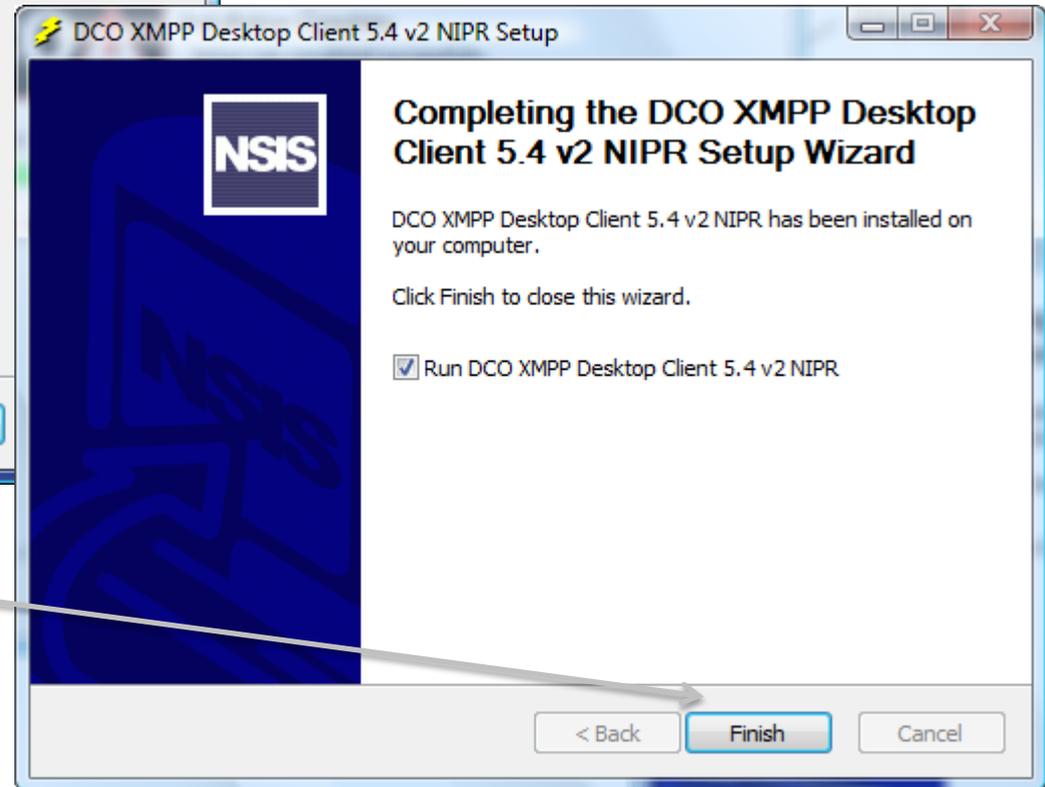
Choose the start menu folder



Install processes



Install complete



Next - Finish

The program will now run the configuration wizard.

Default Profile Details

Account Details

Connection

Username:

Server: chat.dco.dod.mil

Password:

Save password

This is a new account

Rename this profile...

OK

Default Profile Details

Account Details

Connection

Username: first.last

Server: chat.dco.dod.mil

Password: \*\*\*\*\*

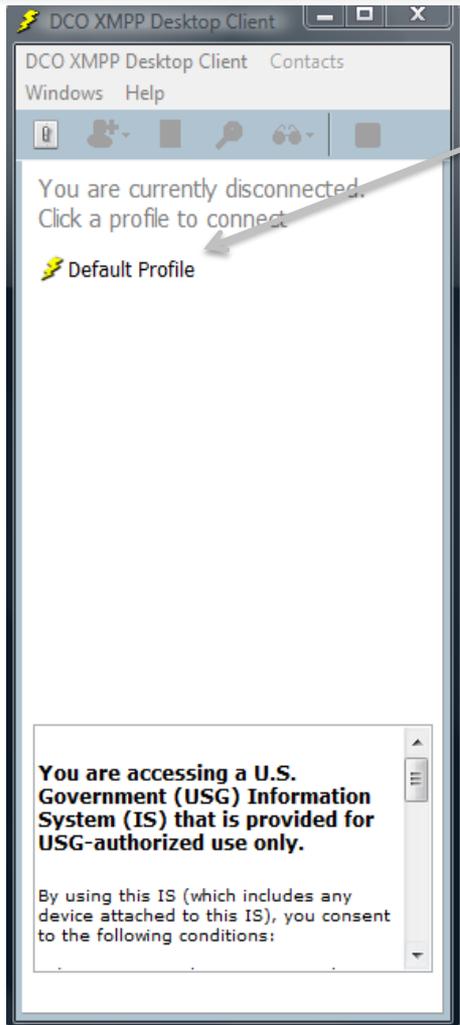
Save password

This is a new account

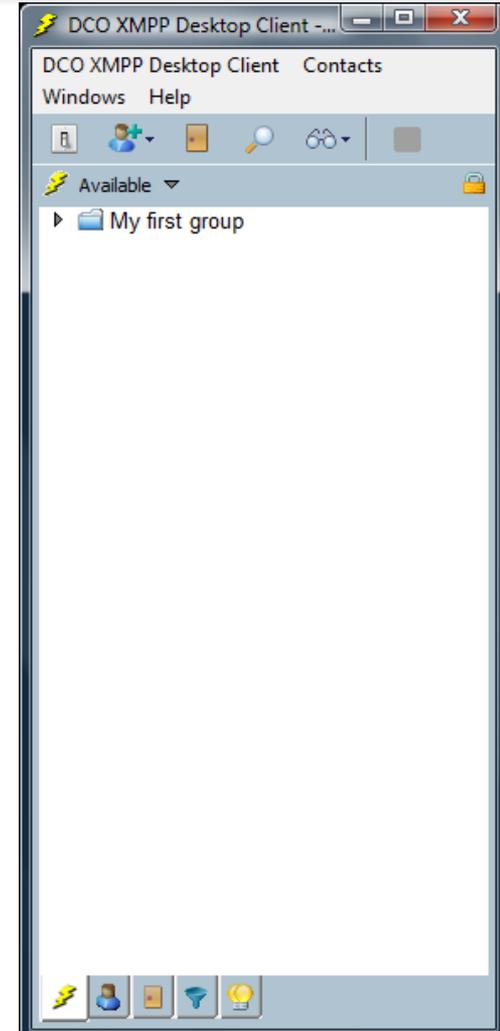
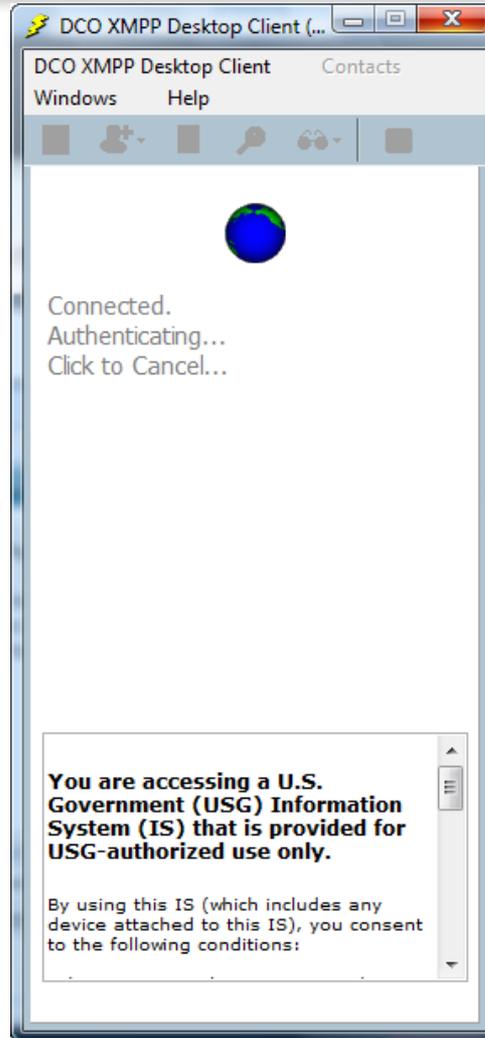
Rename this profile...

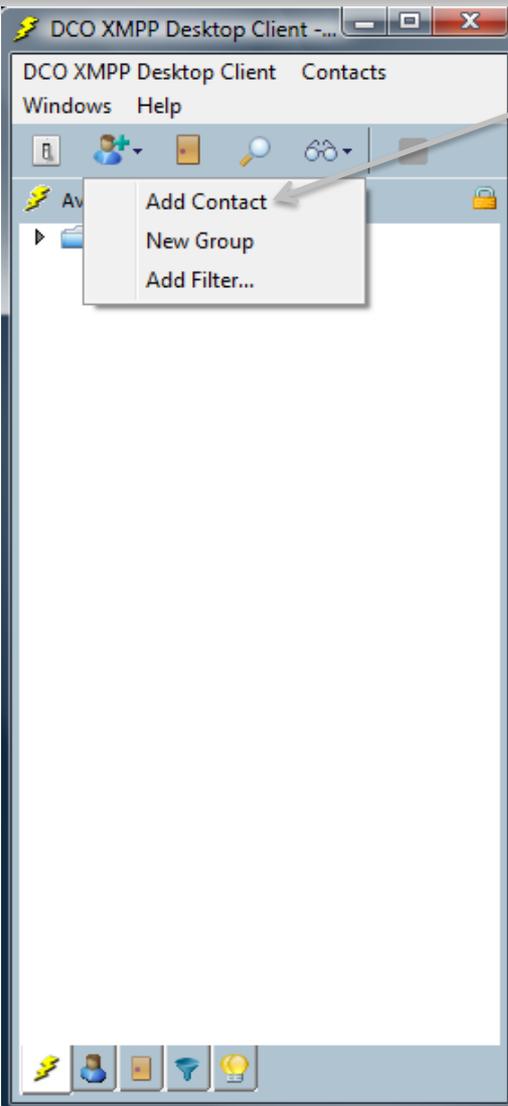
OK Cancel

Input your new username in the client  
**WITHOUT** @chat.dco.dod.mil at the end –  
Enter your password  
Click OK



The program runs – click Default Profile to launch into your connection.





Add Contacts by clicking the contact button and choose Add Contact.

When adding – the naming convention first.lastname should be used

If no groups are established or another is not chosen, the contact will be placed in a group named “Unfiled”

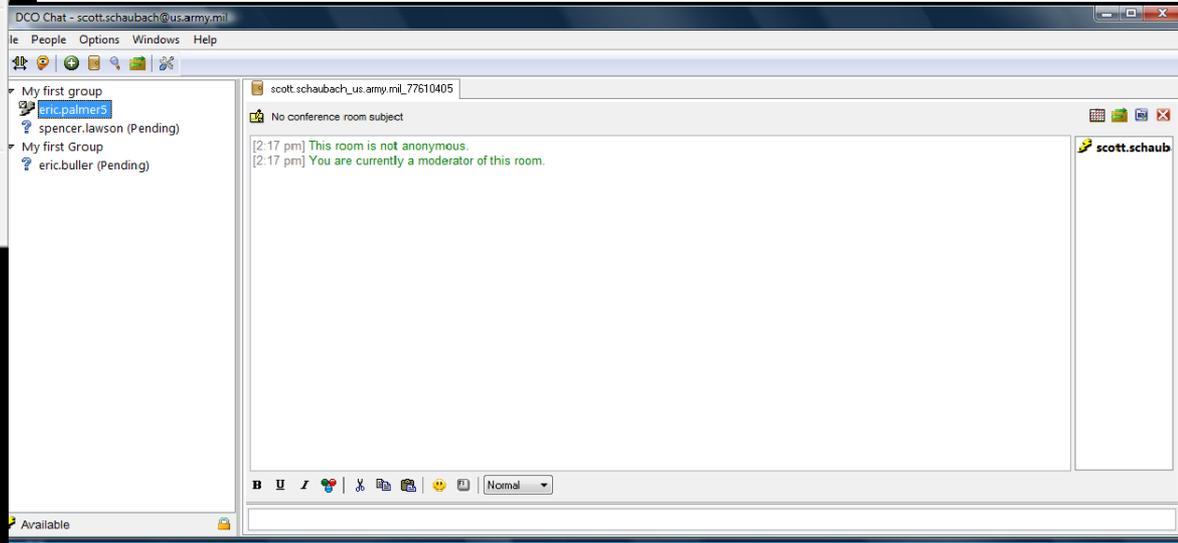
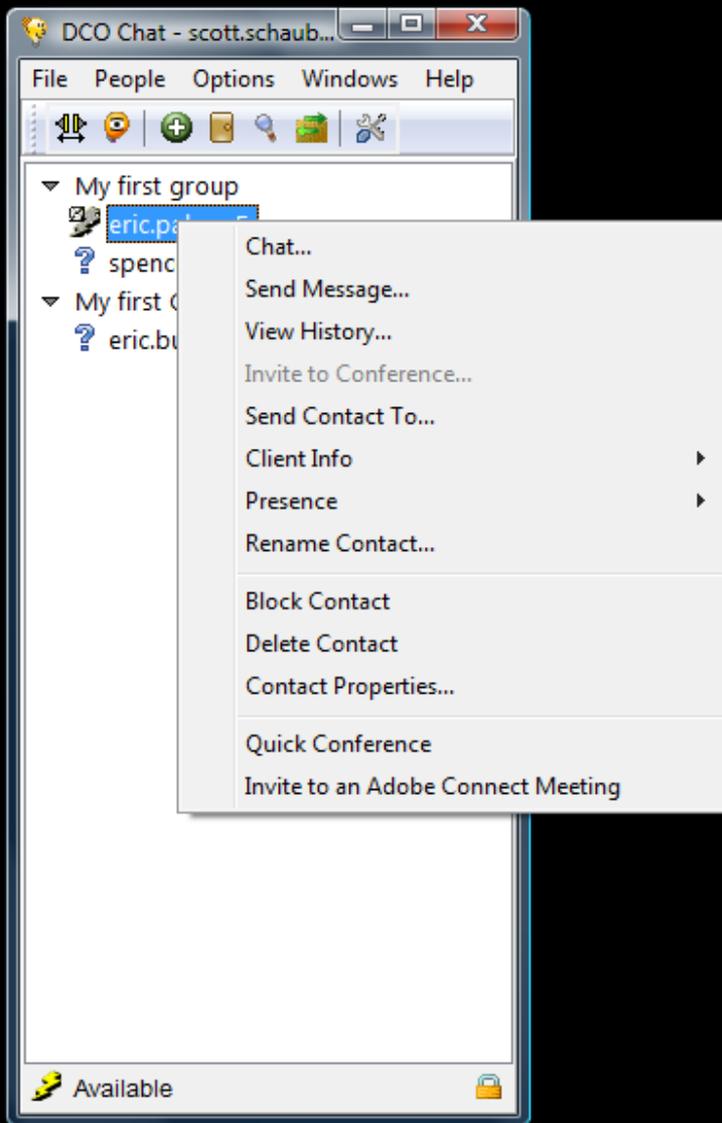


Once contacts are added, they show in the group when online or if the view is changed, they will show offline too and have a status beside them.

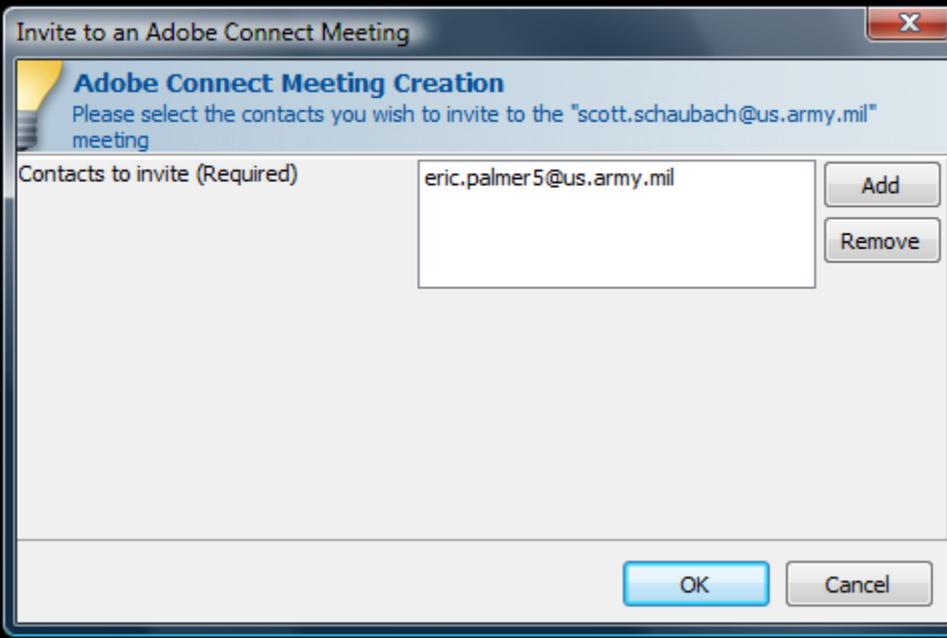
# DCO XMPP Desktop Client Quick Conference

Right click the user name or hold Ctrl and select multiples to then right click and bring up the options shown.

Quick conference will open a room as shown below.



# Invite to an Adobe Connect Meeting



Highlight the user you wish to invite and then click OK



A new Connect session will be opened with your ID as the name.

# Review of today's Objectives

- Describe the benefits of using Defense Connect Online (DCO) communication tools
- Register and manage a DCO portal account
- Find help on using the DCO portal, XMPP and Connect
- Find and enter a Connect meeting
- Create a Connect meeting
- Identify the 8 different types of Adobe Acrobat Connect pods and their attributes
- XMPP Instant Messenger
  - Launching the web/thin client
  - Installation of the desktop/thick client
  - Look up and add contacts
  - Basic Usage

# Please Join us for the Intermediate Training

## Intermediate Training Topics

- Define the three Connect roles and their permissions
- Broadcast your image and voice using the Camera and Voice Pod
- Share a presentation in the Share Pod
- Share your screen using the Share Pod
- Pause and annotate your screen
- Use whiteboard tools
- Manage questions using the Q&A chat pod in the Presenter Only Area
- Share a file with the File Share Pod
- Create and open a poll question using the Poll Pod
- Share web links using the Web Links Pod
- Use third party downloads

## **Question and Answer Time**

**The meeting will remain open for Q&A until the allotted time has ended.**

**Also let us know your opinions and additional topics you wish covered in future sessions through the Q&A pod**

**If you would like a copy of today's Q&A chat log, please request it by entering your email into the Chat Log Request Pod**