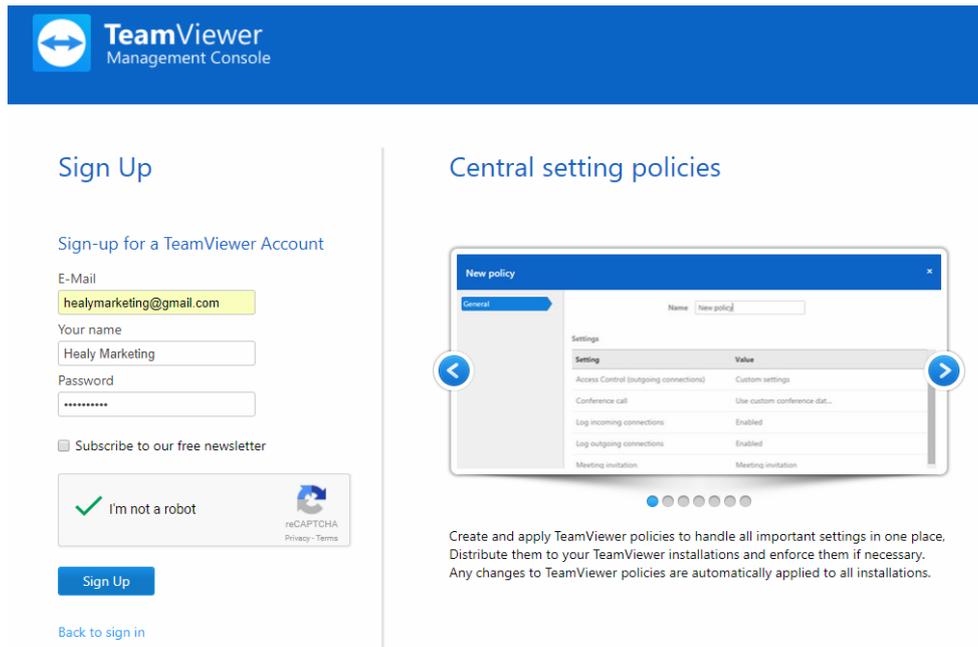


Guide to using TeamViewer

Guide to using TeamViewer, a tool which allows you to host meetings, join meetings, video and audio call, and share and control screens.

How to create an account

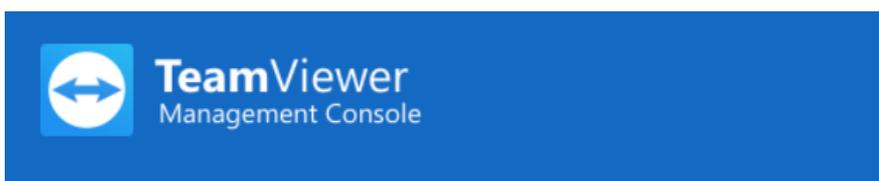
1. Go to [this link on the TeamViewer website](#)
2. Enter your Healy Consultants email address
3. Set your password
4. Click on "I'm not a robot"
5. Click on "Sign up"



The image shows two screenshots from the TeamViewer Management Console. The left screenshot is the 'Sign Up' page, which includes a form for E-Mail (healymarketing@gmail.com), Your name (Healy Marketing), Password, and a checkbox for 'Subscribe to our free newsletter'. It also features a reCAPTCHA 'I'm not a robot' checkbox and a 'Sign Up' button. The right screenshot is titled 'Central setting policies' and shows a 'New policy' dialog box with a table of settings. The table has columns for 'Setting' and 'Value'.

Setting	Value
Access Control (outgoing connections)	Custom settings
Conference call	Use custom conference dial...
Log incoming connections	Enabled
Log outgoing connections	Enabled
Meeting invitation	Meeting invitation

6. Once the registration is complete, click on "Continue"

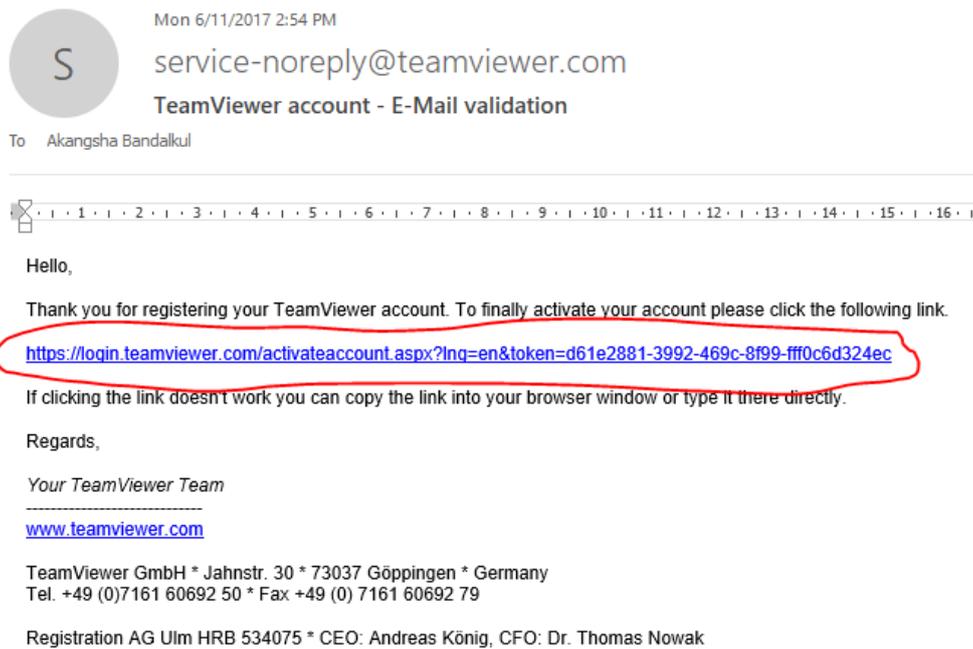


Registration completed

To complete the registration process you have to activate your account. An activation E-Mail has been sent to your E-Mail address. By clicking the link inside the activation mail you can activate your account. Please make sure to also check your spam / junk folders in case you can not find the activation mail.

[Continue](#)

7. Go to your Outlook. In the subscription confirmation email you receive, click the link to activate your account:



8. Your account is now registered!

How to install TeamViewer

1. Go to [this page on the TeamViewer website](#)
2. Scroll down until you see the below

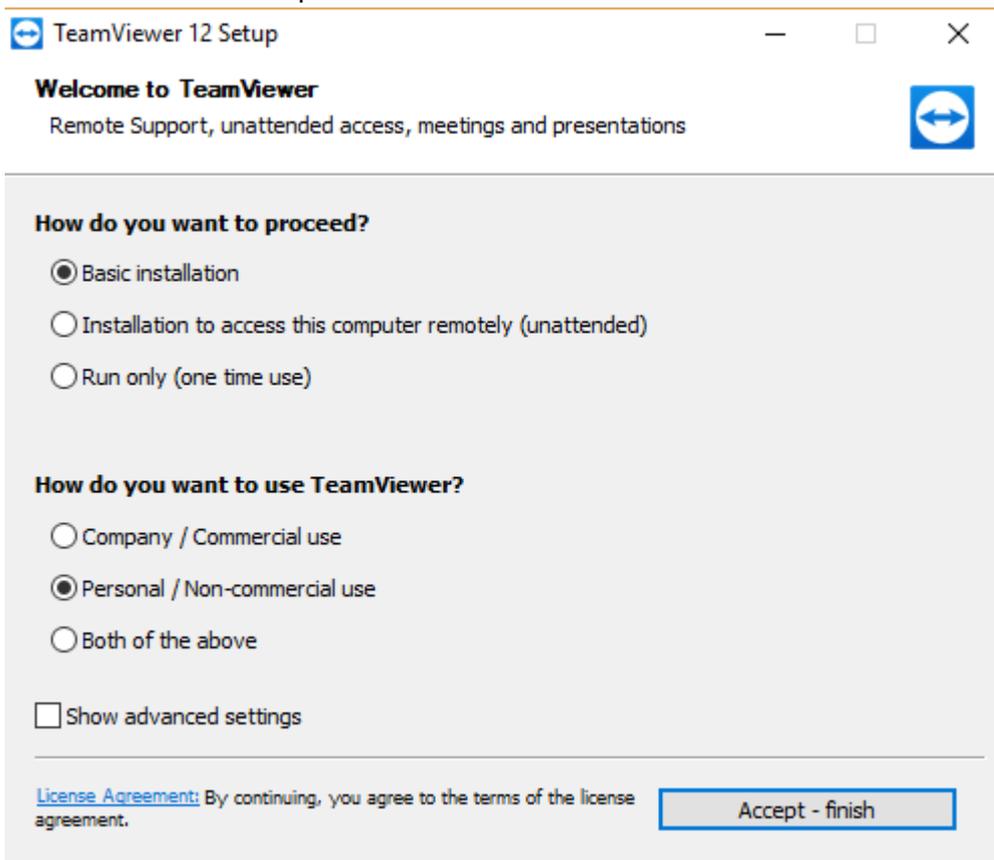
TeamViewer for Windows

Establish incoming and outgoing remote desktop and computer-to-computer connections for real-time support or access to files, networks and programs. Collaborate online, participate in meetings, chat with other people or groups, and make video calls in one-click. After downloading and installing this software, you'll have your first session up and running within seconds.

[Download TeamViewer](#)

v12.0.88438

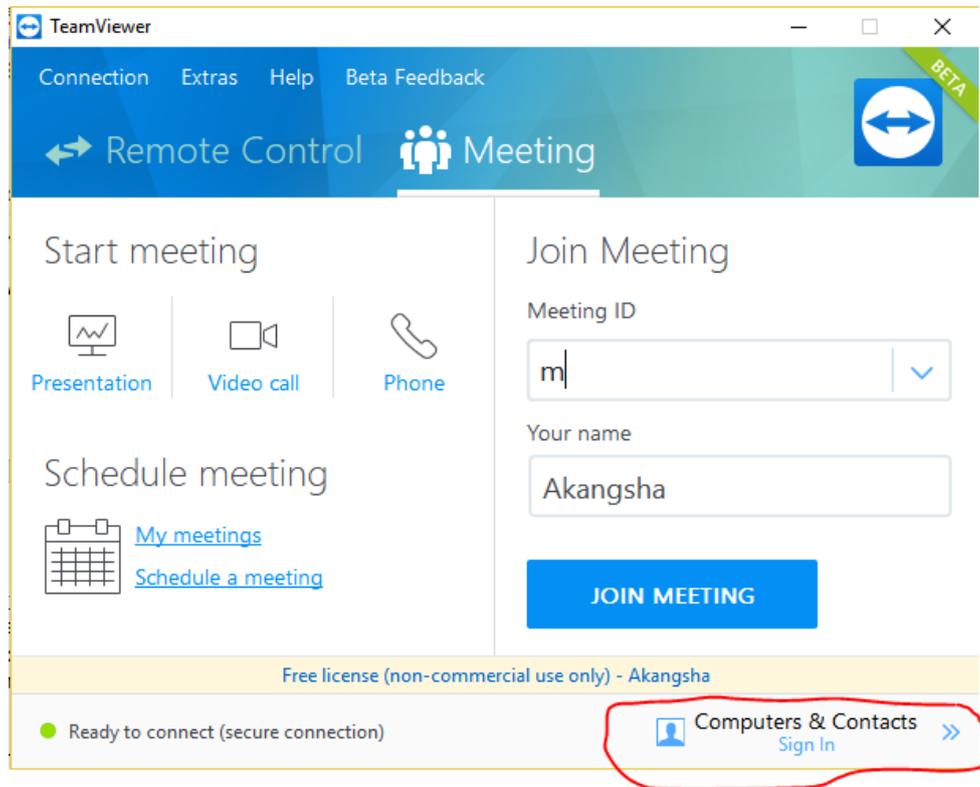
3. Click "Download TeamViewer"
4. Wait for the file to complete download



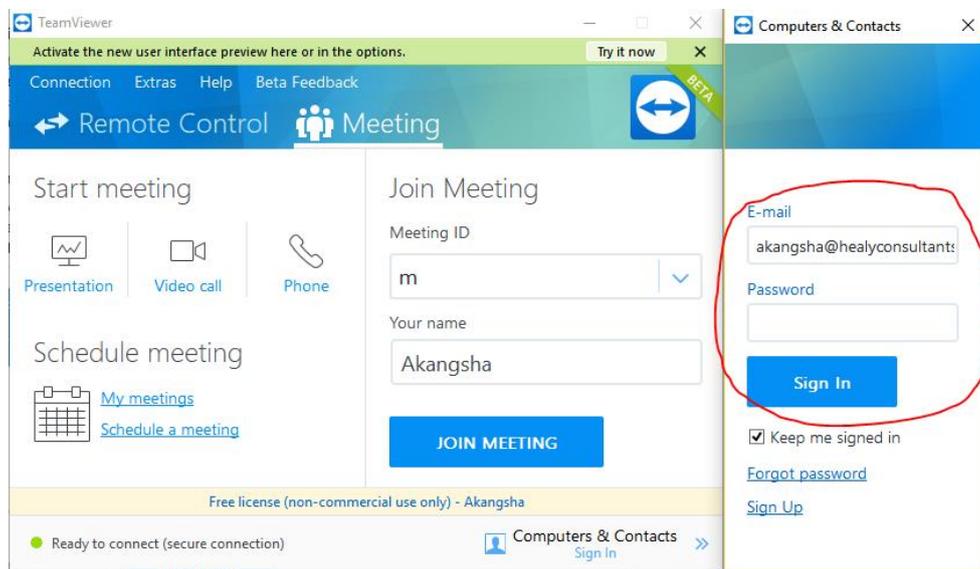
5. Run the .exe file and complete setup using the default settings as shown in the image below

How to sign into TeamViewer on desktop

1. On your desktop, go to start
2. Search for TeamViewer and open the application
3. Click the sign in button

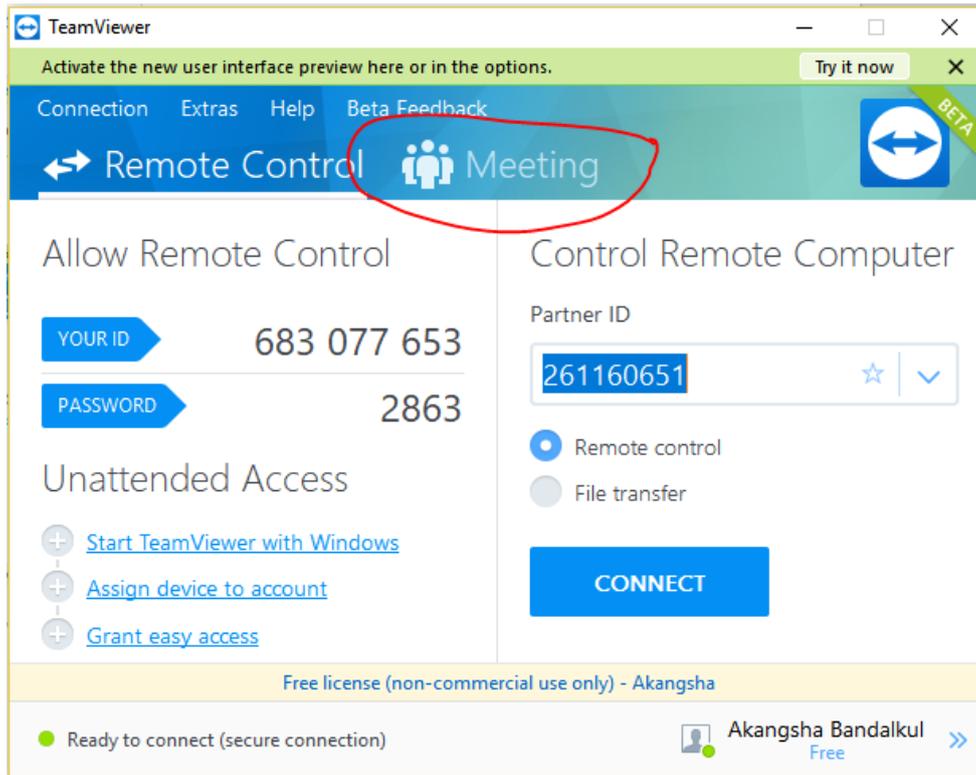


4. Fill in your account details and select "Keep me signed in" and then click the "Sign in" button

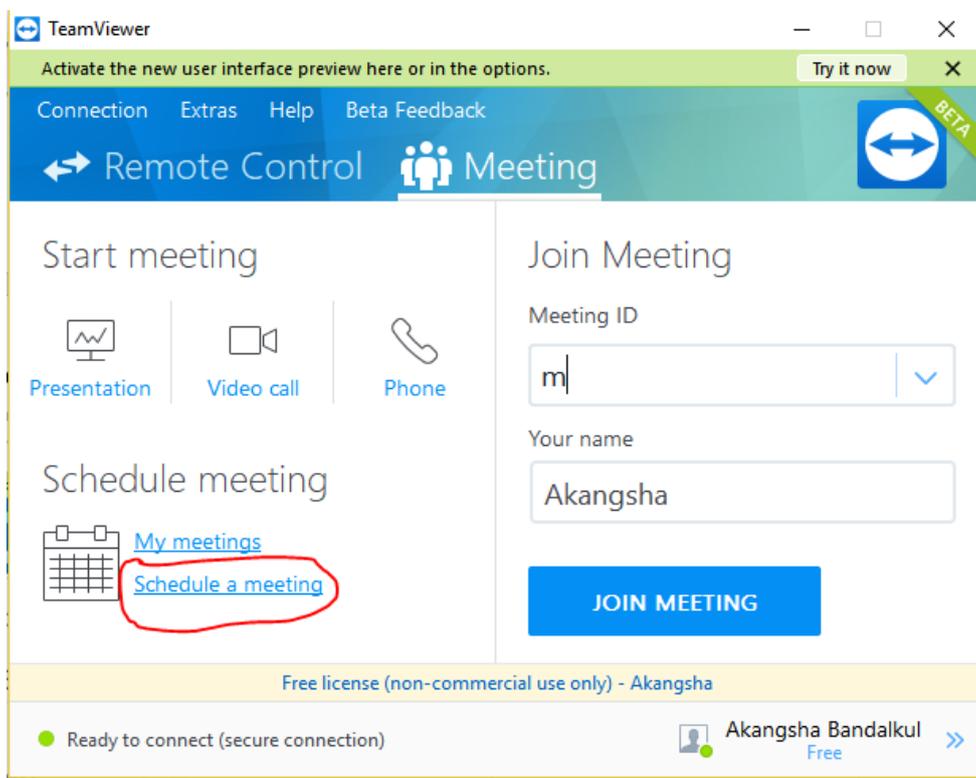


How to schedule a meeting

1. Click on the Meeting tab in TeamViewer



2. Click "Schedule a meeting"



3. Assign a name to the meeting, e.g. "CRO Meeting", fill in the date and time details including the time zone, set a password if needed and click "Save"

Schedule a Meeting

Subject: Example Meeting

Start: 24/11/2017 12:00 PM (UTC +08:00) Kuala Lumpur

End: 24/11/2017 12:30 PM

Password: Optional

Save meeting for later reuse

[Configure Conference Call](#)

Save Cancel

4. When you click "Save", a window with this new meeting and all past meetings will appear. If it asks you to open in an app, choose Outlook.

My Meetings

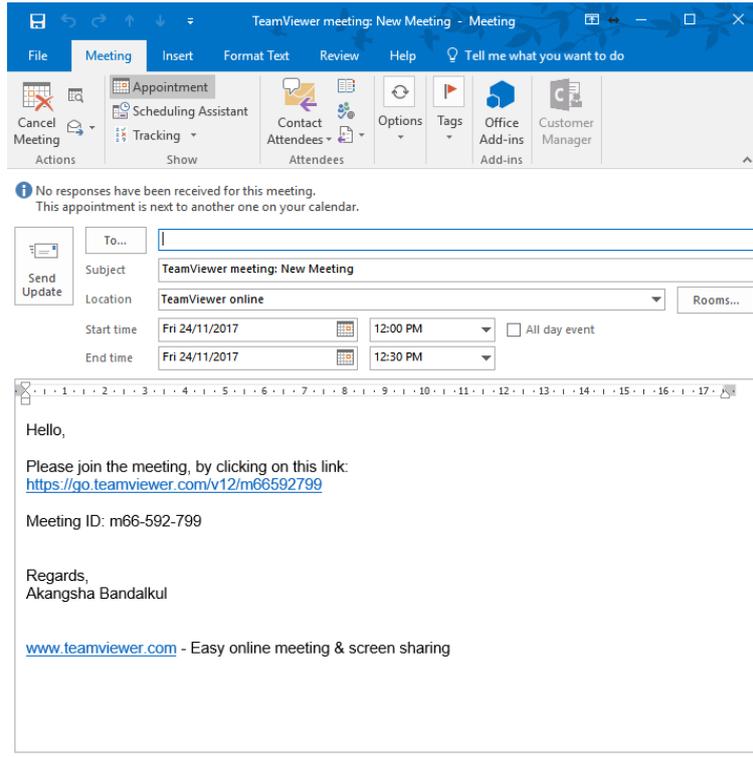
New Meeting...

Subject	Start	Meeting ID
Test Meeting	20/11/2017 2:00 PM	m46-916-820
Example Meeting	24/11/2017 12:00 PM	m66-603-982

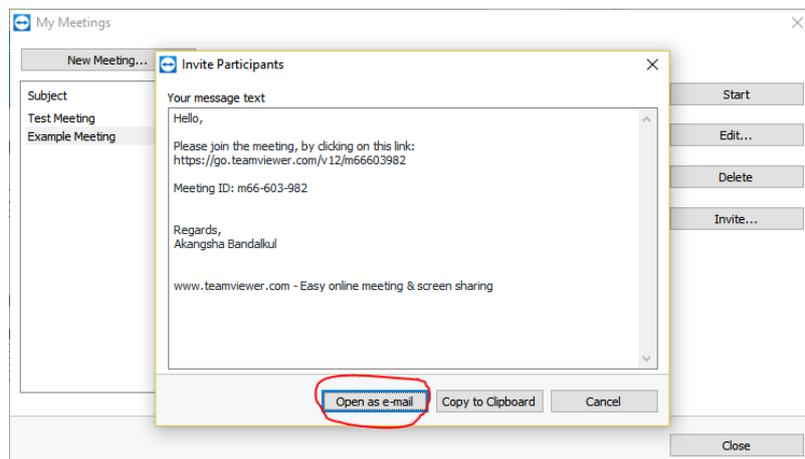
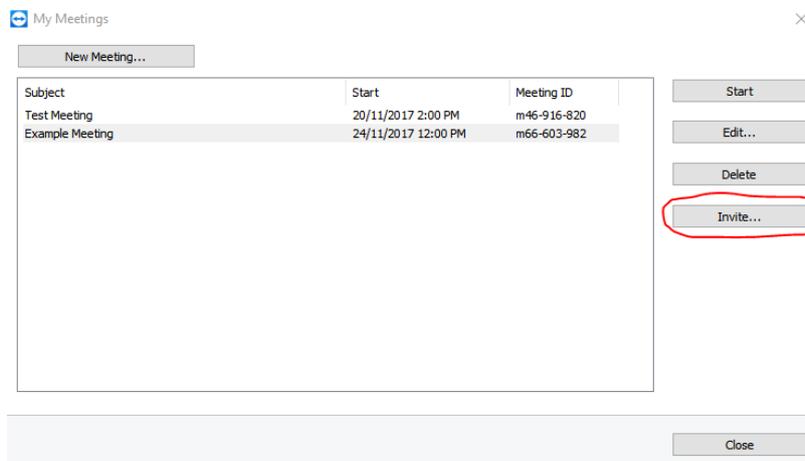
Start
Edit...
Delete
Invite...

Close

5. And your Outlook should open allowing you to create a calendar event and send it to others. Users will have the option to either copy paste the meeting ID to their TeamViewer if they already have a TeamViewer account or to click a link to install a program and immediately join your meeting:

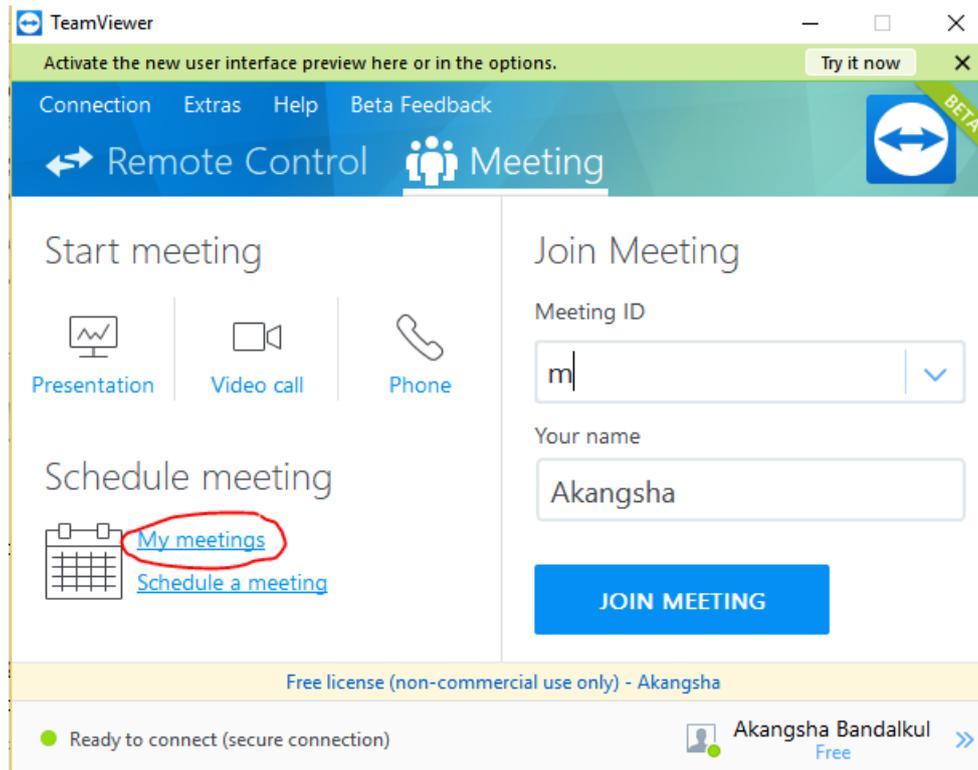


Note, if you forget to invite someone, you can go to “My Meetings” and send an invite to someone new with the same details:

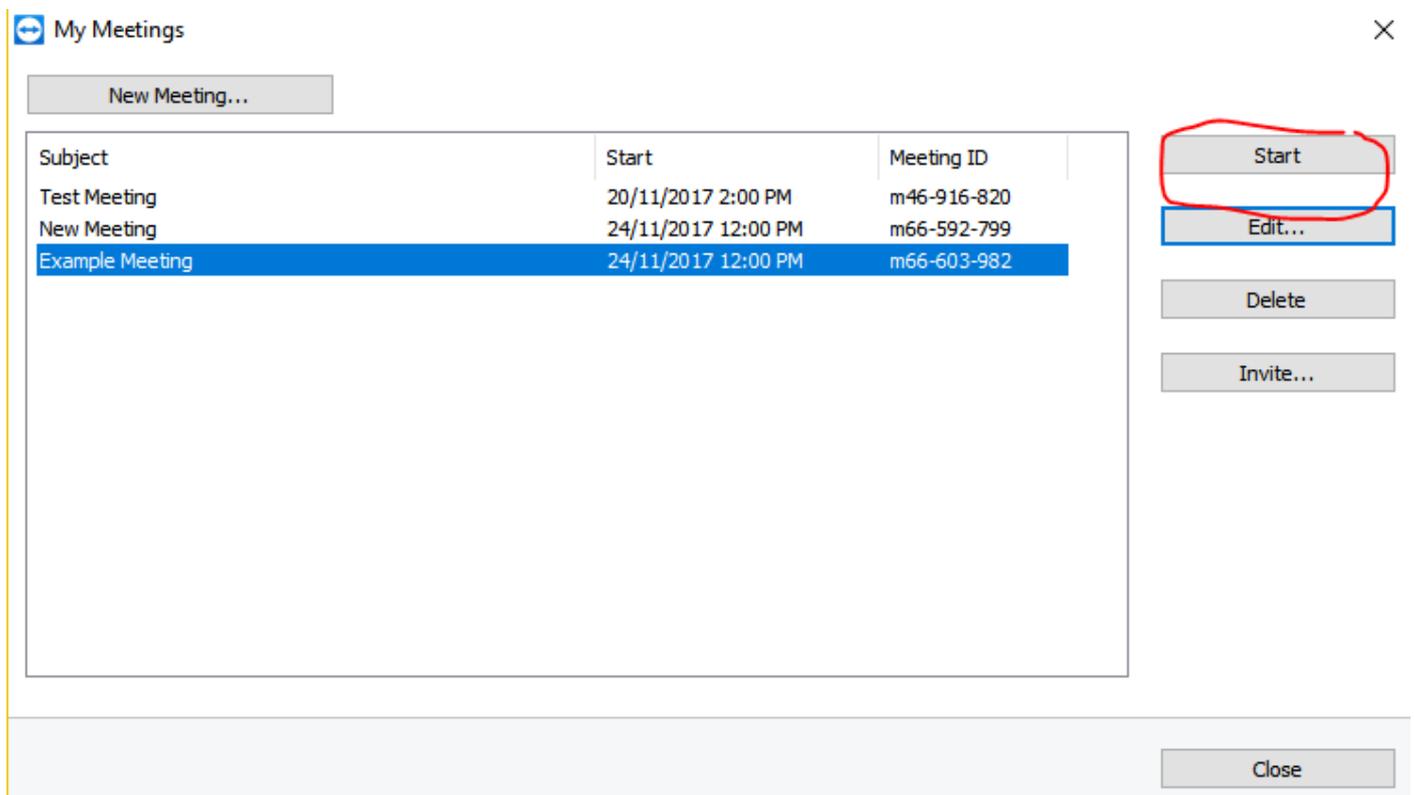


How to start a meeting you scheduled

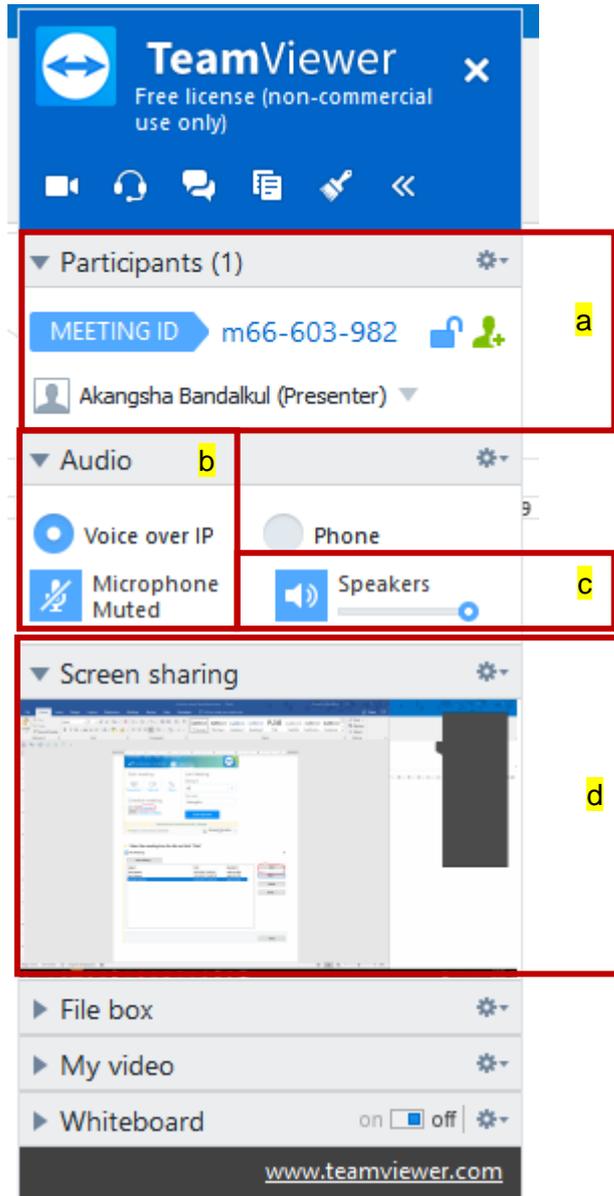
1. In TeamViewer, click on “My Meetings”



2. Select the meeting from the list and click “Start”



3. A window will pop up where you can track:
- a. Which users have joined your meeting
 - b. You can mute your microphone/unmute
 - c. You can change volume of your speakers
 - d. You can choose whether to share your screen



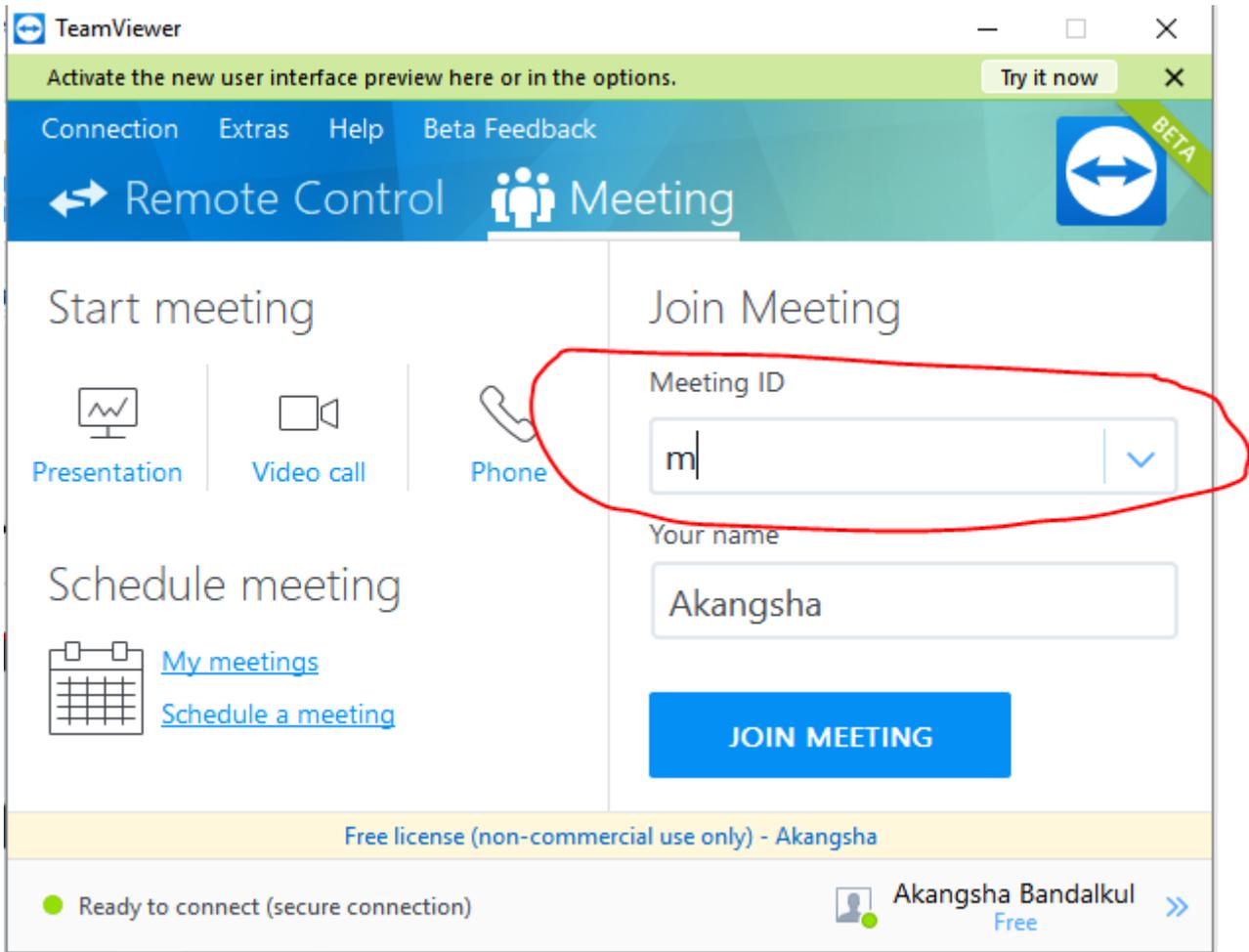
By clicking “My video” you can also opt to show your camera. Click on the small video camera icon on the top left

The image shows a screenshot of the TeamViewer interface. At the top, there is a blue header with the TeamViewer logo and the text "Free license (non-commercial use only)". Below the header is a navigation bar with icons for video, audio, chat, file sharing, and a back arrow. The main interface is divided into several sections: "Participants (1)" showing the meeting ID "m66-603-982" and the presenter "Akangsha Bandalkul"; "Audio" settings with "Voice over IP" selected and "Microphone Muted"; "Screen sharing" showing a preview of the shared screen; "File box"; and "My video" which is highlighted with a red box. In the "My video" section, a small video camera icon is visible in the top left corner, and the text "Enable video" is displayed in yellow. Below the "My video" section is a "Whiteboard" section with a toggle switch set to "on" and the URL "www.teamviewer.com" at the bottom.

How to join a meeting you are invited to

Disclaimer: you will only successfully join the meeting after the meeting organiser has started it

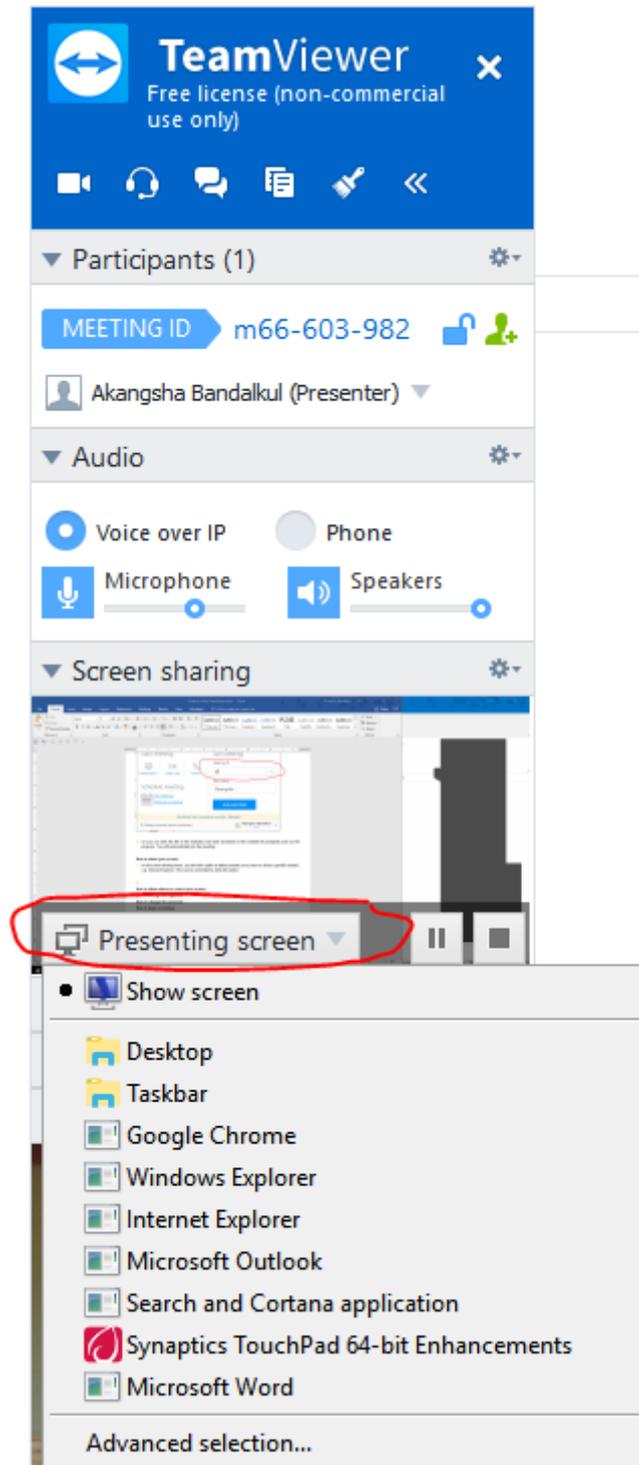
1. You can either enter the meeting ID from an invitation you receive in TeamViewer's meeting tab:



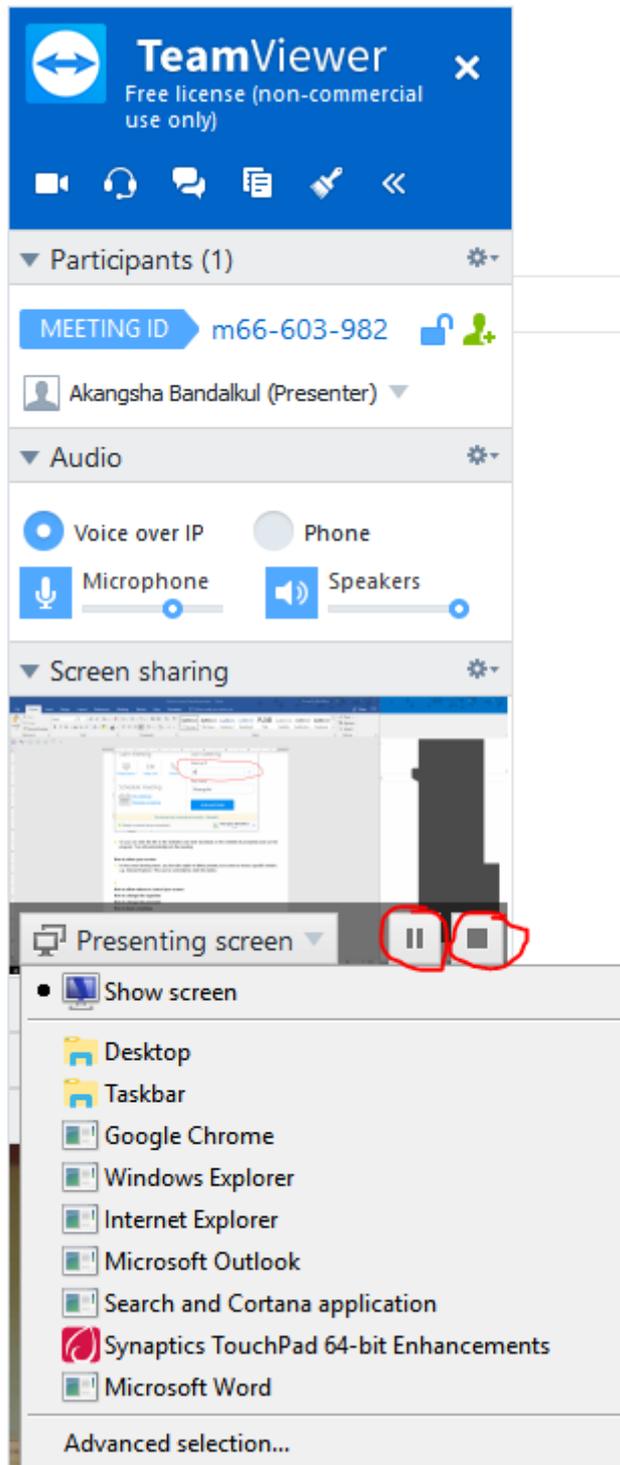
2. Or you can click the link in the invitation and click download on the website (if prompted) and run the program. You will automatically join the meeting.

How to share your screen

1. In the screen sharing menu, you have the option to either present your screen or share a specific window, e.g. Internet Explorer. This can be controlled by clicking this button:

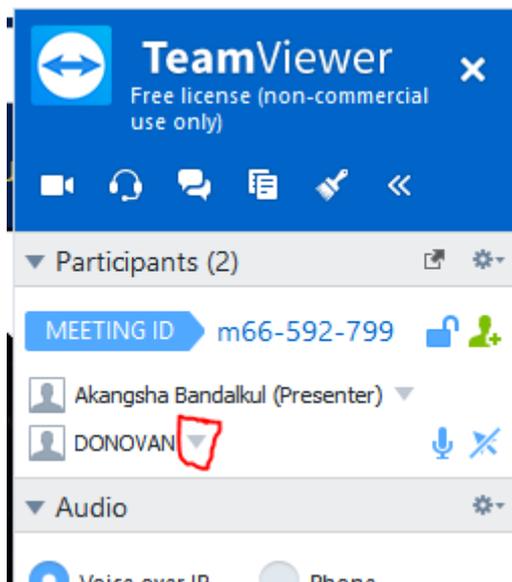


2. You can also pause/stop screen sharing by clicking the pause/stop button on top on the window

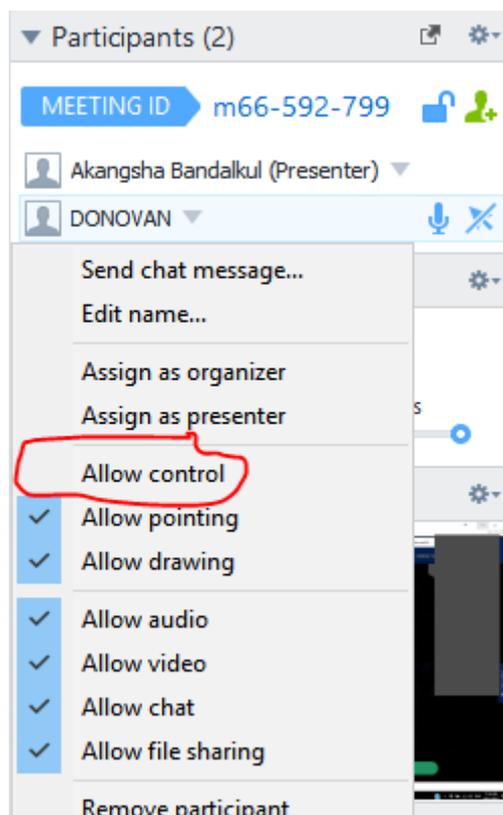


How to allow others to control your screen

1. To allow another user to control the screen you are sharing, click the arrow next to their name



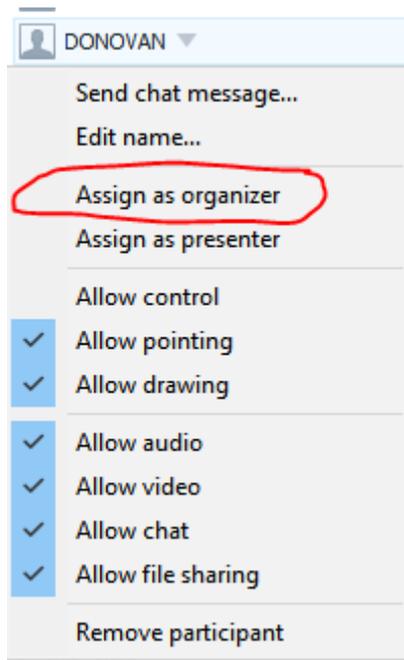
2. Select "Allow control" from the dropdown options



3. The user can now click buttons/change settings on your screen (or on the window you specified)

How to change the organiser

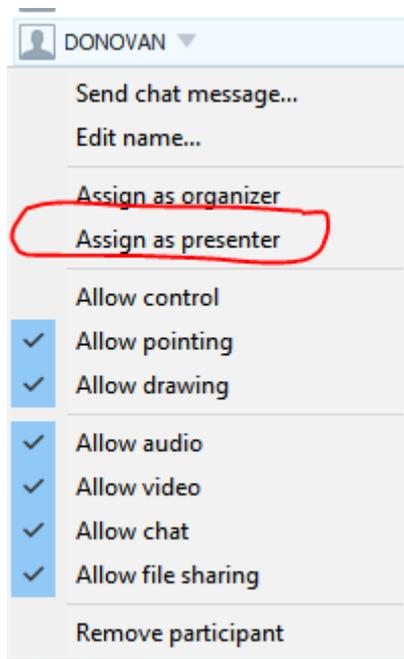
1. To assign a different organiser, click on the arrow and select “Assign as organiser”



2. They will be notified and will need to accept the request

How to change the presenter

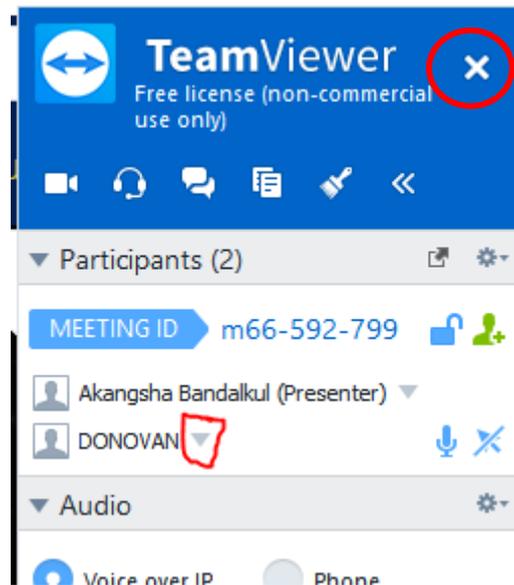
1. To request another user to share their screen, click the arrow and select “Assign as presenter”



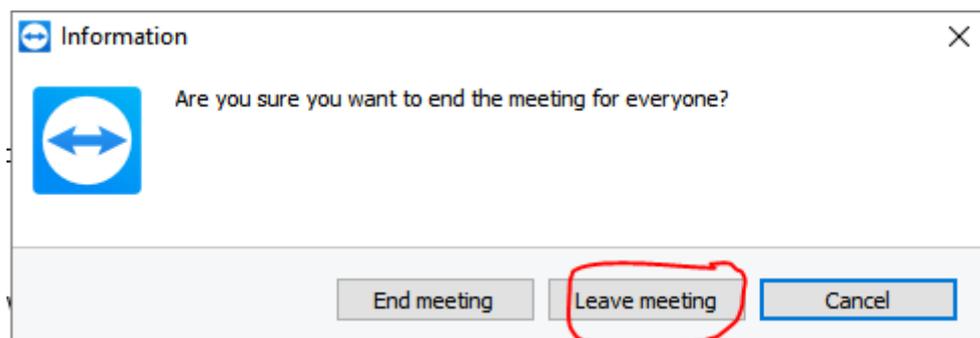
2. They will be notified and will need to accept the request

How to leave a meeting

1. Click on the "X" button on the top right of the TeamViewer window

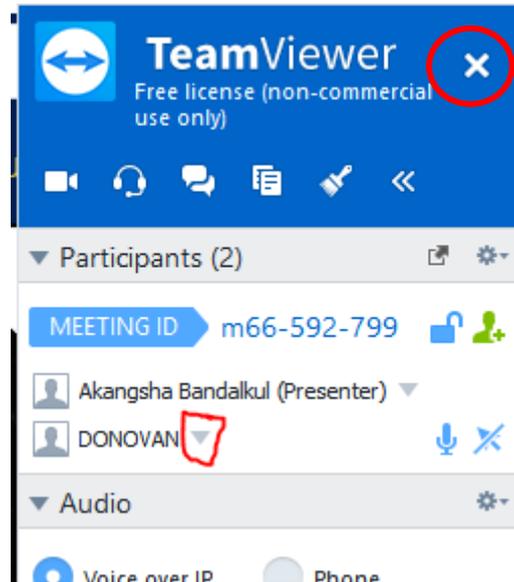


2. Select "Leave meeting" if you are leaving an ongoing meeting



How to end a meeting as an organiser

1. Click on the “X” button on the top right of the TeamViewer window



2. Select “End meeting” if you are leaving an ongoing meeting for which you are an organiser

