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"

Sign Up	Centra	al setting policies	;
Sign-up for a TeamViewer Account			
E-Mail	New policy		
healymarketing@gmail.com	General	Name News	ioligi
Your name		Settions	
Healy Marketing		Setting	Value
Password		Access Control (outgoing connections)	Custom settings
		Conference call	Use custom conference dat
		Log incoming connections	Enabled
Subscribe to our free newsletter		Log outgoing connections	Enabled
V I'm not a robot	Create and a Distribute th	apply TeamViewer policies to han tem to your TeamViewer installati	dle all important settings in one p ons and enforce them if necessar

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.



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

		Mon 6/11/2017 2:54 PM					
	S	service-noreply@teamviewer.com					
		TeamViewer account - E-Mail validation					
То	Akangsha Ba	ndalkul					
X	1	2 • 1 • 3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 8 • 1 • 9 • 1 • 10 • 1 • 11 • 1 • 12 • 1 • 13 • 1 • 14 • 1 • 15 • 1 • 16 • 1					
I	Hello,						
-	Thank you for	registering your TeamViewer account. To finally activate your account please click the following link.					
	https://login.te	amviewer.com/activateaccount.aspx?Ing=en&token=d61e2881-3992-469c-8f99-fff0c6d324ec					
I	f clicking the I	ink doesn't work you can copy the link into your browser window or type it there directly.					
I	Regards,						
,	Your TeamVie	ewer Team					
7	www.teamview	wer.com					
-	TeamViewer (Tel. +49 (0)71	3mbH * Jahnstr. 30 * 73037 Göppingen * Germany 61 60692 50 * Fax +49 (0) 7161 60692 79					
I	Registration A	G Ulm HRB 534075 * CEO: Andreas König, CFO: Dr. Thomas Nowak					

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

😁 TeamViewer 12 Setup	_		×
Welcome to TeamViewer			
Remote Support, unattended access, meetings and presentatio	ns		
How do you want to proceed?			
Basic installation			
\bigcirc Installation to access this computer remotely (unattended)			
○ Run only (one time use)			
How do you want to use TeamViewer?			
O Company / Commercial use			
Personal / Non-commercial use			
○ Both of the above			
Show advanced settings			
License Agreement: By continuing, you agree to the terms of the license agreement.	Accept	- finish	

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

🔁 TeamViewer	– 🗆 🗙
Connection Extras Help Beta Feedback	leeting
Start meeting	Join Meeting Meeting ID
Schedule meeting My meetings Schedule a meeting	Your name Akangsha JOIN MEETING
Free license (non-comm	ercial use only) - Akangsha
Ready to connect (secure connection)	Computers & Contacts Sign In

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

TeamViewer		- 0	\times	🔁 Computers & Contacts 🛛 🗙
Activate the new user interface preview here or in the o	ptions.	Try it now	×	
Connection Extras Help Beta Feedback			er la	
🛹 Remote Control 🛗 🛛	leeting			
Start meeting	Join Meeting Meeting ID			E-mail
Presentation Video call Phone	m		~	Password
24 222 26	Your name			
Schedule meeting	Akangsha			Sign In
My meetings Schedule a meeting	JOIN MEETING			Keep me signed in
Free license (non-comm	ercial use only) - Akangsha			<u>Forgot password</u> <u>Sign Up</u>
Ready to connect (secure connection)	Compute S	rs & Contacts ign In	»	
JOIN MEETING				r

How to schedule a meeting

1. Click on the Meeting tab in TeamViewer



2. Click "Schedule a meeting"

🔁 TeamViewer			-	□ ×
Activate the nev	ptions. T	iy it now 🗙		
Connection	Extras Help	Beta Feedback		
🛹 Rem	note Contr	ol <mark></mark> i M	eeting	
Start me	eeting		Join Meeting	
		R	Meeting ID	
Presentation	Video call	Phone	m	~
			Your name	
Schedul	e meeting		Akangsha	
	meetings			
	edule a meeting)	JOIN MEETING	
	Free li	cense (non-comme	ercial use only) - Akangsha	
Ready to cor	nnect (secure conne	ction)	Akangsha	Bandalkul _{>>}

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 v 12:00 PM v (UTC +08:00) Kuala Lump v
End	24/11/2017 V 12:30 PM V
Password	Optional
Save mee	eting for later reuse
Configure Co	nference 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	Start
Test Meeting	20/11/2017 2:00 PM	m46-916-820	
Example Meeting	24/11/2017 12:00 PM	m66-603-982	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:

- 🗄 - S		↓ - Tea	mViewer meeting	: New Mee	ting - M	eeting	- D ×
File	Meeting	Insert Format	Text Review	Help	© Tel	ll me what you want to do	- P -
Cancel C Meeting Actions	App Sch	eduling Assistant king * , Show	Contact Attendees • 🕃 •	Options •	Tags	Office Add-ins Add-ins	~ .
l No resp This ap	ponses have be pointment is r	een received for this i next to another one o	meeting. n your calendar.				
-	То						
Send	Subject	TeamViewer meetin	g: New Meeting				
Update	Location	TeamViewer online					▼ Rooms
	Start time	Fri 24/11/2017		12:00 PM		 All day event 	
	End time	Fri 24/11/2017		12:30 PM		•	
Hello, Please https:// Meeting Regarc Akangs	join the me go.teamview g ID: m66-5 ls, sha Bandalk	eting, by clicking ver.com/v12/m66 92-799 ul om - Easy online	on this link: 592799	een shar	ing	ι · 12 · ι · 13 · ι · 14 · ι · 15	. т 16 - т 17 - ₆ - т.

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

New Meeting ubject Start Meeting ID sxmple Meeting 20/11/2017 12:00 PM m66-903-982 Edt Delete Invite My Meetings Close My Meetings Vor message text Start Feed Meeting Funke Participants X Your message text Edt Edt Hello, Place join the meeting, by closing on this link: Edt Place join the meeting, by closing on this link: Place join the meeting, by closing on this link: Delete Invite Readingsha Bandalaul www.teamviewer.com - Easy online meeting & screen sharing Invite	wy weetings				
bdject Start Meeting ID Start est Meeting 20/11/2017 2:00 PM m4:6 916-820 Edt Delete Invite My Meetings New Meeting. Your message text Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Hello, Delete Invite	New Meeting				
test Meeting 20/11/2017 2:00 PM m4-6-916-820 Edt Delete Invite My Meetings New Meeting Vour message text Pest Meeting Your message text Pest Meeting Your message text Pest Meeting New Meeting ID: m66-603-982 Meeting ID: m66-603-982 Regards, Akangsha Bandakul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mal Copy to Clipboard Cancel	Subject		Start	Meeting ID	Start
xxample Meeting 24/11/2017 12:00 PM m66-603-982 Edit Delete Invite Wy Meetings Close My Meetings Your message text Start Fest Meeting Your message text Edit Helo, Please join the meeting, by cloing on this link: https://joi.com/exer.com/12/m66603982 Delete Meeting ID: m66-603-992 Repards, Akangsha Bandakul Invite Wew, teamviewer.com - Easy online meeting & screen sharing Invite	Fest Meeting		20/11/2017 2:00 PM	m46-916-820	
Delete Invite My Meetings Subject Your message text Fieldo, Please join the meeting, by clicking on this link: Https://po.teamwiewer.com/v12/m66603982 Belete Meeting ID: m66-603-982 Edit Regards, Akangsha Bandakul www.teamviewer.com - Easy online meeting & screen sharing Invite	Example Meeting		24/11/2017 12:00 PM	m66-603-982	Edit
Invite Invite Oose My Meetings New Meeting. Invite Participants Your message text Fest Meeting Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hutps://go.team/ewer.com/12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandakul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard					Delete
My Meetings New Meeting. Your message text Fest Meeting Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hetling Regards, Alangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel					Invite
My Meetings New Meeting Subject Your message text Hello, Please join the meeting, by clicking on this link: https://go.teamviewer.com/v12/m66603982 Meeting ID: m66-603-982 Repards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard					
My Meetings New Meeting. Invite Participants Subject Your message text Fest Meeting Please join the meeting, by clicking on this link: https://go.teamviewer.com/v12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Invite					
New Meetings. New Meeting Your message text Fest Meeting Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Concel					
My Meetings New Meeting Vour message text Flease join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard					
My Meetings New Meeting Subject Test Meeting Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel					
Close My Meetings New Meeting Vour message text FleIo, Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Meeting ID: m66-603-982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel					
New Meetings New Meeting Subject Test Meeting Example Meeting Please join the meeting, by clicking on this link: Hello, Please join the meeting, by clicking on this link: Hello, Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard					
My Meetings New Meeting Subject Test Meeting Please join the meeting, by clicking on this link: https://go.teamviewer.com/v12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard					Close
New Meeting Invite Participants X Subject Your message text Start Fest Meeting Please join the meeting, by clicking on this link: https://go.teamviewer.com/v12/m66603982 Edit Meeting ID: m66-603-982 Regards, Akangsha Bandalkul Invite Www.teamviewer.com - Easy online meeting & screen sharing Invite	My Meetings				
New Meeting. Invite Participants Subject Your message text Feet Meeting Please join the meeting, by clicking on this link: Please join the meeting, by clicking on this link: Edit Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard	New Meeting				
Subject Your message text Start Fest Meeting Please join the meeting, by clicking on this link: https://go.tearwiewer.com/v12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.tearwiewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel	New Meeting	😁 Invite Participants			×
Test Meeting Hello, Please join the meeting, by clicking on this link: https://go.tearnviewer.com/v12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.tearnviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel	Subject	Your message text			
Example Meeting Please join the meeting, by clicking on this link: https://go.teamviewer.com/v12/m66603982 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel	Test Meeting				Start
Intrips://go.teamviewer.com/12/moso03902 Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel		Hello,			Start
Meeting ID: m66-603-982 Regards, Alangsha Bandakul www.teamviewer.com - Easy online meeting & screen sharing	Example Meeting	Hello, Please join the meeting, by c	licking on this link:		Contraction Start
Regards, Akangsha Bandalkul www.teamviewer.com - Easy online meeting & screen sharing	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/	licking on this link: 12/m66603982		Start Edit
Akangsha Bandakul www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982	licking on this link: 12/m66603982		Edit
Adailysis a Usituakui www.teamviewer.com - Easy online meeting & screen sharing Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982	lidding on this link: 112/m66603982		Edit Delete
www.teamviewer.com - Easy online meeting & screen sharing	xample Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Alcanocha Bandallad	licking on this link: v12/m66603982		Start Edit Delete Invite
Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul	licking on this link: 1/2/m66603982		Carrier Start
Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy	licking on this link: 12/m66603982 ronline meeting & screen sharing	1	Carrent Start
Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy	licking on this link: v12/m66603982 vonline meeting & screen sharing	,	Contraction Contra
Open as e-mail Copy to Clipboard Cancel	Example Meeting	Hello, Please join the meeting, by o https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy	licking on this link: v12/m66603982 v online meeting & screen sharing	,	Contraction Contra
	Example Meeting	Hello, Please join the meeting, by c https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy	licking on this link: v12/m66603982 vonline meeting & screen sharing	,	Contraction Contra
	xample Meeting	Hello, Please join the meeting, by o https://go.teamviewer.com/ Meeting ID: m66-603-982 Regards, Akangsha Bandalkul www.teamviewer.com - Easy	idding on this link: v12/m66603982 • online meeting & screen sharing Open as e-mail Copy to C	Jipboard Cancel	Start Edit Delete Invite

How to start a meeting you scheduled

1. In TeamViewer, click on "My Meetings"

🔁 TeamViewer	– 🗆 X
Activate the new user interface preview here or in the op	otions. Try it now X
Connection Extras Help Beta Feedback	
🛹 Remote Control 📫 M	eeting 🔁
Start meeting	Join Meeting
	Meeting ID
Presentation Video call Phone	m 🗸 🗸
	Your name
Schedule meeting	Akangsha
My meetings	
Schedule a meeting	JOIN MEETING
Free license (non-comme	rcial use only) - Akangsha
 Ready to connect (secure connection) 	Akangsha Bandalkul »

2. Select the meeting from the list and click "Start"

🔁 My Meetings			×
New Meeting			
Subject	Start	Meeting ID	Start
Test Meeting	20/11/2017 2:00 PM	m46-916-820	
New Meeting	24/11/2017 12:00 PM	m66-592-799	Edit
Example Meeting	24/11/2017 12:00 PM	m66-603-982	
			Delete
			Invite
			Close

- 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

Free licens	nViewer se (non-commercial	×	
■ Q 🍕	🖻 🖋 «		
 Participants (1))	* -	
MEETING ID m	n66-603-982 📲	^ .	a
👤 Akangsha Banda	alkul (Presenter) 🔻		
▼ Audio <mark>b</mark>		¢-	
O Voice over IP	Phone	9	
Microphone Muted	Speakers	0	c
 Screen sharing 	I	¢٠	
			d
File box		* -	
My video		* *	
Whiteboard	on 🔳 o	ff 🌣 -	
	www.teamviewe	r.com	

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



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:

🔁 TeamViewer			- 🗆	×
Activate the new user interface pre	Activate the new user interface preview here or in the options.		Try it now	×
Connection Extras Help	Beta Feedback			BET
< Remote Cont	rol <mark> </mark> M	eeting		
Start meeting		Join Meeting		
		Meeting ID		
Presentation Video call	Phone	m		~
		Your name		
Schedule meeting]	Akangsha		
My meetings				
Schedule a meeting	l	JOIN MEETING		
Free	license (non-comme	ercial use only) - Akangsha		
Ready to connect (secure connect)	nection)	Akan	gsha Bandalku Free	^{ul} »>

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:

	Free license (non-commercial use only)	
	💷 🕡 🗣 🖻 💉 «	
	▼ Participants (1) 🔅 🕫	
	MEETING ID m66-603-982 🔐 🚑	
	👤 Akangsha Bandalkul (Presenter) 🔻	
	▼ Audio 🎄	
	• Voice over IP • Phone	
	Microphone Speakers	
	▼ Screen sharing 🎄	
0	Presenting screen	
1	Show screen	
	 Desktop Taskbar Google Chrome Windows Explorer Internet Explorer Internet Explorer Microsoft Outlook Search and Cortana application Synaptics TouchPad 64-bit Enhancement Microsoft Word 	:5
	Advanced selection	

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

Free license (non-commercia	×
💻 🖓 🍡 🖻 🖋 «	
 Participants (2) 	e 🔅
MEETING ID m66-592-799	- 2+
👤 Akangsha Bandalkul (Presenter) 🔻	
	∮ X
▼ Audio	\$-
Voice over IP Phone	

2. Select "Allow control" from the dropdown options

▼ P	Participants (2)	ľ	۰.
М	EETING ID m66-592-799		2.
1	Akangsha Bandalkul (Presenter) 🔻	r	
1	DONOVAN	Ā	✗
	Send chat message		¢٠
	Edit name		
	Assign as organizer		
	Assign as presenter	s	0
	Allow control		246
~	Allow pointing		- 10 A
~	Allow drawing		
~	Allow audio		
~	Allow video		
~	Allow chat		-
~	Allow file sharing		
	Remove participant		- 10 H 202 H

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"

1	DONOVAN	
	Send chat message	
	Edit name	
_	Assign as organizer	
\subseteq	Assign as presenter	s
	Allow control	
~	Allow pointing	
~	Allow drawing	
~	Allow audio	
~	Allow video	
~	Allow chat	
~	Allow file sharing	
	Remove participant	

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

🔁 Informat	ion	\times
\bigcirc	Are you sure you want to end the meeting for everyone?	
,	End meeting Cancel	

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

🔁 Informat	ion >	×
\bigcirc	Are you sure you want to end the meeting for everyone?	
	End meeting Leave meeting Cancel	