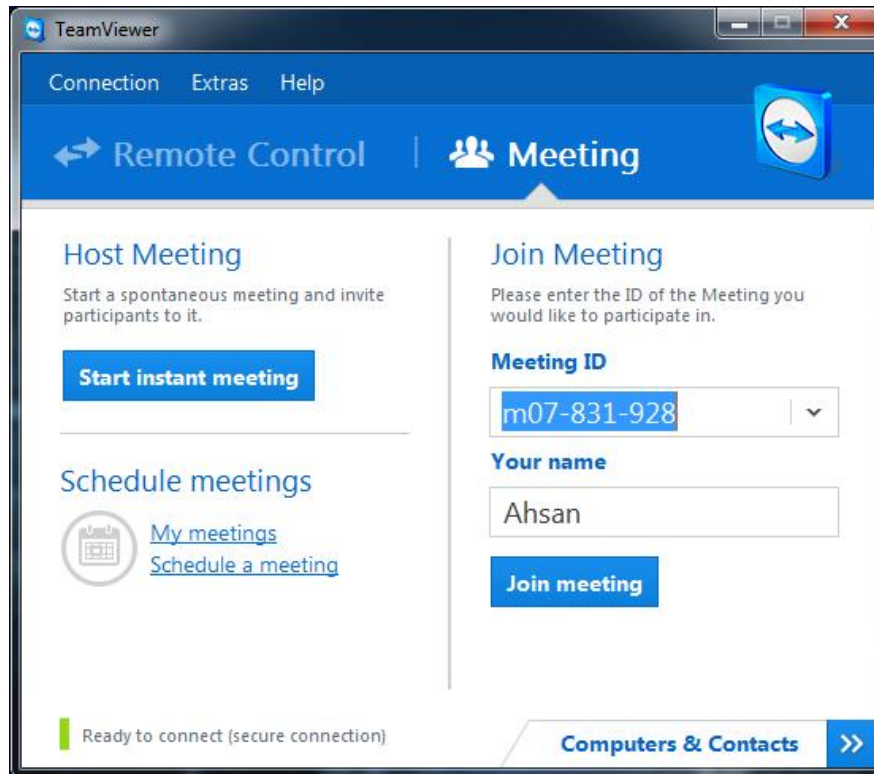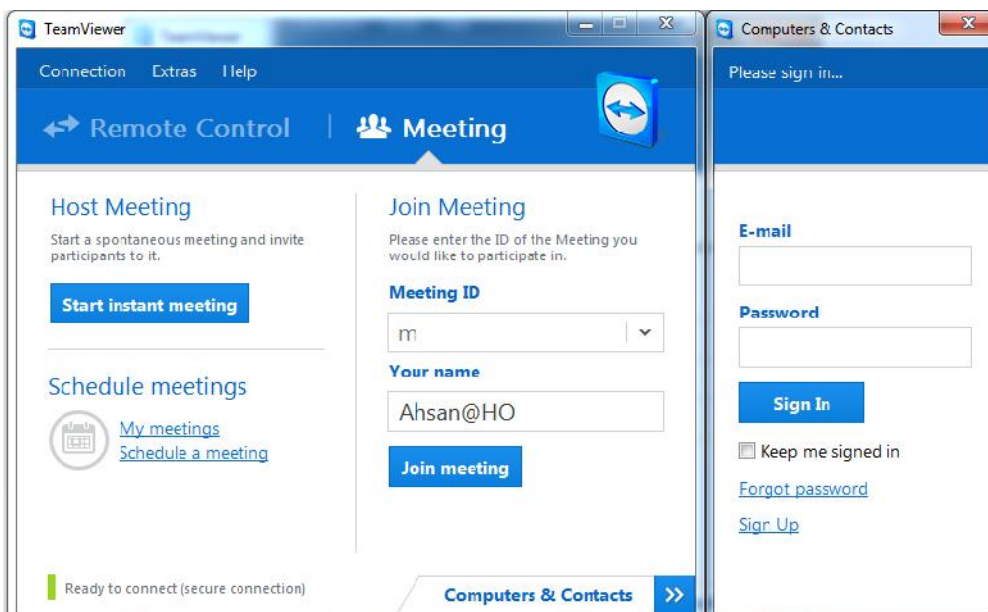# Virtual University of Pakistan
TeamViewer Meeting

How to create User Account:

Start TeamViewer and click on "Computers & Contacts" option in the right bottom,

Click on "Sign Up"

Enter your account information and click "Next"

Your computer name will appear automatically, provide your password then click "Next"; a new window will appear click on "Finish" to complete the process. You will be logged in to TeamViewer.

Set Access Rights

Click on "Extras" and select "Options" from this menu.
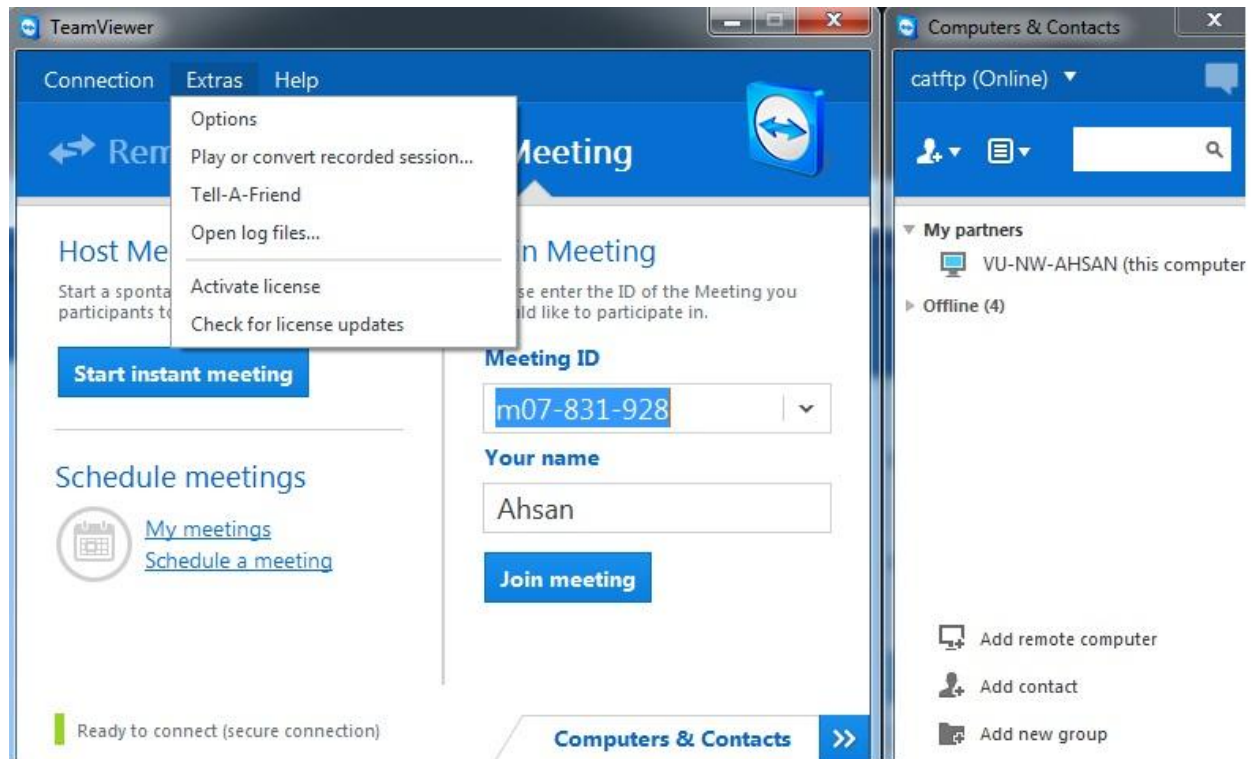
Click on "Meeting" then select "Custom settings" under **"Meeting defaults"**.
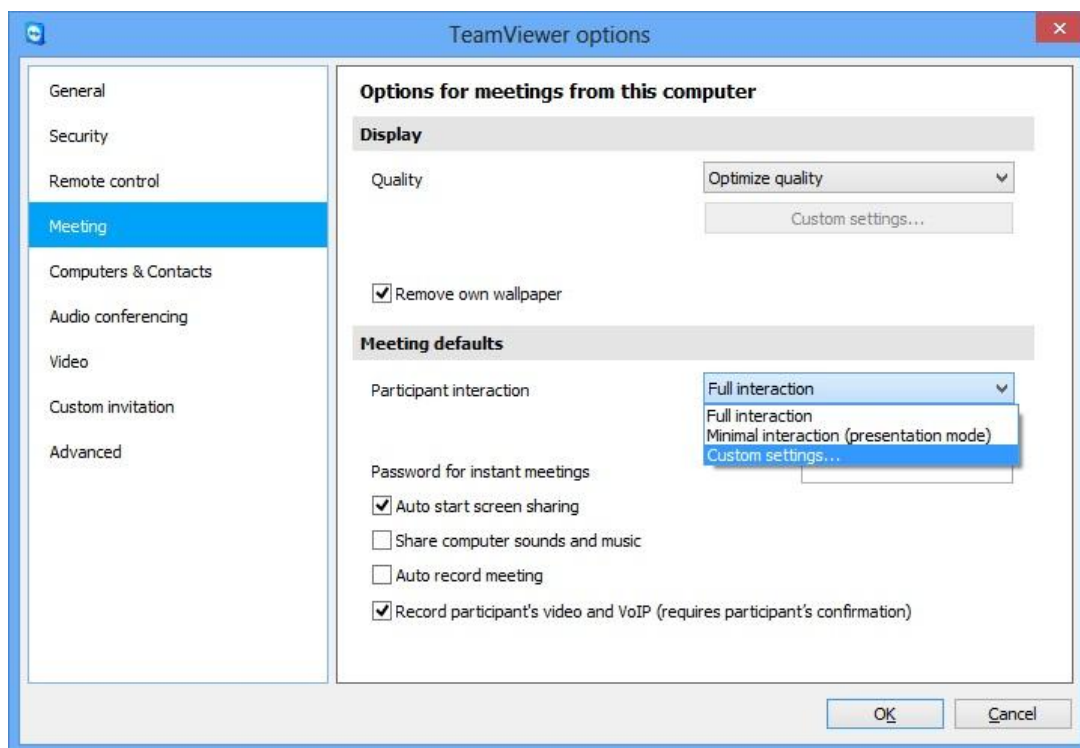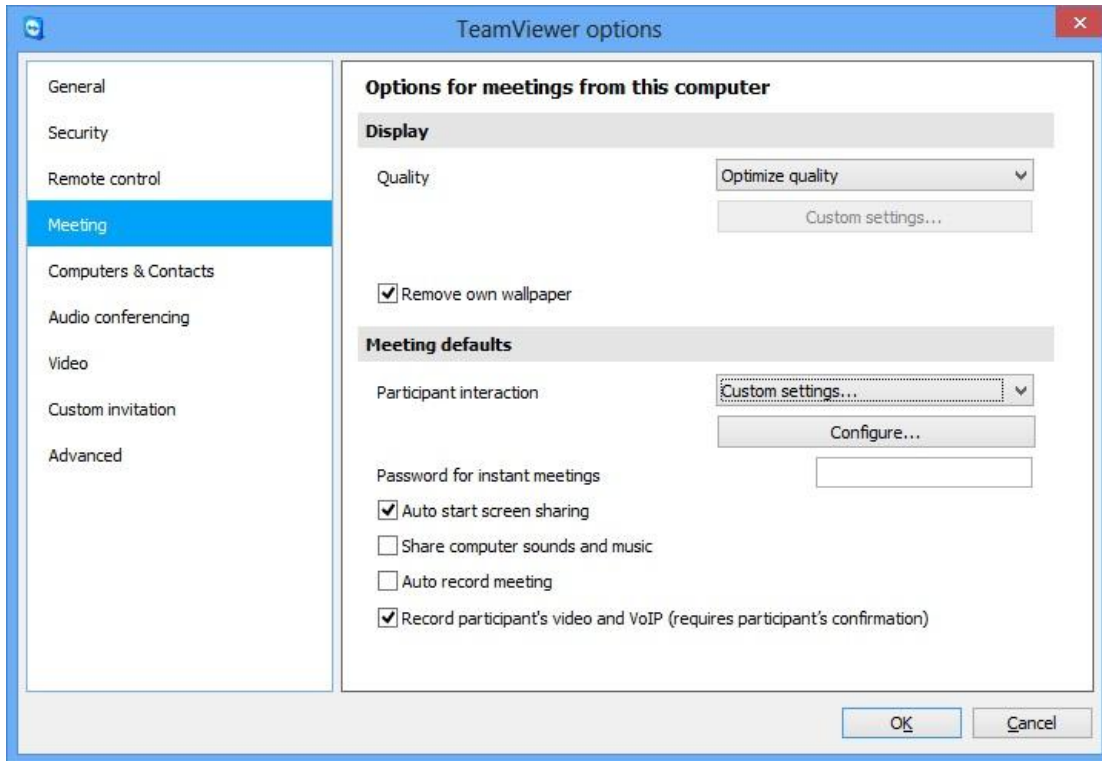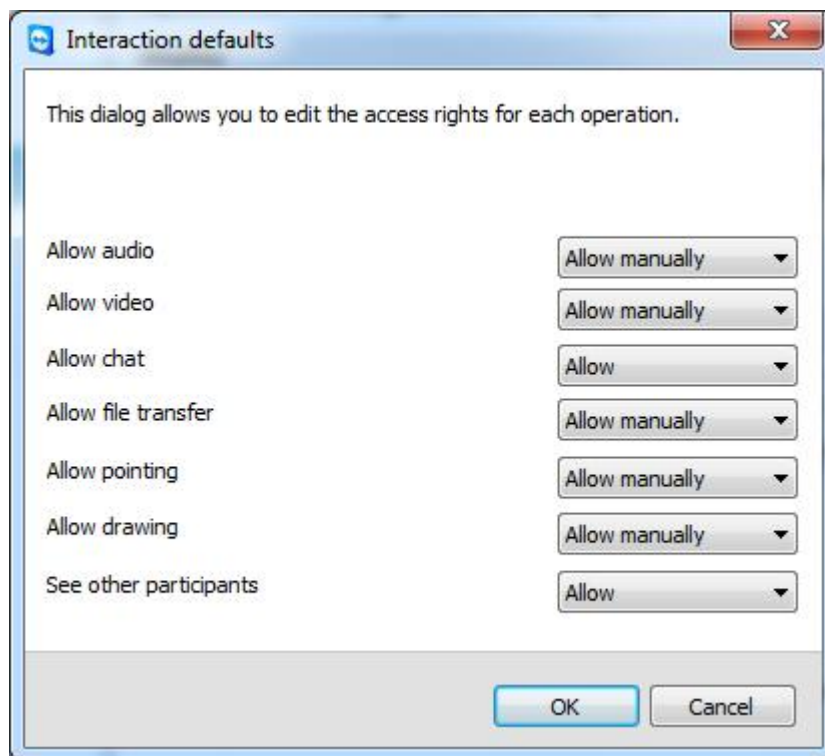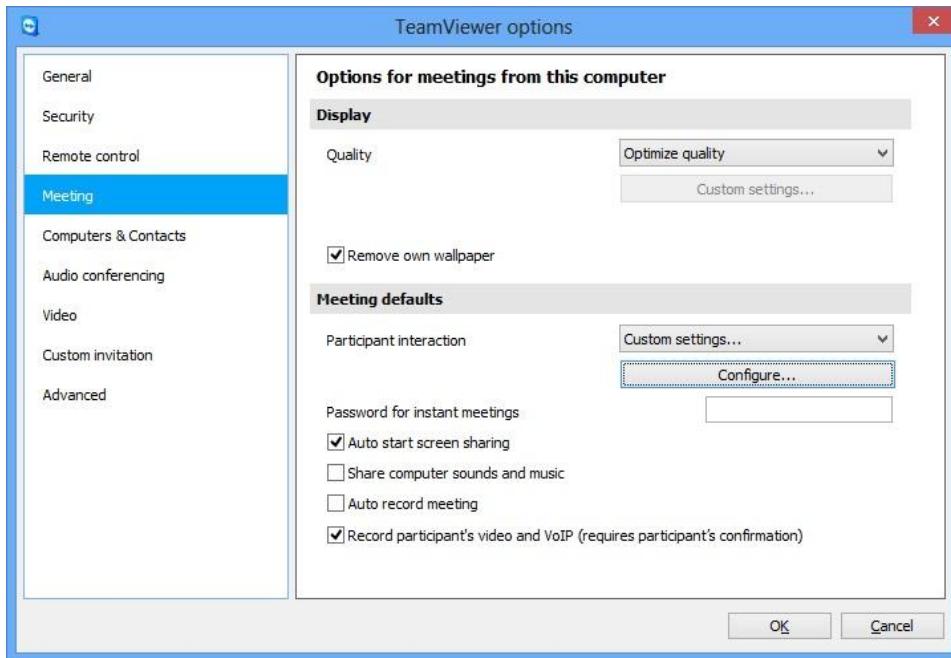
Then click on "Configure" under "Custom settings" tab. A new dialog box will appear.

Set "Allow chat" and "See other participants" as **"Allow"**, rest of the options are set as "**Allow manually".** Then click "Ok".
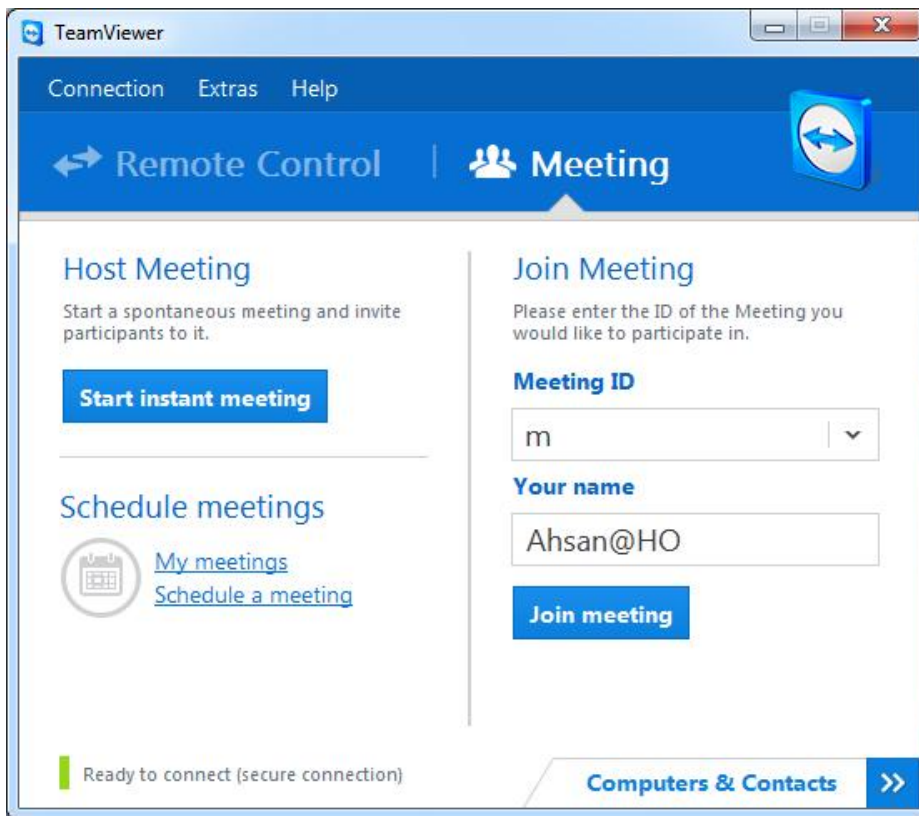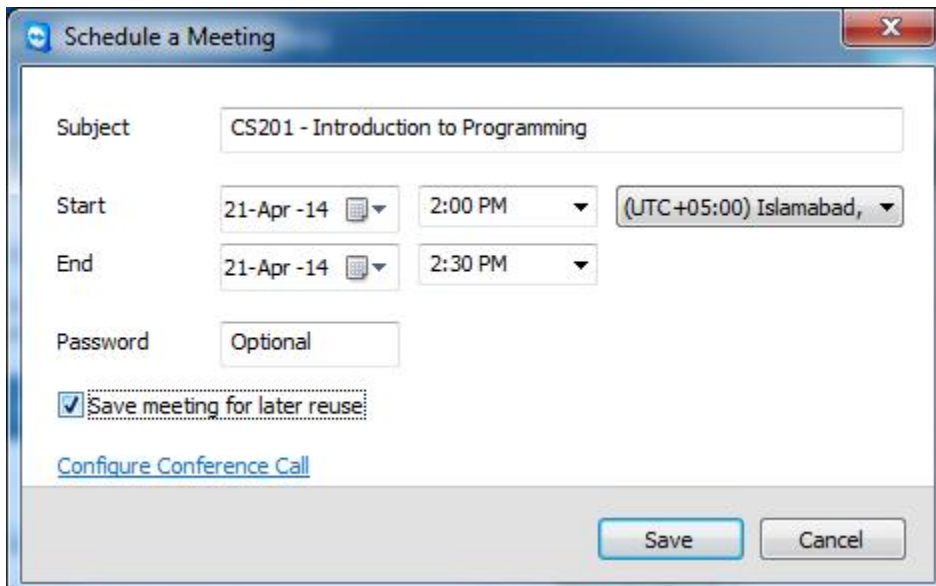
Click "Ok" to apply settings.

HOW TO SCHEDULE A MEETING

Select "Schedule a meeting" on main window,

In "Subject" provide meeting name. Set start date & time and End date & Time as desired. Click on "Save" button to save this information.
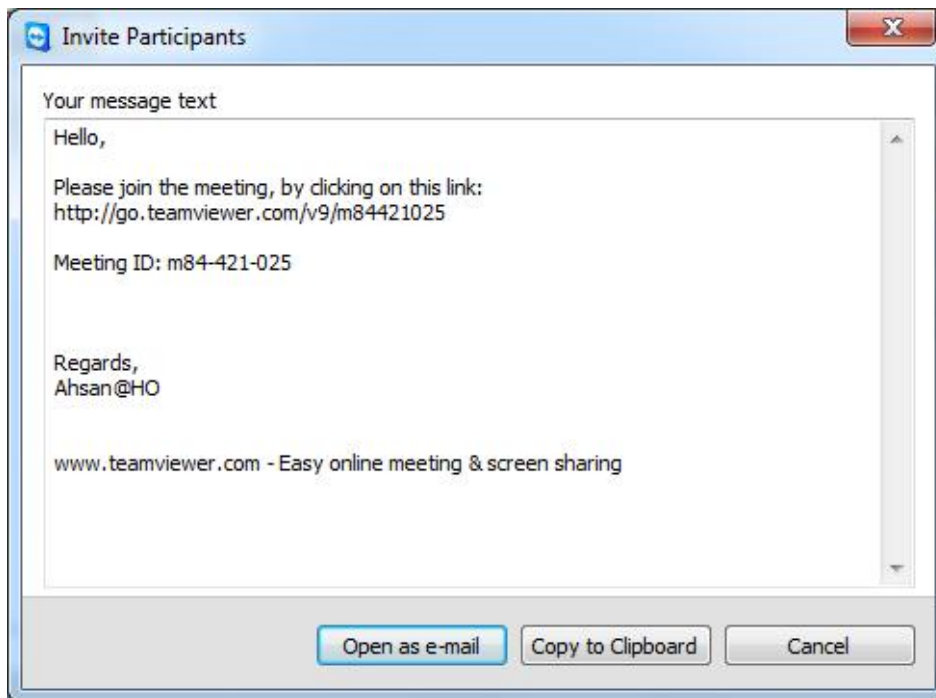
As you save settings, an outlook dialog box will appear with meeting id and other details. Enter the email addresses of persons to whom you want to invite to this meeting. Click on "Send".
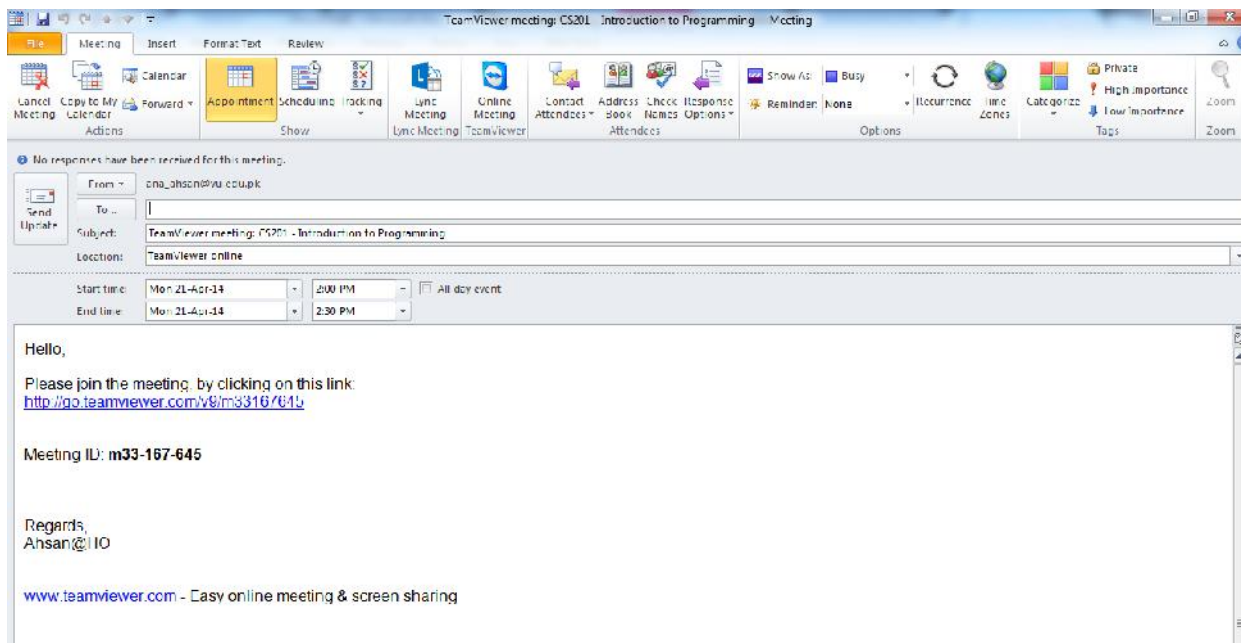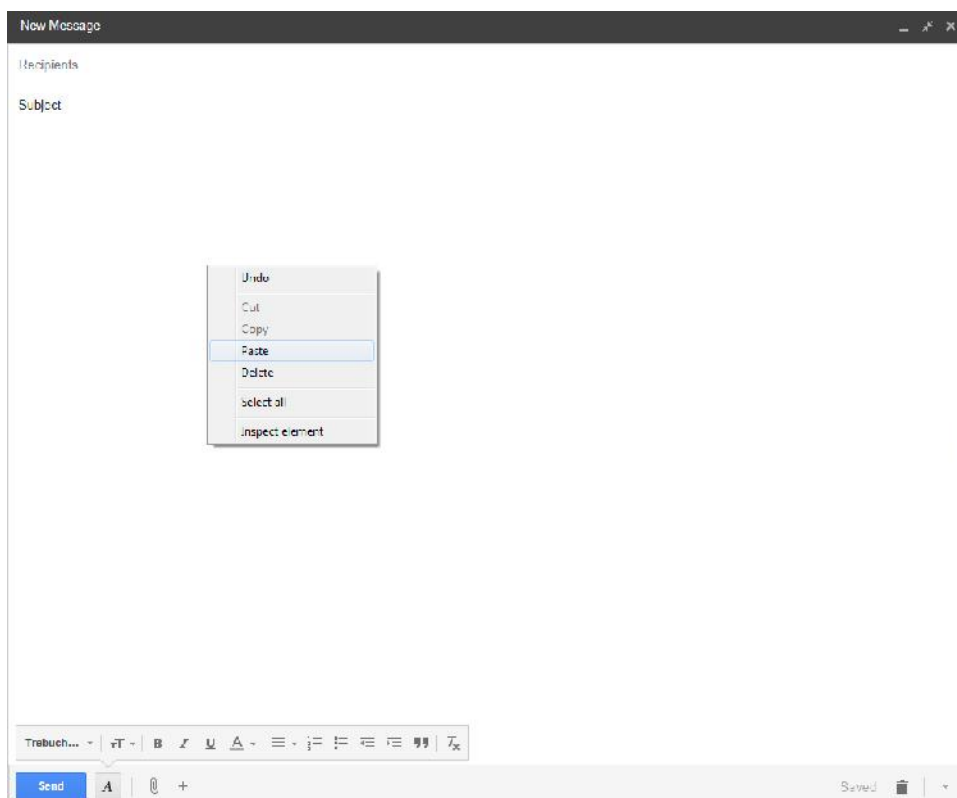

If you have not configured outlook on your PC then following window will appear, click on "Invite".
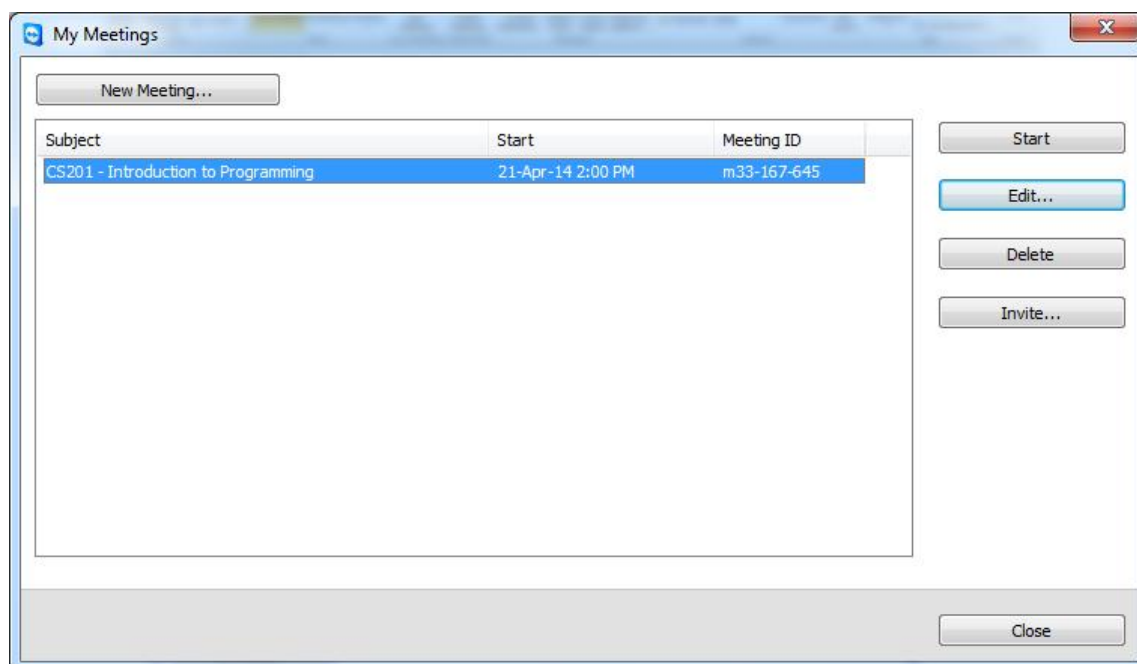
New window will appear, click on **"Copy to Clipboard"**

Open your VU email account in browser, click on compose. Right click and paste you meeting information. Enter the email addresses of persons to whom you want to join this meeting. Click on send.
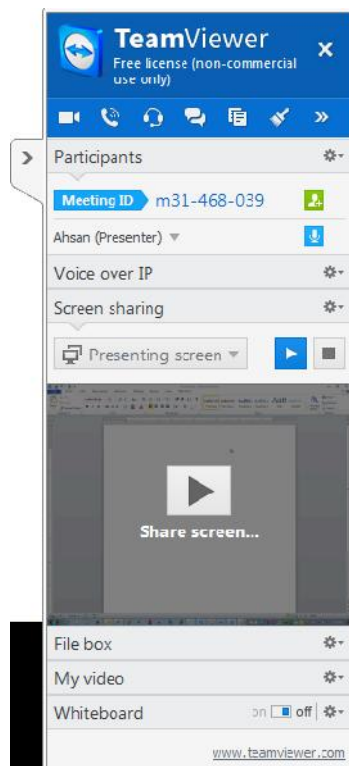
To Start Meeting

Open your TeamViewer, click on "My meetings" and a dialog box appears with detail of your scheduled meetings. Select your desired meeting and press "Start" button to start.
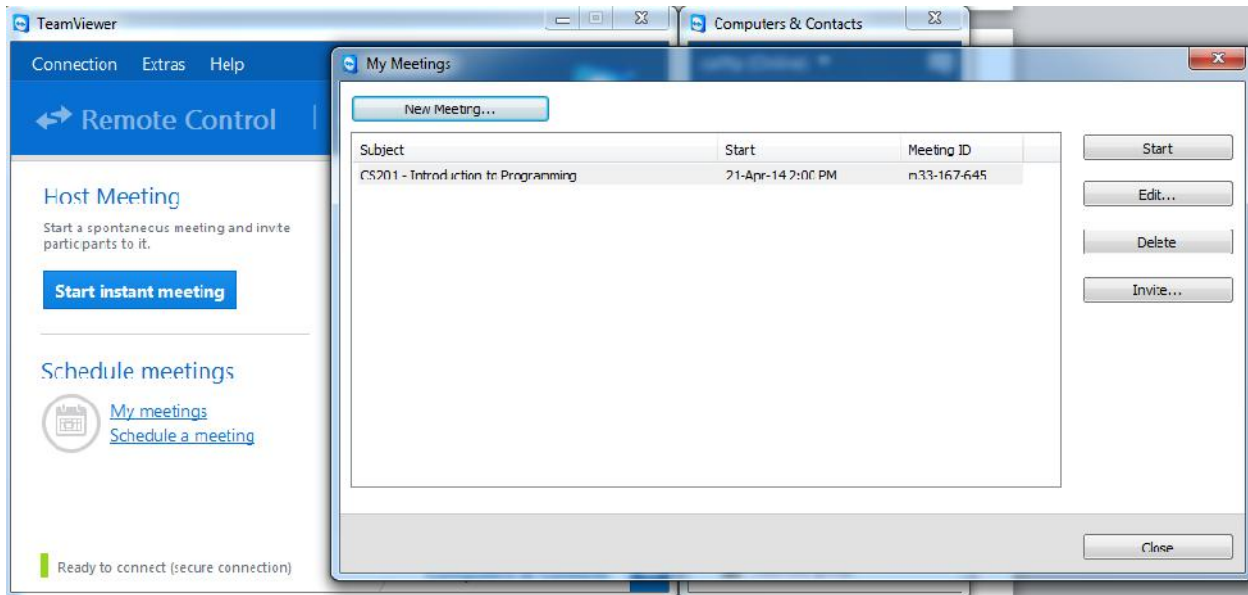
The following window will appear and your meeting will be started.

How to grant permission to Participant

Click on the down arrow in front of specific user and grant him required permissions. You can grant required permission to any user requesting for it through chat.