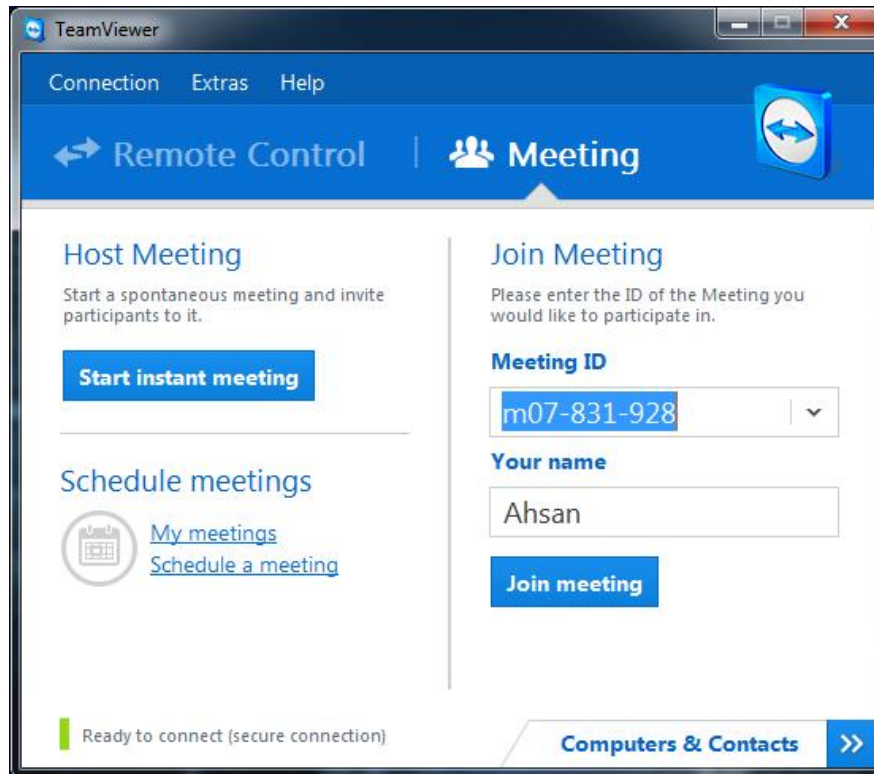




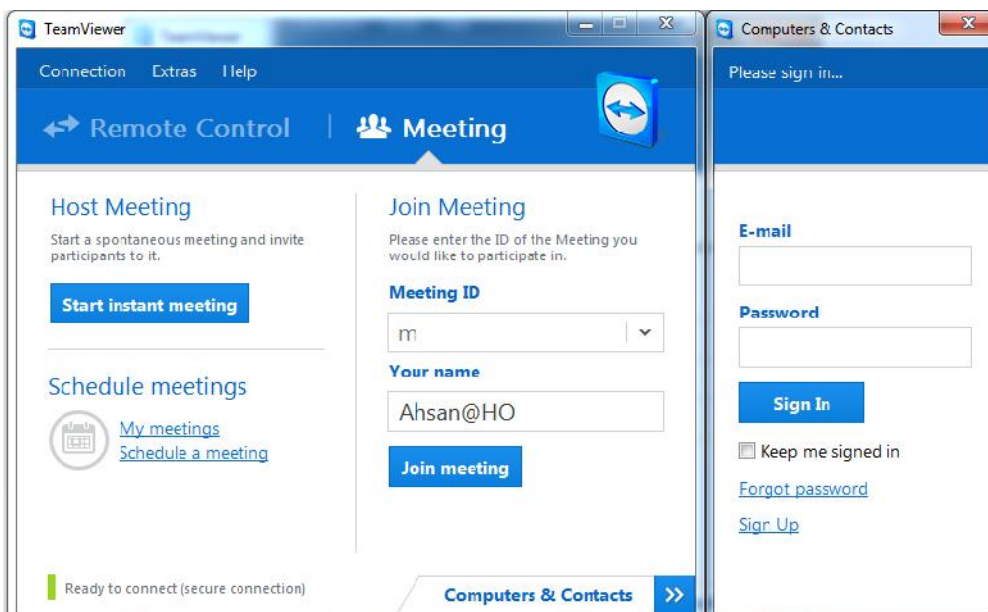
# Virtual University of Pakistan TeamViewer Meeting

## 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”

**Create TeamViewer account - Step 1 of 2**

**Create TeamViewer account**

If you have a TeamViewer account you can add this computer to the list of your computers. In your computer list you will see if this computer is online and connect to it directly.

Create a free TeamViewer account  
 I already have a TeamViewer account

Your name: <USER NAME>

E-mail: <EMAIL HERE>

Password: .....

Confirm password: .....

Subscribe to our free newsletter

< Back   Next >   Cancel

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.

**Create TeamViewer account - Step 2 of 2**

**Define personal password**

Set a name and a personal password for this computer.

Computer name: VU-NW-AHSAN

Password: \_\_\_\_\_

Confirm password: \_\_\_\_\_

You already defined a personal password. Enter it or a new one into the password field to store it in your list.

< Back   Next >   Cancel

**Create TeamViewer account**

**Completing the wizard**

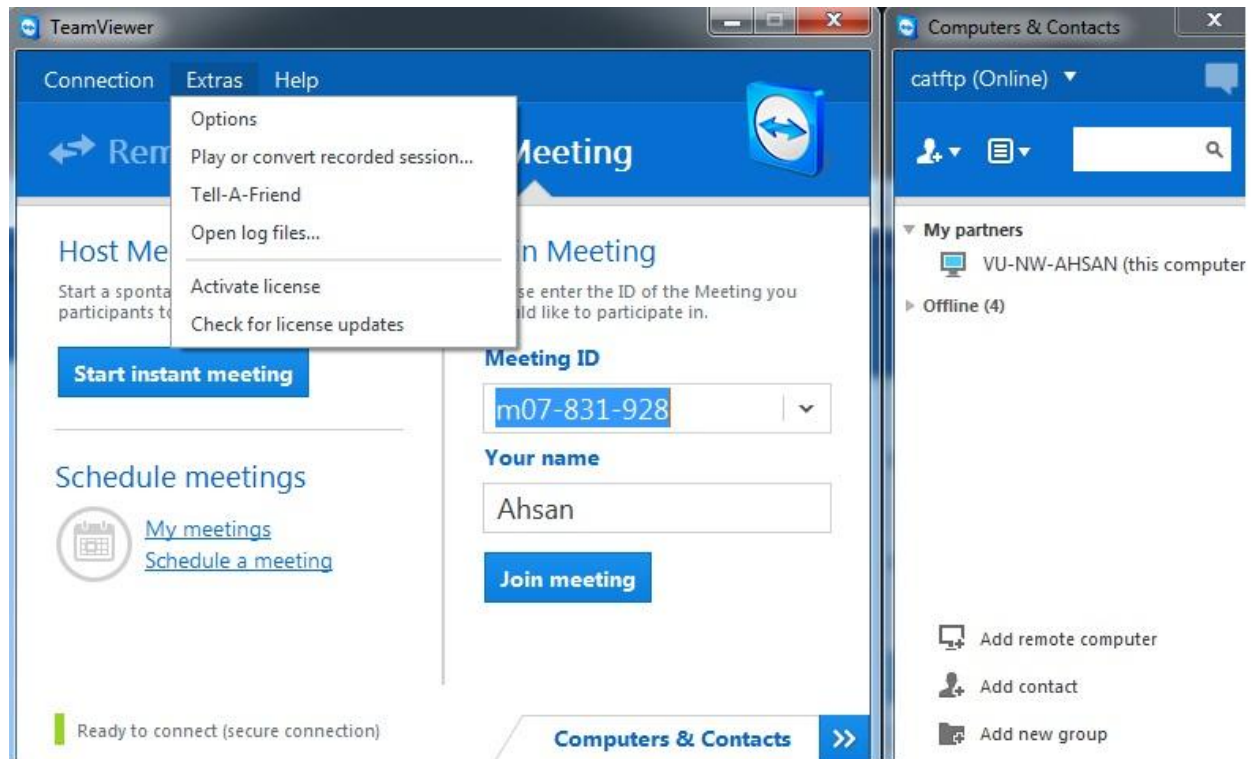
You were automatically signed in to your TeamViewer account and this computer was added to your list of computers. You can connect to this computer from anywhere via your computer list from now on.

Please activate your TeamViewer account by clicking on the link in the activation e-mail we sent you during registration.

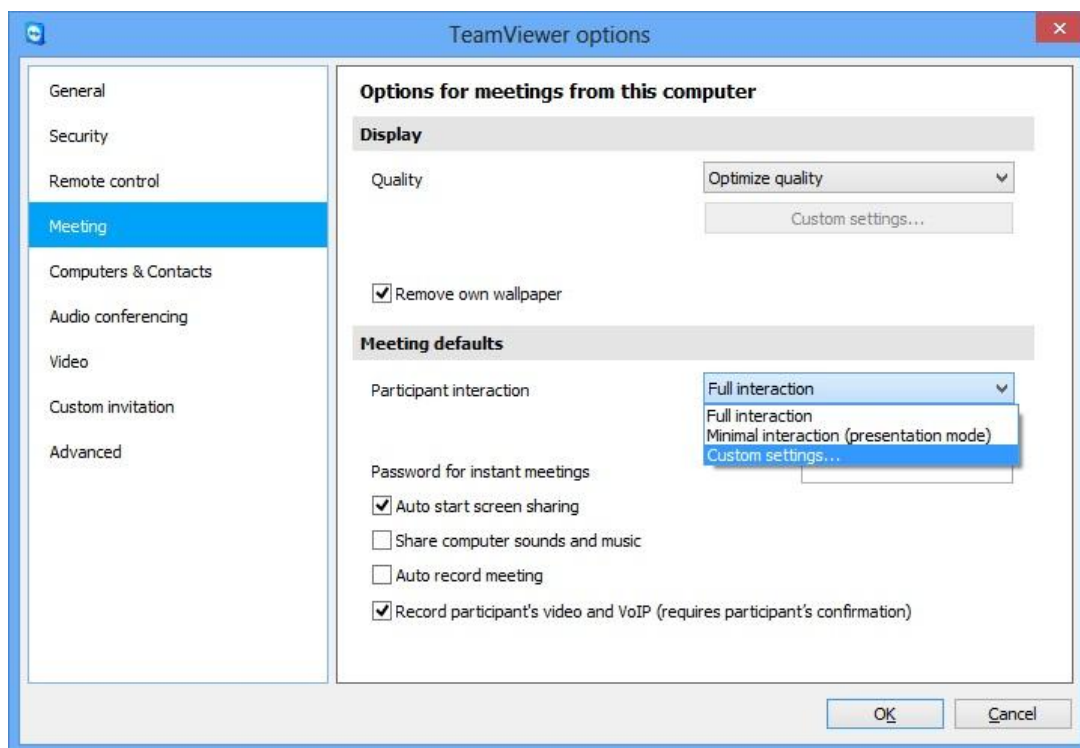
< Back   Finish   Cancel

## Set Access Rights

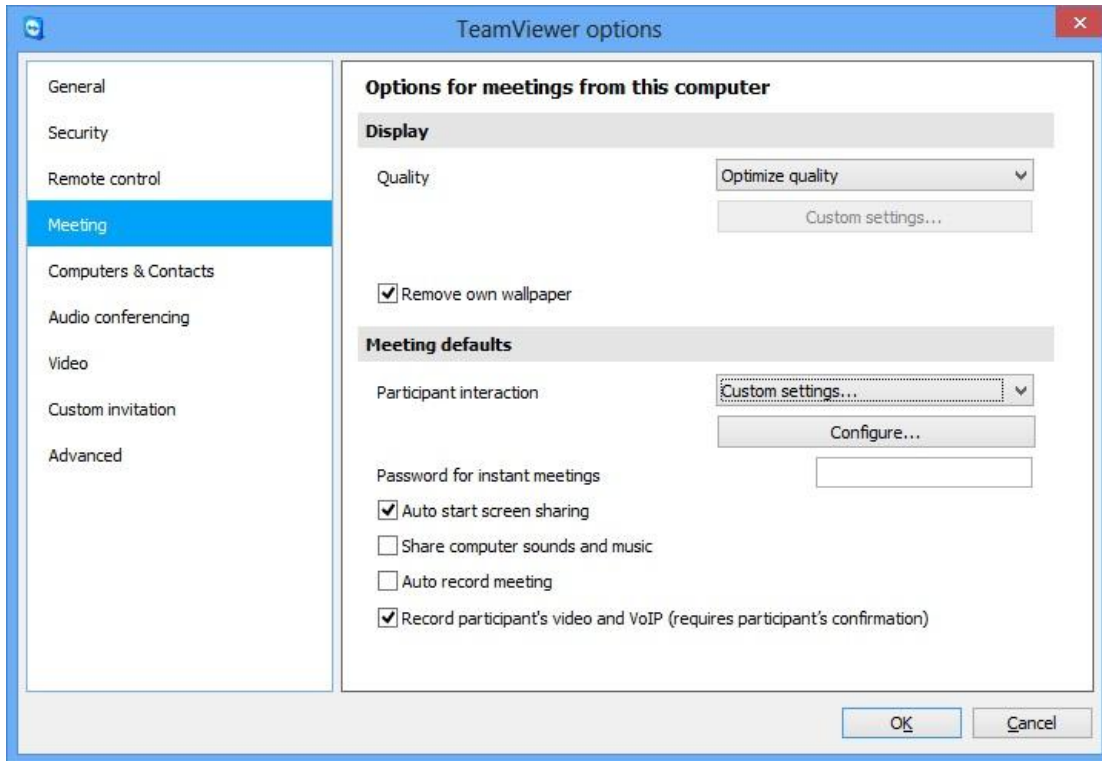
Click on “Extras” and select “Options” from this menu.



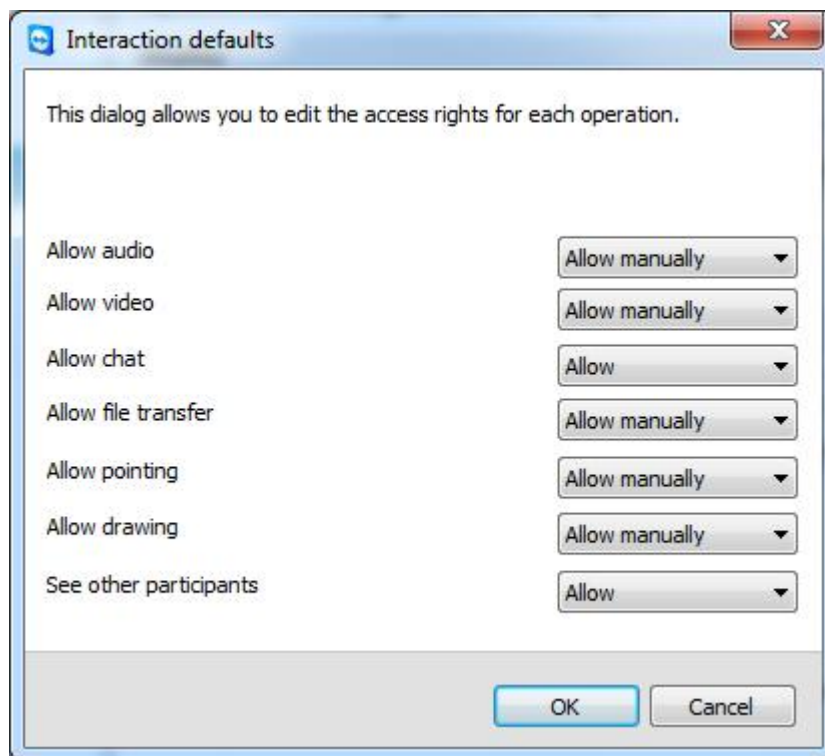
Click on “Meeting” then select “Custom settings” under “Meeting defaults”.



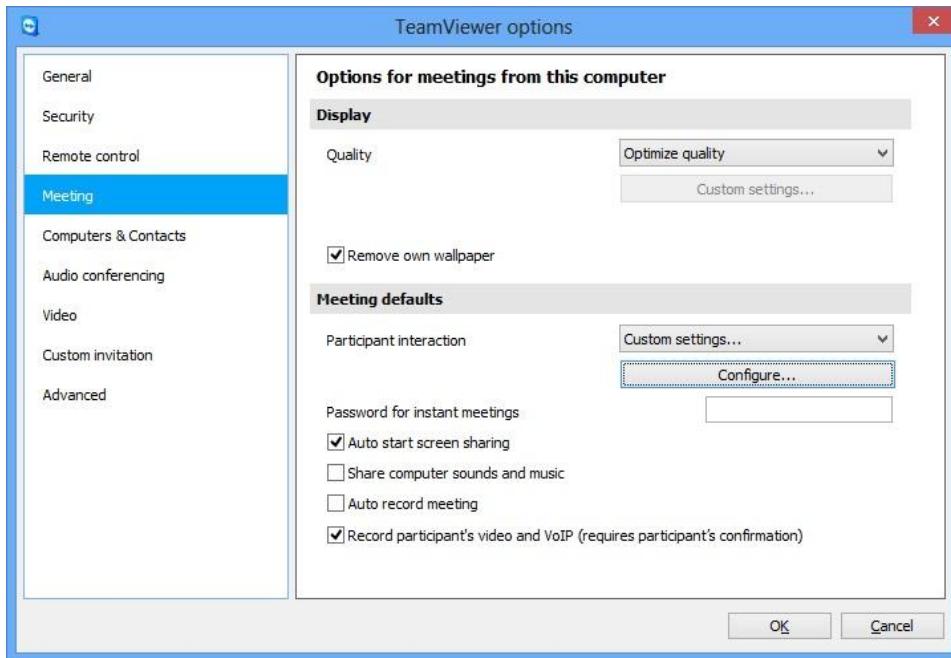
Then click on “Configure” under “Custom settings” tab. A new dialog box will appear.



Set “Allow chat” and “See other participants” as “Allow”, rest of the options are set as “Allow manually”. Then click “OK”.

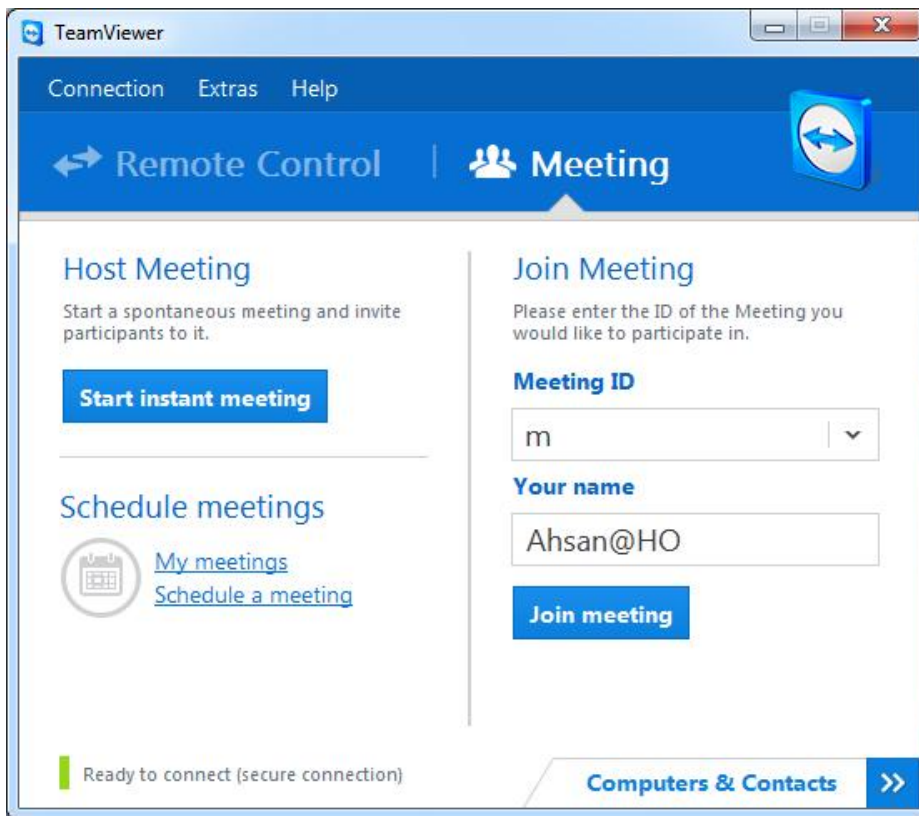


Click "Ok" to apply settings.

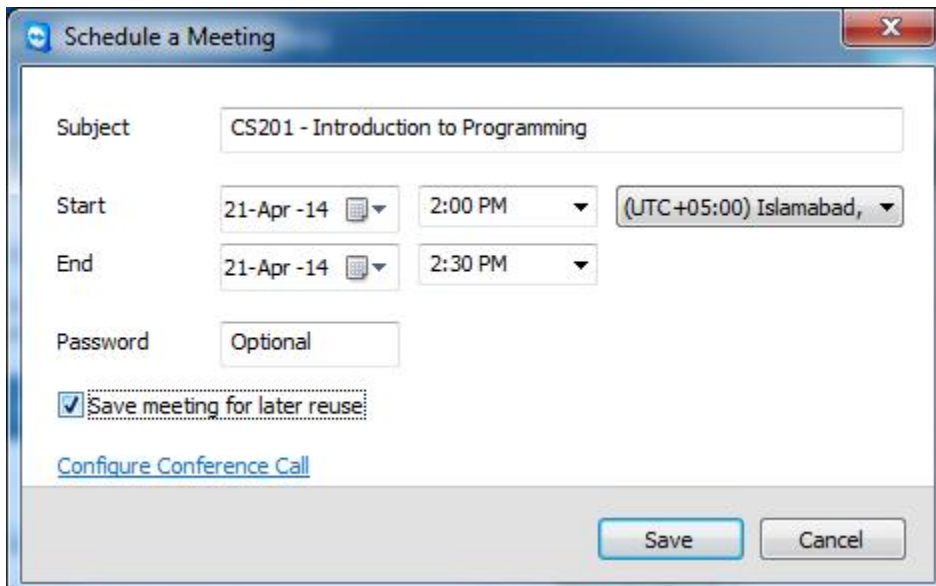


## HOW TO SCHEDULE A MEETING

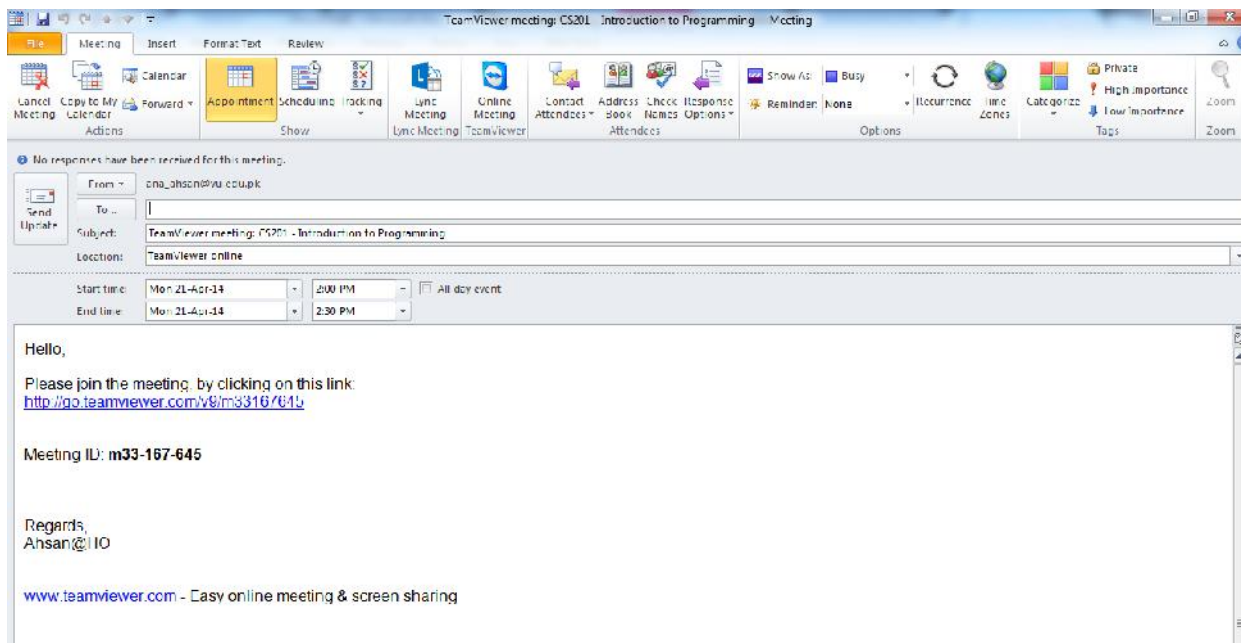
Select "Schedule a meeting" on main window,



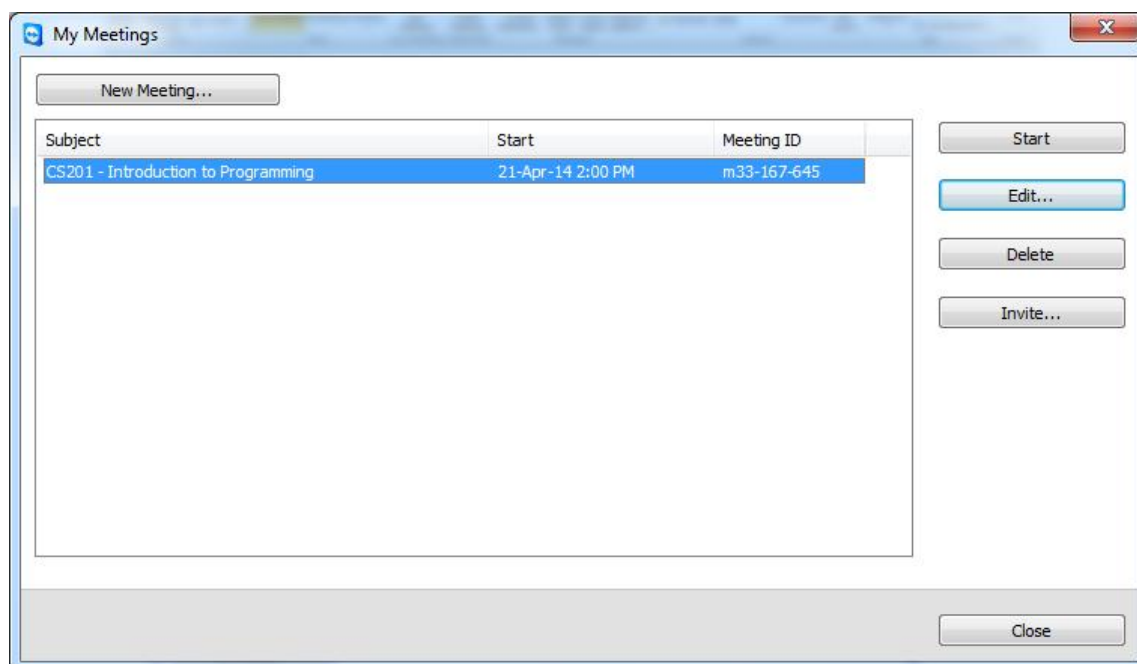
In "Subject" provide meeting name. Set start date & time and End date & Time as desired. Click on "Save" button to save this information.



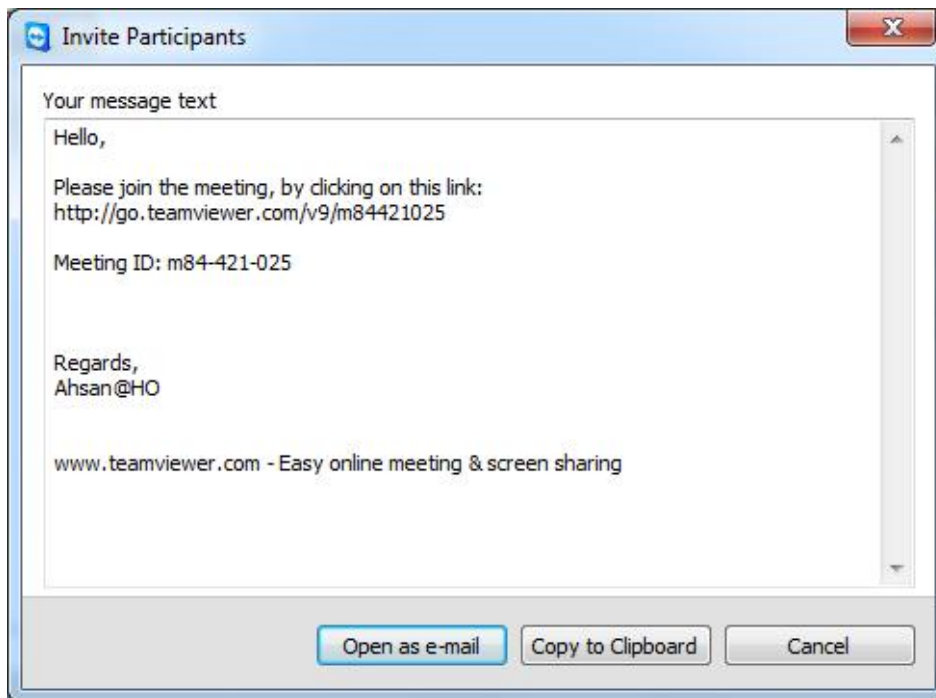
As you save settings, an outlook dialog box will appear with meeting id and other details. Enter the email addresses of persons to whom you want to invite to this meeting. Click on “Send”.



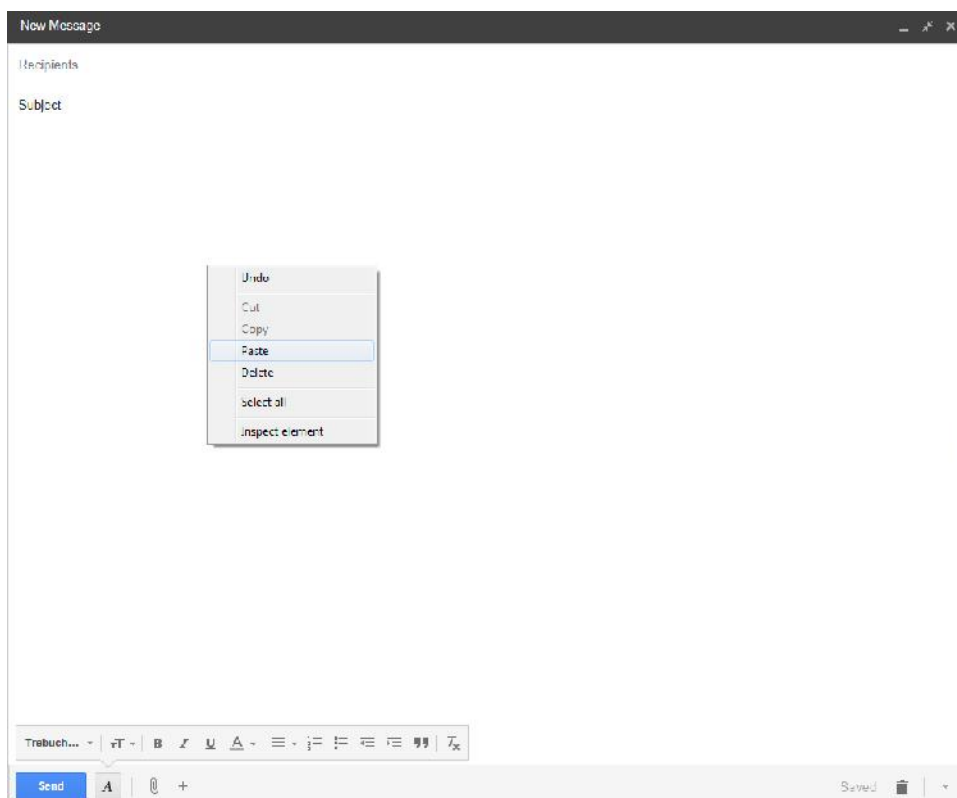
If you have not configured outlook on your PC then following window will appear, click on “Invite”.



New window will appear, click on **“Copy to Clipboard”**



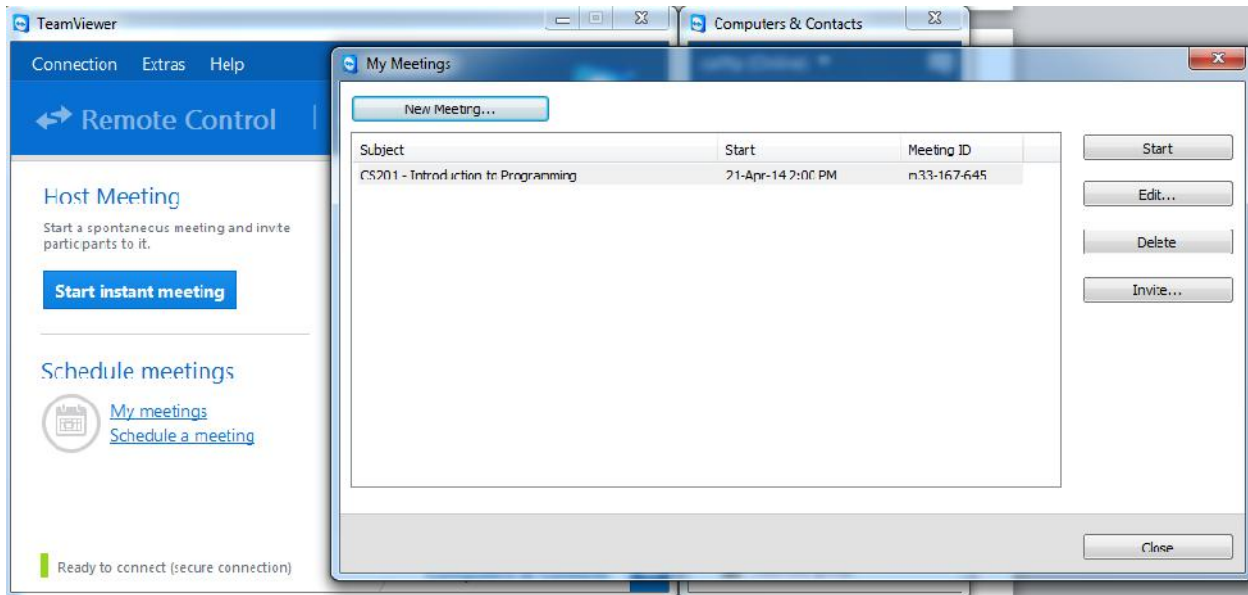
Open your VU email account in browser, click on compose. Right click and paste you meeting information. Enter the email addresses of persons to whom you want to join this meeting. Click on send.



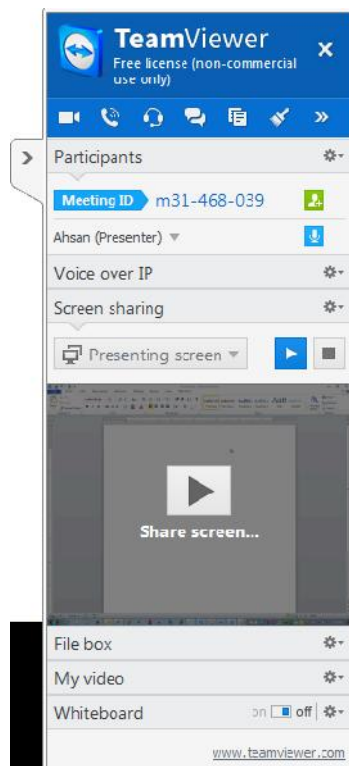


## To Start Meeting

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.

