TeamViewer – Instant Meetings

Would you like to quickly look at a document and work on it with your business partners or colleagues? We’ll show you how to start and host meetings in just three steps.

1. Starting a meeting
   Start the TeamViewer full version and select the “Meeting” tab. Click the “Presentation” icon under “Host Meeting” to immediately start a meeting.

2. Inviting participants
   Click on “Invite ...” to send an invitation e-mail to the meeting participants.
   Alternatively, you may give the Meeting ID (and password if desired) via phone.

3. Attending a meeting
   Your participants can join the meeting by clicking on the link in the invitation e-mail or by logging on to https://go.teamviewer.com. An application will run, and they will immediately see your desktop.

www.teamviewer.com