



TeamViewer – Schedule meetings

Would you like to hold meetings with your business partners, customers or colleagues? We will show you how to schedule and host meetings in just three easy steps.

1 Setting up a meeting

Start your TeamViewer full version and select the „Meeting“ tab. Arrange your meeting by clicking on „Schedule a meeting“ and signing in to your TeamViewer account.

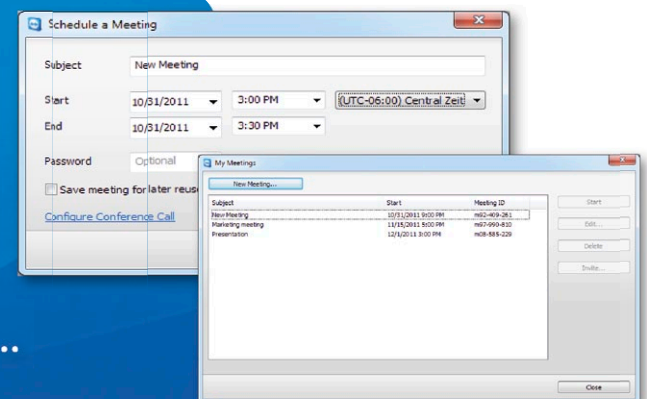
For more information on the TeamViewer account please go to „TeamViewer - Use the Computers & Contacts List“



2 Creating a meeting

Create a meeting by clicking on „New meeting ...“. Then pass on the details (start time, Meeting ID, password (if applicable), conference call number and PIN) by e-mail or phone.

Easily manage meetings you have created in „My Meetings“.



3 Holding a meeting

You may start a scheduled meeting by selecting a meeting in the window „My Meetings“ and click on „Start“. 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.

