# Joining a session at Cyzap using SharedView.

Microsoft SharedView is a collaboration tool from Microsoft that provides an easy way to share documents and screen views with small group of people in the internet.

#### How to install?

1) To use this product you should have shared view installed at your PC. Download and install this product from the link below:

http://www.sharedview.com

Copy paste the above link at your browser and click on the "Download SharedView Today" button as shown in figure.

Microsoft*	Welcome, <b>guest</b> Sign in   Your Profile   He
HOME YOUR DASHBOARD	CONNECTION DIRECTORY Search GO
Microsoft SharedView Home Surveys	Home Release Notes FAQ Table of Contents Having Problems?      Microsoft SharedView is a fast, easy way to share documents and screen views with small groups of friends or coworkers; anytime, anywhere. Use SharedView to put your heads together and collaborate - create, convey, and communicateacross physical boundaries, through firewalls, and down to the smallest details.     FREE DOWNLOAD - You can install the latest SharedView application sharing software for free!     Download SharedView today →     Some important tips on using SharedView:     1. To start a session using this program, you must sign in using a Windows Live ID (Passport ID). However, you can use any e-mail ID or even a friendly name to join a session. A friendly name is a name of your choice. This is the name that others in the session will use to identify you.     2. If you want to start a session and do not have a Windows Live ID, you can continue installing this program. However, before signing in, you must get a new Windows Live™ ID.     3. If you are already using this program, you will see an upgrade notification that redirects you to the installation site.
	You must have a working Internet connection to use this program.

## 2) Click on Run

1	Name: Type:	SharedView.msi Windows Installer	Package, 3.22MB		
	From:	download.microso	ft.com	Const	1
		Kun	Save	Cancel	1

3) The software will download. The download time may take several minutes depending on your internet connection speed. After the software downloads, you may see security warnings. Click on Run button again.

)o you want to run thi	s software?			-
Name: <u>Micr</u> Publisher: <u>Mic</u>	osoft SharedView Insta rosoft Corporation	<u>aller (en-us)</u>		en v
* More options		Run	Don't Run	_ ur he dario
() While files from t	he Internet can be use Only run software from	ful, this file type ca publishers you tru	an potentially harm st. <u>What's the risk</u>	ring
your computer. (				

4) Read the privacy statement and Install the software by checking "I accept the agreement" and click on Next.

Microsoft SharedView Setup	
Please read the following service agreement and online privacy statement. Microsoft cares a your privacy. This product allows you to share your computer with others.	about
Microsoft SharedView 1.0 Service Agreement Last updated: December 2007	
This is a contract between you (an individual or a business entity) and Microsol Corporation. It covers your use of the Service and software, including all upda upgrades, support, and content related to the Service. We refer to these all as "Service."	ft tes, the
You represent that you are at least 18 years of age or have attained the age (	of 🔳
Online Privacy Statement	
You must accept the agreement to continue.	
I accept the agreement	

### 5) Click on Install.

🖟 Microsoft SharedView Setup	_ 🗆 🗙
SharedView	
Click Install to begin your installation. Click Back to review the Terms of Service. Click Cancel exit the setup wizard.	to
Add a SharedView shortcut to your desktop	
Add a SharedView shortcut to your Quick Launch toolbar	
Join our Customer Experience Improvement Program and help improve the quality, reliability, and performance of Microsoft products.	
☐ Allow Microsoft to collect information about how I use SharedView	
Learn More	
Back Install Car	ncel

6) The installation may take several minutes depending upon your system performance.



7) Click on Finish after the installation completes.



The Microsoft SharedView application is now installed at your PC.

#### How to join session?

1) Before the start of the web conference, you will receive an invitation at your email with subject "SharedView" from an organizer asking you to join a session.

The email format looks similar to the one depicted below.

Subject: sharedview
From: Raman Khurana
Date: 6:18 PM
To: raj@cyzap.com

sharedview@cyzap.com has invited you to join an online work session using Microsoft SharedView.

To join the session either:

Click the following link: https://joinsvw.sharedview.com/join.aspx?ID=sharedview@cyzap.com&pass=6CBP2F%253

 Open SharedView. Join the session by entering the following information: Session Name: sharedview@cyzap.com Password: 6CBP2F%3

Help and detailed instructions are available at: http://r.office.microsoft.com/r/rlidSV?clid=1033&p1=1&p2=Instructions S2

2) Click on the link as instructed at the email address. It will open your default browser. If not, copy and paste the link to your browser.

The security settings at your browser may require you to download a file. In that case, right click on the yellow box at the top of your browser page, and click on download file (as shown below):

🛓 To help protect your security, Internet Explorer bli Download File
What's the Risk?
More information
SharedView
You should be connected to sharedview@cyzap.com's session.
SharedView should be connected to sharedview@cyzap.com's session and the SharedView bar should be at the top of your screen.
If it didn't work, <u>try again</u> or open SharedView and enter the following information: Session Name: sharedview@cyzap.com
Password: FY2T4#8A

4) After some time, you will find yourself entering into the session. Notice the top control panel that is used to control the shared view application.

Participants (2) Handouts (0) Share Type a message to all participants		🥘 _ ×				
C Join a Microsoft SharedView Session - Windows Internet Explorer						
COO + D https://joinsvw.sharedview.com/join.aspx?ID=sharedview@cyzap.com&pass=FY2T4%238A	Google	<b>P</b> -				
File Edit View Favorites Tools Help						
Y - Q · Web Search · A Bookmarks · Settings · OMessenger · Massenger · Masseng	ail 🔻 🍟 MySpace 🥎 News 👻					
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		<u> </u>				
SharedView						
You should be connected to sharedview@cvzap.com's session.						
SharedView should be connected to sharedview@cyzap.com's session and the SharedView bar should be at the top of your screen.						
If it didn't work, try again or open SharedView and enter the	following information:					
Session Name: sharedview@cyzap.com						
Password: FY2T4#8A						