

Joining a session at Cyzap using SharedView.

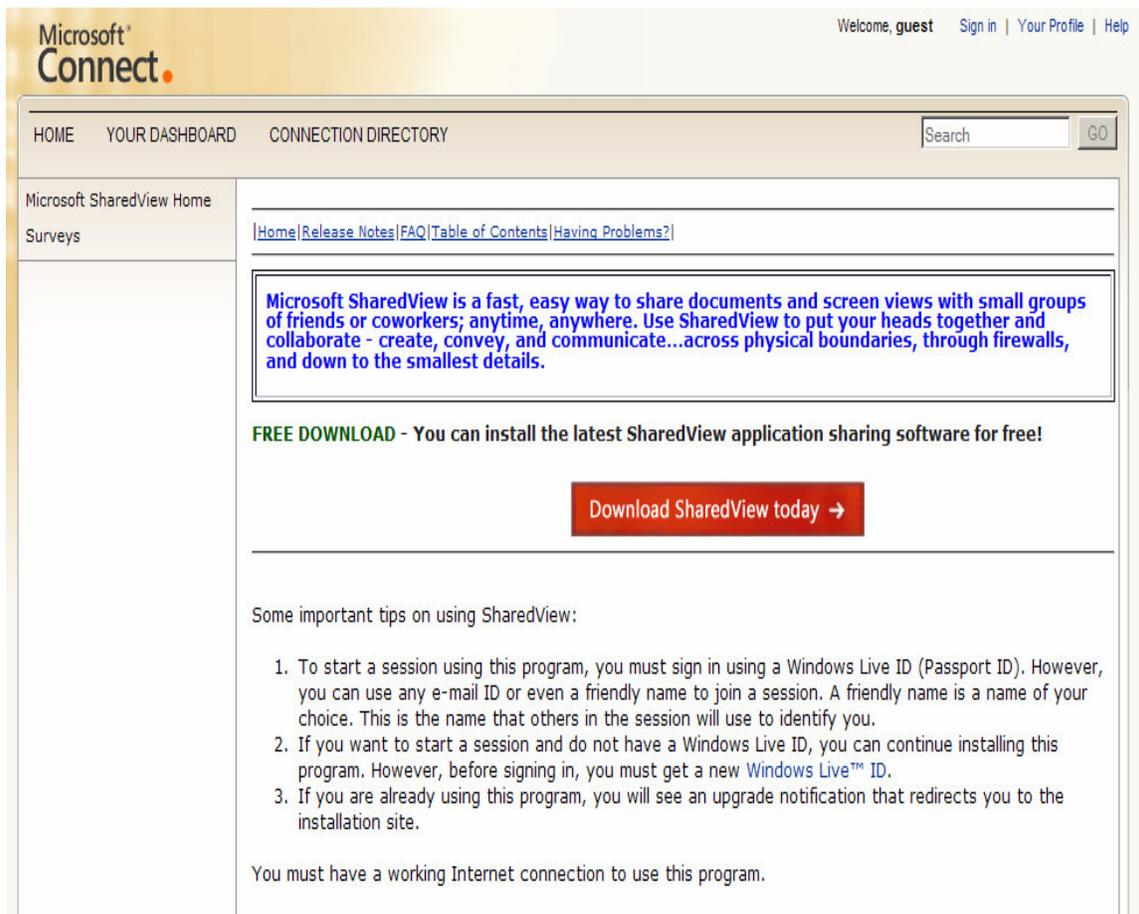
Microsoft SharedView is a collaboration tool from Microsoft that provides an easy way to share documents and screen views with small group of people in the internet.

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.



The screenshot shows the Microsoft SharedView website interface. At the top left is the Microsoft Connect logo. On the top right, there are links for "Welcome, guest", "Sign in", "Your Profile", and "Help". Below the logo, there are navigation tabs for "HOME", "YOUR DASHBOARD", and "CONNECTION DIRECTORY", along with a search bar. The main content area features a sidebar with "Microsoft SharedView Home" and "Surveys". The main content includes a navigation menu with links for "Home", "Release Notes", "FAQ", "Table of Contents", and "Having Problems?". A central text box describes SharedView as a fast, easy way to share documents and screen views. Below this, a green banner reads "FREE DOWNLOAD - You can install the latest SharedView application sharing software for free!". A prominent red button labeled "Download SharedView today →" is centered below the banner. At the bottom, there is a section titled "Some important tips on using SharedView:" followed by three numbered instructions regarding sign-in requirements and installation. A final note states, "You must have a working Internet connection to use this program."

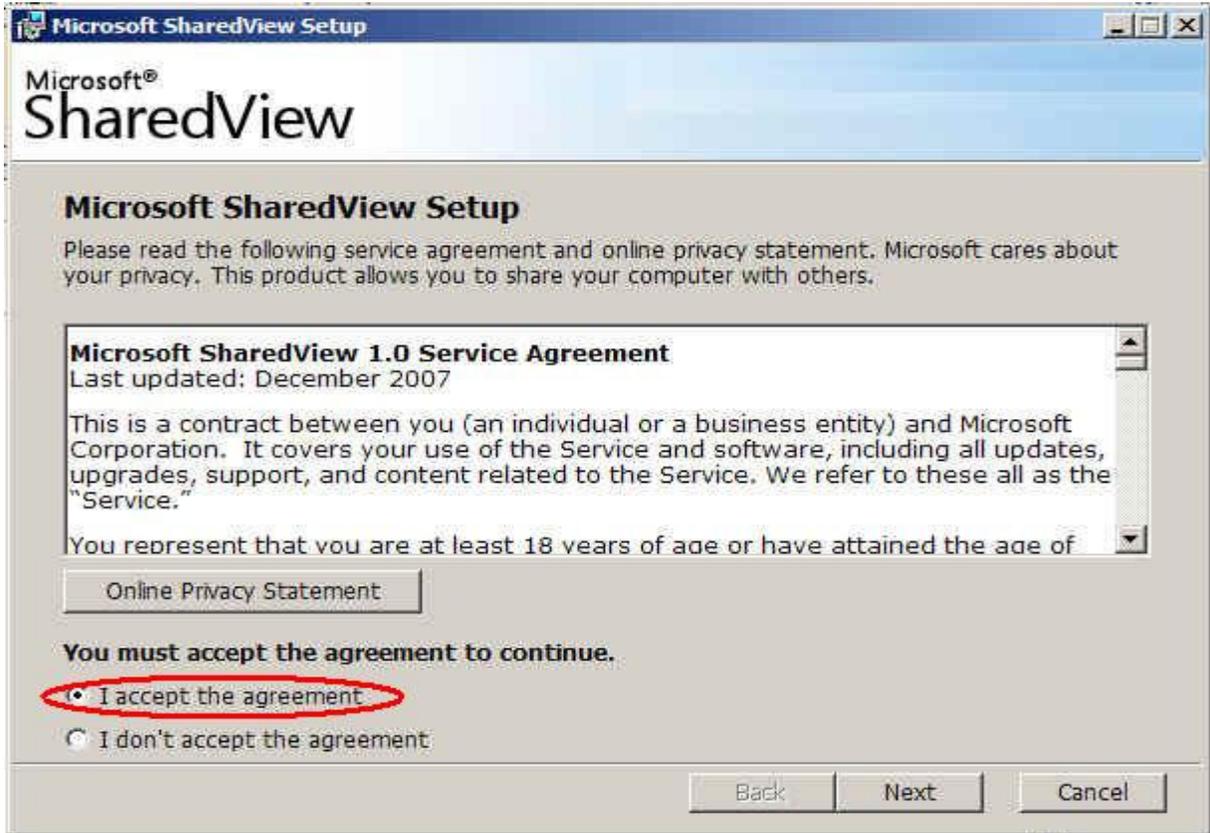
2) Click on Run



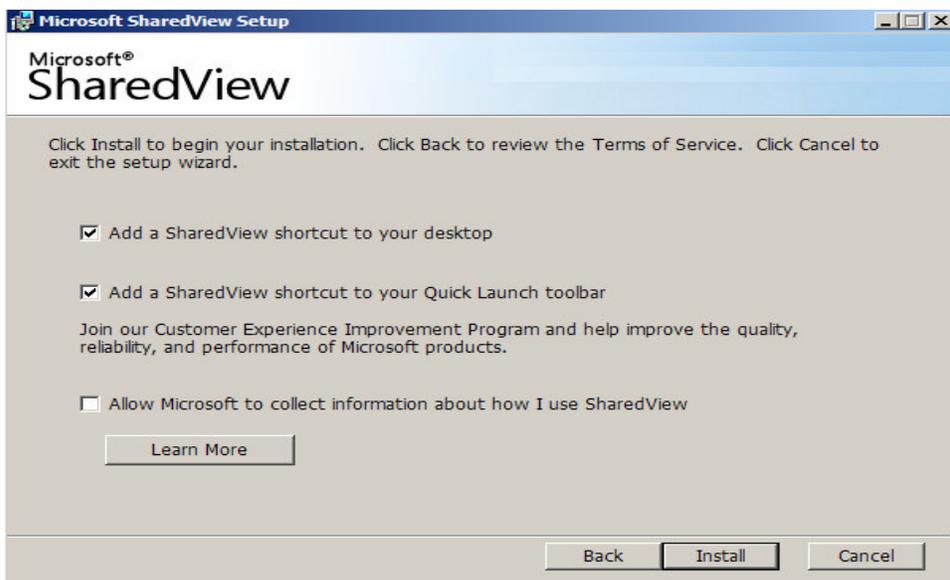
3) The software will download. The download time may take several minutes depending on your internet connection speed. After the software downloads, you may see security warnings. Click on Run button again.



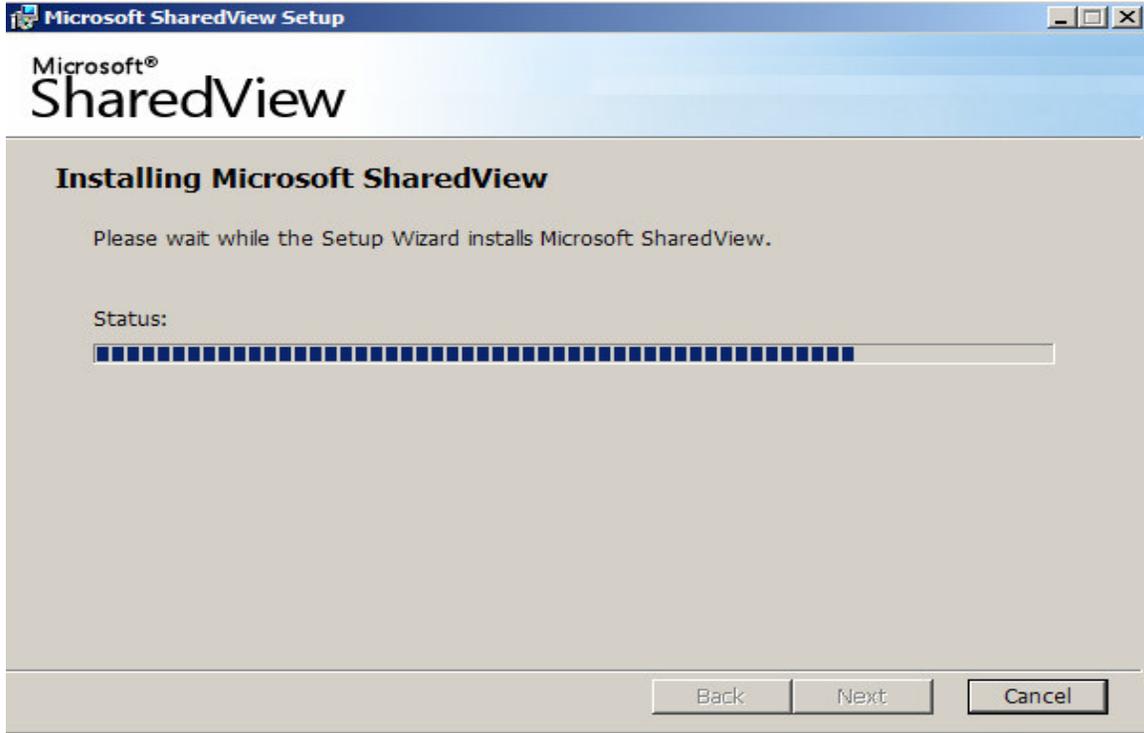
4) Read the privacy statement and Install the software by checking “I accept the agreement” and click on Next.



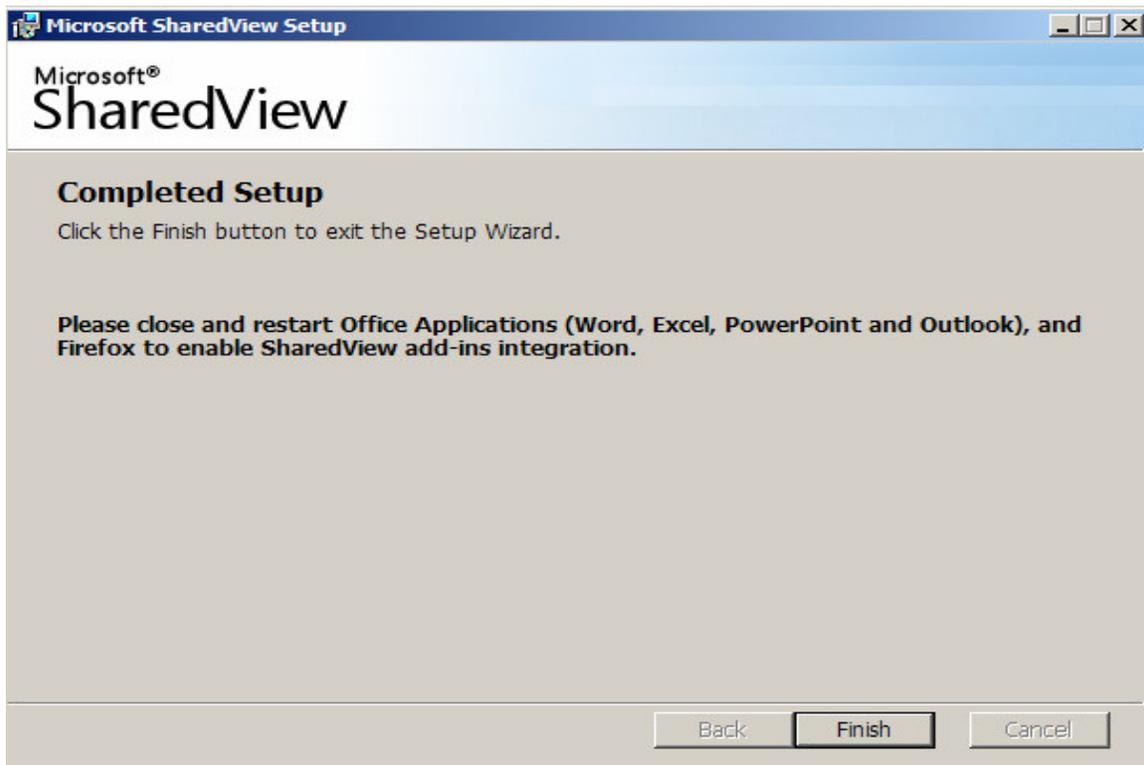
5) Click on Install.



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



7) Click on Finish after the installation completes.

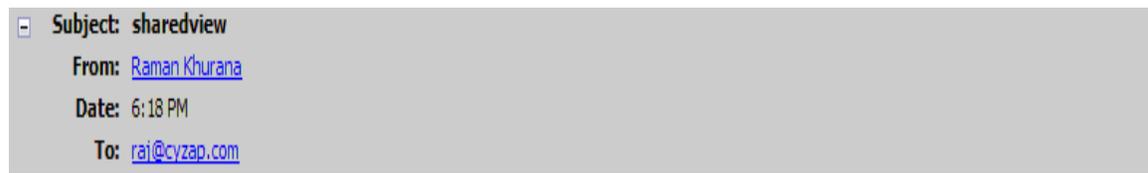


The Microsoft SharedView application is now installed at your PC.

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.



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

To join the session either:

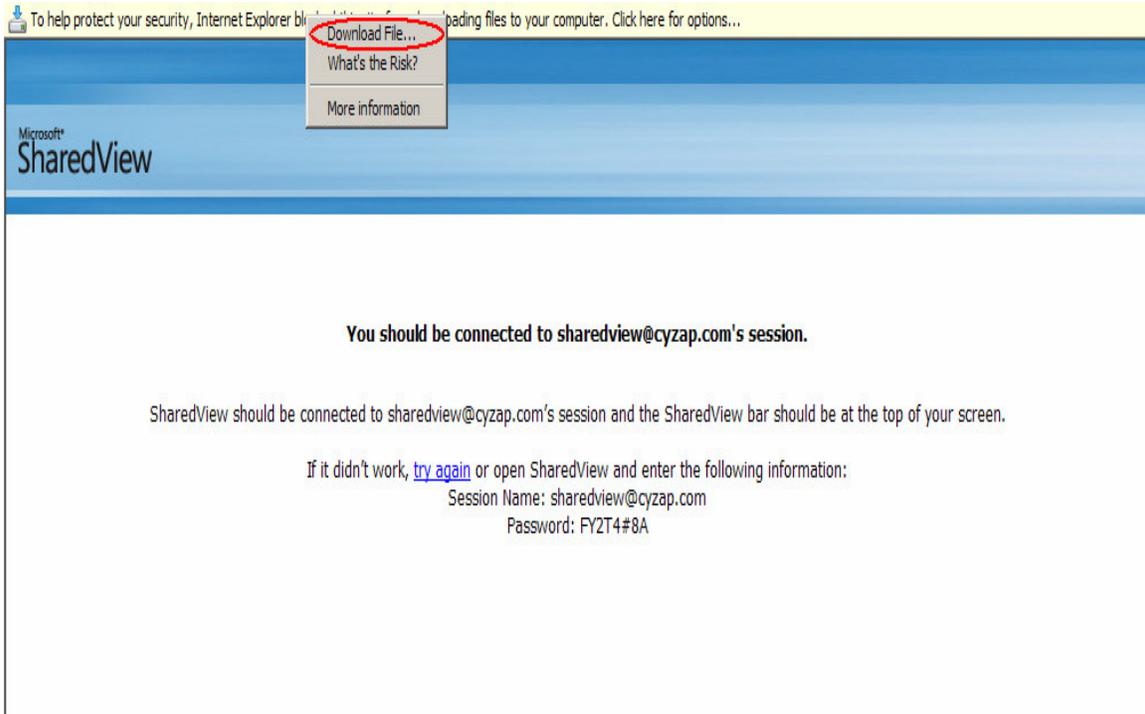
- Click the following link: <https://joinsvw.sharedview.com/join.aspx?ID=sharedview@cyzap.com&pass=6CBP2F%253>
- Open SharedView. Join the session by entering the following information:
Session Name: sharedview@cyzap.com
Password: 6CBP2F%3

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):



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.

