

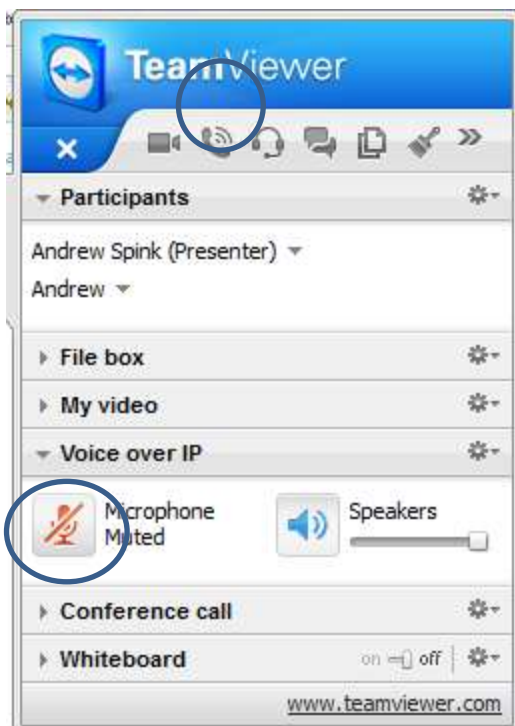
## How to attend a remote training course given by Noldus TeamViewer

### Preparation

1. Go to <http://www.noldus.com/default/downloads-trainings-and-webinars>
2. Download **TeamViewer Meeting**. You can either download the executable, or if that is a problem, download the zip file and unpack it to a temporary folder.
3. The organizer will send you the meeting ID.
4. If you are attending with a larger group, make sure you have a projector/large screen, microphones and speakers set up.

### A couple of minutes beforehand

5. Run the file you previously downloaded
6. If you get a warning from Windows, it is ok, accept that the program can make changes
7. Click the TeamViewer icon on the right of your screen to access the controls and turn on your microphone (see also the next page)



8. Enter the meeting ID
9. Click **Join**

## During the meeting

10. By default, your microphone is turned off. If you have an individual meeting, you can unmute it and leave it on. If the meeting has several participants, leave it off.
11. If you want to ask a question and the trainer does not notice you speaking, click the chat icon and enter some text.