



# Using TeamLink for Live Classes

# TeamLink

- **Lowest Latency**
- **Wireless screen sharing**
- **Dual stream for dual monitor**
- **Meeting recording**
- **Global Coverage**



# TeamLink

- Large scale Meetings
- Ease of use
- Google login
- Simultaneous login from multiple devices
- Secure communication Links





- Unlimited meetings
- 300 participants
- Chat room
- Multi-platform support (Windows, Mac, Android, iOS)



# Why to choose TeamLink



- Ultra-low latency
- Crystal clear video and audio.
- Designed for Mobile and unreliable IP networks
- Cross-platform support Ultra high-definition  
Screen sharing
- Free download and a Free plan to start
- Nothing to buy and nothing to commit

## 3 easy steps to start



### 1. Create a room

Name the room and it will automatically generate a meeting room ID.



### 2. Send an invitation

Share the meeting room ID or the URL link via email, chat, slack, etc.



### 3. Start the meeting

Enter the room ID or directly click the URL link to join the meeting.

Choose your version to download:



Windows

**DOWNLOAD**



MAC

**DOWNLOAD**



Android



GET IT ON  
**Google Play**



iOS



Download on the  
**App Store**



# TeamLink

[Log in / Sign up](#)

[Join a meeting without an account](#)

# Log in or sign up using your email address

Your email address

Get code

Or sign in with



**gaurinedu@gmail.com**

We've sent a one-time passcode to your email.  
Please enter it below.

Code

[Didn't receive a code?](#)

8

4

4

\*

\*

|



Start / Join a meeting  
Or click a meeting link →



Schedule a meeting

### Your Meeting Links ⓘ

Meeting Name	Meeting ID	
Coronawarriors@acad...	682 655 3133	⋮
Personal Meeting	526 982 7243	⋮





# System Settings



Settings

Send Feedback

1.16.2 (e6f4928d)



Start / Join a meeting

Or click a meeting link →

# System Settings

Settings

Video

Audio

Recordings

Video settings

Camera

HP TrueVision HD Camera (1bcf:2c9b)



**HP TrueVision HD Camera (1bcf:2c9b)**

Dual monitor mode ⓘ

# System Settings

Video

**Audio**

Recordings

Audio settings

Microphone

Default - Microphone (Realtek High Definition Audio) ▼

Speaker

Default - Speaker/Headphone (Realtek High Definition A... ▼

Mute my microphone when joining a meeting

# System Settings

Settings



Video

Recording settings

Audio

Save my recordings at

Recordings

C:\Users\GAURAV\Documents\TeamLink

Change



Start / Join a meeting  
Or click a meeting link →



Schedule a meeting

Your Meeting Links ⓘ

Meeting Name	Meeting ID	
Coronawarriors@academics meeting	682 655 3133	⋮
Personal Meeting	526 982 7243	⋮



# Starting a new meeting



Start / Join a meeting  
Or click a meeting link →



Schedule a meeting

## Start / Join a meeting

Select the Meeting ID to use:

Use an existing Meeting ID

Enter or select a Meeting ID



Coronawarriors@academics meeting

682 655 3133

Personal Meeting

526 982 7243

# Starting a new meeting

Cancel

OK

# Starting a new meeting

गौरव सिंह



## Your Meeting Links ⓘ

Meeting Name	Meeting ID		
<a href="#">Coronawarriors@academics meeting</a>	682 655 3133		
Personal Meeting	526 982 7243		



# Starting a new meeting



Start / Join a meeting

Or click a meeting link →



Schedule a meeting



## Schedule a meeting

Select the Meeting ID to use:

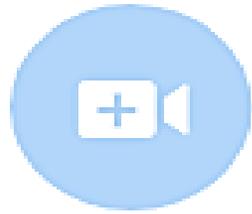
- Use an existing Meeting ID
- Create a new Meeting ID

Meeting Name 

Password (Optional)

Cancel

Next



## Schedule a meeting

Select the Meeting ID to use:

- Use an existing Meeting ID
- Create a new Meeting ID

Meeting Name 

class12science 1

Password (Optional)

Life@covid19|

Cancel

Next

## Schedule a meeting

Add the information below to your meeting invitation.

You are invited to an online meeting, powered by TeamLink.

Link to join the meeting: [https://m.teamlink.co/4951863428?  
p=84c9e7addb11128b458fa3f45450a424](https://m.teamlink.co/4951863428?p=84c9e7addb11128b458fa3f45450a424)

[Copy invitation](#)

[Done](#)



# Starting a new meeting



Recordings

गौरव सिंह



## Your Meeting Links ⓘ

Meeting Name	Meeting ID	
class12science 1	495 186 3428	⋮
Coronawarriors@academics meeting	682 655 3133	⋮
Personal Meeting	526 982 7243	⋮

# Starting a new meeting

## Your Meeting Links

Meeting Name	Meeting ID	
class12science 1	495 186 3428	
<a href="#">Coronawarriors@academics meeting</a>	682 655 3133	 
Personal Meeting		

-  Edit
-  Delete



# Joining a meeting

## Method 1: Join the meeting by filling in the meeting ID (and password)



Log in / Sign up

[Join a meeting without an account](#)



Join a meeting

Use an existing Meeting ID

Enter or select a Meeting ID

Your Name

Enter your name

- Turn off my video when joining a meeting
- Mute my microphone when joining a meeting

Cancel

Join

# Joining a meeting

**Method 1: Join the meeting by filling in the meeting ID (and password)**



Start or join a meeting  
Or click a meeting link →



Join a meeting without an account



Schedule a meeting

# Joining a meeting

## Method 2: Join the meeting through the meeting invitation link

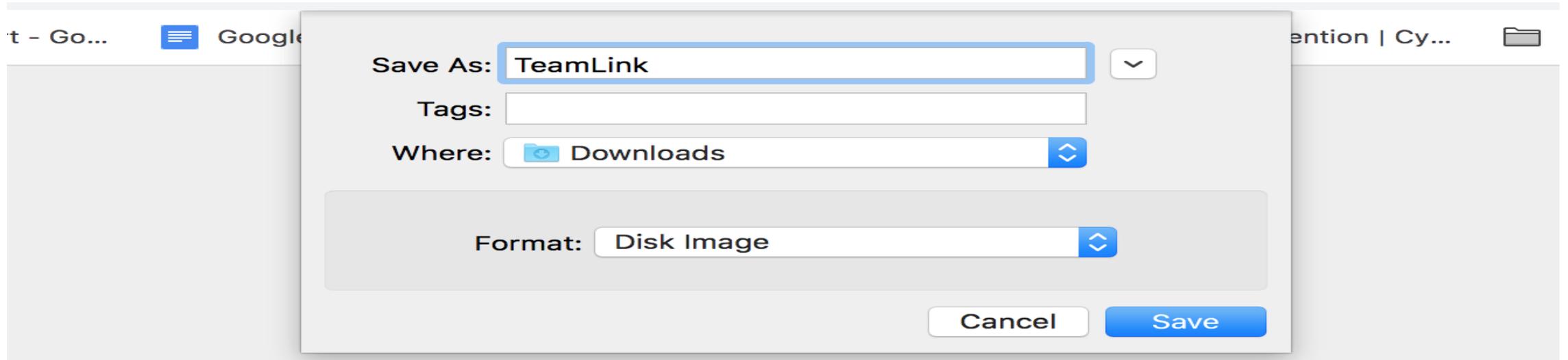
You can click this meeting link to join the meeting directly: <https://m.teamlink.co/6022029926>

If you see the dialog, click “Open” to launch the TeamLink app.

If there is no prompt, please click [here](#) to open the app, or download and install [TeamLink](#)

# Joining a meeting

## Method 2: Join the meeting through the meeting invitation link



Open TeamLink?

<https://m.teamlink.co> wants to open this application.

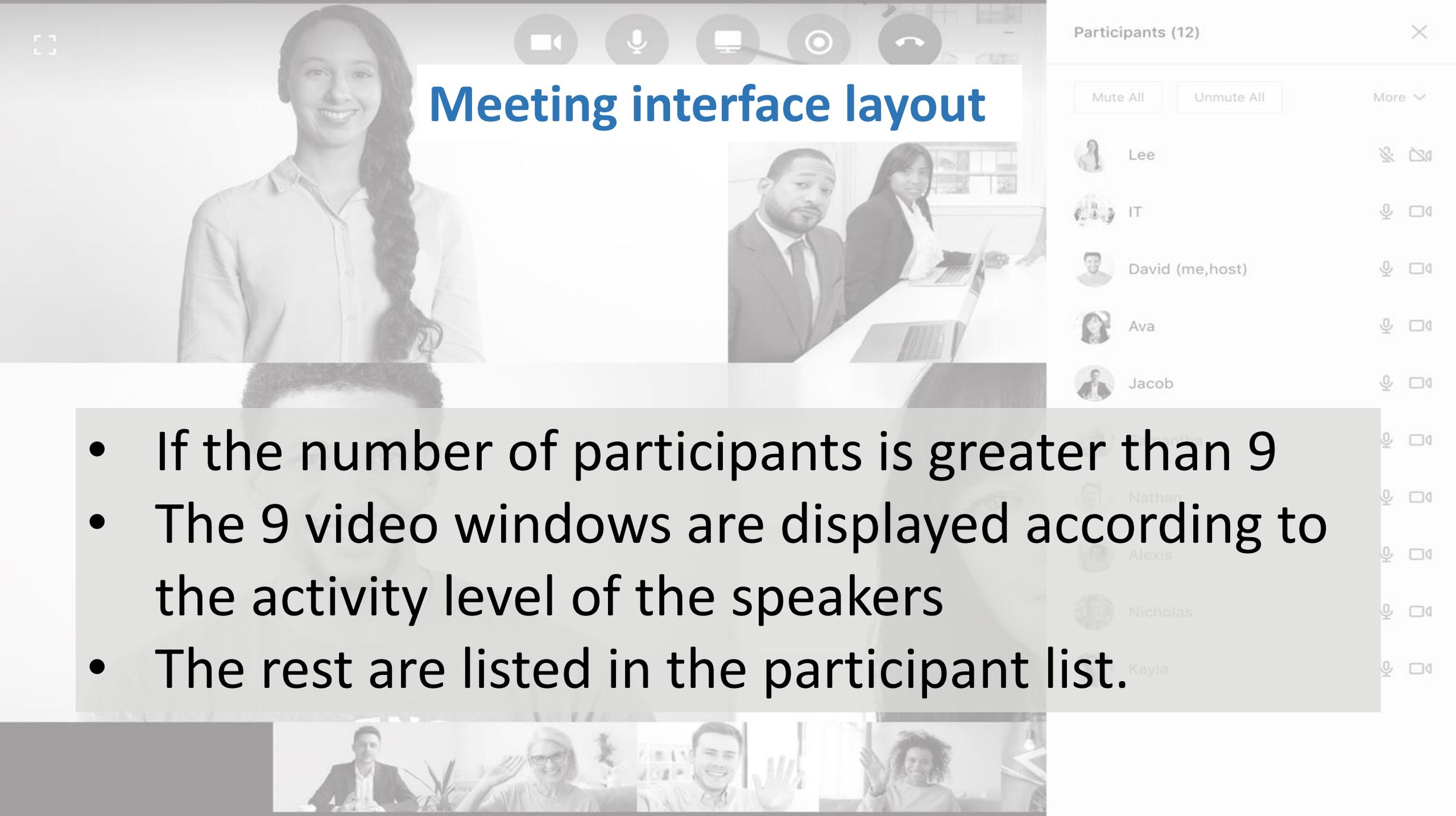
Cancel

Open TeamLink

The background of the slide is a faded image of a video conference interface. At the top, there is a navigation bar with icons for video, microphone, screen sharing, camera, and phone. Below this, a large video window shows a woman smiling. To the right, a smaller window shows a group of people in a meeting. At the bottom, a horizontal strip shows five small video windows of different participants. The title 'Meeting interface layout' is centered in a white box with blue text.

## Meeting interface layout

- Screen displays up to 9 video windows
- Automatic display of the current speakers
- There are no large-scale video windows, but up to 4 medium-sized windows
- Remaining participants are displayed in a small window

A diagram illustrating a meeting interface layout. At the top, there is a navigation bar with icons for video, microphone, screen sharing, camera, and phone. Below this is a large video window showing a woman with a braid. To the right is a 'Participants (12)' list with buttons for 'Mute All', 'Unmute All', and 'More'. The list includes names like Lee, IT, David (me, host), Ava, and Jacob. A central text box contains three bullet points. At the bottom, there is a row of four smaller video windows showing different participants.

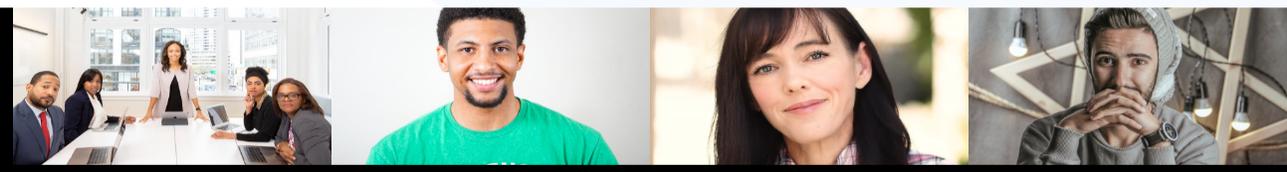
## Meeting interface layout

- If the number of participants is greater than 9
- The 9 video windows are displayed according to the activity level of the speakers
- The rest are listed in the participant list.

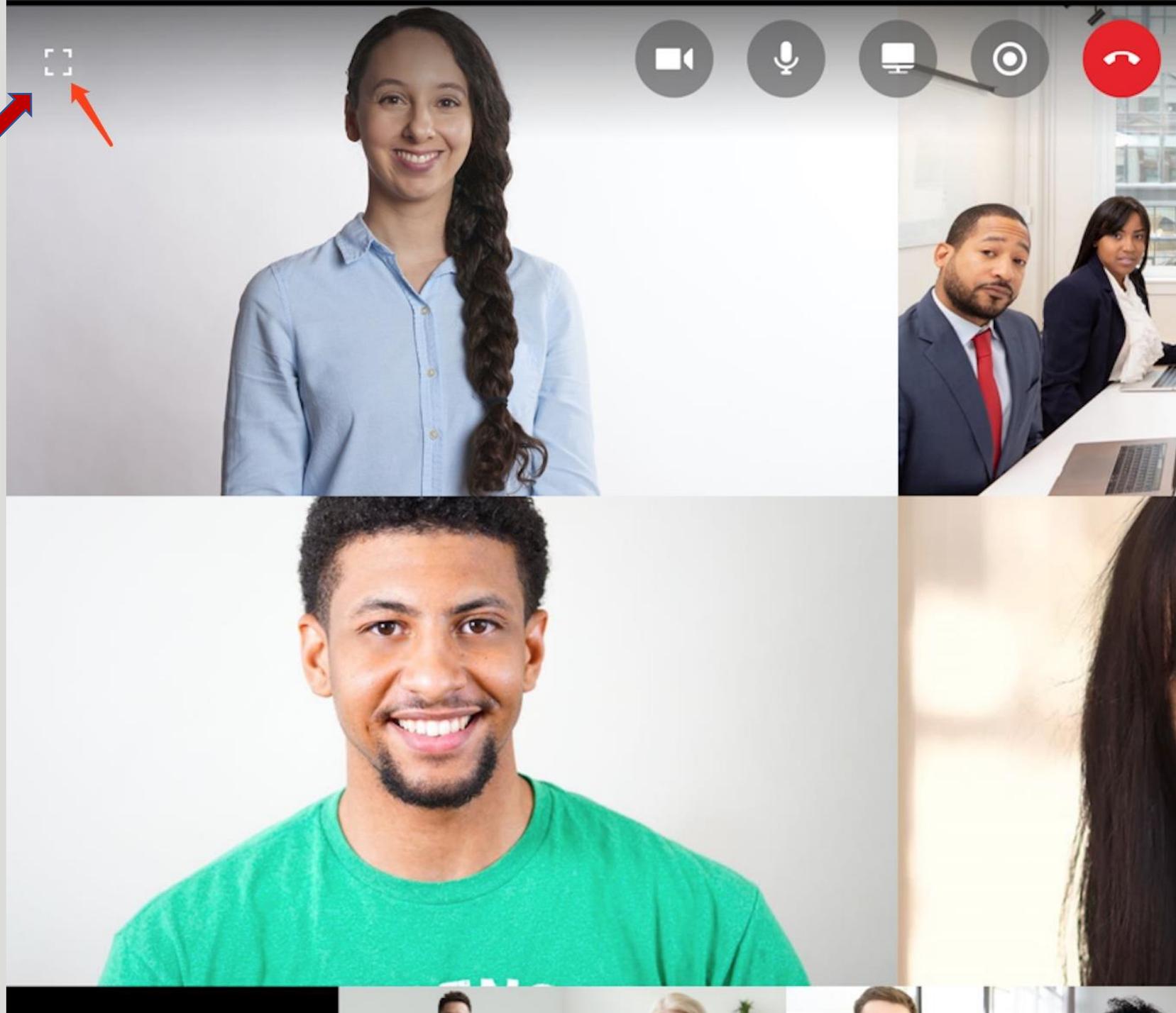
- When the screen is shared, the video window for screen sharing is a large window.
- The rest are displayed in small windows whether or not they are speaking.



Username



- Click the “Full Screen” button at the top left of the screen to start a full screen meeting



# Role of the Host

- The creator of the conference ID is the host of the conference
- Host has a unique host control feature:
  - including mute/unmute all
  - recording permission
  - designate a host, etc.

# Role of the attendee

- The maximum number of participants in a meeting with a video window is nine.
- Active participants will be automatically displayed in the video window.
- All participants can do screen sharing, meeting recording, audio and video switching, etc.



**Full Screen**

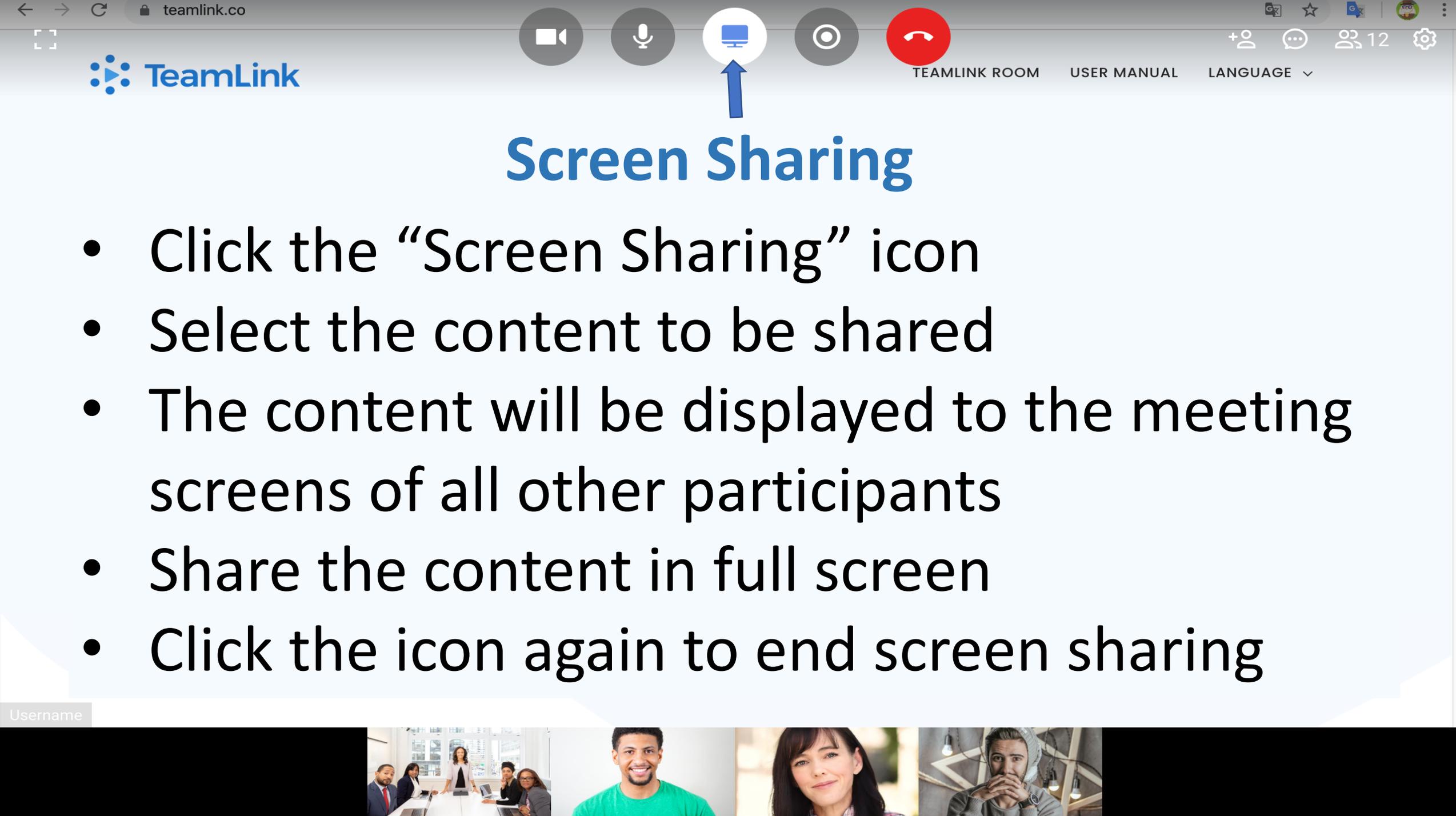
**Video**

**Audio**

**Screen Share**

**Recording**

**Exit the Meeting**



# Screen Sharing

- Click the “Screen Sharing” icon
- Select the content to be shared
- The content will be displayed to the meeting screens of all other participants
- Share the content in full screen
- Click the icon again to end screen sharing



The image shows a Zoom meeting interface. At the top, there is a toolbar with icons for video, microphone, screen sharing, recording, and end meeting. A red arrow points to the recording icon, which is a target symbol. In the background, there are several video thumbnails of meeting participants. A semi-transparent grey box with a blue title and a list of bullet points is overlaid on the center of the image.

## Meeting Recording

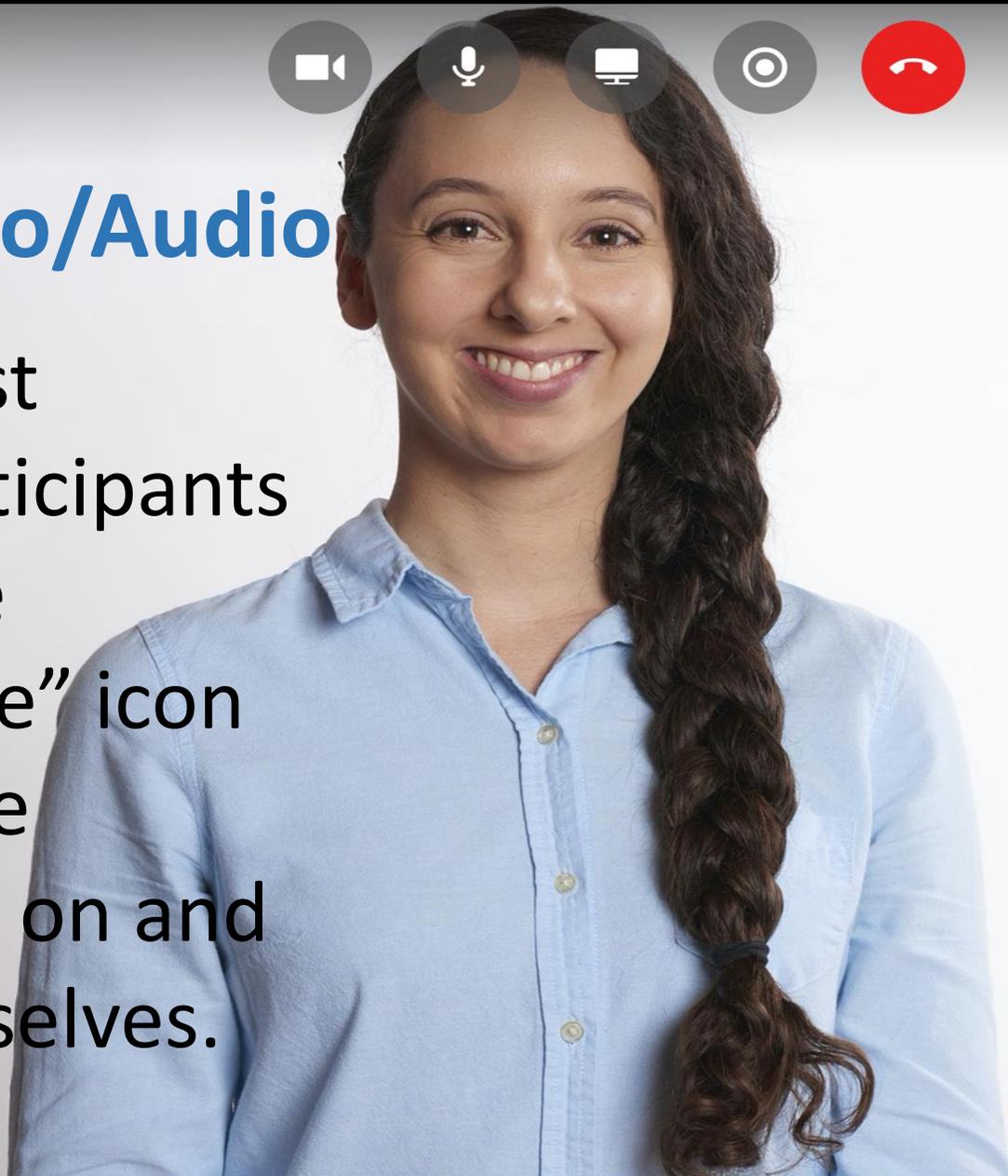
- Without host control, participants can click the “Record” icon to start recording the meeting.
- Click the icon again to end the meeting recording.
- The video will be stored locally.



## Switch Video/Audio

Without host control, participants can click the “microphone” icon to switch the microphone on and off by themselves.

Without host control, participants can click the “Video” icon to switch videos by themselves.



surname





# Meeting Invitation

## Invite someone to an ongoing meeting

- In any meeting, users can click the “Invite” icon, copy the link and send it to others to invite them to join the meeting.

## Invite someone to a future meeting

- The meeting quick links section on the right side of the main interface includes the meeting ID and meeting link information of all meetings. Users only need to share this information to the invitees.



# Meeting Invitation

**Method 1:** Send a meeting invitation by sharing the meeting ID (and password) Invite someone to a future meeting

**Method 2:** Send a meeting invitation by sharing the meeting link

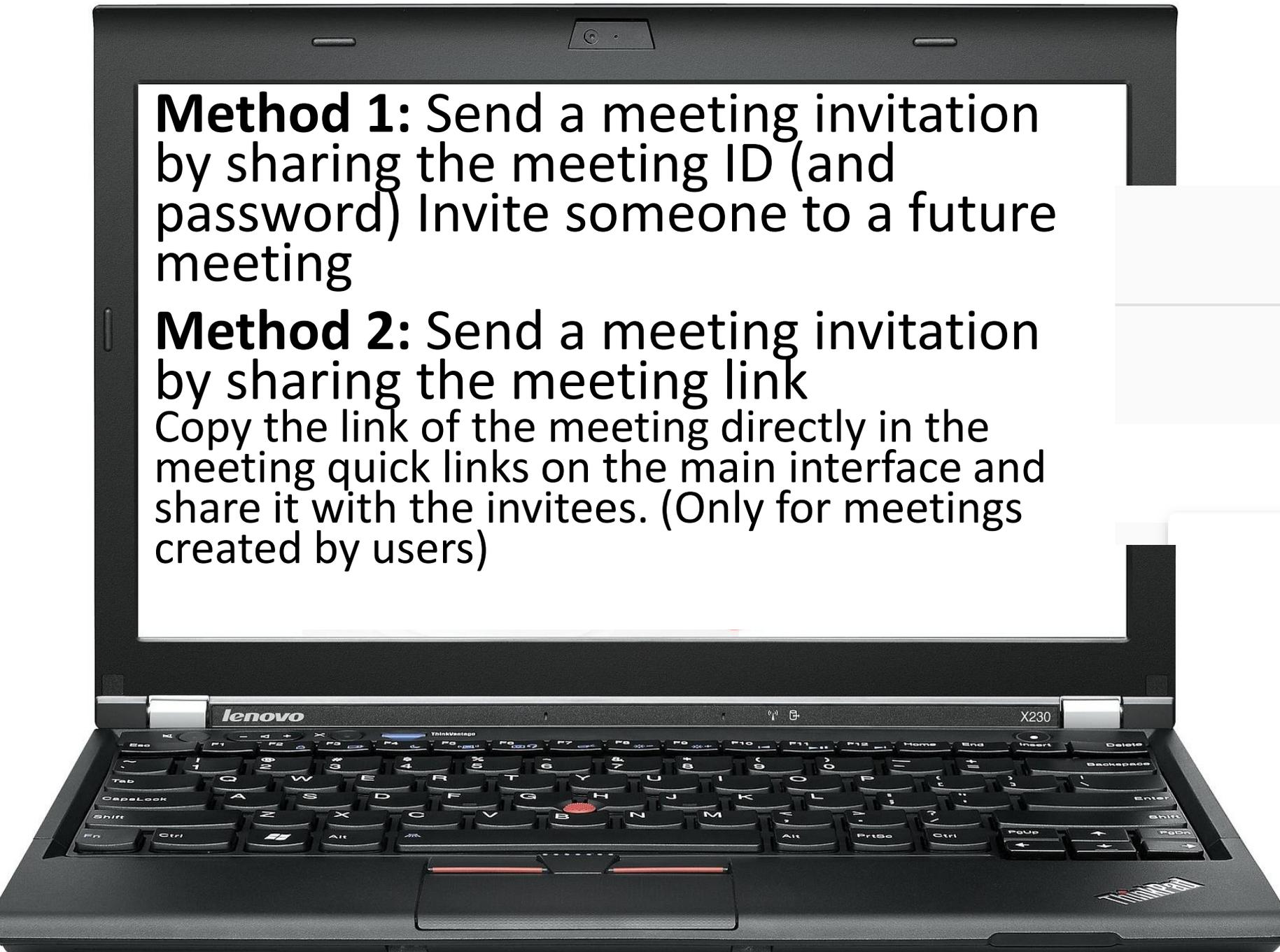
Copy the link of the meeting directly in the meeting quick links on the main interface and share it with the invitees. (Only for meetings created by users)

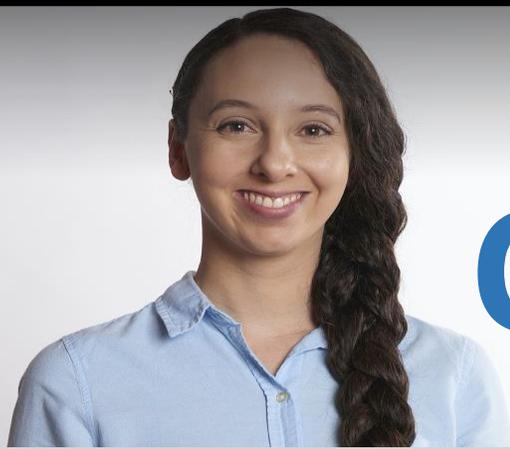
Meeting ID

495 186 3428

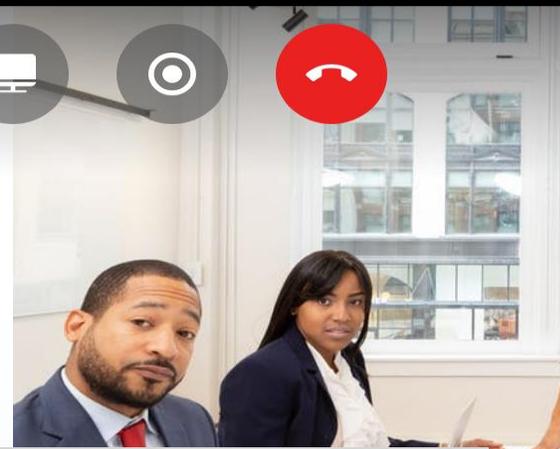


682 655 3133





# Chat



- Click the “chat” icon to enter the chat room.
- All participants can send text messages in the chat room.



Chats



Ava

No problem



Samantha

David, please report your project schedule

OK



Currently, it is during the contract trial period and later devices will be installed and adjusted.



Jacob

Great job!

Write a message...



# Participants List

- Click the “Participant” icon to view all participants.
- The list will be displayed on the right.
- You can see the video and audio status of each participant.
- Only the meeting host can see the control buttons.

Participants (12)



Mute All

Unmute All

More ▾



Lee



IT



David (me, host)



Ava



Jacob



Samantha



Nathan



Alexis

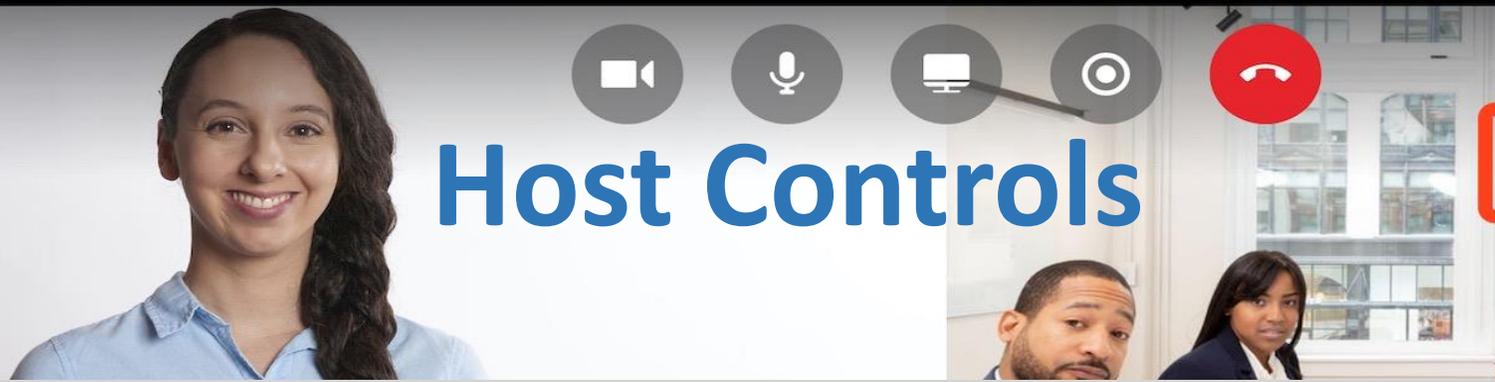


Nicholas



Kayla





## Conference control

- Click the “Participant” icon
- Only the host can see the conference control buttons listed at the top of the list
- Mute all, Unmute all, and preference control in “more”
- Mute participants on entry, allow participant to unmute themselves



# Host Controls

## Individual control

- Click the “Participant” icon
- Only the host can see the drop-down icon next to each participant’s name
- Click for single-person control
- Mute audio, stop video, allow/disallow to record.
- Click the “Participant” icon and specify any participant host in the list.

Participants (12)

Mute All

Unmute All

More ▾



Lee



IT



David (me, host)



Ava



Jacob



Samantha



Nathan



Alexi

Mute audio



Nich

Stop video



Kayla

Allow to record

Transfer host



# Device Settings

Click the “Settings” icon, the user can select the hardware output device.

- **Microphone**, you can choose to use the default microphone or look for other microphone devices.
- **Speaker**, you can choose to use the default speaker, or look for other headphones or audio equipment.
- **Camera**, you can choose to use the default camera, or look for other HD camera connected.

## Settings

Microphone

Default - Internal Microphone (Built-in) | v

Speaker

Default - Internal Speakers (Built-in) | v

Camera

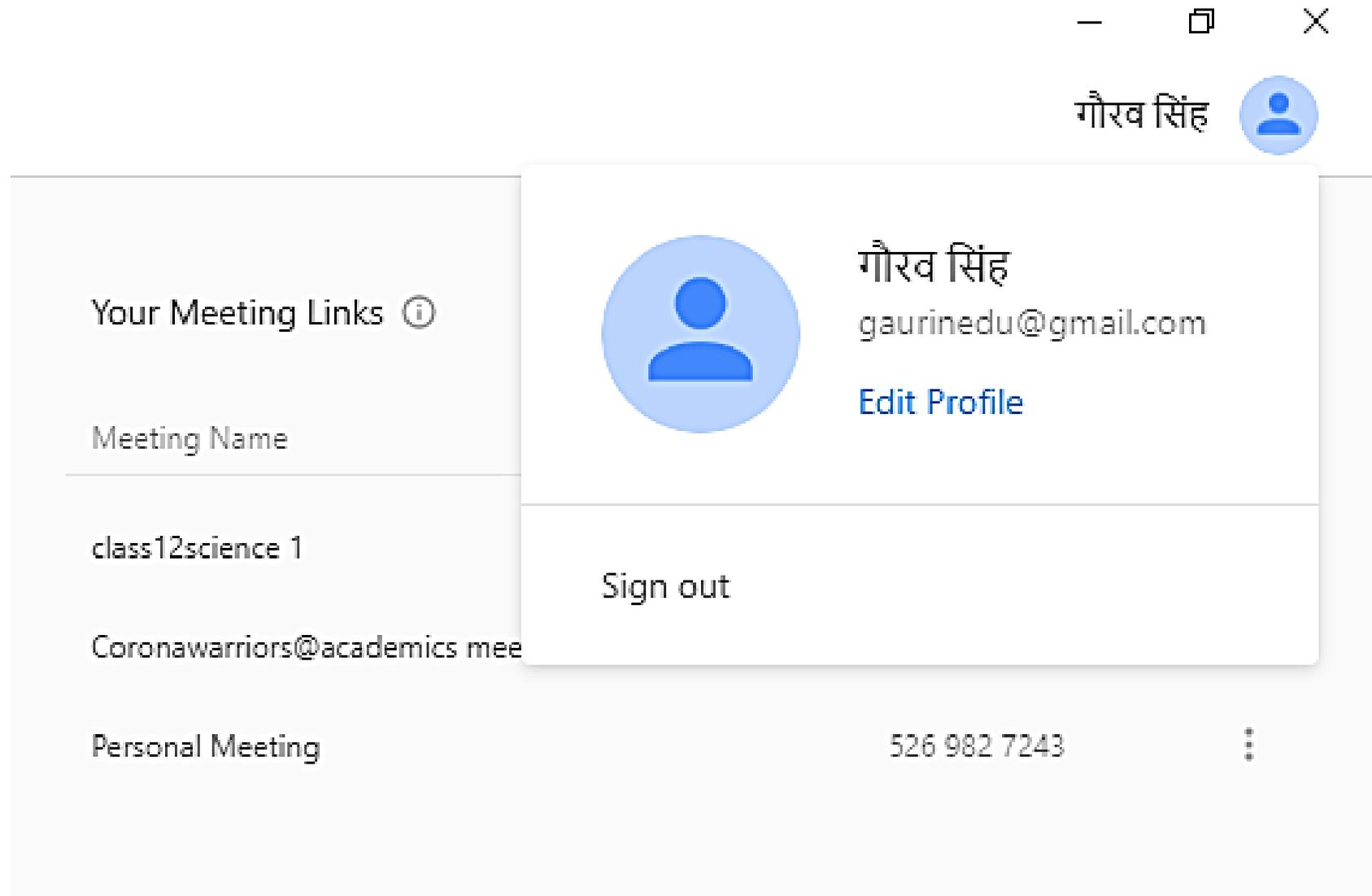
FaceTime HD Camera | v

Cancel

OK

# Log Out

- TeamLink will remain logged in until you log out manually.
- To log out, click on the user's avatar and click "Log Out".



The screenshot shows a web application interface. At the top right, there are window control icons (minimize, maximize, close) and a user profile section. The user profile section displays the name "गौरव सिंह" (Gaurav Singh) and the email address "gaurinedu@gmail.com". A blue circular avatar icon is visible next to the name. Below the name and email, there is a link labeled "Edit Profile".

Below the user profile section, a dropdown menu is open, showing a list of meeting links. The menu items are:

- Your Meeting Links ⓘ
- Meeting Name
- class12science 1
- Coronawarriors@academics mee
- Personal Meeting

At the bottom of the dropdown menu, there is a "Sign out" button. To the right of the "Personal Meeting" item, the meeting ID "526 982 7243" and a vertical ellipsis menu icon are visible.



LANGUAGE ▾

GENERAL QUESTIONS

START TO USE

MEETING FEATURES

PRIVACY AND SECURITY

MISCELLANEOUS

# TeamLink FAQ

## GENERAL QUESTIONS



# TeamLink

**Explore TeamLink for  
more experiences...**