

# Getting Started With TeamSpot™ (Windows XP/2000)

## 1 Determine the URL of the TeamSpot

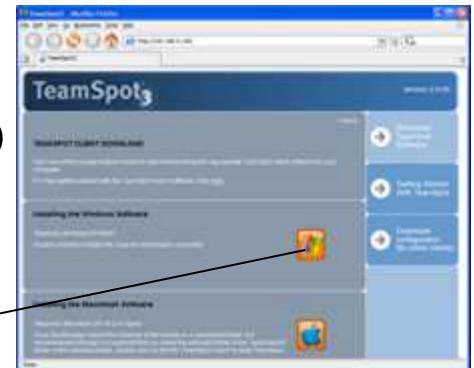
The address of the TeamSpot Host is typically posted prominently in the area.



## 2 Get the software from the TeamSpot's website

On your laptop, open a web browser window. Enter the URL of the TeamSpot from step 1. Click "Download TeamSpot Software"

Click here for the download page



## 3 Download the software

Click the orange Windows button to download the Client installer file.

Click to download the installer.

## 4 Install and run the software

Run the installer you just downloaded. At the end, it starts the TeamSpot Client and displays the license agreement. Click "I accept..." and "Continue."



## 5 Personalize the settings

You should see the TeamSpot Control Panel. Change the machine name to be something that uniquely identifies you, like your nickname. Then click "New TeamSpot" to join the TeamSpot.

Change this name to better identify you to others in the TeamSpot. (No spaces or punctuation.)

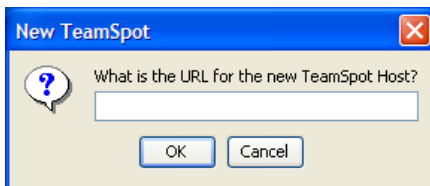
Then click here to connect into the TeamSpot



Drop-down menu of TeamSpots

## 6 Enter the TeamSpot's URL again

Enter the URL from step 1 here and click "OK." This connects you to the TeamSpot.



## 7 Enter the authorization code

Check the big screen in the TeamSpot. You should see a small box in the lower right corner with a six digit code. Enter that code into your computer and click "OK." You're in!



## 8 Next time, just click "Join"

Next time you visit the TeamSpot, select the TeamSpot's name from the drop-down list and click "Join." When visiting a TeamSpot not in the list, click "New TeamSpot."