

Corvallis Technical

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Using Log Me In

This help document describes the following:

- I. How to connect to your Corvallis Technical-covered computer from a different computer elsewhere on the internet.
- II. How to invite someone else to view and/or manipulate your Corvallis Technical-covered computer while you are in front of it.
- III. How to allow someone to download a file directly off of your computer from their web browser.

Notes and Requirements

In this document, your Corvallis Technical-covered computer is called the “**Host**” while the other computer is called the “**Client**”. Note that both the Host and the Client must be turned on and be connected to the Internet to use these features.

I. How To Connect to your Computer from Anywhere

On the Client:

1. Start up your web browser.
2. Connect to this address: access.corvallistechnical.com .
3. In the Login ID field, enter your email address: you provided this same address to Corvallis Technical beforehand.
4. Enter your password into the Password field – this password was provided to you by Corvallis Technical.
5. Click the Submit button.
6. In the page that appears, click on the Desktops button on the left sidebar.
7. Click on the name of the computer you’d like to connect to.
8. Click on “LMI Remote Control” under the computer name you’d like to connect to.
9. A separate window will appear: in the large box, enter the reason you’d like to connect to the machine, e.g. Bookkeeping.
10. Click the Submit button.
11. You are now connected to the Host, and you must log in to the Host. A new window will appear that asks you for a user name and a password.

Type in a user name and password for logging in to the Host, as if you were physically at the machine – this may be your standard login username and password that you use every day. This is NOT the same username and password as used in steps 3 and 4, above.

12. Click the Login button.
13. A window will appear that shows the performance and health of the Host. There are many options and controls to explore! To control the Host directly, click on “Remote Control” in the upper left. A new window will open up that shows you the desktop of the Host machine.

How to Use Your Remote Connection

- While viewing the desktop of the Host, you can use your mouse and keyboard as if you were sitting at the machine. As long as your mouse is inside the borders of the Host’s desktop, the keys you type on your keyboard will be automatically sent to the Host. You will notice that the onscreen actions will slightly lag behind what you do – this is normal with all internet-based remote connections. You’ll quickly begin to anticipate it such that it becomes unnoticeable.
- If the Client has speakers, then sounds that occur on the Host will also be transmitted to the Client. The sound quality is lower than normal to keep the connection running as smoothly as possible.
- Note that if someone is sitting at the Host at the same time you are remotely controlling it, they will be able to move the mouse and use the keyboard at the same time you do – this may cause difficulty if you can’t agree on what to do. There are two options that may help. First, you can disable input from the person sitting at the Host, and secondly you can blank the screen at the Host itself, while still enabling you to be able to see it. To use either or both of these options, click on the Options button on the black bar above the Host screen. A long gray box will appear – click on the “Blank Screen” and/or “Lock Keyboard” options to enable or disable them. Note that the “Lock Keyboard” option also disables mouse input, as well as keyboard input, from someone sitting at the Host.
- To transfer files between the Client and Host, click on “File Manager” under the Remote Control button in the upper left. The desktop of the Host will disappear, and a window composed of two vertical areas will appear. The area on the left represents the file system on the Client (your computer), while the one on the right represents the file system of the Host. To transfer a file, navigate on both sides to where you’d like the file to go to and come from – the file will be transferred from one side to the other, based on which folder is open on both. Now click the file you’d like to transfer (on either the Host or Client), and then, on the menu above, click the Transfer button and choose if you’d like to copy or move the

selected file. This will copy or move the file, depending on which option you chose.

- Finally, if you need to enter a CTRL-ALT-DELETE into the Host computer, click the button on the black bar above that looks like three keyboard keys together. This will transmit this special key combination to the Host.
- When you're all done, close the Host's window. You will still have the original window open that lets you choose which computer to connect to: you can log off by clicking the red circle in the lower left corner.

II. How To Invite Others To View Your Computer Online

While you are using your computer, you can invite one other person to connect to and see what you are doing on your computer. This is useful for conducting a meeting, doing a demonstration, or asking for help from someone else – the third party can even control your mouse and keyboard. Making this connection is different than having Corvallis Technical employees connect to and work with your computer: they can do so at your request without you having to go through the following process.

Here's how to set up this connection:

On the Host:

1. Click the Start Menu.
2. Click on LogMeIn.
3. In the window that appears, click on Desktop Sharing on the left sidebar.
4. Click the "Send an Invitation".
5. Follow the prompts to send your invitation. You may select to email the invitation, or copy the invitation link so that you can provide it yourself.

On the Client:

6. Now that the invitation has been sent, the client simply needs to click on the link that they've received, whether the invitation came by email or some other method. If LogMeIn has sent the email for you, then the subject of the mail will be, "Desktop Sharing invitation from workstations@itsupport247.net".
7. Click the Continue button on the Welcome screen.
8. Once the client has clicked the link, their web browser will start. They may be asked to install a component that furnishes the LogMeIn connection between the two computers: allow this installation, if prompted.
9. You should now be at a LogMeIn screen that informs you that you are about to Remote Control another machine. Click the OK button.

On the Host:

10. A window will appear, informing you about the attempted connection. Click the Yes button to allow the connection.
11. On the next window that appears, you can control what level of access you'd like your guest to have. Choose between, "No, I just want him to see my desktop and watch what I'm doing," which includes the option of: "The guest can use my screen as a whiteboard", or allow the guest: "Yes, I trust the guest and want to allow him to control my computer". Click OK when you've made your choice. The connection is now setup: see the notes below about what you can do.

Notes for the Host:

- When the guest connects, you'll notice that your screen may flash, and that your desktop wallpaper disappears – do not worry, this will return when the guest disconnects.
- Use your computer as normal – your guest can see what you do in his web browser. If you would like to disconnect the client, in the upper right hand corner you'll find a small translucent window: on that window is a Disconnect button: click it to terminate the connection.

Notes for the Client:

- Now that you are connected to the Host, your web browser becomes a window that displays whatever the Host does. If the Host has given you access, you can use a Whiteboard marker to make annotations on the screen of the Host. To do this, click Options on the toolbar above, and click on Whiteboard. Your cursor will change: draw on the screen, and the Host will see the markings. To remove your writing, click Options, and click on Whiteboard.
- You can also use a laser pointer that simply indicates where your mouse is to the Host: the Host sees a red dot. This is useful when you want to indicate something. To toggle it on or off, click Options, and click on Laser Pointer.
- If the Host has multiple monitors connect to his or her computer, you can change between looking at any one of the monitors, or looking at all monitors at the same time. Having a high-resolution monitor will be a help, here, as the desktop of the Host stretches or squishes to fill the dimension of the web browser on your computer. To change which monitor you're looking at, click on Options, click on Monitors, and make your selection.
- You can also initiate an instant message-style chat with the Host. To do this, click on Options, and click Chat. You'll enter your messages at the

top of the tool bar, while the Host will enter his messages on the chat window itself.

- To disconnect from the Host, either close the browser window, or click the X in the upper right-hand corner.

Remember that the Client can reconnect to the Host's computer for as long as the duration of the invitation lasts. To remove the invitation immediately, the Host can do the following:

On the Host:

1. Click the Start Menu.
2. Click on LogMeIn.
3. In the window that appears, in the Mini Meeting section, click on "Launch Mini Meeting".
4. Select "View pending invitations", and click Next.
5. Select the invitations you would like to remove, and click the Delete button.
6. To remove all invitations, click the Clear All button.
7. Click the Close button when finished.

III. How to share files across the Internet

Using LogMeIn, you can quickly and safely make a file on your computer available for download by anyone else on the internet. You can specify how many times the file can be downloaded, when it can be downloaded, and most importantly, who can download it, by sharing the link to your file with only those people you trust. There are two ways to share a file with someone.

To Share a File:

1. Right-click on the file you wish to make available for download.
2. Select the "Send To" menu item.
3. Click on "LogMeIn File Sharing".
4. Follow the prompts.