SETUP GUIDE

TeamViewer Tensor™ Remote Work Solution

Email-Based Group and Device Assignment



TeamViewer Tensor provides a secure, easy-to-use remote work infrastructure, so your teams can access company resources like desktop computers, mobile devices, server systems and applications, or intranet sites from home or on the go.



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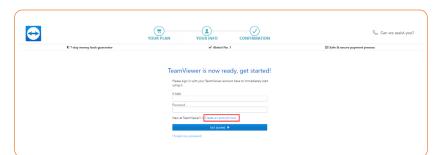


I. Get Started

STEP 1 Activate your license.

Check your email for your TeamViewer Tensor $^{\text{\tiny TM}}$ order confirmation.

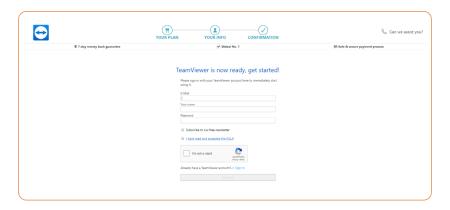
- 1.1 Open the email and click "Get me started".
- **1.2** Activate your license on your TeamViewer account. You will be redirected to the account sign-in page:
- A If you have an existing TeamViewer account: Click "Get started with your existing TeamViewer account" and go to Step 2.
- B If you don't have a TeamViewer account yet:



B1: Click Create an account now.

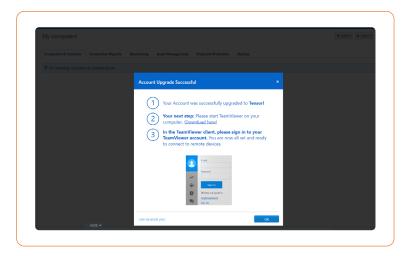
B2: Enter your email address, your name, and create a password. Read and accept the EULA and mark the captcha box.

Click **Sign up**

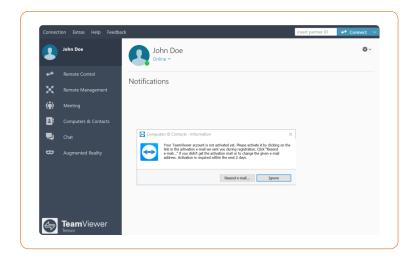




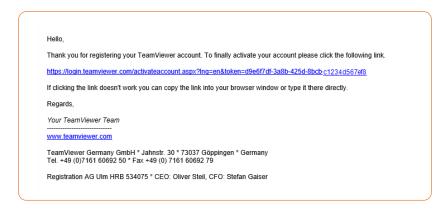
You will be redirected to the Management Console and see the confirmation screen.



B3: Sign in to your TeamViewer client with your account credentials. A pop-up informs you that a confirmation email has been sent to you.



B4: Check the inbox of your email client and click the link in the email.

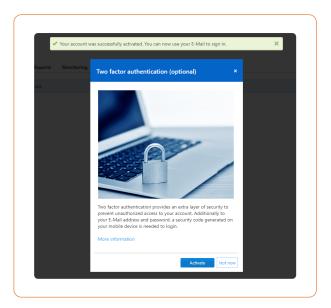




B5: You will be redirected to the Management Console with the following screen confirming your successful license activation.

B6 (OPTIONAL): Follow the instructions for two-factor authentication in our Knowledge Base article "Two factor authentication - Activation and Deactivation" to complete the activation of your TeamViewer license.

If you want to skip this step, click "Not Now".



STEP 2 Create your company profile and a Master Account in the Management Console.

- 2.1 Create a company profile by following the instructions in the section Create your company profile.
- **2.2** Once your company profile is created, we highly recommend creating a Master Account, which will serve as a generic administrative account.

Why create a Master Account?

- 9 Your company's primary administrator(s) of TeamViewer will know the account credentials.
- This account will be used for all future configuration steps, so administrative control and ownership are not tied to one secific person.
- TeamViewer administration won't be disrupted, even if the original administrator leaves that role.

For more details, follow the steps in our Knowledge Base article <u>Using a Master Account for the TeamViewer Management Console</u>.

Please note:

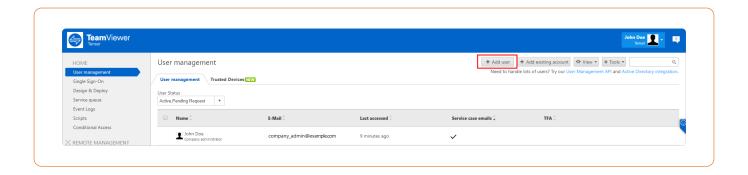
- → Make sure you do not create a Master Account with an e-mail distribution list (e.g., all@example.com), but with a specific e-mail address.
- The created account must have a valid email address that can receive the account activation email (i.e., either a mailbox or an email distribution list you have access to).
- (9) We recommend using a non-personal email address for the Master Account.
- We highly recommend protecting your TeamViewer account with two-factor authentification. For details, please refer to our Knowledge Base article <u>Two-Factor Authentication Activation and Deactivation</u>.



STEP 3 Create users.

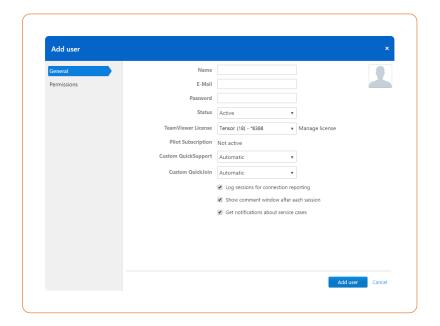
Under "User management" in the left navigation panel of the Management Console, click "Add user" to add people to your company profile that need to access their company devices remotely, along with every person that needs to be set up for remote work.

Follow the detailed steps in our Knowledge Base article All about the TeamViewer company profile.



Please note:

- All users will receive a confirmation email for account activation.



With TeamViewer, you may want to use the following options down the road:

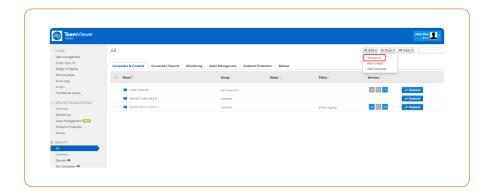
- → Local Active Directory using TeamViewer Active Directory (AD) Connection is described in our Knowledge Base article Active Directory Connector (AD Connector).
- Azure AD provisioning is described in <u>SCIM Configuration for Azure Active Directory</u>.
- 9 You can download the tool for bulk import via PowerShell from our TeamViewer website.
- Activate SSO by following the instructions in our Knowledge Base article Single Sign-On (SSO).



STEP 4 Create a group for your new devices.

In the Management Console, click "All" in the left navigation panel.

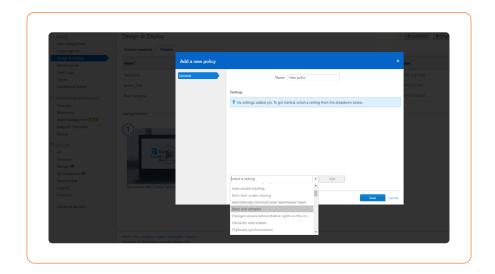
Click "Add group" to create a group for your new devices.



STEP 5 Add a new settings policy.

The settings policy facilitates the management of your installed TeamViewer clients. You can centrally enforce settings and options for them.

In the Management Console, click "Design & Deploy" in the left navigation panel and then click "Add policy".

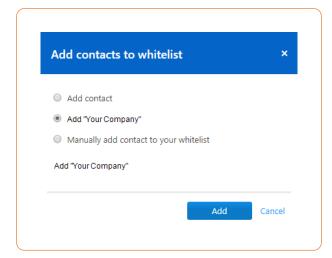


Follow the detailed steps in our Knowledge Base article How to add a new settings policy.



Recommended policies for this scenario:

✓ **Blacklisting and whitelisting:** Add your entire organization. Click the option "Allow access only for the following partners" and then "Add". In the following dialog, select the option with your company name.

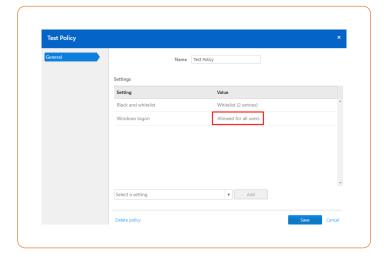


With this option, all members of "Your Company" will be whitelisted.

Note: All connection attempts from others will be blocked, even if they know the TeamViewer ID and the password of the target computer.

✓ Windows logon: Allow for all remote workers to connect with their Windows credentials. Please select the parameter Allowed for all users.

For more information regarding the Windows logon, please visit our Knowledge Base article <u>Controlling</u> the UAC on remote Windows PC.



Note: All connection attempts from others will be blocked, even if they know the TeamViewer ID and the password of the target computer.



Access control (incoming connections): Select "Full access".
We recommend to use the following custom settings:

Connect and view my screen	Allowed •
Control this computer	Allowed •
Transfer files	"Denied" (recommended)
Establish a VPN connection to this computer	"Denied" (recommended) •
Lock the local keyboard and mouse	Choose your preferred option •
Control the local TeamViewer Allowed	Choose your preferred option •
File transfer using the file box	"Denied" (recommended) •
Print on remote printer	"Denied" (recommended)
Change sides allowed	"Denied" (recommended)
Execute scripts	"Denied" (recommended) •

- Start TeamViewer with Windows: Select "Enabled".
- ✓ **Disable TeamViewer shutdown:** If activated, TeamViewer cannot be shut down. This is useful, for example, if the administrator wants to guarantee the continuous availability of a computer.
- Prevent removing account assignment: Account assignment of the remote machine cannot be changed.
 The only way to remove the account assignment is to disable the policy.



Recommended policies:

- Password strength: Select "Disabled (no random password)". Easy access will be granted to your remote workers instead.
- ✓ **Report connections to this device:** If activated, connections to this device will be reported and can be viewed in the TeamViewer Management Console. For more information, see the manual for Management Console, section 7.2 "Device reports", page 56.
- Changes require administrative rights on this computer: TeamViewer options can only be changed by Windows user accounts with administrative rights.

Please note:

- We recommend enforcing all policies.
- → Enforced policies can only be changed in the Management Console.

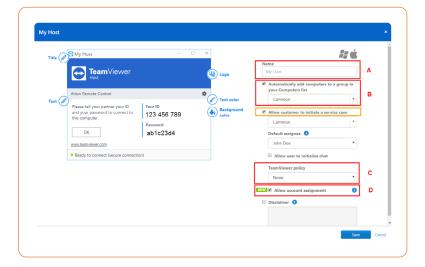
II. Deployment on Company Devices

STEP 1 Create a deployment package for your TeamViewer Hosts.

- **1.1** In the Management Console, click "Design & Deploy" in the left navigation panel and then click "Add Custom module". Select the option "Host" in the drop-down menu.
- 1.2 Check or uncheck "Allow customer to initiate a service case" depending on if you want to allow customers to create service cases. Visit Improve support in teams with the Service Queue for more information about this feature.
- **1.3** Use the editing options on the left side to customize your Host. On the right side:
- A: Enter a name.
- **B:** Select the group you created in Step 4.
- C: Select the policy you created in Step 5.
- D: Activate "Allow account assignment".

Note: By assigning a device to your Master Account, the device can be remotely managed and monitored by the Master Account at any time. The assignment is mandatory if you want to apply policies.

1.4 Click "Save".





STEP 2

Deploy your TeamViewer Hosts.

IMPORTANT

Before you start any deployment, make sure to check your company firewall configuration:

1. Firewall configurations for ports:

→ TCP/UDP PORT 5938:

For performance reasons, we recommend opening the TCP/UDP port 5938 (outgoing). On networks that allow UDP protocols, TeamViewer attempts to get a peer-to-peer connection (will be tried with udp.teamviewer.com). TeamViewer prefers making outbound TCP and UDP connections over port 5938 — this is the primary port used for the best performance possible.

→ TCP PORT 443:

If TeamViewer can't connect over port 5938, it will next try to connect over TCP port 443. **Note:** Port 443 is also used by our custom modules which are created in the Management Console. If you're deploying a custom module (e.g., through group policy), then you need to ensure that port 443 is open on the computers to which you are deploying. Port 443 is also used for a few other things, including TeamViewer update checks.

TCP PORT 80:

If TeamViewer cannot connect over port 5938 or 443, it will try using TCP port 80. The connection speed over this port is slower and less reliable than ports 5938 or 443 due to the additional overhead used. There is no automatic reconnection if the connection is temporarily lost. Therefore, port 80 is only used as a last resort.

2. Firewall configuration for URLs:

Allow these TeamViewer processes for antivirus purposes:

- TeamViewer.exe
- TeamViewer_Desktop.exe
- TeamViewer_Service.exe

Allow the following URLs on proxy/firewall level:

*.teamviewer.com

The deployment of your Hosts on your remote workers' computers depends on the deployment method you use. We recommend referring to the Knowledge Base article <u>Mass deployment improvements</u> for more information.



In order to install and mass deploy TeamViewer on all your corporate devices without requiring user interaction, use the following command from within your script (see *Example code below*), directly from command line or in your deployment solution.

Before you begin, you'll need the following information:

- API token: You can retrieve the API token under the host created (see Step 7.1).
- Custom configuration ID: You can retrieve the custom configuration ID under the host created (see Step 7.1).
- Group ID: Select the group where the device should show up and select the group ID in the URL g/123456789. Don't forget to remove the / in your command line.

Example code:

Deployment using the Windows MSI installer via command line (value names in red are the values you need to enter):

start /wait MSIEXEC.EXE /I "MSIPATH" /qn CUSTOMCONFIGID=Configld DESKTOPSHORTCUTS=0 choice /C X /T 30 /D X > nul

"C:\Program Files (x86)\TeamViewer\TeamViewer.exe" assign --api-token=**YourToken** --alias %COMPUTERNAME% --group-id **gXXXXXXXX** --reassign --proxy **ProxyUrl**

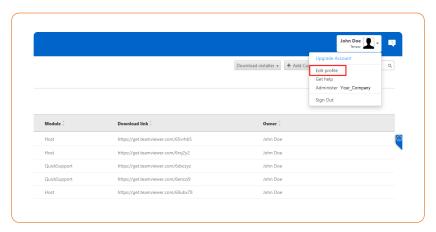
Please note:

You can import TeamViewer options or settings during the installation process. For more information please see the section "Apply TeamViewer options (recommended)" in our Knowledge Base.

III. How to share the TeamViewer ID to specific users

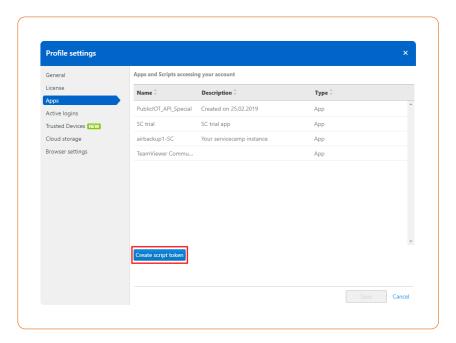
STEP 1 Create an API token in the Management Console.

1.1: Log in to the Management Console and click "Edit profile"

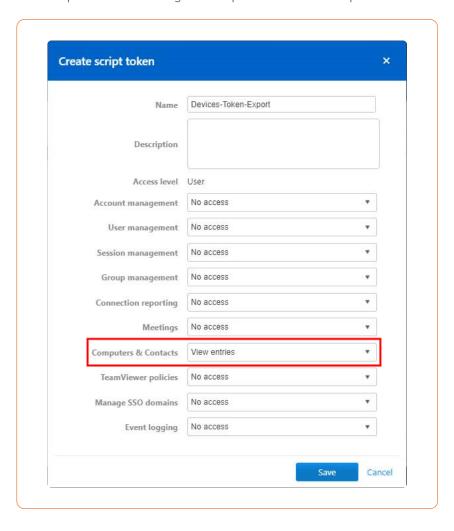




1.2: In the section "Apps", click "Create script token".

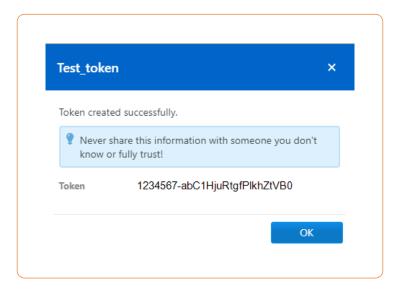


1.3: The token requires the following access permissions: • Computer & Contacts: View





1.4: Your API token has been successfully created.



STEP 2 Run the PowerShell export tool.

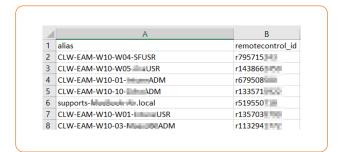
File name: Get.device.ID.And.Alias.ps1

- **2.1:** Paste your copied token and press [Enter].
- **2.2:** Once the export has been completed select "2" and press [Enter].
- **2.3:** Open the CSV file created. It should be automatically saved in the same folder where the PowerShell file has been executed.





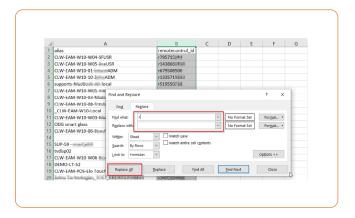
STEP 3 Edit the CSV file.



3.1: Select the column B and enter [Ctrl]+[F].



3.2: Open the replace tab. Find "r" and click on "Replace" all by nothing. Make sure that you have selected the column B.



STEP 4 Export data from the Active Directory.

Extract the following data from the customer Active Directory:

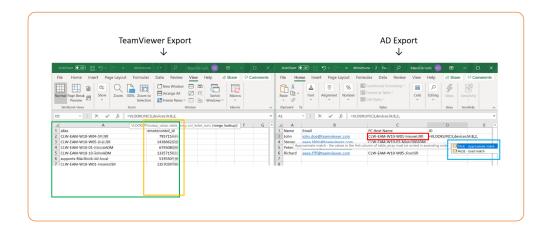
- PC host name
- Username
- User email address

STEP 5 Merge Active Directory export and TeamViewer export.

The goal here is cross both documents the "AD export" and the "TeamViewer ID export" and match the TeamViewer ID.

With Excel it's easy to cross 2 documents: Use the Excel function **=VLOOKUP** and retrieve data from a specific column in the table. This will add in the TeamViewer IDs of all desktop computers into the AD export.

5.1: =Vlookup logic:=Vlookup, (PC host name [Cell D3], select the 2 columns of your TeamViewer export, tape "2" as the second column contains the IDs, Select "FALSE – Exact match"





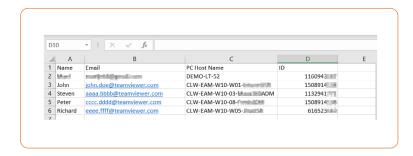
Value → "PC host name in the" AD export document

The table → select the two columns in the "TeamViewer Export"

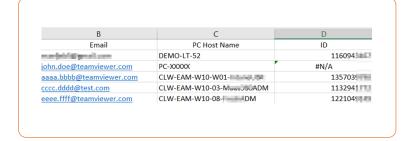
col_index → set the number "2"

range_lookup → Select FALSE = exact match

5.2: As a result, the TeamViewer IDs will match the right computer name.



5.3: Note: Errors appear as "#N/A".



5.3: If you encounter an error:

- Edit the VLOOKUP function with the if effort as shown below: =IFERROR (VLOOKUP(your command), "error")
- Use [Ctrl]+[F] to find out why the computer host names in the Active Directory are not the same as the ones in the TeamViewer export.

STEP 6 Prepare the Data base for the mass mailing.

Copy&paste the result in the document:

2020.13.Data.base.For.Mailing.xlsx

Please make sure you chose the correct column in the document.

4	A	В	С	D
1	Name	Email	ID	
2	Model	manifeldiggmail.com	123456789	9
3	John	john.doe@teamviewer.com	98745632	1
4	Steven	aaaa.bbbb@teamviewer.com	159951159	9
5	Peter	cccc.dddd@test.com	75335775	3
6	Richard	eeee.ffff@teamviewer.com	35775335	7



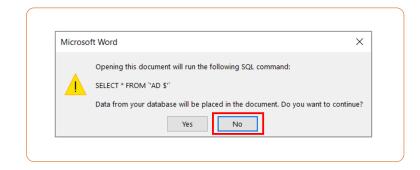
STEP 7 Prepare the mass mailing.

Note: The solution presented in the following section is a proposed "ready-to-go" option. You can use a preferred mailing solution of your own at any time.

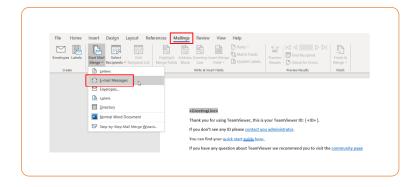
7.1: Open the document

2020.03.Mail.Murge.docx.

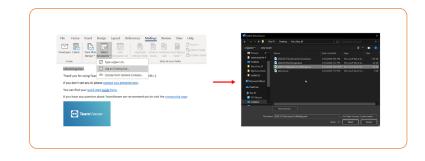
Click "No".



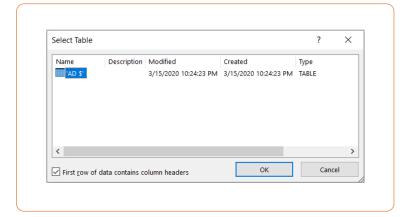
7.2: In the section "Mailings", click "Start Mail Merge" > "Email Messages".



7.3: Map the "Mass mailing" with the data base by clicking on "Use an existing list".



7.4: Click "OK".





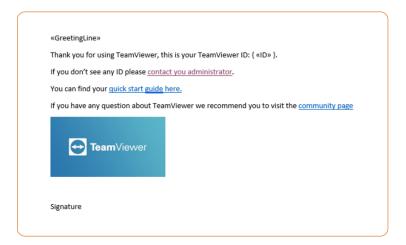
STEP 8 **Customize Emails.**

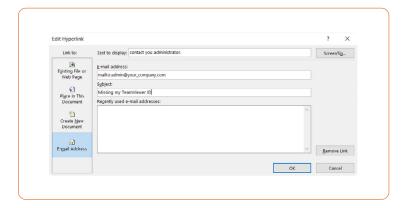
8.1: Adapt the standard email.

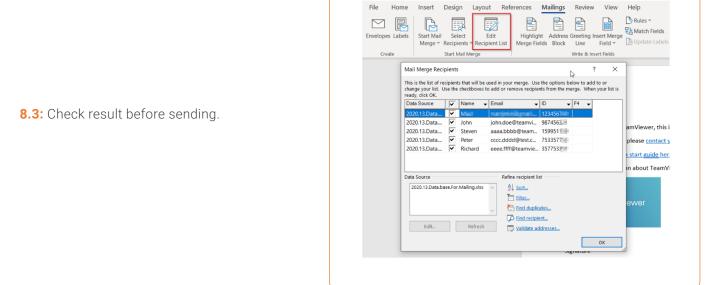
Do not adapt the "Greeting Line" and the "ID"

"contact your administrator".

8.2: Customize the contact email of your administrator by right-clicking the text link



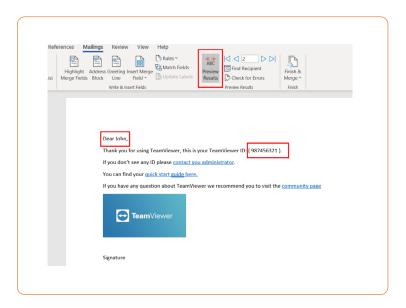




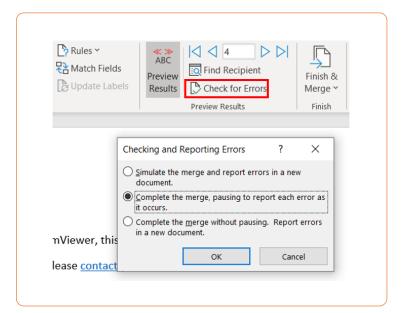


8.4: Control before sending.

Use the arrows to navigate between all the future custom emails.

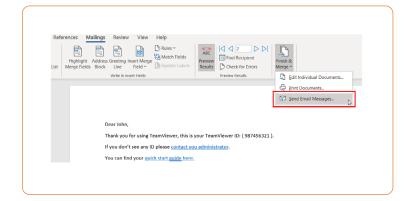


8.5: Check the merge for errors.



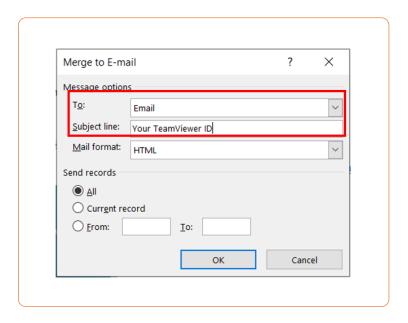
STEP 9 Send out the mailing.

9.1: Under "Finish & Merge" click "Send Email Messages...".





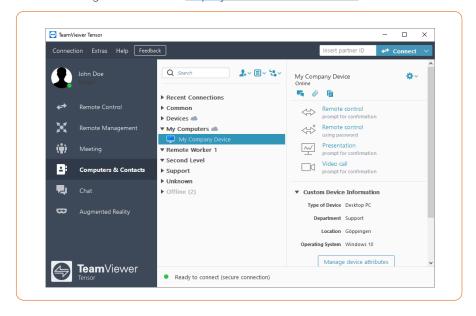
- **9.2:** In the section "Message options", make sure that the email is selected.
- 9.3: Edit your subject line.



STEP 10 Connecting your remote workers.

Note: Please see our User Quickstart Guide "How to Use TeamViewer to Access Your Company Device from home" for detailed instructions.

- **10.1:** Ask your remote workers to download and install TeamViewer on their computers.
- A: If the remote worker is connecting from his own private computer to his corporate computer, please see our User Quickstart Guide "How to Use TeamViewer to Access Your Company Device from home" for detailed instructions
- **B**: If the remote worker is connecting from a corporate computer (with non-admin rights) to his corporate computer, we highly recommend to deploy the full version of TeamViewer on these computers first. We explain how to proceed in our Knowledge Base article <u>Deployment of the Full client</u>.





IV. Questions or issues

If you have any question, please do not hesitate to create a ticket or to call TeamViewer Help desk. We speak your language!

France

Monday to Friday from 08:30 to 18:00 (GMT): 09 75 18 01 38

Spain

Monday to Friday from 08:30 to 18:00 (GMT): 09 14 19 77 50

Italy

Monday to Friday from 08:30 to 18:00 (GMT): 05 1376 3017

United Kingdom

Monday to Friday from 07:00 to 17:00 (GMT): 020 8099 7265

USA

Monday to Friday 8:00 AM to 8:00 PM (EDT): 1 800 638 0253

Further countries:

www.teamviewer.com/en/support/contact/

Online resources

Visit the following pages to learn more about the functions and possibilities provided by TeamViewer Tensor:

- <u>TeamViewer Community</u>
- <u>TeamViewer Knowledge Base</u>
- TeamViewer for developersvvvv

Note: Some options might be blocked by your IT.



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