

CrossLoop Computer Sharing

1. What is CrossLoop?

CrossLoop is a free program which allows one computer to see the screen of another and to control it remotely. This is called **desktop sharing**. So if you are getting tuition as to how to do something on your computer **CrossLoop** gives your tutor access to your computer as if looking over your shoulder and your tutor can monitor what you are doing to see that you are following correctly what is said. The tutor can even correct what you are doing and show you the right way on your screen if you haven't been able to follow the instructions.



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Security is built into all aspects of **CrossLoop** and no firewall or router settings need to be changed.

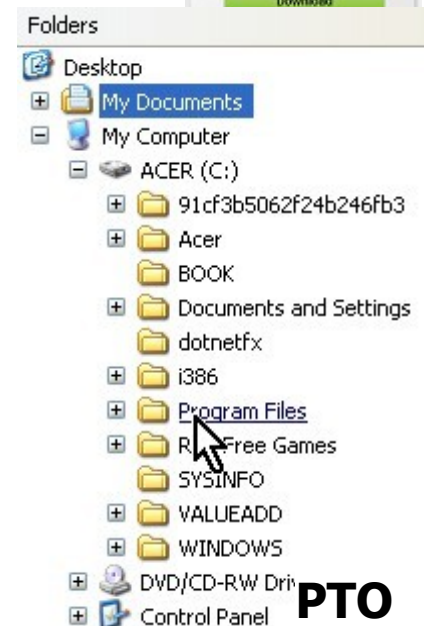
2. How to Download CrossLoop

CrossLoop is available from the **CrossLoop** website www.crossloop.com



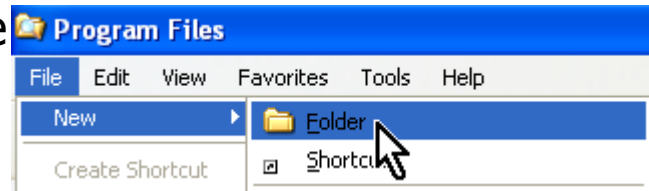
2.1 Create a folder

1. First of all create a folder in Program Files called **CrossLoop**. You will find Program Files under the name of your computer within My Computer.
2. Left-click on Program Files and it will open.



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3. Left-click on File then slide the pointer to New and then to Folder.



4. A New Folder will appear  . Type in **CrossLoop** and press Return. This will change the name of the Folder to **CrossLoop** .

2.2 Initiate the download

1. Left-click on the Download button on the **CrossLoop** website. Make sure you click on the **CrossLoop** Free Download. A second screen comes up and again click on the **CrossLoop** Free Download button.

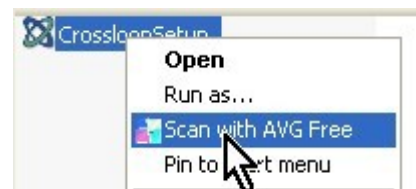
2.3 Save the download

1. The next screen shows the latest Version of **CrossLoop** to Download by left-clicking and contains instructions. It asks you to click on



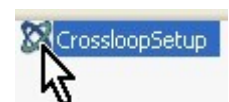
Run. However it is safer to click on Save and Save into the **CrossLoop** folder you have created.

When you have done this you can right-click on the file which appears in the **CrossLoop** folder and Scan it for viruses.



2.4 Install the download

1. Double-click on the **CrossLoop** Setup icon to Install it.




2. Follow the instructions including accepting the **CrossLoop** Terms of Service.

3. Where you are asked to Create a Free **CrossLoop** account left-click on Skip.
4. Now you are ready to use **CrossLoop**.

3. How to use CrossLoop

CrossLoop is simple to use. Just follow the instructions here.

3.1 Open CrossLoop

1. Ensure that you are connected to the internet. You will also need a phone or Skype connection to keep in contact with your tutor.
2. **Either** double left-click on **CrossLoop** on the Desktop 
3. **Or** find it on the Start Menu **or** in Program Files.

3.2 CrossLoop Share

1. A **CrossLoop** Window appears asking you to Create a **CrossLoop** Account. As this is not required left-click on Skip.
2. Ensure that you left-click on the Share Tab. The name of your computer will be showing.
3. A 12-digit **Access Code** appears which you give to your remote tutor (e.g. by phone or Skype). The tutor types this into the similar Window on his/her computer and then you click Connect. This connects you to the computer of the tutor who will have full access to your machine by screen-sharing once they have also clicked on the Connect on their screen. They can do anything on your computer as if they



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were sitting in front of your machine.

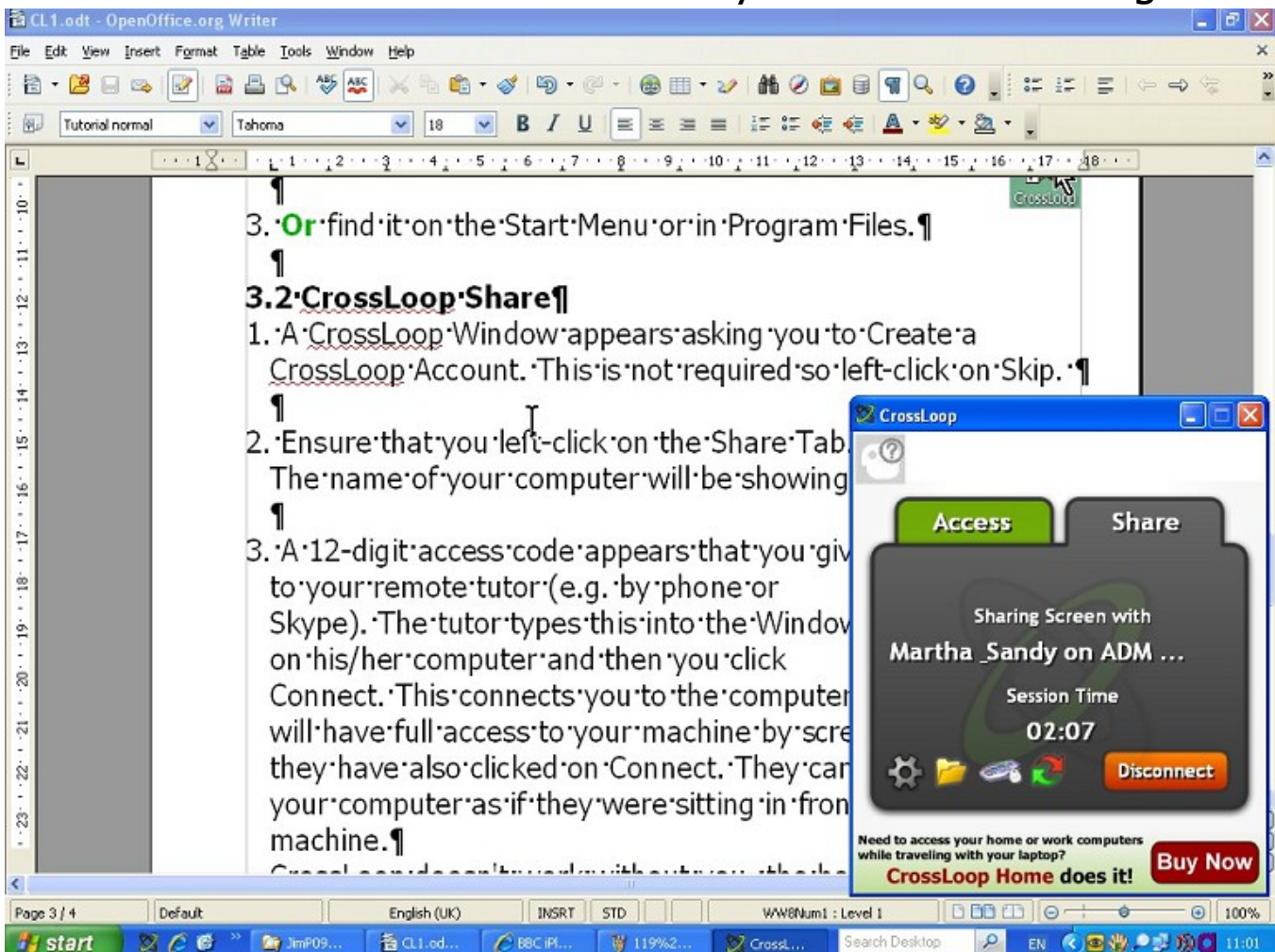
CrossLoop doesn't work without you, the host, giving permission by supplying the **Access Code**.

Once the session is over, then it's over, and you will need to start again with a new code. A new **Access Code** is supplied each time you start the program.

4. A Window appears where you give your permission. Don't click on the View Only box. Left-click on Yes. If this is not done within 2 minutes then it times out and you will have to supply another **Access Code**.



5. The tutor can then see what's on your screen including the



CrossLoop Window if that's visible.

6. As you do things on your computer the tutor will be able to follow and check that you are doing things correctly and if necessary tell you how to improve what you are doing. The tutor can even operate things on your computer to show you in real-time on your screen. So if you were typing a document the tutor could even correct your spelling!
7. Unfortunately, in the free version of **CrossLoop** you can't transfer files between the tutor's and your computers. But see the Pass IT On document on Dropbox which is a facility to do this.

3.3 CrossLoop Close

1. When you've finished the session just left-click on Disconnect. This terminates the session at both ends and your tutor no longer has visibility of what you are doing. This is permanent until you access **CrossLoop** again so you can happily use your computer without being spied on!



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Alternatively the tutor can left-click on Disconnect on their screen.

2. If you want to resume you will need to start again at the beginning with the new **Access Code** supplied.