

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

Subject: Instructions for VNC Viewer Operations

I hope this letter finds you well. Below are the detailed instructions for operating the VNC Viewer to assist you with remote desktop access:

1. **\*\*Installation\*\***

- a. Download the VNC Viewer from the [official website] (<https://www.realvnc.com/en/connect/download/viewer/>).
- b. Follow the installation prompts to complete the setup.

2. **\*\*Launching VNC Viewer\*\***

- a. Open the VNC Viewer application on your device.
- b. You will be greeted with a welcome screen.

3. **\*\*Connecting to a Remote Device\*\***

- a. In the address bar, enter the IP address or hostname of the remote device you wish to access.
- b. Click 'Connect.'

4. **\*\*Authentication\*\***

- a. Enter the VNC password when prompted (you should have this password from the remote device).
- b. Click 'OK' to proceed.

5. **\*\*Navigating the Remote Desktop\*\***

- a. Use your mouse and keyboard as you normally would to navigate the remote desktop.
- b. To adjust the display settings, go to 'Properties' and modify as needed.

6. **\*\*Ending the Session\*\***

- a. To disconnect, simply close the VNC Viewer window.
- b. Confirm the disconnection if prompted.

If you encounter any issues during the operation, please feel free to contact me for further assistance.

Best regards,

[Your Signature (if sending a physical letter)]

[Your Name]

[Your Contact Information]