

LEGEND FOR MENU NAVIGATION

Menu | Structure [Buttons] *Tab or Sub-Tab* Hyperlink **Column Name, Drop-Down Menu, Checkbox etc.** *Instruction*

HOSTED APPLICATIONS – Control Panel Setup (Administrators)

TASK	MENU NAVIGATION QUICK REFERENCE	COMMENT
1) Login to the Control Panel with Admin credentials	https://cp.collaborationhost.net	Current Users: Use your standard Admin credentials New Users: The default Admin credentials that you entered to setup new services are emailed to you in a "Welcome email"
2) Create Service Users who will have access to your Hosted Applications products	Hosting Hosted Applications Service Users [Add New Service User] <i>Enter login credentials for the Service User & check the Hosted Applications checkbox</i> [Next>>] [Finish]	Current Service Users: Access Hosting Service User Click on ServiceUser hyperlink Assign Hosted Applications to those currently defined Service Users who need access to Hosted Applications.
3) Assign Hosted Application license(s) to the Service Users who will be using the Hosted Applications product	Hosting Hosted Applications Display Name: ServiceUser Available Hosted Applications <i>check the applications checkbox(es) as needed</i> [Finish]	The Hosted Application licenses that are available to be assigned to your Service Users are displayed. If your account is out of licenses use Billing Subscription Management Buy New Subscription to obtain access to additional Hosted Application licenses.
4) Provide your Service Users with their login credentials and access to the Hosted Applications Portal	Additional instruction for Administrators: Hosted Applications Admin Guide	The Hosted Applications User Guide is also available to all Users as a reference document

HOSTED APPLICATIONS – Hosted Applications Portal (Users)

TASK	MENU NAVIGATION QUICK REFERENCE	COMMENT
1) Login to the Hosted Applications Portal with valid Service User credentials	https://hostyourapp.com	Only those Service Users that have been assigned a Hosted Application license will be able to gain access to this portal.
2) {One time only...initial setup procedure} Download and install the appropriate vWorkspace Client remote desktop software	Hosted Apps Portal Download <i>Click on appropriate link (PC on top, Mac on bottom) and allow the installation to run.</i> RUN this installation instead of saving it. Alternatively, if you do "Save" the download you will need to locate the executable file and run the installation wizard.	This remote access software only needs to be initially installed in order to provide the needed access to your Hosted Applications. There is no need to open and/or run the software to utilize the Hosted Applications service once it has been installed.
3) Use your Hosted Applications as needed	Hosted Apps Portal Applications <i>Click on the appropriate icon to start your application.</i>	Instruction for using the applications can be found via the applications online help menus and options.
4) Change display or performance settings	Hosted Apps Portal Preferences Display or Performance Tabs <i>Adjust settings as needed</i>	The default settings are typically sufficient. However, if your computing environment needs to be optimized you can change the settings in these tabs to adjust the performance of your Hosted Applications working environment. Some changes may not take effect until the next time you log on.
5) Change User login password	https://cp.collaborationhost.net <i>Login with default credentials</i> User Account Login [Change Password] <i>Enter new password and verify that password</i> [Submit] Click [Edit] to change the Display Name (not username)	Passwords must be at least eight (8) characters and contain both capital & non-capital letters, plus a special character. Users cannot change the username, only the password associated with the username.