

CONFIGURING ACT!

This document has 2 sections:

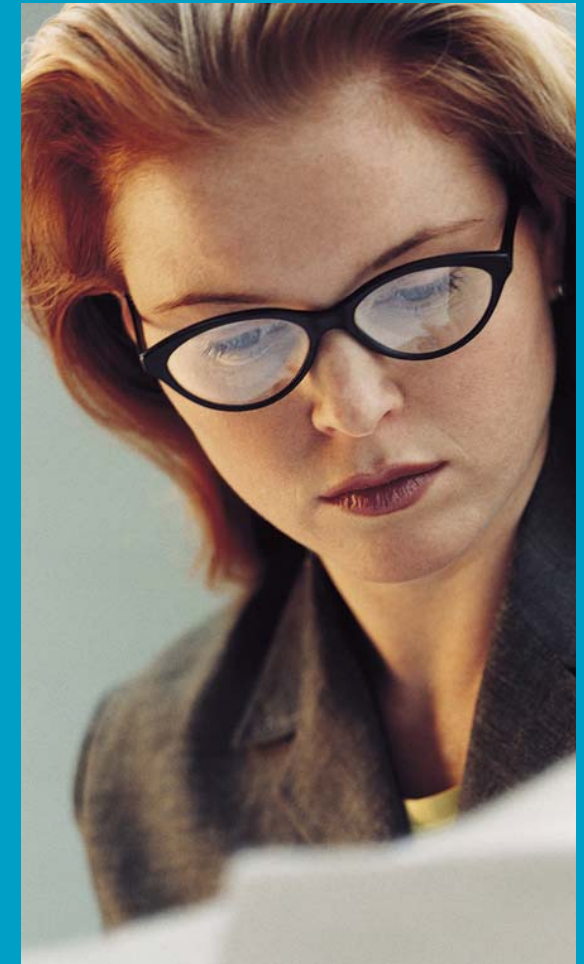
- Quick Start Guide
- Configuration Walkthrough - where each installation step is explained

Up and running within 2 minutes

• If you have any problems please don't hesitate to contact support@SecureVirtualOffice.com quoting your username.



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Quick Start Guide

There are a few short steps to get you adding contacts to ACT! This only as to be done once.

- Launch ACT!
- Don't check for updates
- Skip ACT! Setup Wizard
- Slect the demo DB as:- [\\svodemo1\Act!\SvoDemoDB\SvoDemoDB.psd](#)
- Log on to DB with username: **actdemo** password: **demo**



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Configuration Walkthrough



1) Launch ACT!

After you have logged on the site launch ACT! from the Applications web page

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The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Applications' page of the secure Virtual Office. The browser's address bar shows the URL: <https://www.securevo.com/LaunchPad/NMHome.asp?pgid=NMApplications>. The page header features the 'secure Virtual Office' logo and the tagline 'Innovative, value-adding solutions at an affordable price'. Below the header, a black bar contains the text 'SVO Applications'. The main content area is titled 'Applications' and includes a navigation menu on the left with links for 'Applications', 'Connections', 'Options', and 'Download Client'. The user is identified as 'User: SVO DEMO\Bill.Duncan'. The main text explains that the page shows all applications and provides instructions on how to refresh the list and logon again. A table lists the available applications with their icons and descriptions.

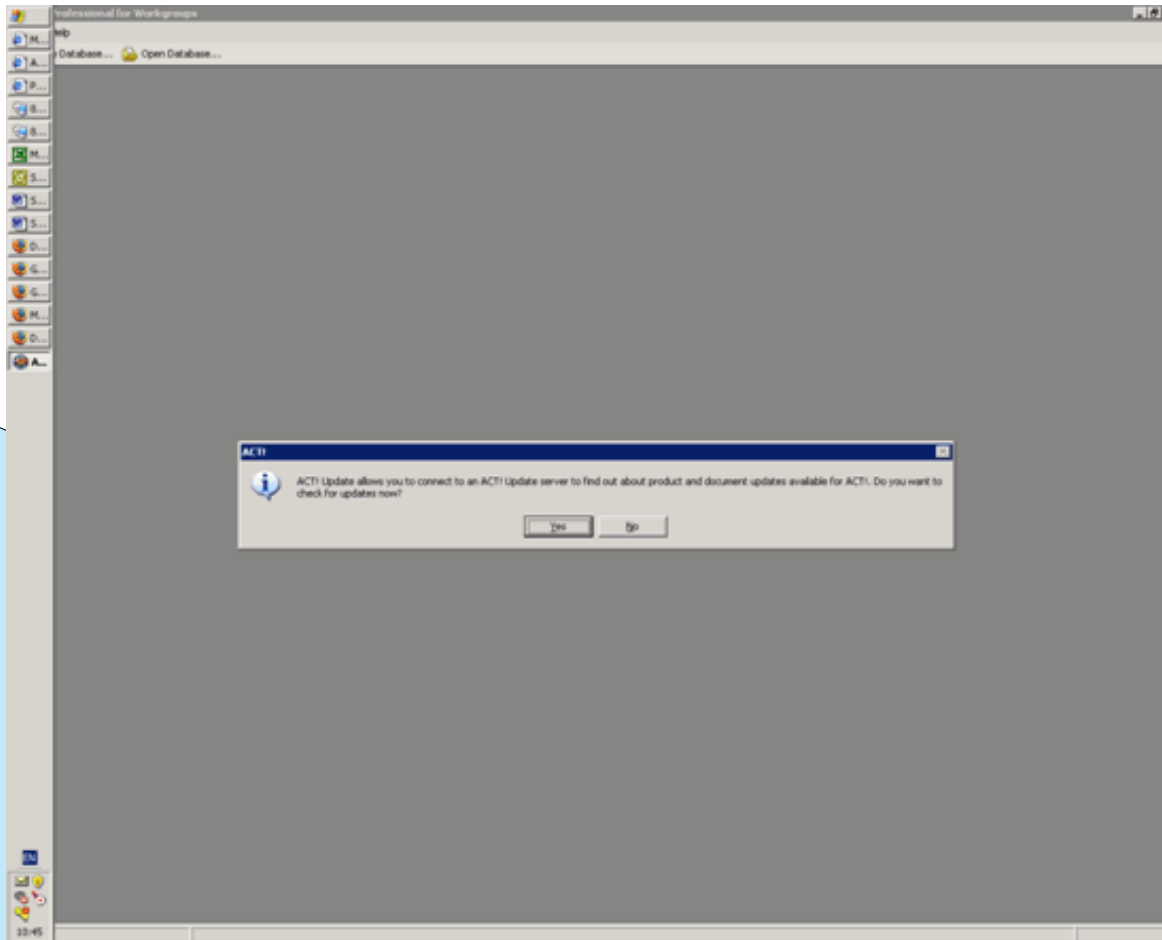
Application	Description
Access 2003	Database Application
ACT! Professional for Workgroups	Contact Management
Excel 2003	Spreadsheet Application
Outlook 2003	Email Application
PowerPoint 2003	Presentation Application
Publisher 2003	Desktop Publishing
Regus Sharepoint	Intranet Site
Word 2003	Word processing Application

Configuration Walkthrough



2) Don't Check for Updates

When you open ACT! You will be prompted to check for updates. Please don't do this. Click NO



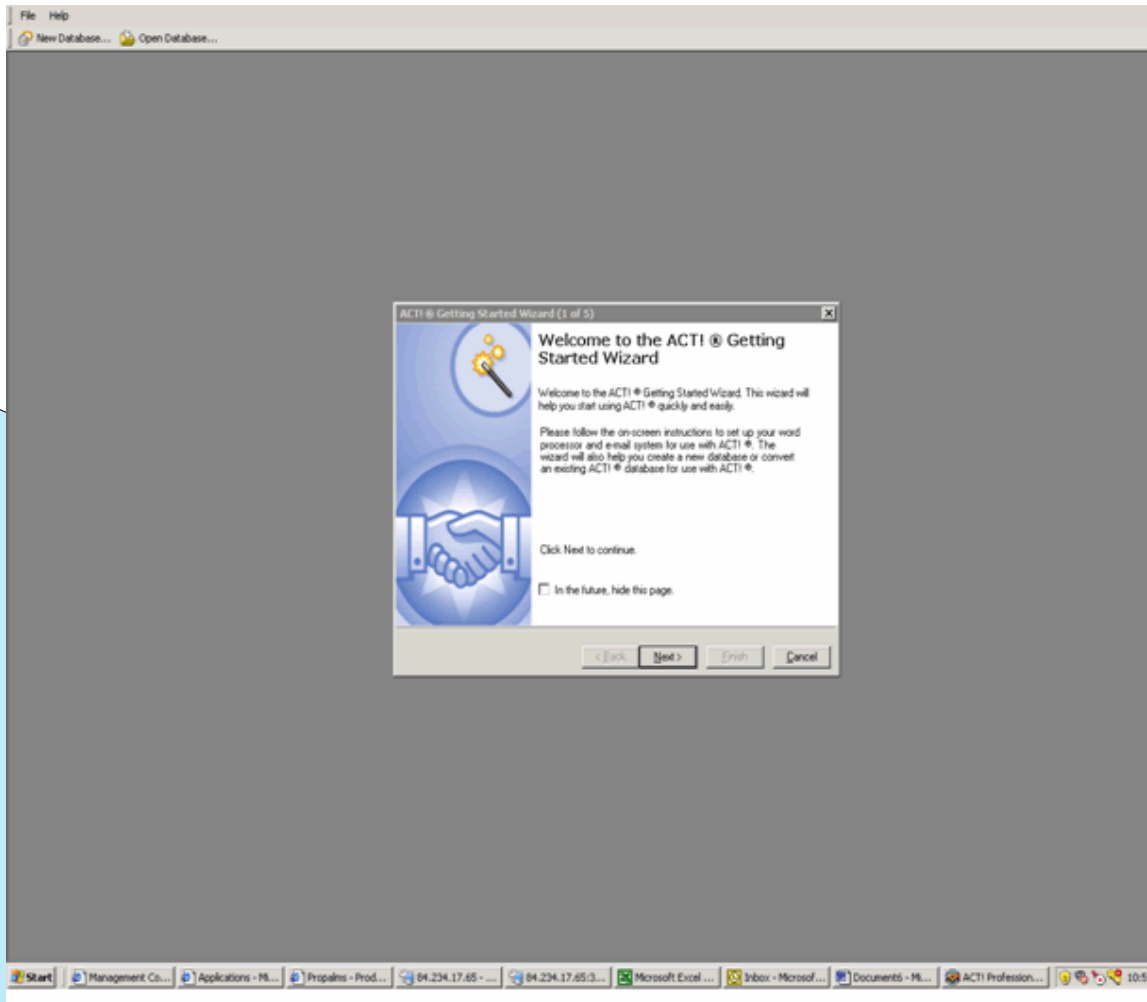
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3) Skip ACT! Setup Wizard

You can skip the wizard and accept all the defaults by hitting cancel. All required configuration has been done for you.



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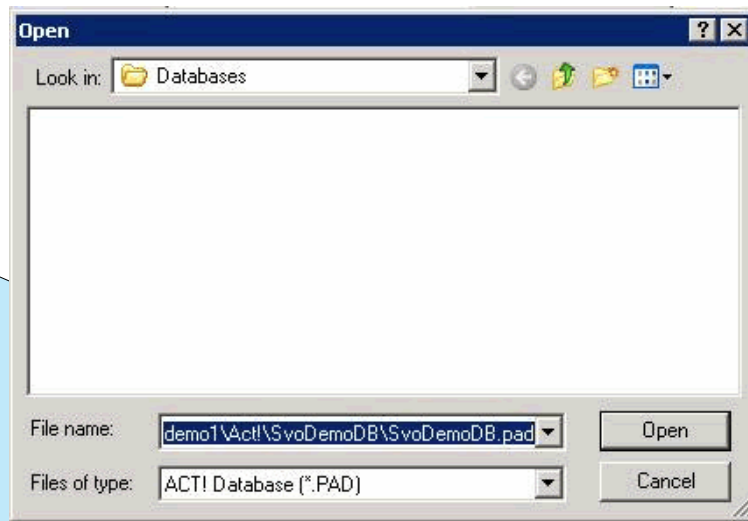
Configuration Walkthrough



4) Select the Demo Database

The first time you use ACT! You will have to connect to a database.

Click Open DB, the dialogue box below will be opened.



In the filename box enter the following:- [\\svodemo1\Act!\SvoDemoDB\SvoDemoDB.pad](#)
And hit open

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Configuration Walkthrough



5) Log on to DB

You will be presented with a login box. If you are not, please check you have entered the path and filename correctly.

Enter Username: actdemo
Enter Password: demo
Check remember password if you wish

A screenshot of a Windows-style dialog box titled "Login to svodemodb". It contains two text input fields: the first is labeled "Enter your user name for this database:" and contains the text "actdemo"; the second is labeled "Enter your password for this database:" and contains four dots. Below the fields is a checked checkbox labeled "Remember password". At the bottom right are "OK" and "Cancel" buttons.

Hit OK and you are finished. Act should open up the DB and you can enter new contacts and companies etc.

NOTE: This is a demo database and accessed by other users of the system so don't enter confidential data.

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