

INSTALLING AND LAUNCHING YOUR SECURE VIRTUAL OFFICE APPLICATIONS



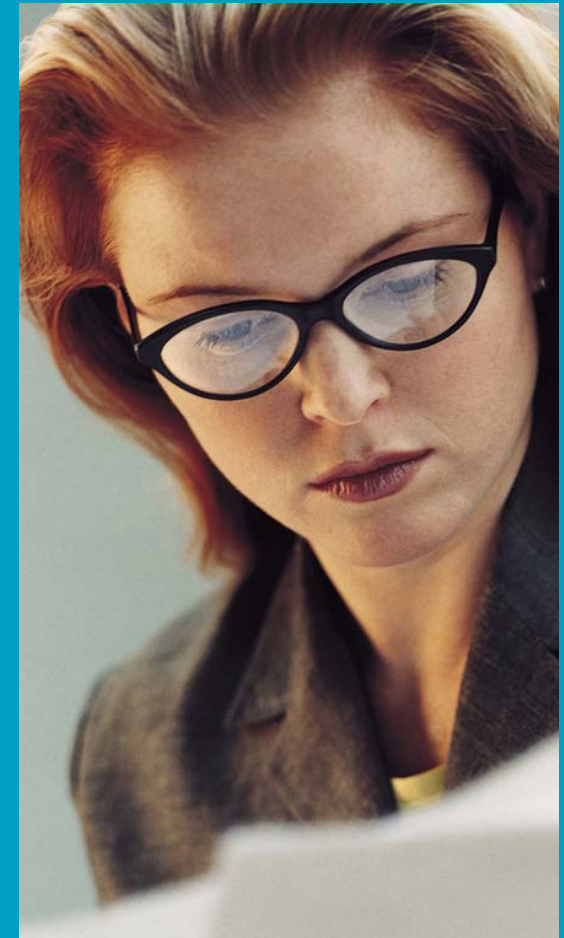
This document has 2 sections:

- Quick Start Guide
- Installation Walkthrough

Up and running within 5 minutes

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

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www.securevirtualoffice.com

Quick Start Guide

There are eight short steps to get you running your remote applications:

- Go to URL <http://www.securevirtualoffice.com>
- Click Login
- Accept certificate
- Download client
- Install the Client
- Click Done
- Logon to the Site
- Launch Applications
- Configuring Applications



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Installation Walkthrough

There are eight short steps to get you running your remote applications:

1) Go to URL

Please go to <http://www.secureVirtualOffice.com>

2) Click Login

And click the Launch Applications link on the right hand side:

Login

Login to the SVO Demo
Applications here:

[Launch Applications](#)

3) Accept certificate

You will be asked to accept a secure SSL certificate.

Please click Yes

From now on all your transmitted data is securely encrypted. Every time you return to the Applications page you will be asked to accept this certificate which secures that browser session.

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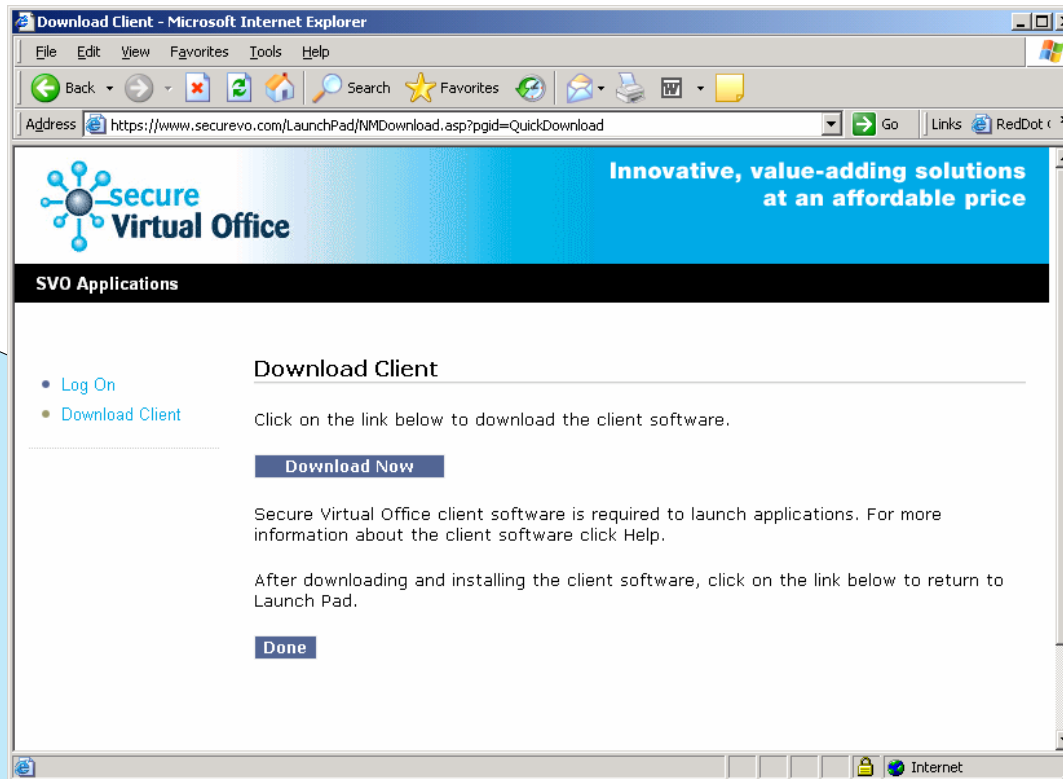


Installation Walkthrough



4) Download client

When you first log on you will be asked to download a client. Click Download Now



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Installation Walkthrough



5) Install the Client

Please download and install the client. You need to have local administration rights to your local machine.

6) Click Done

After you have installed the Tarantella client please click done on the web page.

7) Logon to the site

After clicking done you should be taken to the logon screen where you should enter the username and password provided.

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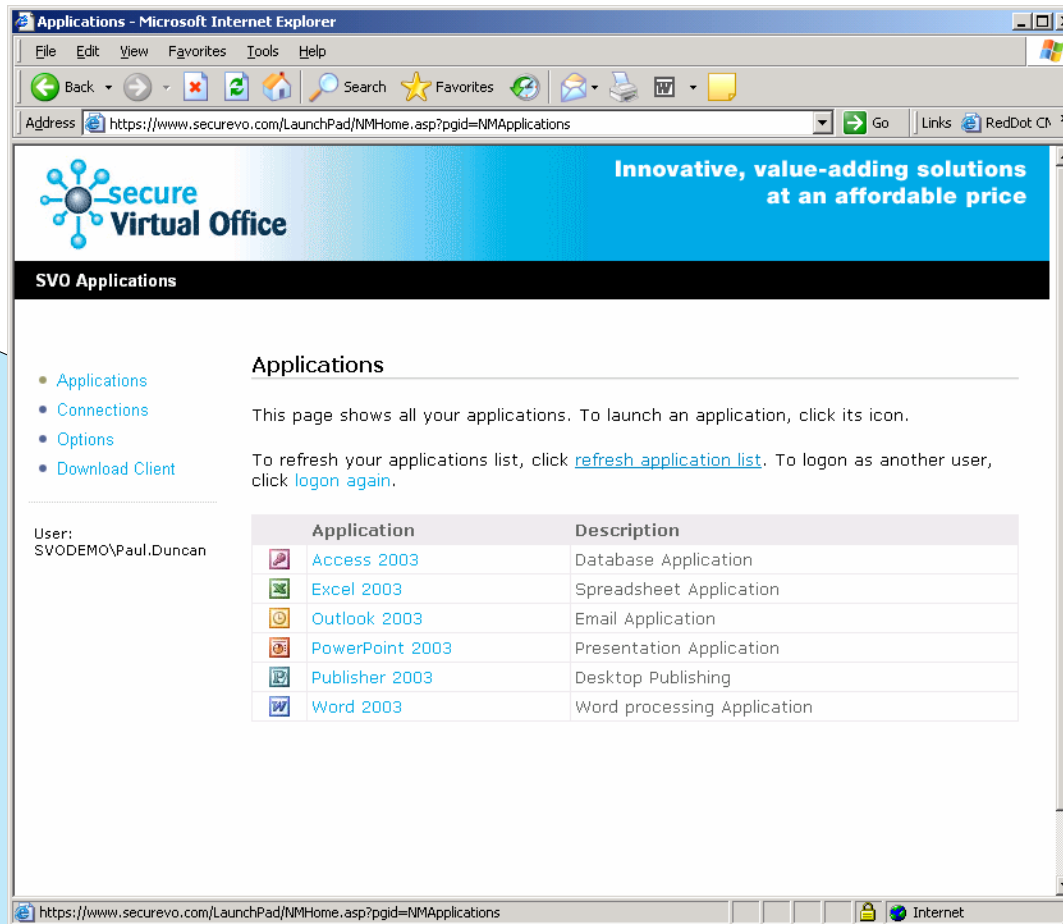
The screenshot shows a Microsoft Internet Explorer browser window titled 'Log On - Microsoft Internet Explorer'. The address bar shows the URL 'https://www.securevo.com/LaunchPad/IMLogin.asp'. The page content includes the 'secure Virtual Office' logo and the slogan 'Innovative, value-adding solutions at an affordable price'. Below this is a section titled 'SVO Applications' with a list containing 'Log On' and 'Download Client'. The 'Log On' section has a heading 'Log On' and a sub-heading 'Please log on to Secure Virtual Office using your logon name and password.' It includes a note: 'Fields marked with an asterisk(*) are required.' There are three input fields: 'Logon Name*' (text), 'Password' (text), and 'Log on to' (dropdown menu with 'SVO DEMO' selected). A 'Log On' button is present. Below the form, there are links for 'support' and 'sign up'. A 'Please note' box at the bottom states: 'Please note: you must be running Microsoft Internet Exprorer 5.5 or higher to launch applications.'

Installation Walkthrough



8) Launch Applications

You should now be able to access the applications you have signed up for.



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Installation Walkthrough



9) Configuring Applications

The first time you use an MS office product you will have to provide your name.

The first time you use out look you will have to set up a connection to our email server.

If you have selected the hosted exchange server option follow the instructions in the document – SVO Configuring Outlook.

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