



Welcome to vDeskOnline – your Hosted Desktop solution

Please read this carefully before you begin using vDeskOnline

Introduction: vDeskOnline is a cloud based solution that allows you to have a hosted desktop that works separately from your local device (Desktop / Laptop). vDeskOnline is designed to look and work just like a local device, however you can access vDeskOnline from any internet enabled device and you can also use vDeskOnline at any time.

This getting started guide provides a **mandatory checklist** to which we recommend you complete as soon as possible. Please use this checklist in conjunction with the online **Welcome to vDeskOnline** when you log on to vDeskOnline for the first time to complete the checklist.

Getting Started

Install Citrix Receiver – vDeskOnline runs from an application called Citrix Receiver Ensure you have the latest version of Citrix Receiver installed on your local device, and check periodically for any updates. You can get the latest version of Citrix Receiver from receiver.citrix.com

Connect to vDeskOnline - your hosted desktop

You can access vDeskOnline via two ways. The first is via the Citrix Receiver application, the second is via a web browser. The address when asked is: go.vdeskonline.com. We recommend using Internet Explorer when connecting for the first time.

Access the online 'Welcome to vDeskOnline' webpage to carry on with the below checklist

<http://welcome.vdeskonline.com>

Mandatory Checklist

Change your default vDeskOnline password

Change your default Hosted Exchange (email) password

Setup Hosted Email Security (HES)

Setup Outlook for emails

Other areas to consider which are optional

How to set a default printer

How to add favourite programs to the taskbar

How to use basic vDeskOnline features

For support, please call +44 (0) 20 3740 1060, or email support@it-logik.com