

Hosted Desktop Quick Setup Guide

This guide describes the quick and easy setup for 1) creating a hosted desktop account, 2) adding users to the account, and 3) connecting to your new hosted desktop.

Step 1. Create A Hosted Desktop Account

- A. Point your web browser to <https://my.nextdesktop.com/gs/OnePageSignupNDDirectG.aspx>.
- B. Complete the required information marked with an asterisk:
 - i. The name you enter on this screen will automatically become an Administrator and be able to manage users and services for your company.
 - ii. Enter your Alternate Email address carefully. You will receive a welcome email to this email address, and you will use this email address to login to the control panel to add or edit users.
- C. Click the **Sign Up** button. You will be directed to a thank you page
- D. Click the **Hosted Desktop** icon on the thank you page.



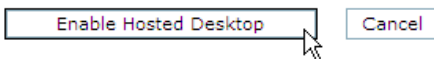
- E. Select your default Office application and click **Enable Hosted Desktop** on the next page.

To enable Hosted Desktop, please select your default Office application and click 'Enable'. Your default office application will be pre-selected when enabling individual Hosted Desktop users.

- Microsoft Office - Premium. Includes Word, PowerPoint, Excel, Outlook, Access, InfoPath, and 4GB of disk space.
\$59.99/user/month
- Microsoft Office - Standard Edition. Includes Word, PowerPoint, Excel, Outlook, and 2GB of disk space.
\$49.99/user/month
- Open Office - Includes Writer, Calc, Impress, Draw, Base, and 1GB of disk space.
\$39.99/user/month

All NextDesktop pc's include PDF Creator, Daily Backups, Real-time antivirus protection from Trend Micro, and 12x5 U.S. based support via telephone and email.

Microsoft Access, Microsoft Accounting, Microsoft OneNote, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, and Microsoft Visio available - please contact us for details.



Note: Pricing is based upon the office package you select. When you create new users, you can accept the default that you set up here, or select another office application option. You can also change the office plan that you selected for a user at any time.

Step 2. Add A Hosted Desktop User

- A. After you click [Enable Hosted Desktop](#), you will be directed to a settings page. To immediately add a new hosted desktop user, click the link in the user information area.

User Information

You currently do not have any Hosted Desktop users.

To enable Hosted Desktop for existing users:

1. Click [here](#).
2. In the 'Actions' dropdown menu select 'Hosted Desktop Enable'

To create a new Hosted Desktop user [click here](#).

- B. Complete the general settings information for the new user.

General Settings			
First Name:*	<input type="text" value="Jane"/>	Login E-mail Address: *	<input type="text" value="jane.doe@domain.com"/>
Middle Initial:	<input type="text"/>		
Last Name:*	<input type="text" value="Doe"/>		
Display Name:	<input type="text" value="Jane Doe"/>		
New Password:*	<input type="password" value="*****"/>		
Confirm Password: *	<input type="password" value="*****"/>		
<input type="checkbox"/> Administrator for Company		<input checked="" type="checkbox"/> Send Welcome Email	

- C. Confirm the office selection and click on [Save Changes](#).

Hosted Desktop Settings
Office Application: *
<input type="radio"/> Microsoft Office - Premium. Includes Word, PowerPoint, Excel, Outlook, Access, InfoPath, and 4GB of disk space. \$59.99/user/month
<input checked="" type="radio"/> Microsoft Office - Standard Edition. Includes Word, PowerPoint, Excel, Outlook, and 2GB of disk space. \$49.99/user/month
<input type="radio"/> Open Office - Includes Writer, Calc, Impress, Draw, Base, and 1GB of disk space. \$39.99/user/month

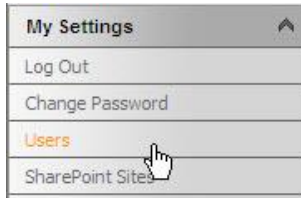
- D. A welcome email with login instructions will be delivered to the new user's login email address that you entered in Step 2B above.

Step 3. Using The Control Panel To Add A New User

- A. To add another user, or to add a user at a later date, login to the control panel at <https://my.nextdesktop.com/gs/login.aspx>.

Note: A welcome email message with your login password should have been delivered to the alternate email address that you entered when you signed up for your hosted desktop.

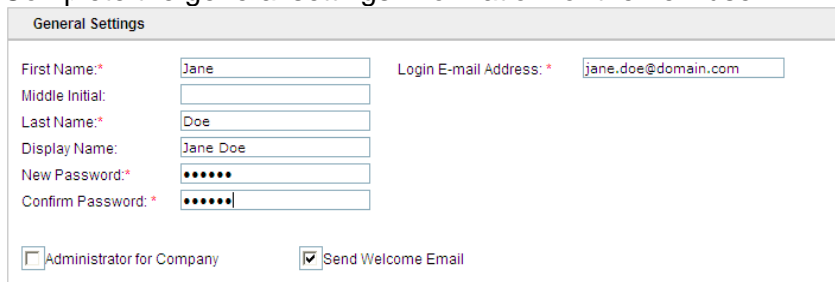
- B. Click **Users** on the navigation bar.



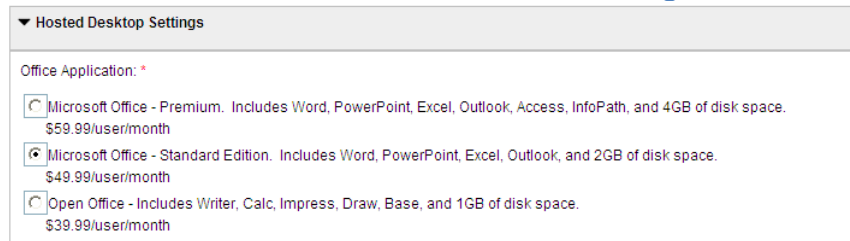
- C. Under **Actions**, select **Add Hosted Desktop Users: Single**



- D. Complete the general settings information for the new user.



- E. Confirm the office selection and click on **Save Changes**.



- F. A welcome email with log in instructions will be delivered to the new user's login email address that you entered in Step 3D above.

Step 4. Login To Your Hosted Desktop

For complete login information, please visit our support site at <http://www.nextdesktop.com/support/>

For Computers with the Windows Operating Systems listed below:

Windows 7	Windows XP Embedded Standard 2009
Windows XP SP2 with RDP 6.1 update	Windows XP Embedded 2007 SP2 with RDP 6.0/6.1
Windows XP SP2 with .Net 3.0 SP1 and RDP 6.1 update	Windows Vista RTM
Windows XP SP3 with .Net 3.0 SP1 or later	Windows Vista SP1 with .Net 3.0 SP1 or later

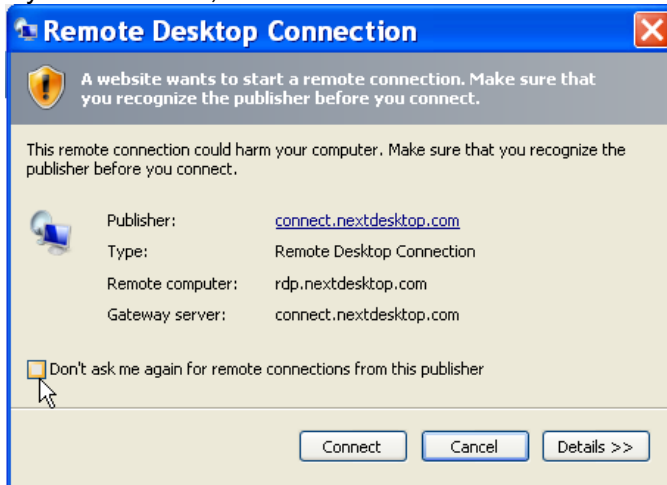
- A. Point your browser to <http://www.nextdesktop.com/downloads/nextdesktop.rdp> to download the hosted desktop RDP file.
- B. When prompted, **Save** the RDP file to your computer's Desktop.

Note: This will place an RDP icon on your computer desktop.

- C. To connect to your hosted desktop, double-click the RDP icon.



- D. If you are asked, click on **Connect**



Note: You may opt to select the "Don't ask me again..." checkbox before you click on **Connect**.

- E. You will see a login dialog. Enter your username and password from your welcome email.
- F. Click on **OK**.

For Computers with the Operating Systems listed below:

Windows XP SP1 or earlier	Windows 95, NT, 98, ME, 2000
Windows XP SP2	Mac OS X

- A. Download and install the latest RDP Client version:
 - i. Mac OS X: <http://www.microsoft.com/downloads/details.aspx?FamilyID=cd9ec77e-5b07-4332-849f-046611458871&displaylang=en>
 - ii. Windows 95, NT, 98, ME, 2000, XP SP1 or earlier: http://www.petri.co.il/software/rdp52_win2003_sp1.zip
 - iii. Windows XP SP2: <http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=6e1ec93d-bdbd-4983-92f7-479e088570ad>
- B. Launch the *Remote Desktop Connection* dialog.
- C. Type *rdp.nextdesktop.com* in Computer name field.
- D. Click on *Connect*. You will be connected to your remote desktop.
- E. Enter your username and password from your welcome email.
- F. Click on the arrow icon, or press the Enter key to complete the login.

For Computers with Linux Operating Systems:

- A. Download and install *rdesktop* from <http://www.rdesktop.org/#download>.
- B. You may also want to install this GUI tool: <http://sourceforge.net/projects/tsclient/files/>.
- C. Execute *rdesktop* and use **rdp.nextdesktop.com** for the hostname.
- D. Execute *man rdesktop* to view the complete instructions and options for connecting.