

Cloud7 Intro Training

Welcome to Cloud7

Hi,

You may be wondering what Cloud7 is and why your organization has decided to utilize it.

Cloud7 allows you to access all your company files and programs (apps) through a website.

This means none of the files or apps you use on Cloud7 are actually on your computer (local). The files and apps are stored in a data center and accessed through the web.

Welcome to Cloud7 - Benefits

There are numerous reasons that organizations decide to implement Cloud7, such as:

1. Files and programs (apps) can be accessed from anywhere on any device.
2. Business files are centralized.
3. Backups are reliable and redundant.
4. Offline access to network files is seamless.

Welcome to Cloud7 - Best Practices

We understand transitioning to a cloud platform can be difficult. However, the more you use Cloud7, the more benefits you will experience.

We strongly advise you use programs (apps) and store files exclusively on Cloud7. Do not run programs or store files on your local computer. It becomes very confusing if you use programs and store files in both places.

Please let me know if you have any suggestions regarding our training.



Thank you,
Lori Mankin
Marketing Coordinator
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Access Your Account

Access Your Account

Click here to
watch the
login video

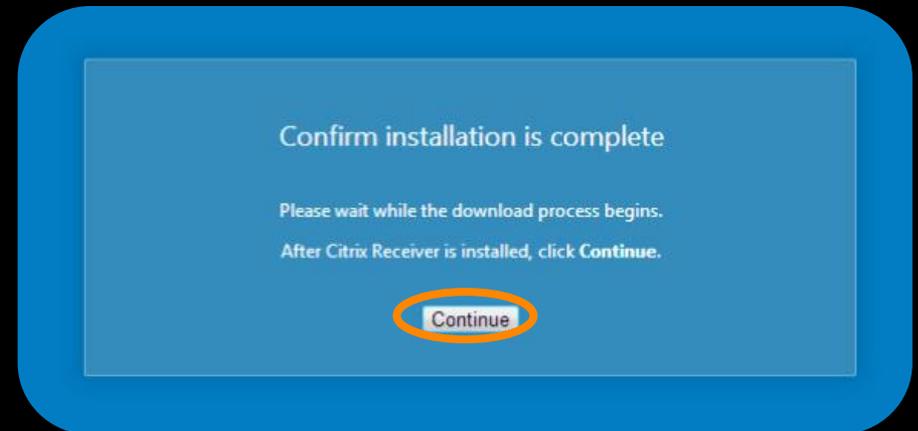
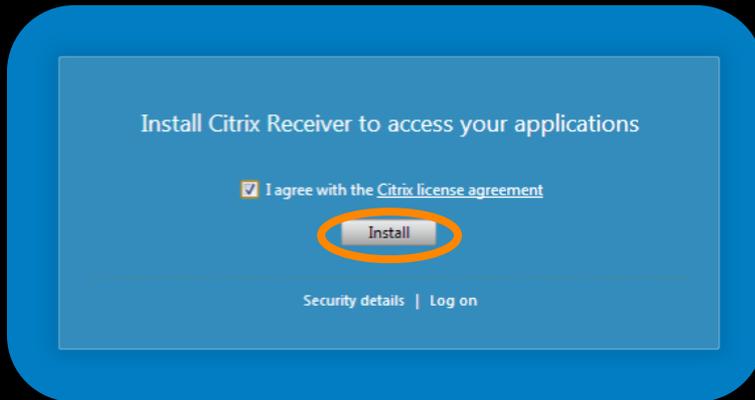


The image shows a login interface with a dark background. At the top left, it says "Welcome" in a light font, followed by "Please log on to continue." Below this is a circular icon containing a padlock. To the right of the icon are two input fields: the first is labeled "User name:" and contains the text "Your email address"; the second is labeled "Password:". Below the password field is a "Log On" button.

1. Open any internet browser.
2. Type mycloud7.com in the address bar
3. Enter your username (your email address)
4. Enter your password (provided by MyITpros)
5. Click *Log on*

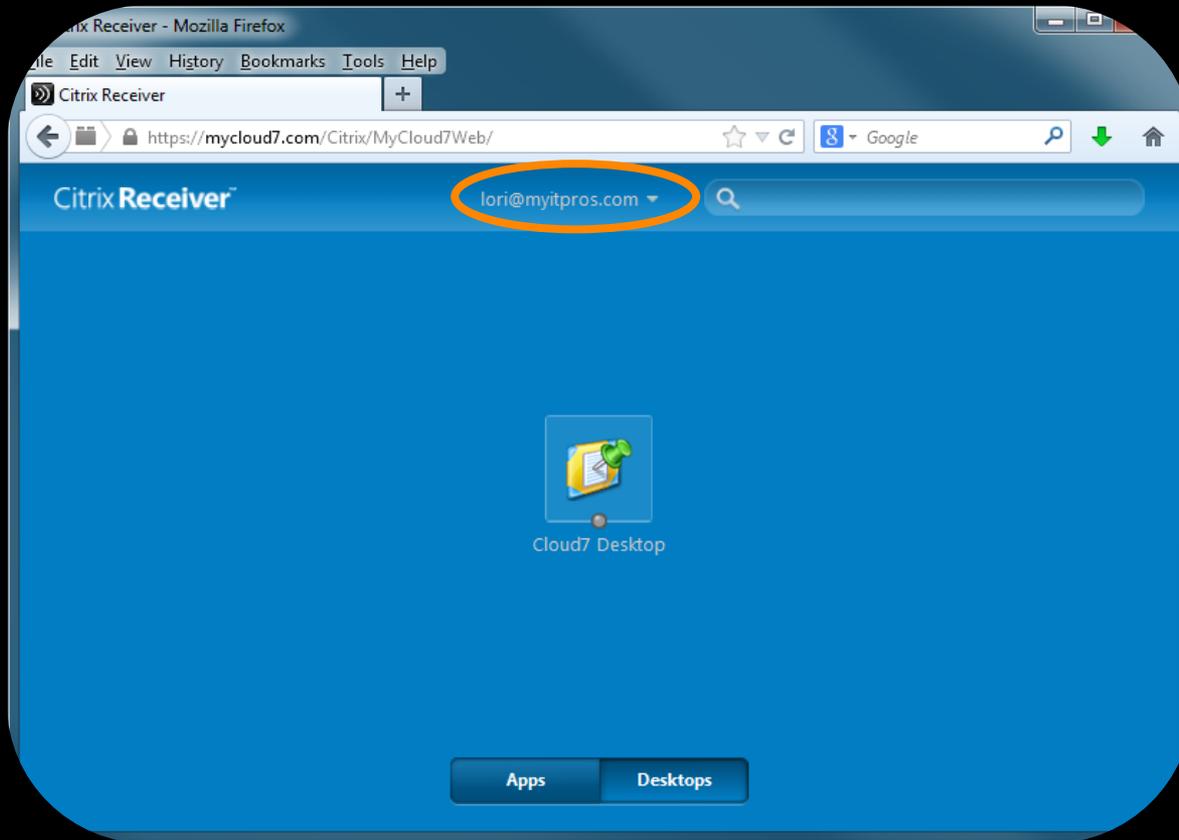
Access Your Account

If this is your first time logging in you will need to download the Citrix Plug-In.



Access Your Account

Click here to
watch the
tour video



Welcome to Cloud7. 😊

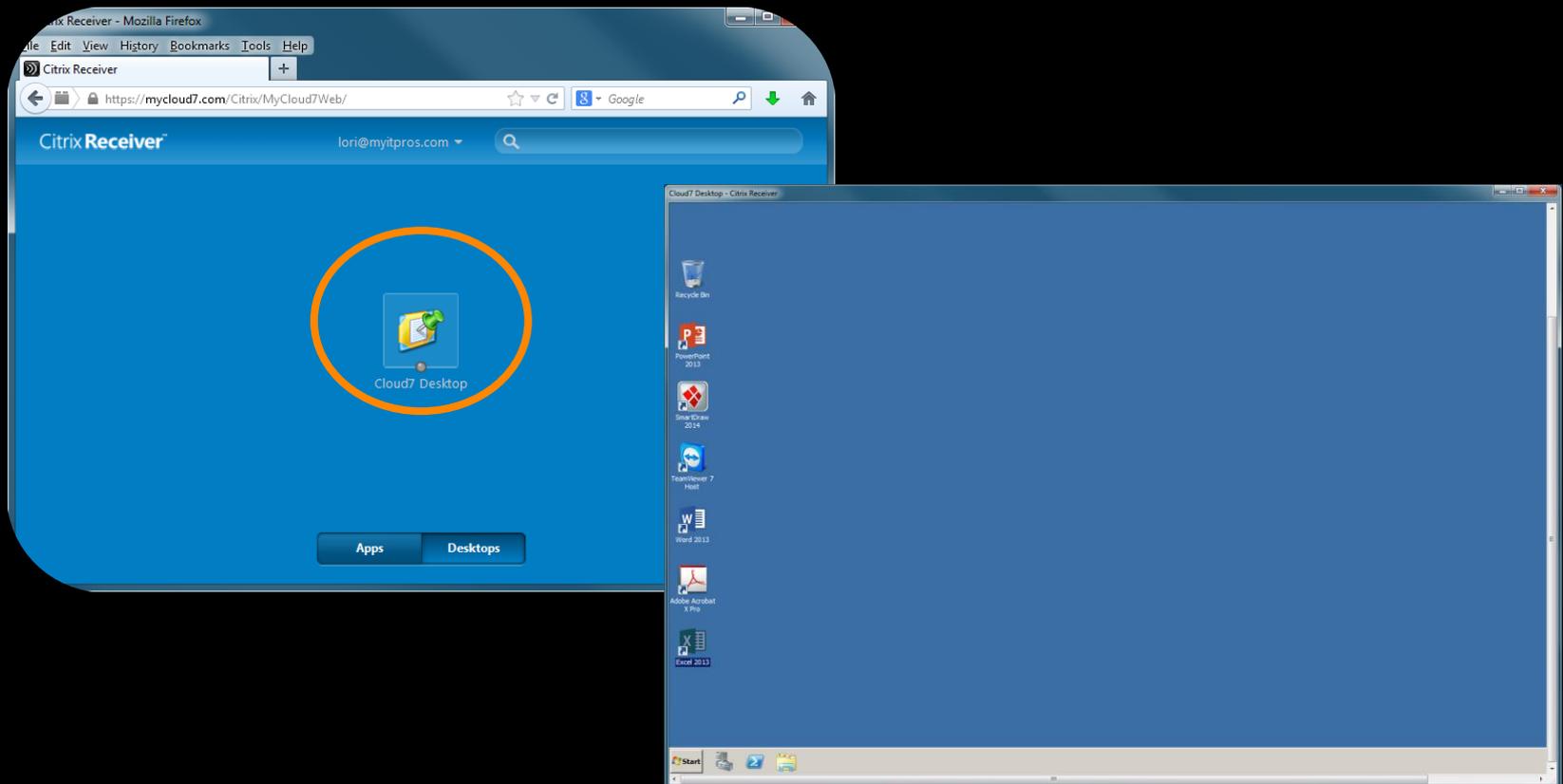
Click your email at the top of the browser for options to change your password or logout.

Because we routinely run maintenance in the evenings and on the weekends, it is best to save files and logout at the end of the day.

Cloud7 Desktop

Work on the Cloud7 Desktop

If you would like to work in a more traditional layout click *Cloud7 Desktop*. It is similar to how you work on a PC.

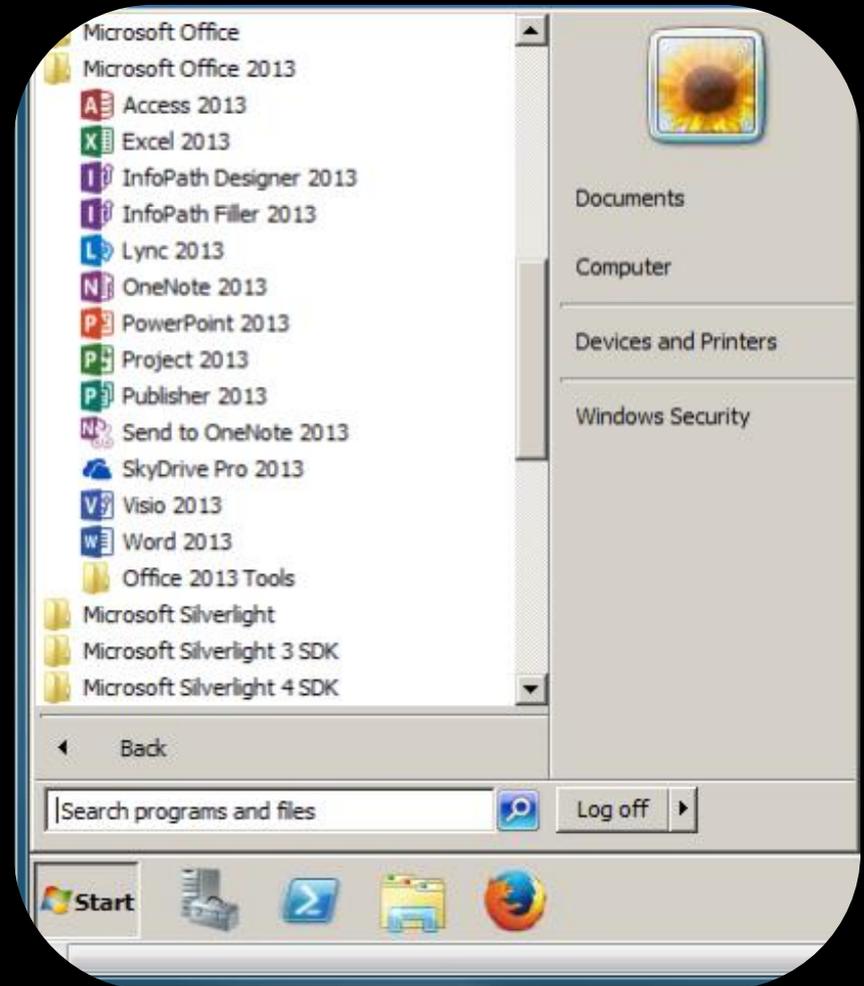


Cloud7 Desktop - Launch Programs

To launch programs go to *Start>All Programs* and navigate as you would on your PC.

Click and drag a program to the desktop to create shortcuts.

Right click a program to pin them to your Taskbar.



Cloud7 Desktop - Access Files

To access all your files, click *Start>Computer*.

Public Files

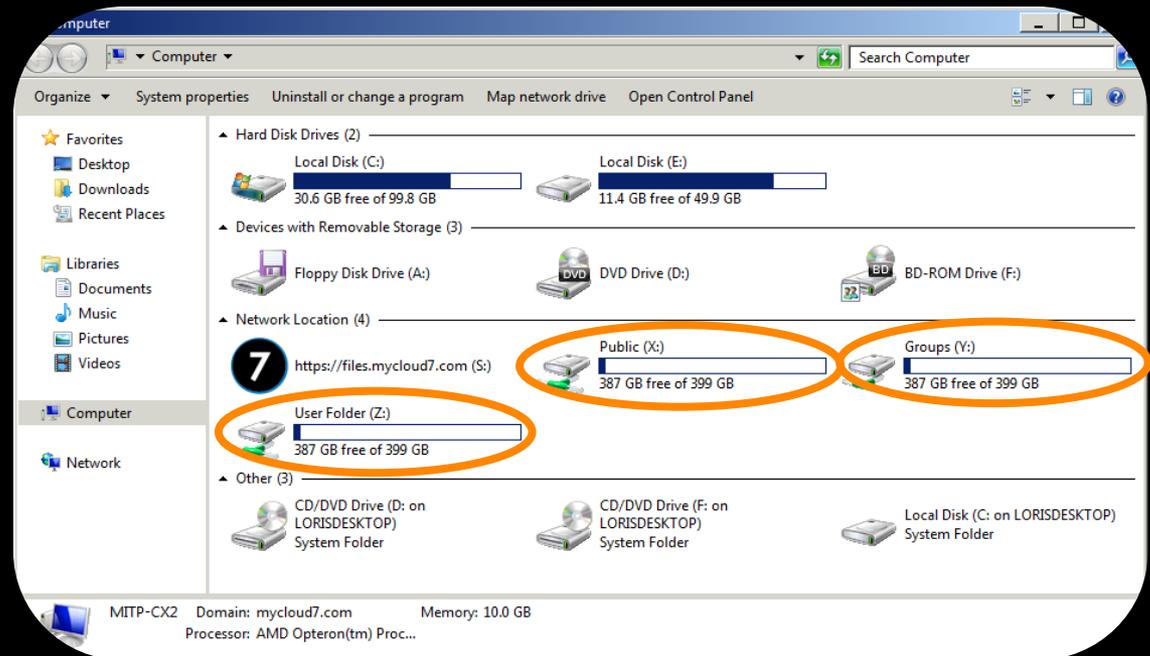
Everyone can access these files

Groups

Only users with permission can access certain folders

User Folder

Only you can view this folder.

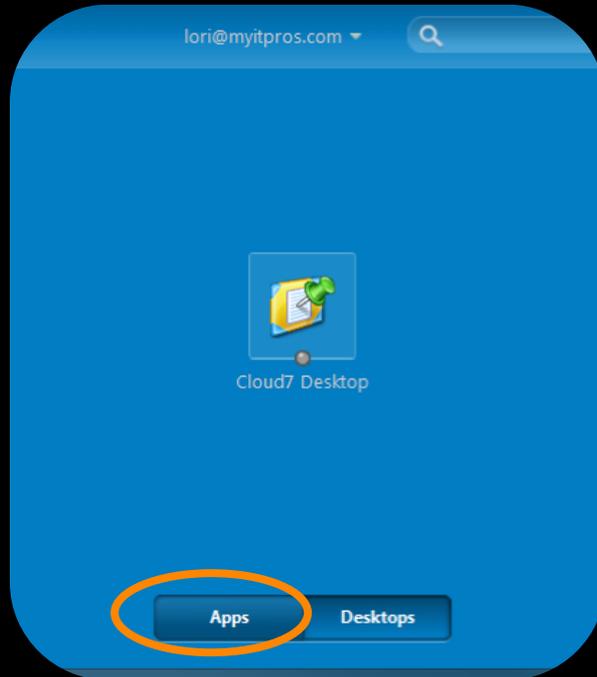


Launch Apps

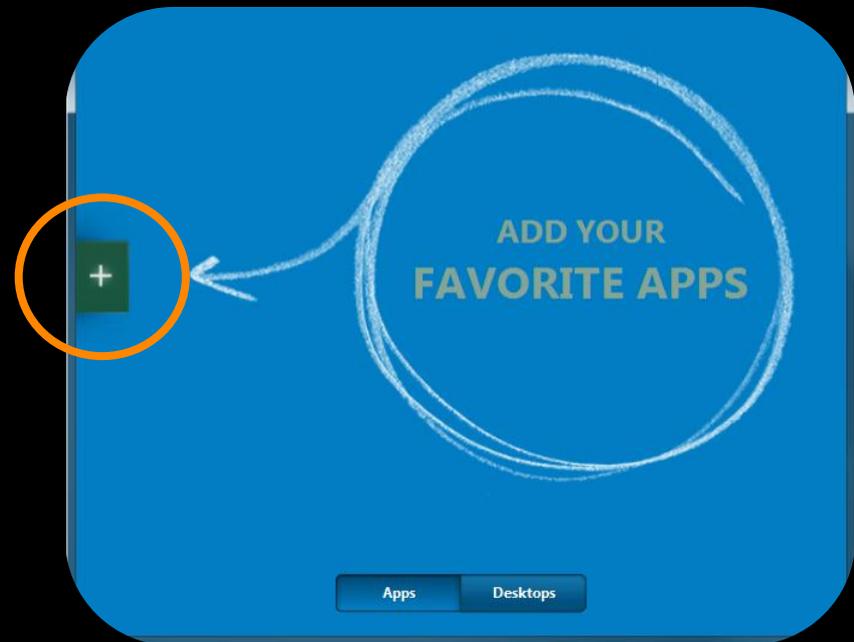
Launch Apps

Click here to watch the apps video

1. Click *Apps* to view your applications (programs).

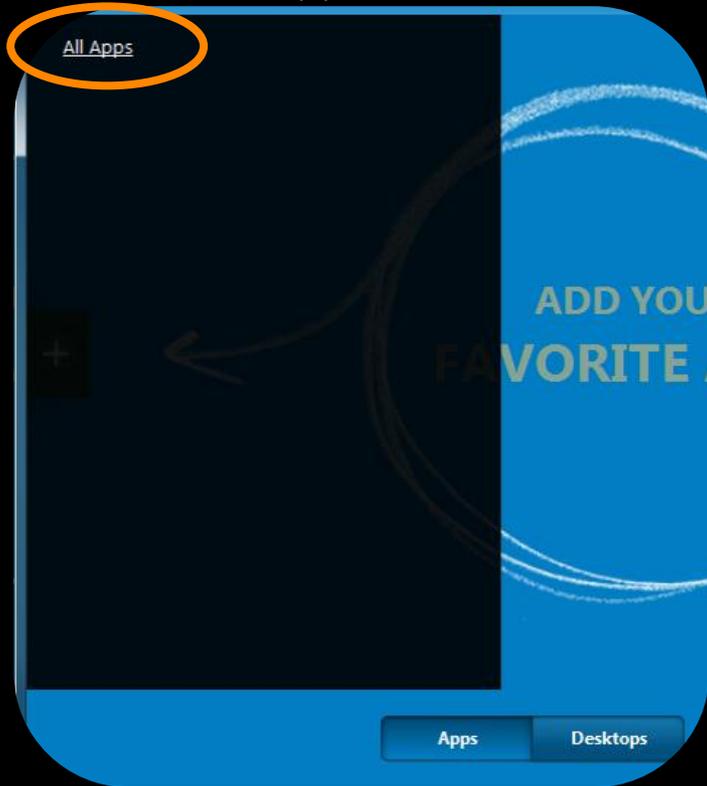


2. Click **+** to add the apps you typically use.

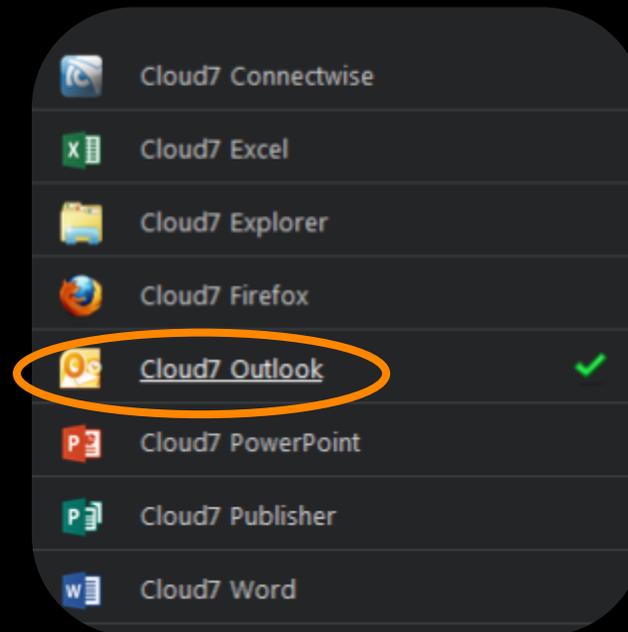


Launch Apps

3. Click *All Apps*.



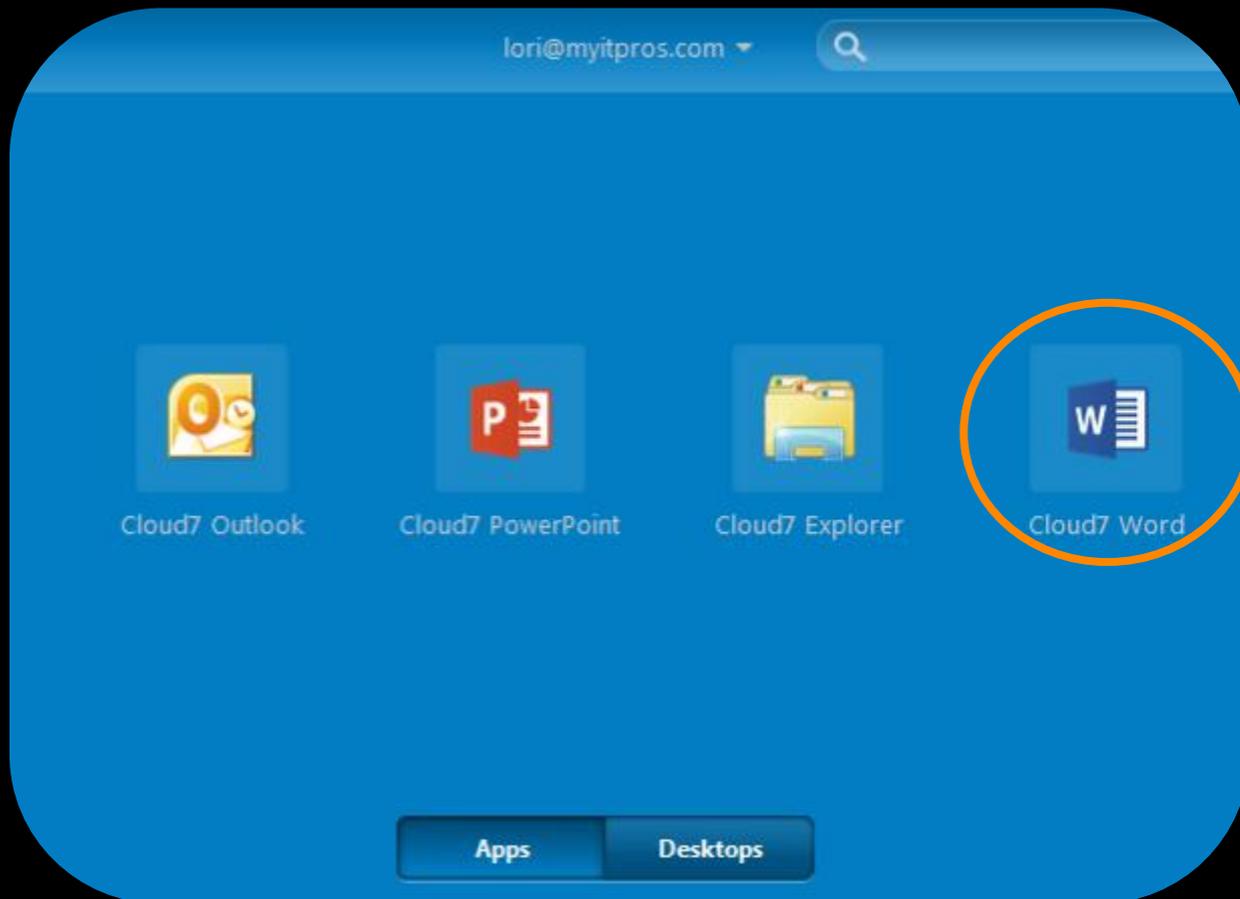
4. Click the apps to add them to your apps page.



A green check mark will appear to let you know the app was added.

Launch Apps

5. Once you have added all the apps you typically use, click anywhere in the web browser background to return to your apps page.



Launch Apps:
Click on an app or right click and select *Start*.

Move Apps:
Click and hold an app and drag it.

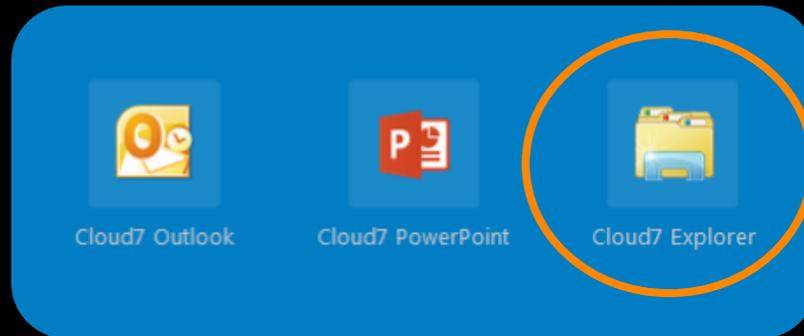
Remove Apps:
Hover over an app and click the green X or right click and select *Remove*.

Access Files

Access Files

Click here to watch the files video

To access all your files, click Cloud7 Explorer.



Public Files

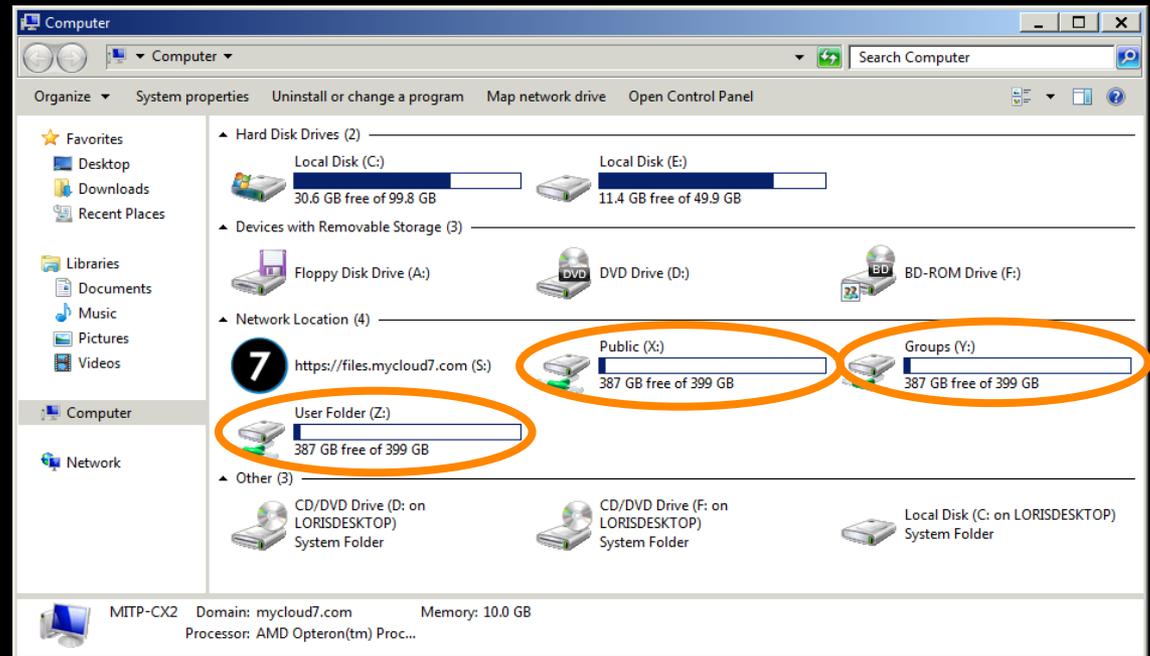
Everyone can access these files.

Groups

Only users with permission can access certain folders.

User Folder

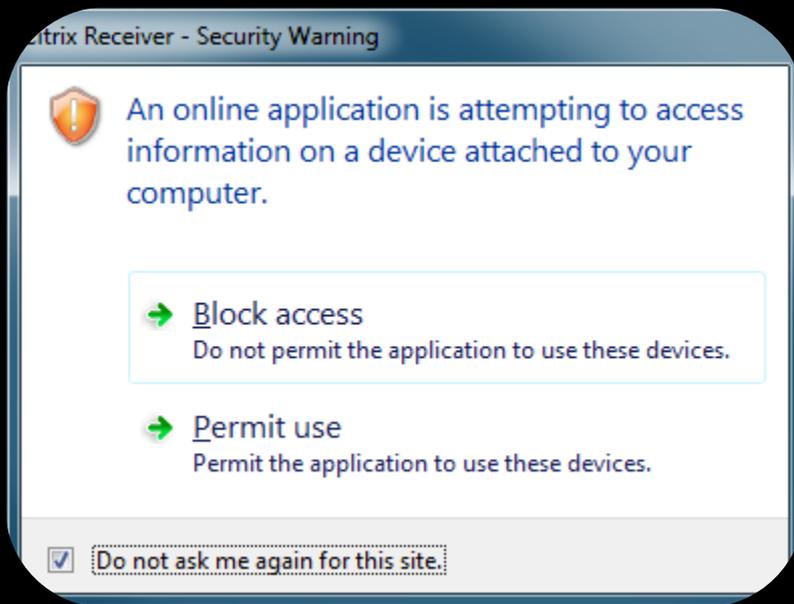
Only you can view this folder.



Frozen Apps

Frozen Apps

The first time you launch an app it may appear frozen.

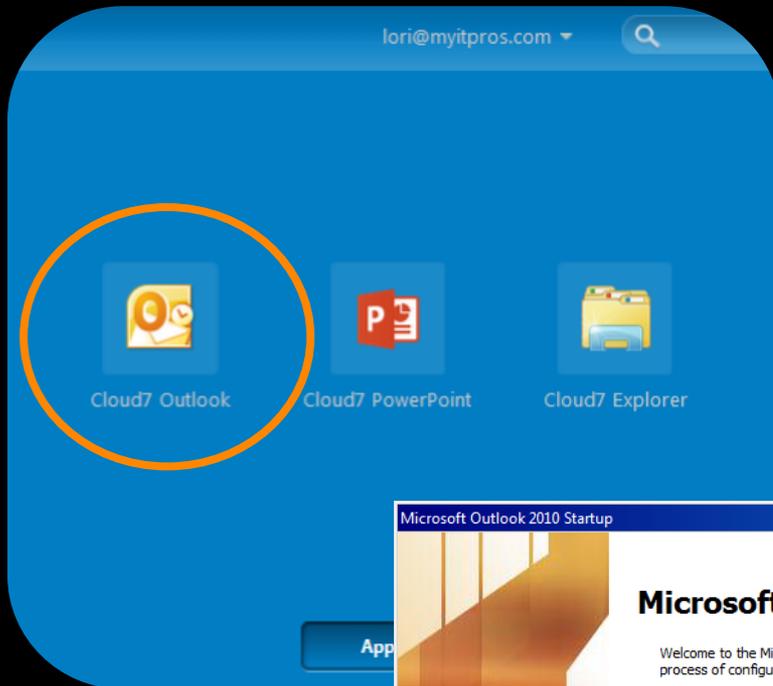


1. Look for a Citrix Receiver – Security Warning pop up.
2. Check the *Do not ask me again for this site* box.
3. Click *Permit use*.

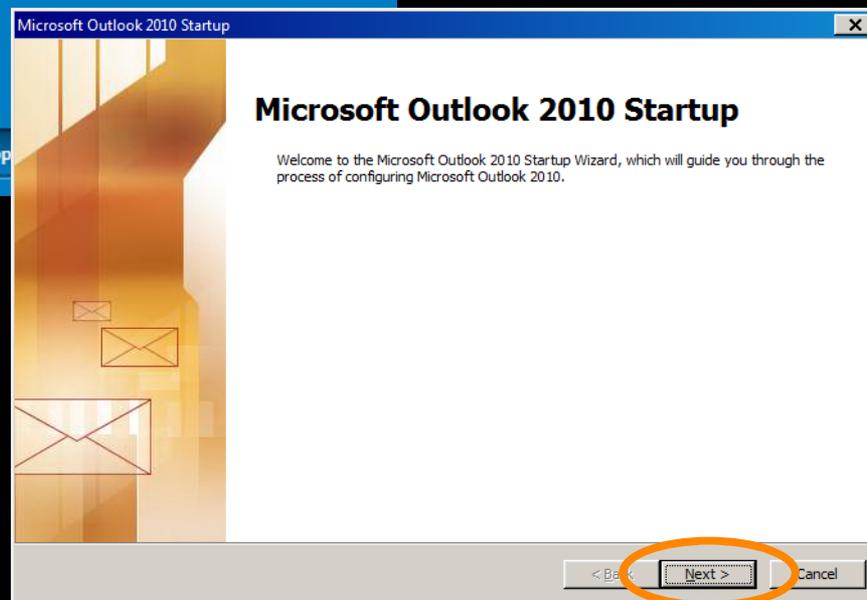
If your apps are still frozen contact us at 512-472-6000.

Outlook Setup

How to Set Up Outlook



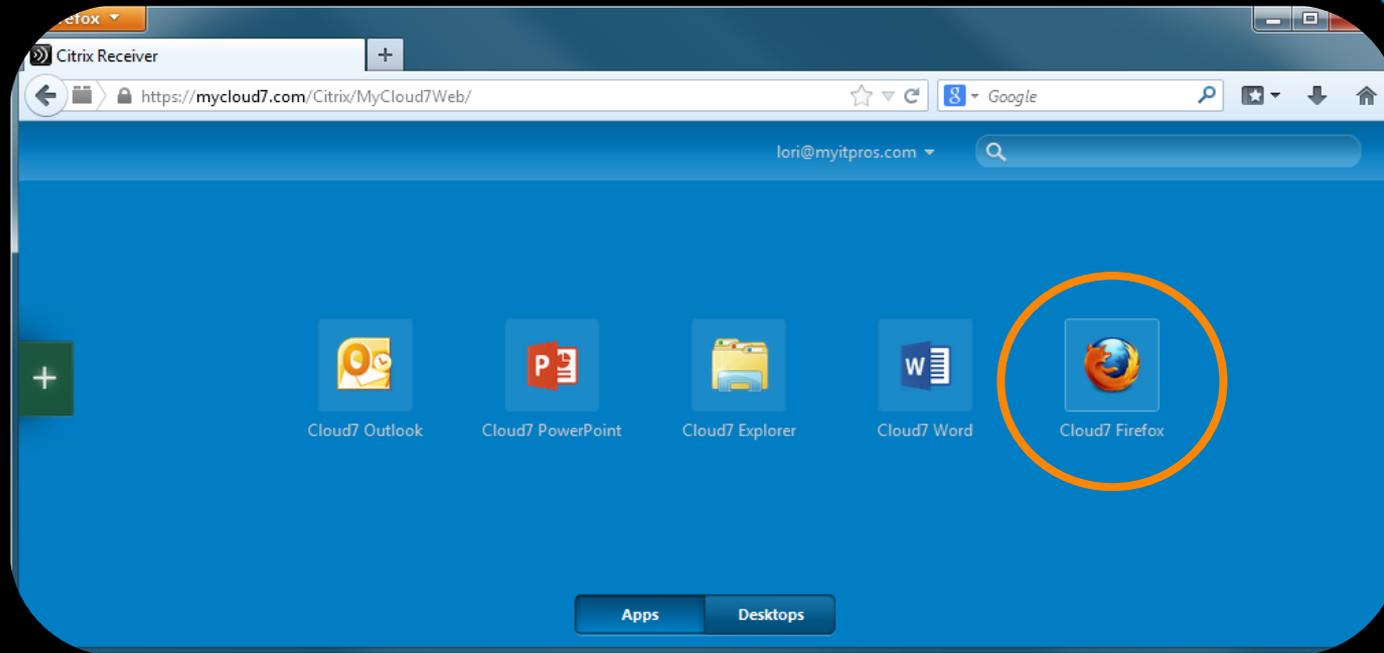
1. Click Outlook. The Startup box will appear.
2. Click *Next* and follow directions.



Cloud7 Firefox

Cloud7 Firefox

Click here to
watch the
video



If you use hosted software and need to upload business files from the company server you should use Cloud7 Firefox.

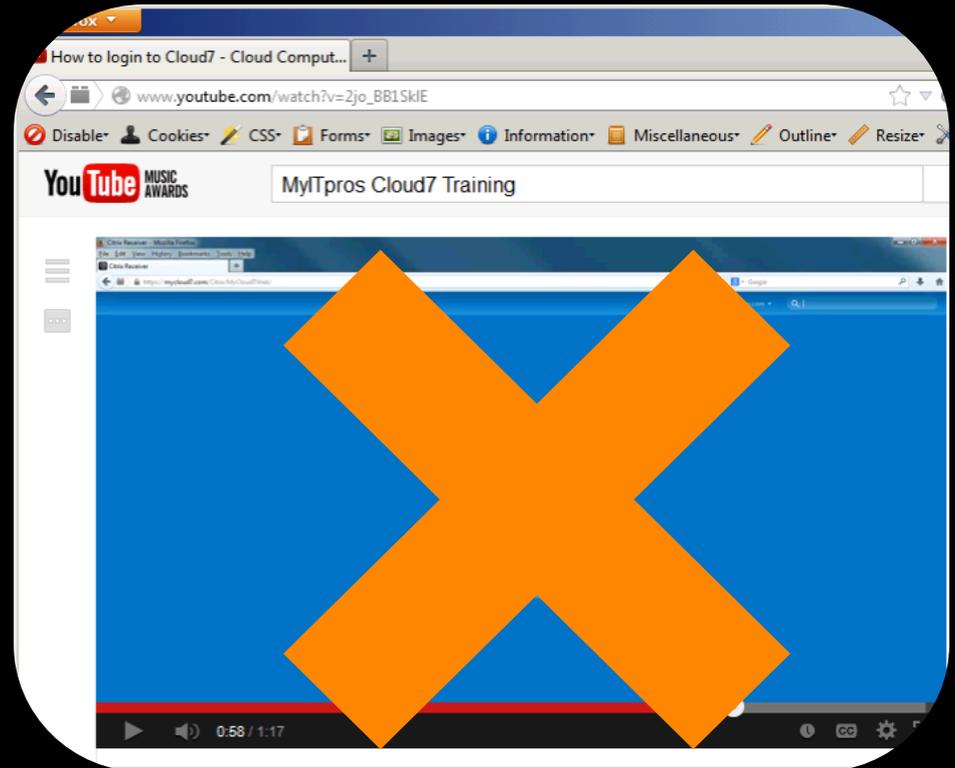
It is also helpful if you save downloaded files to company server frequently.

Cloud7 Firefox

We recommend that you access websites like YouTube on your local browser as opposed to Cloud7 Firefox.

The performance is not as strong for websites that require a lot of bandwidth.

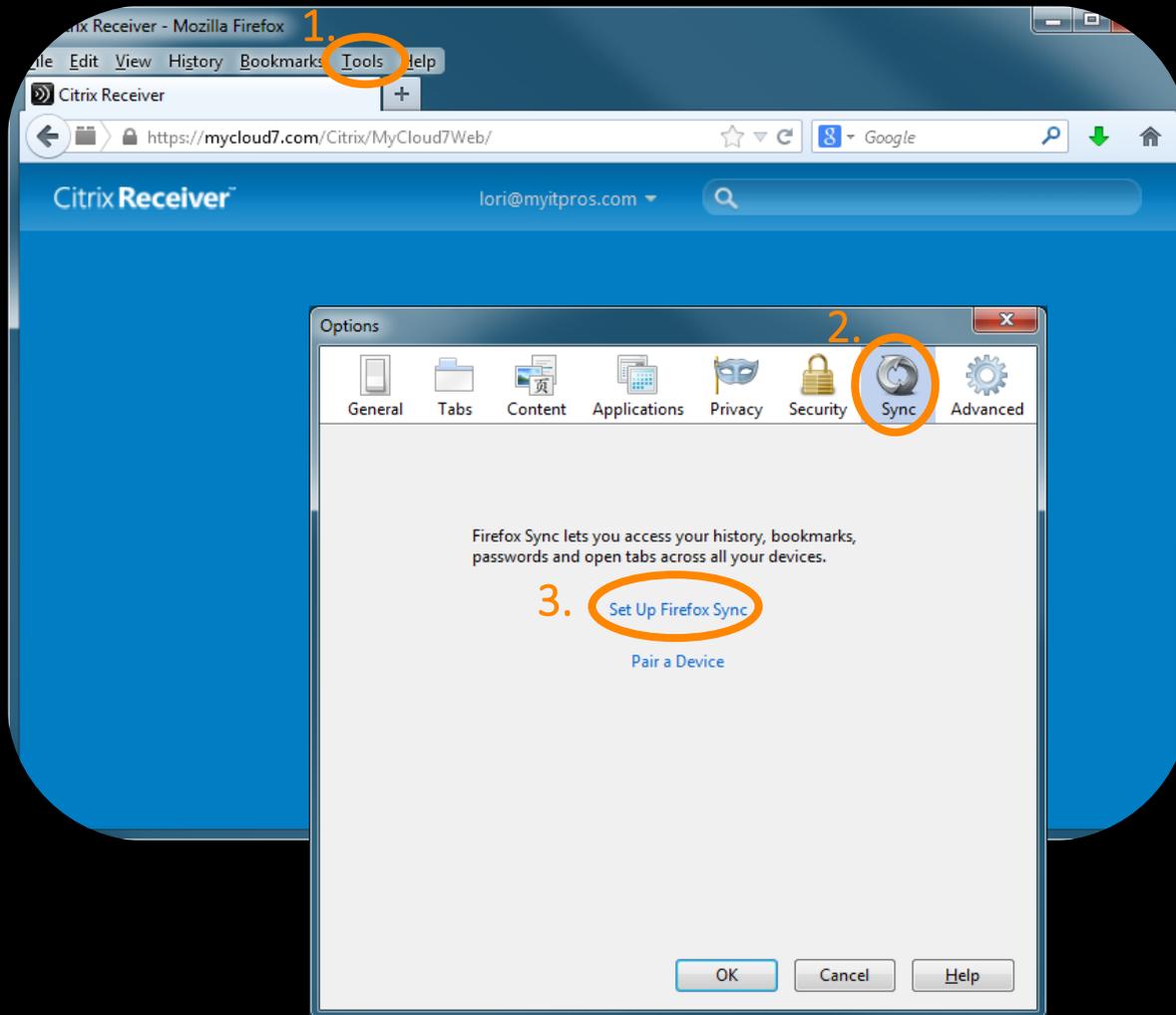
It also will slow down the performance for other users.



Upload Browser Bookmarks

Upload Browser Bookmarks

Many of our clients who use Cloud7 Firefox ask how to move their bookmarks over.



1. Select *Tools>Options*
2. Select Sync
3. Click *Set Up Firefox Sync*

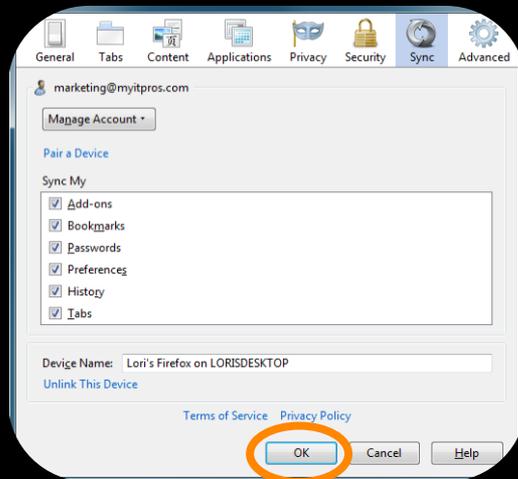
Upload Browser Bookmarks



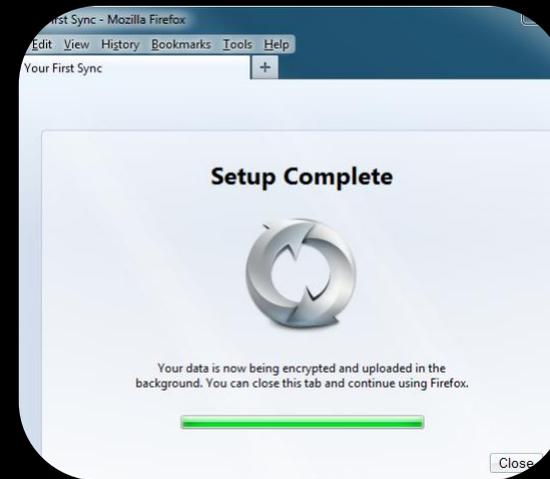
4. Select *Create a New Account*



5. Fill in fields and click *Next*



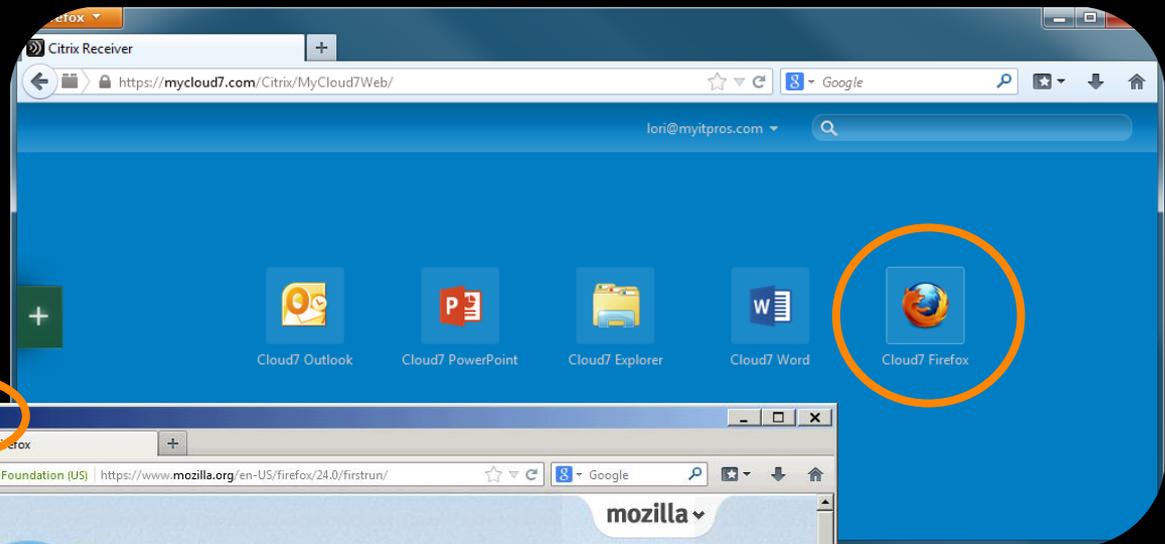
6. Click *OK* and this window will close



7. Wait for the Setup to load in the original browser

Upload Browser Bookmarks

8. Return to your Cloud7 Apps Page and launch Cloud7 Firefox



9. Click the Firefox drop menu and select *Options*



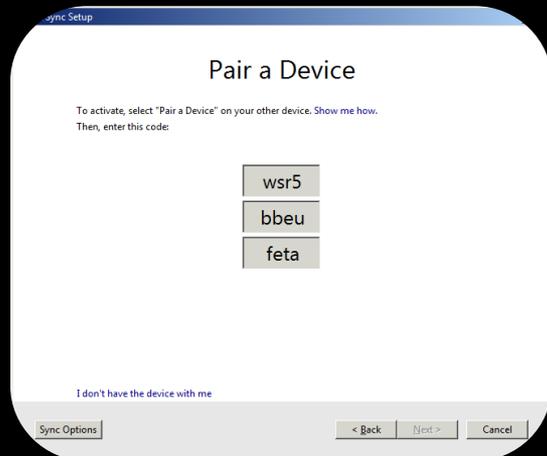
Upload Browser Bookmarks



10. Click *Sync*>*Set Up Firefox Sync*

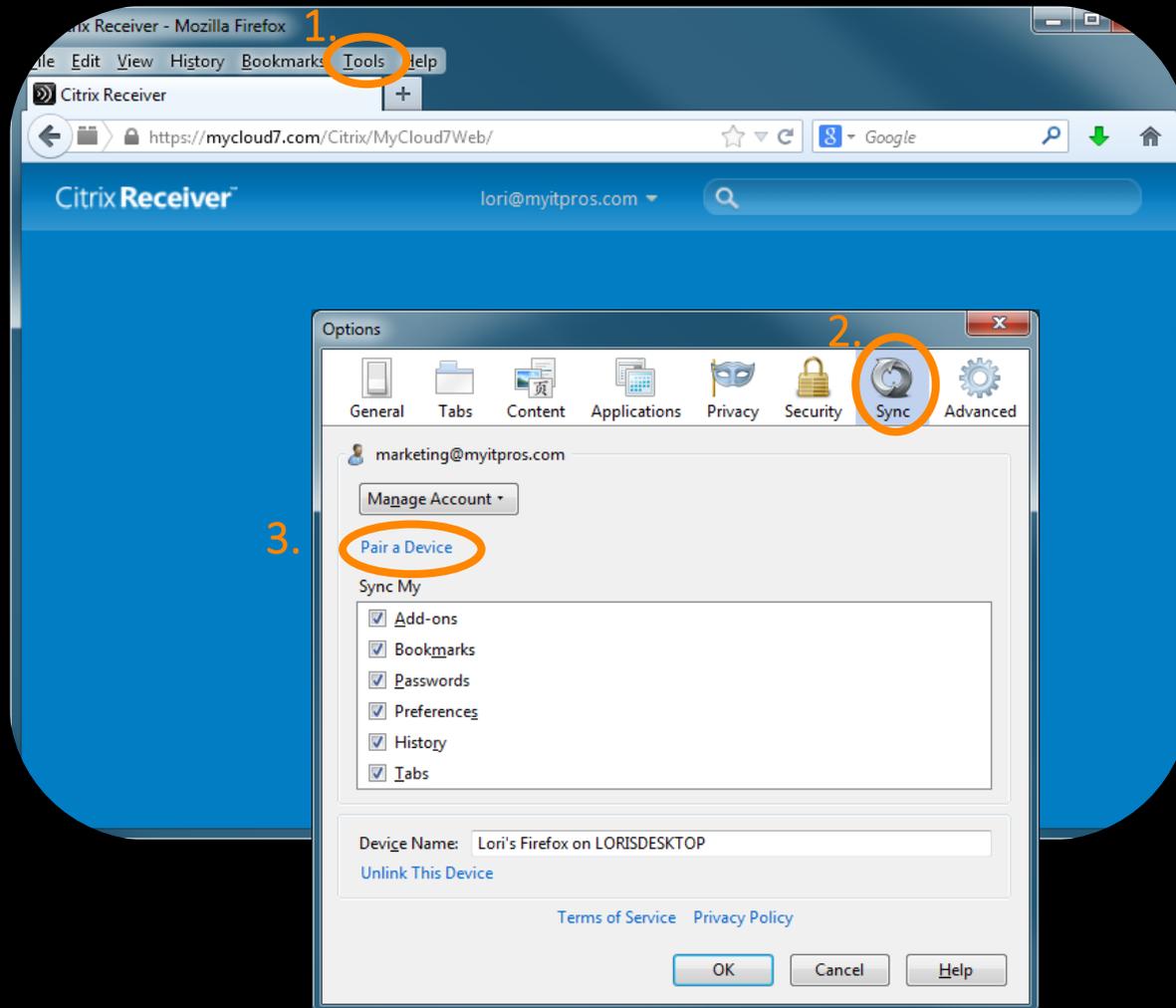


11. Click *I Have an Account*



You will enter this code on your locally running Firefox to bring your bookmarks over to Cloud7 Firefox.

Upload Browser Bookmarks



12. Select
Tools>Options

13. Select Sync

14. Click *Pair a Device*

Upload Browser Bookmarks

12. Enter the code from Cloud7 Firefox and click *Next*.



When the window to the right appears, your bookmarks are synced to Cloud7 Firefox. Click Finish.

