



# Quick Start Guide

SimplyClouds Hosted Desktop

# In This Guide...

This SimplyClouds Quick Start Guide contains essential information you need to provision and use SimplyClouds Hosted Desktops.

- Shopping for Hosted Desktops
- Importing, provisioning, and managing users
- Accessing your Hosted Desktop
- Citrix Receiver Desktop Application

# SimplyClouds Hosted Desktops

Hosted Desktops from SimplyClouds give your users access to applications and files from any machine, anywhere in the world. Our high-performance desktop gives your employees a fast, reliable, feature-rich computing experience much like running a local operating system—but without the extensive IT support.

SimplyClouds offers a 14-day FREE TRIAL of Hosted Desktop so you can experience its power and convenience first hand.



# Shopping for Hosted Desktops

To shop for Hosted Desktops, access the SimplyClouds Marketplace at [Go.SimplyClouds.com](https://Go.SimplyClouds.com).

The screenshot displays the 'Hosted Desktops' category on the SimplyClouds Marketplace. The left sidebar shows navigation options under 'Apps & Services' (Featured, New, Most Popular) and 'Categories' (Hosted Applications, Hosted Desktops, Hosted Security, Hosted Servers). The main content area lists three services:

- File Storage Administrator**: \$ 0.00 / Month. Description: Enables an administrator to manage the security permissions of your Shared File Storage folders. [Details](#). [Add to Basket](#)
- Hosted Desktop**: from \$ 34.95 / Month. Description: Access your virtual Windows Desktops over the Internet on any device, including tablets, smartphones and other personal devices, in addition to your office desktop system – wherever you are in the world, 24/7. [Details](#). [View Plans](#) [Try Service](#)
- Shared File Storage (x 10GB)**: Description: Securely store, share and access your files from your Hosted Desktop using fast-performing SAN (Storage Area Network) storage on any device. [Details](#)

Three callout boxes provide additional information:

- Left Callout:** Select Hosted Desktops to display Hosted Desktops and related services.
- Right Callout:** Select View Plans to compare and choose among available services.
- Bottom Callout:** Still thinking about Hosted Desktops? Consider a FREE 14-day trial to see how well Hosted Desktops work for you.

# Before You Purchase Hosted Desktops



Important!

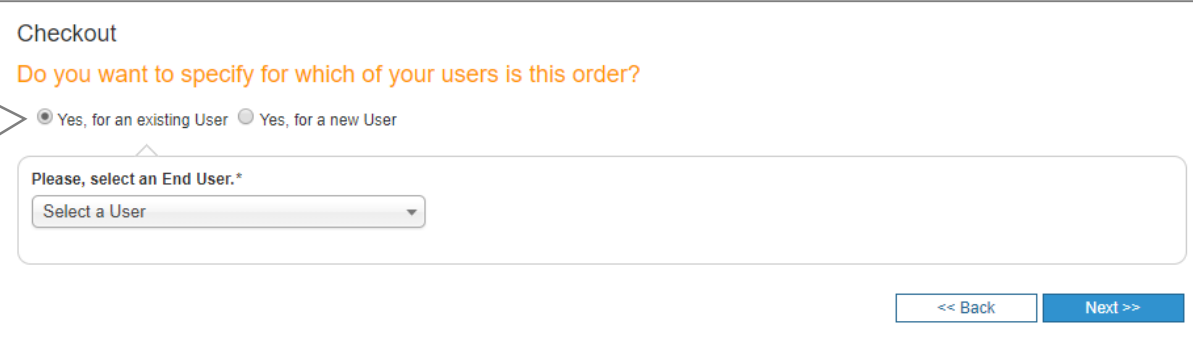


SimplyClouds offers the ability to use your Active Directory to assign and manage Hosted Desktops. To do so, please contact SimplyClouds prior to purchasing your first Hosted Desktop. SimplyClouds will sync to your Active Directory. After that you can purchase, provision, and manage Hosted Desktops for users from your Active Directory.

For companies that don't use Active Directory, SimplyClouds can mass import your users, which can be more convenient than adding them individually during checkout. Contact SimplyClouds for help importing users.

# Selecting Users for Purchased Desktops

As you purchase a Hosted Desktop plan, you will be prompted to select a user.



The screenshot shows a checkout form titled "Checkout". The main heading is "Do you want to specify for which of your users is this order?". Below this are two radio button options: "Yes, for an existing User" (which is selected) and "Yes, for a new User". Underneath is a dropdown menu with the label "Please, select an End User.\*" and the text "Select a User". At the bottom right of the form are two buttons: "<< Back" and "Next >>".

Select a user already in the system or add a new user at purchase time.



Should you desire to remove a user already added, contact SimplyClouds to do so.

# Adding and Provisioning Large Numbers of Users

SimplyClouds offers several ways to conveniently import large numbers of users into your account.



Recommended

1. Let us do it for you. For companies with a large number of users, we strongly recommend contacting SimplyClouds to import your users prior to purchasing desktops. It's the fastest way to provision desktops to large numbers of users.
2. Import from an Excel file. You can mass-import users by uploading an Excel file with the appropriate information to your account. You must purchase your first desktop and add your first user to access this capability.
3. Active Directory. Contact SimplyClouds to sync to your AD before purchasing desktops.

# Shared File Storage

Shared File Storage is the perfect companion to Hosted Desktops.

- Give your users always-on access to their files from any device anywhere in the world
- Appears as a mapped drive on all Hosted Desktops for your company
- Set permissions on a user-by-user basis to match the level of read/write control you choose to grant
- Includes mobile device support
- Scale your storage capacity to meet any need, without requiring you to move or reorganize existing files stored in the cloud

Folder Settings Path: \

Apply folder permissions for users and groups.

**Member Search**  
Search for users and groups to add folder permissions

Search Filter  [Find](#)

**Members**  
Select a member to manage in the list.

Display Name	Primary Email	
FSS TC FULL		<input type="checkbox"/>
FSS TC FULL		<input type="checkbox"/>
FSS TC NONE		<input type="checkbox"/>

[Remove All](#) [Remove](#) [Manage Permissions](#)

**Permissions**  
Manage the permission for the selected members.

Read, Write & Delete  
 Read Only  
 Deny Access

Apply the permissions to subfolders and files

Save  Cancel



# My WorkSpace

The My WorkSpace tab in the SimplyClouds Marketplace gives access to details of your users and their applications.

The screenshot displays the 'My WorkSpace' interface. At the top, there are tabs for 'Microsoft Cloud Services' and 'Citrix Cloud Services'. Below this is the 'Users Directory' section, which includes a 'View all Users' link and the text 'Manage your users and the services they are using'. A large green number '4' indicates '4 provisioned users'. The 'Services Configuration' section follows, featuring a 'Citrix' logo and links for 'Hosted Apps and Desktops', 'Import Users with an Excel Template', and 'File Sharing'. The 'File Sharing' link is highlighted in a light blue bar. Three callout boxes provide additional context: one points to the 'View all Users' link, another points to the 'Import Users with an Excel Template' link, and a third points to the 'File Sharing' link.

Microsoft Cloud Services | Citrix Cloud Services

Users Directory | [View all Users](#)

Manage your users and the services they are using

4 provisioned users

Services Configuration

Hosted Apps and Desktops | [Import Users with an Excel Template](#)

[File Sharing](#) | [Manage Your Shared Folder Permissions](#) | [Create and Manage Your User Groups](#)

View and edit user information. Enable or disable users. View provisioned services.

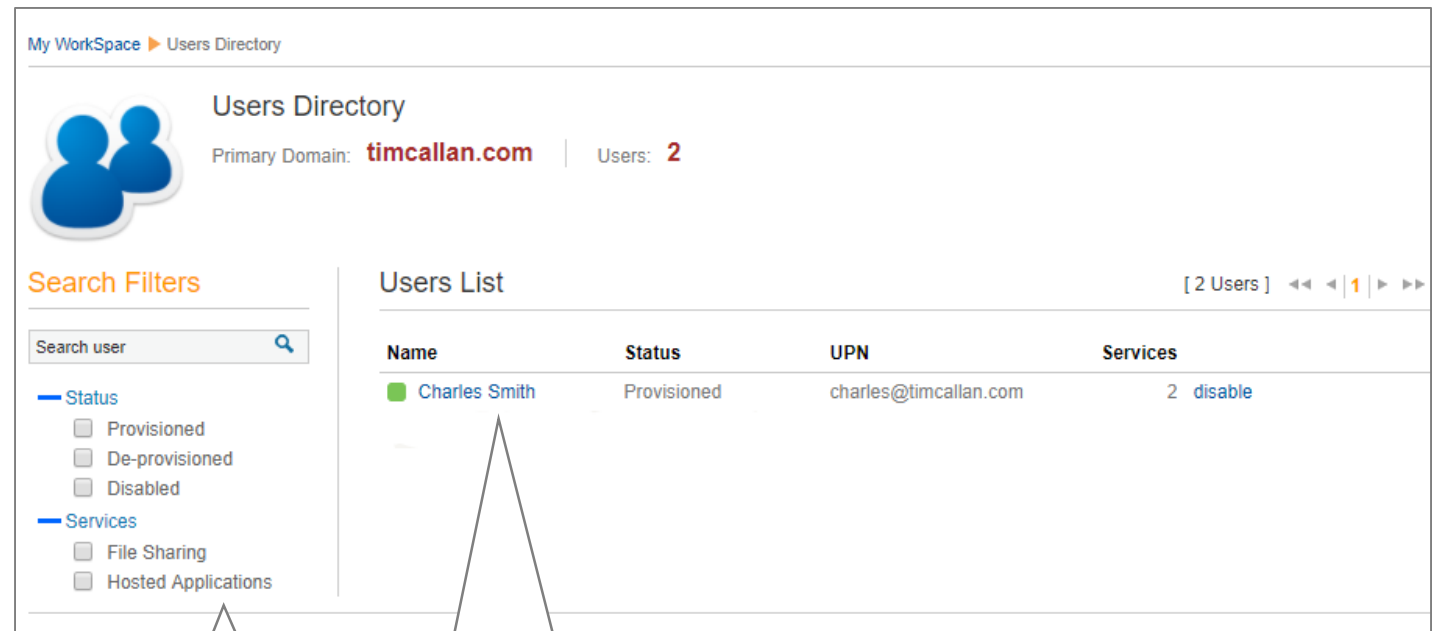
Click here to upload an Excel template of users for mass-import.

Manage options for shared cloud storage services.

# Users Directory

From the Users Directory you can search for users and filter results.

Conveniently enable or disable users, or click any user name to view all provisioned services and edit user information.



The screenshot shows the 'Users Directory' interface. At the top, it displays 'My WorkSpace > Users Directory' and 'Users Directory' with a primary domain of 'timcallan.com' and 'Users: 2'. Below this is a 'Search Filters' section with a search bar and checkboxes for 'Status' (Provisioned, De-provisioned, Disabled) and 'Services' (File Sharing, Hosted Applications). To the right is a 'Users List' table with columns for Name, Status, UPN, and Services. The table contains one entry for 'Charles Smith' with status 'Provisioned', UPN 'charles@timcallan.com', and '2 disable' services. A callout bubble points to the user name 'Charles Smith'.

Name	Status	UPN	Services
Charles Smith	Provisioned	charles@timcallan.com	2 disable


Search for users and filter results.

Click a user name for a detailed view of provisioned services and to manage user info.

# User Detailed View

Once you have selected a name from the Users Directory, you can view that user's provisioned services in detail, update user information, or disable/enable that user.

My WorkSpace > Users Directory > Charles Smith





**Charles Smith**  
Status: **Provisioned**

UPN: charles@timcallan.com  
External Email:

[Reset Password](#)  
[Edit](#)  
[Disable](#)

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Services

Services	Status	User Plans / Applications
 File Sharing	Provisioned	Full
 Hosted Apps and Desktops	Provisioned	ValueDesktop

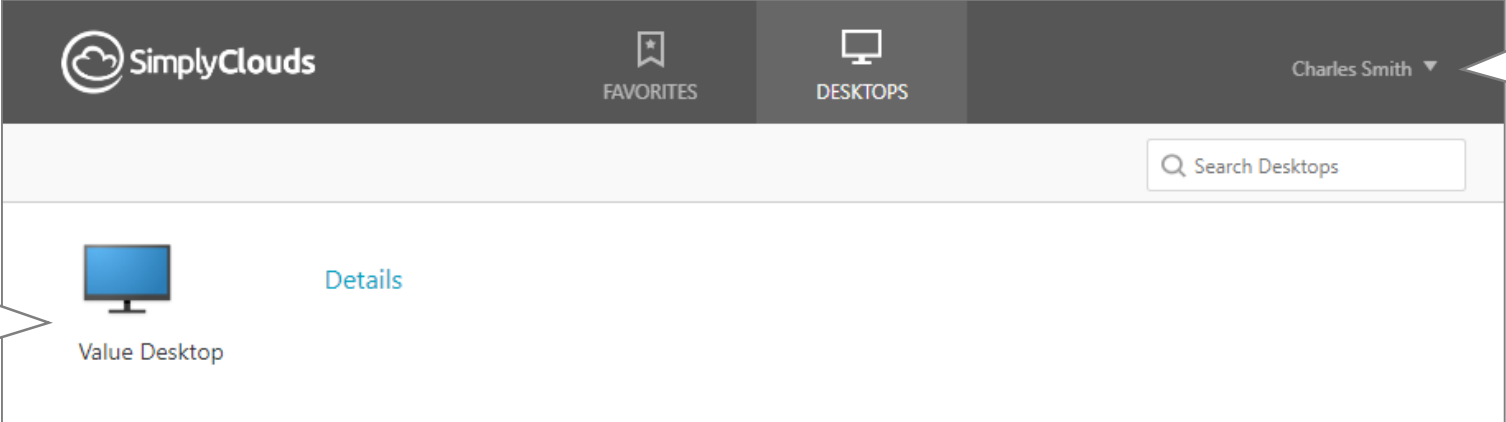
View services provisioned for this user.

Edit user info or disable/enable user.

# Accessing Your Hosted Desktop

To access a provisioned Hosted Desktop, go to [Get.SimplyClouds.com](https://get.simplyclouds.com) and log in using the credentials you have been given.

The Citrix Receiver web portal will open, giving you access to any desktop assigned to you.



The screenshot shows the SimplyClouds web portal interface. The top navigation bar is dark grey and contains the SimplyClouds logo on the left, a 'FAVORITES' icon in the center, and a 'DESKTOPS' icon on the right. The user's name 'Charles Smith' is displayed in the top right corner. Below the navigation bar is a search bar with the placeholder text 'Search Desktops'. The main content area displays a single desktop entry named 'Value Desktop', represented by a blue monitor icon and the word 'Details' in blue text. A callout box points to the 'Value Desktop' entry with the text 'Click to run your Hosted Desktop.' Another callout box points to the user's name 'Charles Smith' with the text 'Change users. Update password. Enable Citrix Receiver.'

# Citrix Receiver Application (Optional)

For the best experience using Hosted Desktops, we recommend the no-charge Citrix Receiver desktop application. This application gives you full-featured access to your Hosted Desktops and data directly from your PC, Mac, or mobile device.



# To Install the Citrix Receiver Application

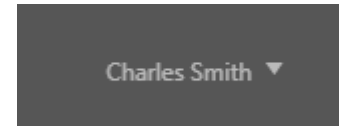
1. Navigate to [Get.SimplyClouds.com](http://Get.SimplyClouds.com) and log in.

You should be prompted to download and install Receiver for your operating system.

2. Click Install. An installation executable should automatically download.
3. Install this application or allow installation if automatically prompted.

Note: In the event your system is not able to download Receiver automatically, or if you wish to download the installation executable separately, go to [receiver.citrix.com](http://receiver.citrix.com) and choose the executable for your operating system.

4. Prior to using Receiver, return to your SimplyClouds Hosted Desktops portal at Get.SimplyClouds.com. Your name will appear at the upper right with a down arrow immediately after it.
5. Click the down arrow and select Activate...



Your system will download a Receiver configuration file.

6. Run this file. Your system may prompt you to allow configuration to continue. Select the option that allows configuration to proceed.



# SimplyClouds Quick Start Guides

Check out these other Quick Start Guides to help you get up and running with your SimplyClouds services.

- [SimplyClouds Quick Start Guide – SimplyClouds Marketplace](#)
- [SimplyClouds Quick Start Guide – Microsoft Office 365](#)



Thank you

Moving to the cloud just got a whole lot easier

[www.SimplyClouds.com](http://www.SimplyClouds.com)

1-888-790-5783