



Quick Start Guide

SimplyClouds Marketplace

In This Guide...

This SimplyClouds Quick Start Guide features the critical information you need to get up and running with cloud services from SimplyClouds.

- Registering a SimplyClouds Account
- Accessing Your SimplyClouds Account
- Before You Begin Deploying Services
- Managing Your SimplyClouds Account

Welcome to the SimplyClouds Marketplace

SimplyClouds is the best way for you to easily provide hosted business applications to your users.

SimplyClouds can help you with mission-critical applications including:

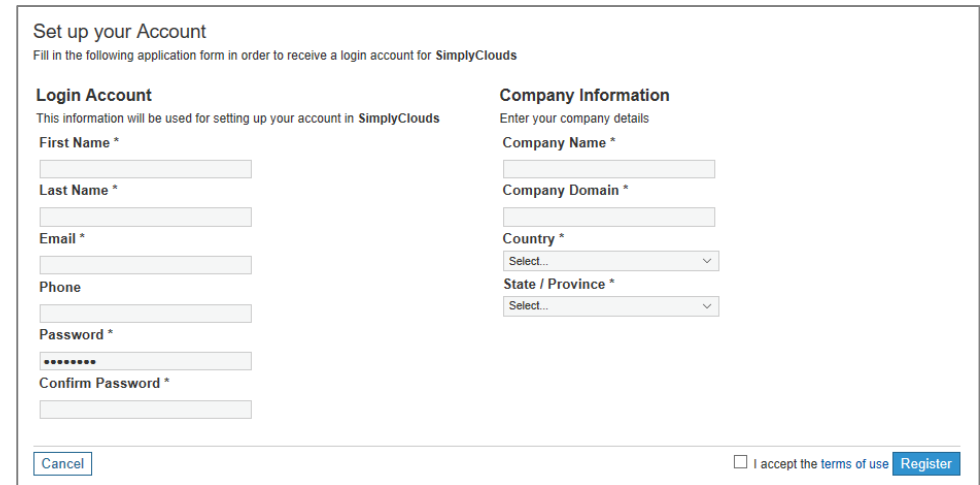
- **Best-in-class hosted desktops** powered by Citrix—featuring full control of the desktop experience with near-native performance
- Professional-grade **Microsoft Office 365 at the lowest available prices**
- The full range of **Microsoft cloud services** including Exchange Online, OneDrive, Skype, and Azure
- Shared **online file storage**
- **Any desktop application** you wish to provide as a hosted service
- **Hybrid cloud environments**



Registering a SimplyClouds Account

To register your SimplyClouds account

1. Go to the SimplyClouds Marketplace at Go.SimplyClouds.com
2. Select the Register link at the page's upper right and fill in your account information
3. Click Register



The screenshot shows a registration form titled "Set up your Account" with the instruction "Fill in the following application form in order to receive a login account for SimplyClouds". The form is divided into two main sections: "Login Account" and "Company Information".

Login Account
This information will be used for setting up your account in SimplyClouds

Fields in the Login Account section:

- First Name * (text input)
- Last Name * (text input)
- Email * (text input)
- Phone (text input)
- Password * (password input, masked with dots)
- Confirm Password * (password input)

Company Information
Enter your company details

Fields in the Company Information section:

- Company Name * (text input)
- Company Domain * (text input)
- Country * (dropdown menu, "Select...")
- State / Province * (dropdown menu, "Select...")

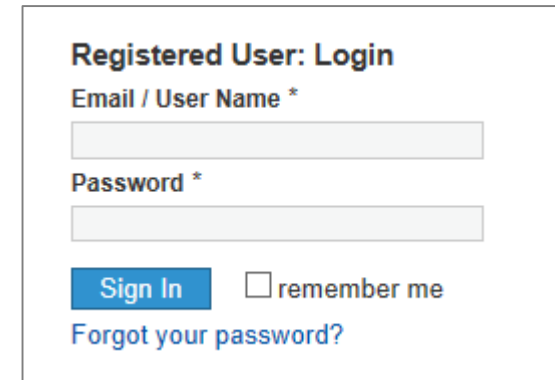
At the bottom of the form, there is a "Cancel" button on the left, a checkbox labeled "I accept the terms of use" in the center, and a "Register" button on the right.

You are now able to shop for Hosted Desktops, Microsoft Office 365, and other cloud services in the SimplyClouds Marketplace.

Accessing Your SimplyClouds Account

To access your SimplyClouds account

1. Go to the SimplyClouds Marketplace at Go.SimplyClouds.com
2. Select the Login link at the page's upper right and fill in your account credentials.



The image shows a login form for a registered user. It is titled "Registered User: Login". Below the title, there are two input fields: "Email / User Name *" and "Password *". The "Email / User Name" field is a light gray rectangle. The "Password" field is also a light gray rectangle. Below the password field, there is a blue button labeled "Sign In" and a checkbox labeled "remember me". Below the checkbox, there is a blue link labeled "Forgot your password?".

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.

Managing Your SimplyClouds Account

In addition to shopping for cloud services, in the SimplyClouds Marketplace you can access and update information regarding your SimplyClouds account.

View provisioned services by user. Disable and enable users and edit user details.

Submit support tickets and check the status of your in-progress tickets.

[Home](#) [Apps & Services](#) [My WorkSpace](#) [Billing](#) [Support](#)

[My Account | Logout](#)

Shop for Hosted Desktops, shared file storage, and popular Microsoft cloud services at better prices.

Access an easy dashboard view of all your active and former subscriptions as well as your account balance and invoices.

View your order history or update your profile.

Apps & Services

Select Apps & Services to shop for Hosted Desktops and Microsoft hosted applications at great prices.

Search for the specific service you want or browse by application type.

Discover the right Apps and Services to get started.

Search Services

Featured [11]

Apps & Services

- Featured
- New
- Most Popular

Categories

- Hosted Applications
- Hosted Desktops
- Hosted Security
- Hosted Servers

Enterprise Mobility + Security from \$ 8.75 / Month
View Plans

Keep your employees productive on their favorite apps and devices—and your company data protected. Microsoft Enterprise Mobility + Security is the only comprehensive solution designed to help manage and protect users, devices, apps, and data in a mobile-first, cloud-first world. [Details](#)

Exchange Online by:Microsoft from \$ 4.00 / Month
View Plans

Get enterprise email and increase productivity while keeping your organization safe. Enjoy bigger and more reliable mailboxes. Do more, on any device. Protect sensitive data. [Details](#)

Hosted Desktop from \$ 34.95 / Month
View Plans
Try Service

CITRIX
XenDesktop

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.

Select the application listing to learn more, view plans and pricing options, and purchase hosted application subscriptions.

My WorkSpace

My WorkSpace gives you access to your cloud services from Microsoft and Citrix in a single, convenient place.

The screenshot displays the My WorkSpace interface with two tabs: 'Microsoft Cloud Services' and 'Citrix Cloud Services'. The 'Microsoft Cloud Services' tab is active and shows a 'Services Set-up' section with 'MS Office 365 & Exchange Services' and a 'Workspace Quota' section with 'Office 365 ProPlus' and 'OneDrive for Business Plan 1'. The 'Citrix Cloud Services' tab is also visible and shows a 'Users Directory' section with '2 provisioned users' and a 'Services Configuration' section with 'Hosted Apps and Desktops' and 'File Sharing'.

Access and set up Office365 and other cloud services from the Microsoft Cloud Services tab.

Services Set-up	Workspace Quota
MS Office 365 & Exchange Services setup	Office 365 ProPlus 1 User
	OneDrive for Business Plan 1 1 User

View and manage Hosted Desktop users and provision desktop and cloud storage from the Citrix Cloud Services tab.

Billing

View your invoices as well as active and cancelled subscriptions.

Account Balance: \$ 0.00 Available Credit: \$ 0.00

Invoices [view all invoices](#)

0 overdue invoices
overdue amount: \$ 0.00

Invoice #	Invoice Date	Due Date	Amount
There are no invoices to display			

1 outstanding invoices
outstanding amount: \$ 318.00

Invoice #	Invoice Date	Due Date	Amount
000919	12/01/2017	12/16/2017	\$ 318.00

Subscriptions [view all subscriptions](#)

19 active subscriptions | **12** cancelled subscriptions

Click for a detailed view of your subscriptions.


You can view any invoice by clicking on the invoice number.


Support

Submit support tickets and check status of in-progress tickets.

Support Tickets
View the status of your submitted tickets [Submit a Ticket](#)

1 In progress Tickets

Subject	Status	Submitted
 [(000492)]: Trouble accessing hosted services	In progress	12/15/2017 14:42

 Ticket submitted
Today - 12/15/2017 14:42

View active tickets,
and click any ticket
description for
details.

Click here to submit a
new ticket. We monitor
support requests 24x7.
We escalate emergency
support requests and
will respond as quickly
as possible.

My Account

Use your My Account page to view your order history and update your profile.

The screenshot shows the 'My Account' page with the following elements and callouts:

- My Account** header with a sub-header: 'Set your account settings and view your orders history'. A blue button labeled 'Change your password' is in the top right.
- Navigation tabs: 'Orders History' (active) and 'My Profile'.
- Export icon: A green square with a white document icon and a checkmark, with a callout: 'Export your order history.'
- Table of orders with columns: Order #, Status, End Customer, Order Date, and Total.
- Callout for 'My Profile': 'Access and update profile settings.'
- Callout for 'Change your password': 'Change your password.'
- Callout for 'Orders History': 'View your orders and click any order for a detailed view.'

Order #	Status	End Customer	Order Date	Total
000607	Submitted via Marketplace		10/17/2017	\$ 2.50
000604	Submitted via Marketplace		10/10/2017	\$ 64.95
000598	Submitted via Marketplace		10/05/2017	\$ 64.95
000597	Submitted via Marketplace		09/15/2017	\$ 5.00

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



Thank you

Moving to the cloud just got a whole lot easier

www.SimplyClouds.com

1-888-790-5783