



# TDS<sup>®</sup> managedIP Hosted

## Assistant Toolbar Quick Installation

The *managedIP Assistant* is an application that enables users of *managedIP* services to quickly access features and services from their desktops by providing a convenient toolbar that works with Microsoft Internet Explorer (IE), Microsoft Outlook, and Mozilla Firefox. This Quick Reference Guide will assist you with installing the toolbar on your workstation. It should take approximately 10–15 minutes to complete. For more detailed instructions, refer to “TDS *managedIP Assistant Toolbar: Installation*” document.

### Installation

1. At the support site <http://support.tdsmanagedIP.com> click on the *managedIP – Hosted – Visit Hosted* button followed by **Download** under the **Toolbar** section.

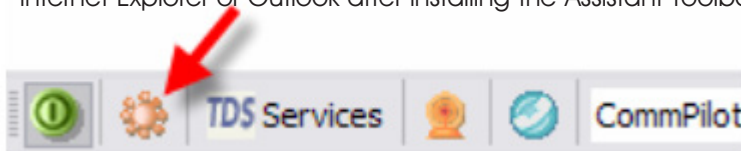
Proceed with running the Wizard, which will guide you through downloading and installing the application.

#### NOTES

- Install the application in the recommended default folder.
- You may receive a message that the “publisher could not be verified.” Proceed with running the installation.
- You will need to have all instances of Internet Explorer and Outlook closed in order to complete the installation.

### 2. Configure Assistant Toolbar Application

- a. When you first open either Internet Explorer or Outlook, you may need to click on the *Options* icon of the toolbar to configure your settings. Otherwise, the options may initially be displayed when you first open Internet Explorer or Outlook after installing the Assistant Toolbar.



- b. In the General options, check *Auto login* on start-up to avoid entering your account username and password each time you open Internet Explorer or Outlook (highly recommended) and click **Apply** to save this setting.



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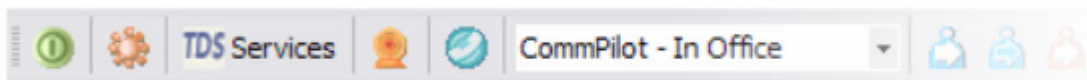
c. In the Accounts options, (1) enter your Username (your 10-digit telephone number) and (2) enter your web portal Password. When complete, click Apply to save your settings.

### **Important!**

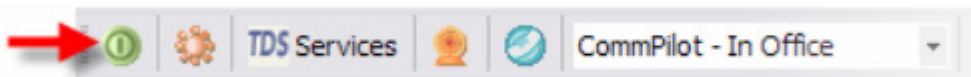
*If you are using this service for the first time, you must first log in to the Web portal ([tdsmanagedip.com/auth/login/](http://tdsmanagedip.com/auth/login/)) with your default password, at which time you will select a new password. This new password is the one that you will enter in step (2) below.*

*The system will periodically require you to change your Web portal password. Whenever you change your Web portal password, you must update the Assistant Toolbar application by repeating steps 2(a) and 2(c) above.*

d. After applying your settings, your Toolbar will "light up" (i.e., the icons will no longer be grayed-out, but will become active [see illustration below]).



If the icons on the Toolbar continue to be grayed-out, you will need to log in to your account by clicking on the green login button (see illustration below).



Your Assistant Toolbar is now installed and configured! Please refer to your User Guides for specific instructions on the use of your services.

### **Additional Support**

- Contact the managedIP Administrator at your company or
- Visit [support.tdsmanagedip.com/hosted](http://support.tdsmanagedip.com/hosted) for additional resources

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