



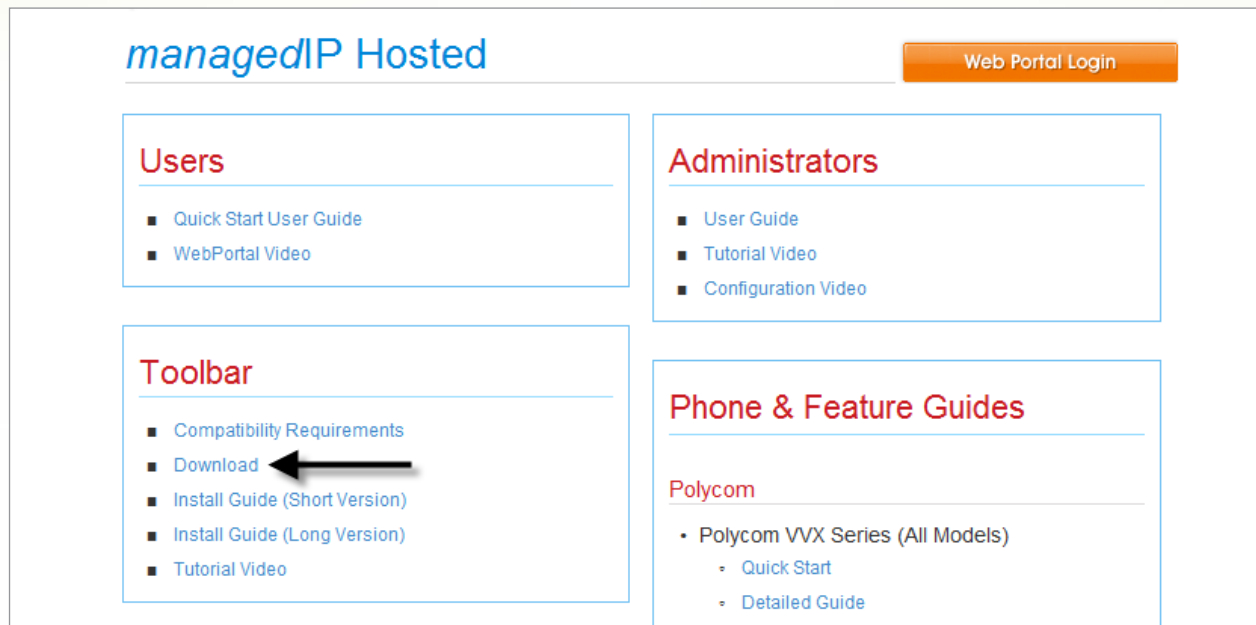
TDS® *managedIP* Hosted

Assistant Toolbar Installation Guide – Long Version

The *managedIP* Hosted Assistant Toolbar is an application that enables users of TDS *managedIP* Hosted 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 document is a step-by-step guide to assist you with installing the toolbar on your workstation (estimated installation 10–15 minutes).

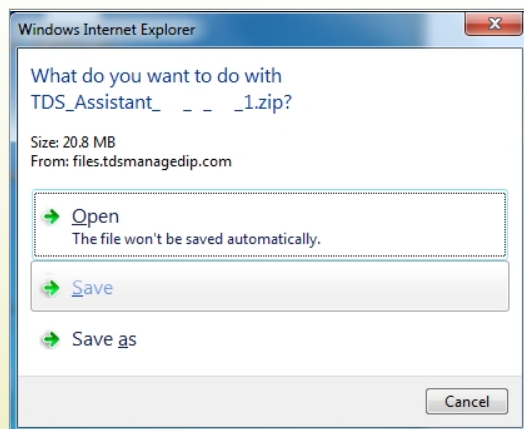
Installation

Go to the support site <http://support.tdsmanagedip.com/hosted> and click the **Download** link in the Toolbar section.



Download Assistant – Toolbar Application

1. The Toolbar installation will be displayed. Click **Open** to install.





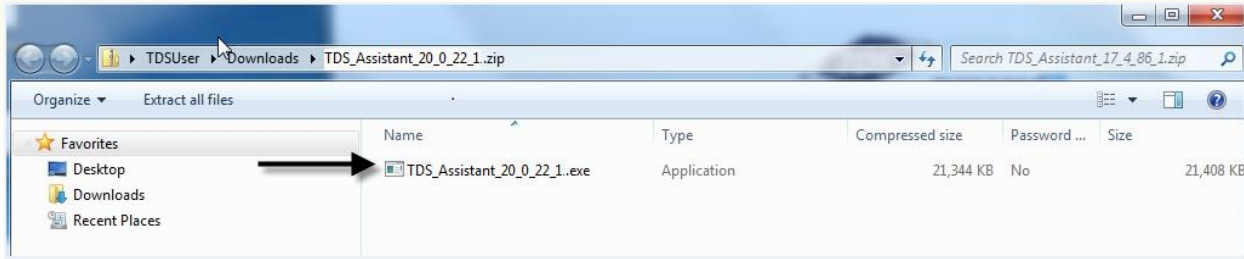
TDS[®] managedIP Hosted

Assistant Toolbar Installation Guide – Long Version

2. Click **Open**.

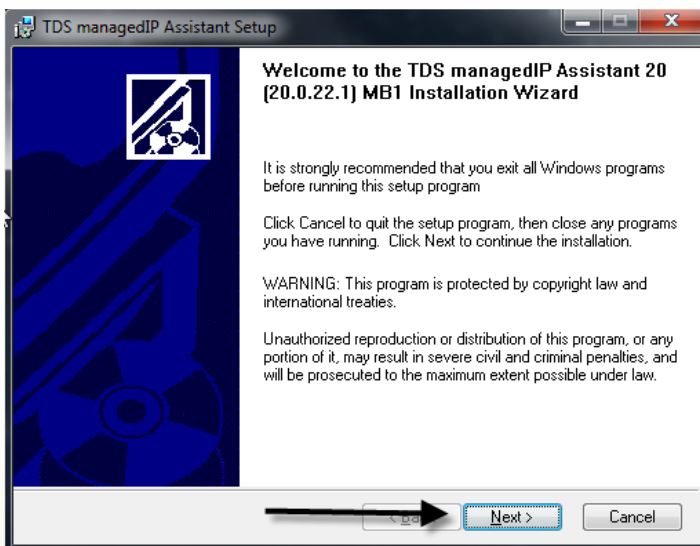


3. Double-Click **TDS Assistant**.



Run Assistant Setup Program

1. The Installation Wizard will be displayed. Close all open programs and Click **Next**.

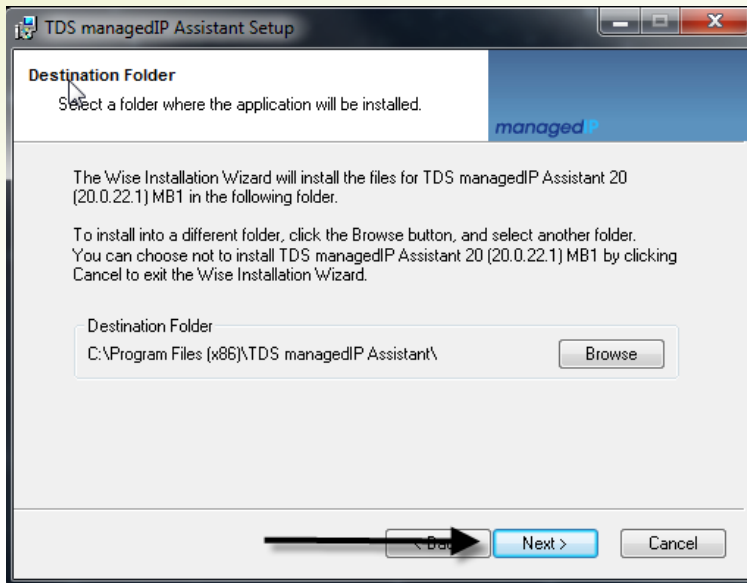




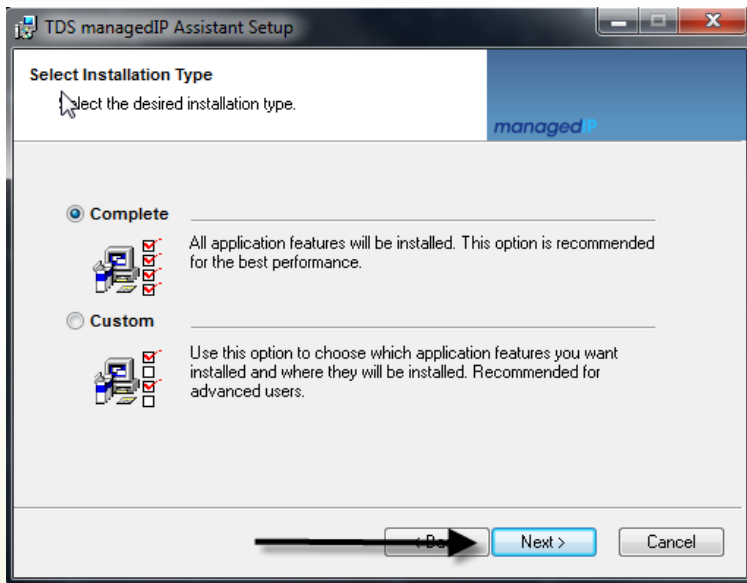
TDS® managedIP Hosted

Assistant Toolbar Installation Guide – Long Version

2. Click **Next** to select the default Destination Folder.



3. Verify the Installation Type is set to the default setting of Complete, then click **Next**.

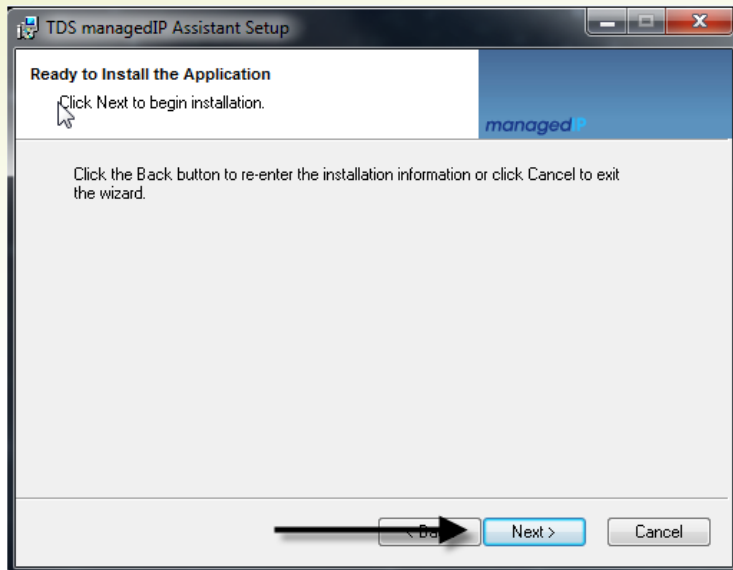




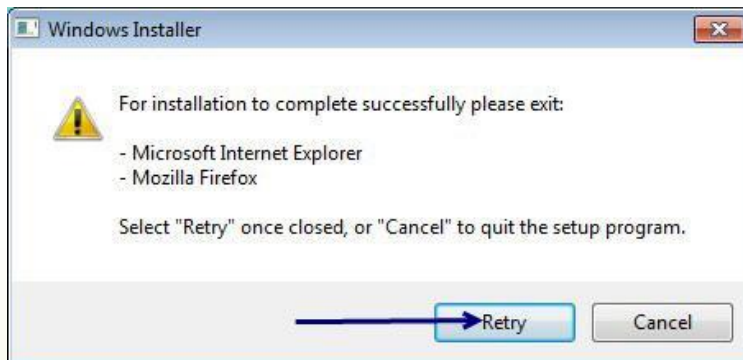
TDS[®] managedIP Hosted

Assistant Toolbar Installation Guide – Long Version

4. Click **Next** for installation.



Note: If Internet Explorer, Outlook or Firefox are open, the installation will not continue until you close the application and will display a reminder. Close the application and click **Retry**.

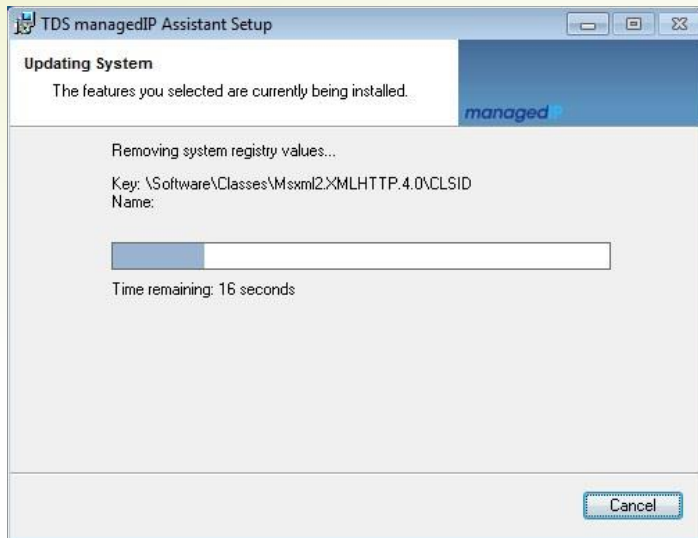




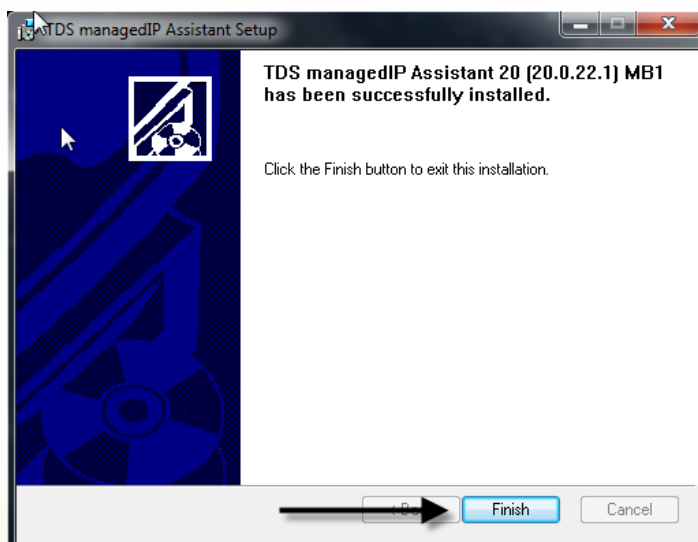
TDS® managedIP Hosted

Assistant Toolbar Installation Guide – Long Version

5. The installation will begin running on your workstation.

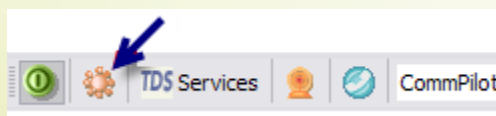


6. When the installation is successfully completed, click **Finish**.



Configure the Assistant Toolbar Application

1. When you first open Internet Explorer, Outlook, or Firefox, the toolbar options may be displayed. If not, click the **Options** icon on the toolbar

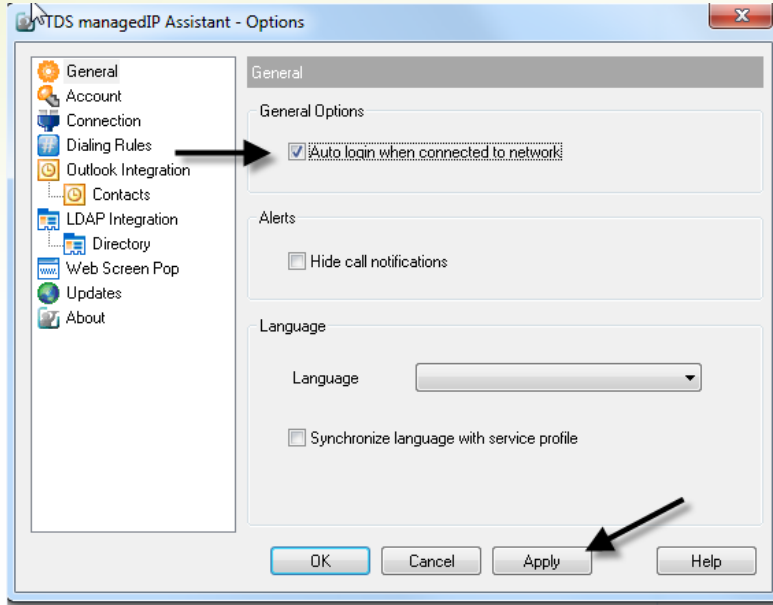




TDS[®] managedIP Hosted

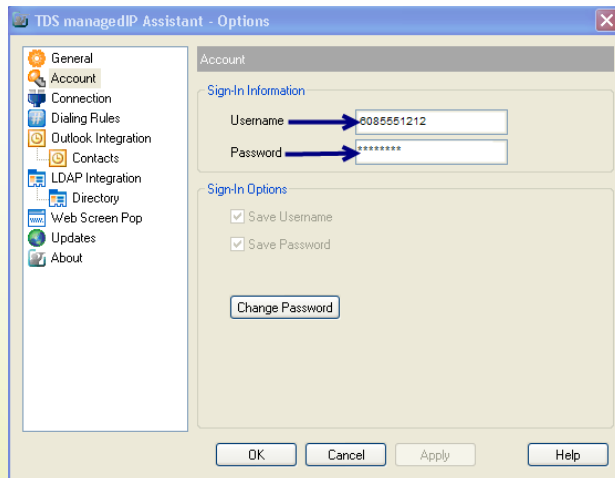
Assistant Toolbar Installation Guide – Long Version

2. In the General options, it is highly recommended to check **Auto login** when connected to network avoiding the need to enter a username and password every time you login. Then click **Apply**.



3. In the Account options, enter your web portal Username and Password and click Apply.

Note: If you are a new user and logging in for the first time, you must go to the web portal (mya.tdsmanagedIP.com) with your default password and setup a new password. This new password is the one you will enter in above step. The system will periodically require you to change your web portal password and the new password must be updated in the toolbar application by repeating steps 1 and 3 above.

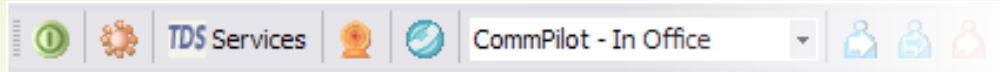




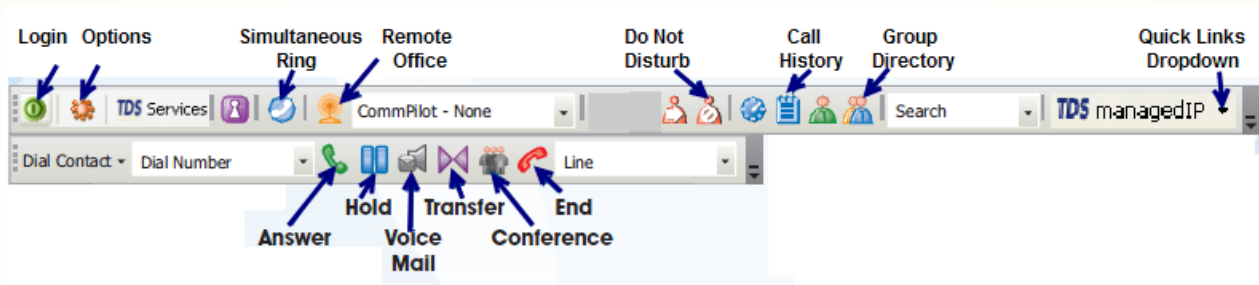
TDS® *managedIP* Hosted

Assistant Toolbar Installation Guide – Long Version

4. After applying your settings, your Toolbar will “light up” – i.e., the icons will no longer be grayed-out and are active (see illustration below).



Note: If the icons remain grayed-out, click on the green login icon shown above in the left side of the toolbar.



Visit the *managedIP* Hosted support site with just one click from the **Quick Links** Dropdown on upper right hand side of the Toolbar. Resources are at your fingertips including user guides and videos, web portal access, user group sign-up and more!

Additional Support

- Contact the *managedIP* Administrator at your company or
- Visit support.tdsmanagedip.com/hosted for additional resources