

# managedIP Assistant Toolbar: Installation

**NOTE:** 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 step-by-step guide will assist you with installing the toolbar on your workstation. It should take approximately 10–15 minutes to complete.

## Installation

**1. At the support site <http://support.tdsmanagedIP.com>, click on the managedIP – Assistant link in the Toolbar section to load the Web Deployment Wizard.**

**2. Download Assistant – Toolbar Application**

a. Step 1 of the Web Deployment Wizard will be displayed. Click **Next** to proceed with installation.

**TDS managedIP**

### Web Deployment Wizard

Step 1: Start Wizard    Step 2: Browser Check    Step 3: Download *managedIP* Assistant

Welcome to the *managedIP* Assistant Web Deployment Wizard. We're confident you'll be pleased with the control and productivity you'll achieve through *managedIP* and the Assistant toolbar.

To get started, the *managedIP* Web Deployment Wizard will guide you through the download process in a few easy steps.

Press "NEXT" to continue with the wizard.

**→ NEXT**

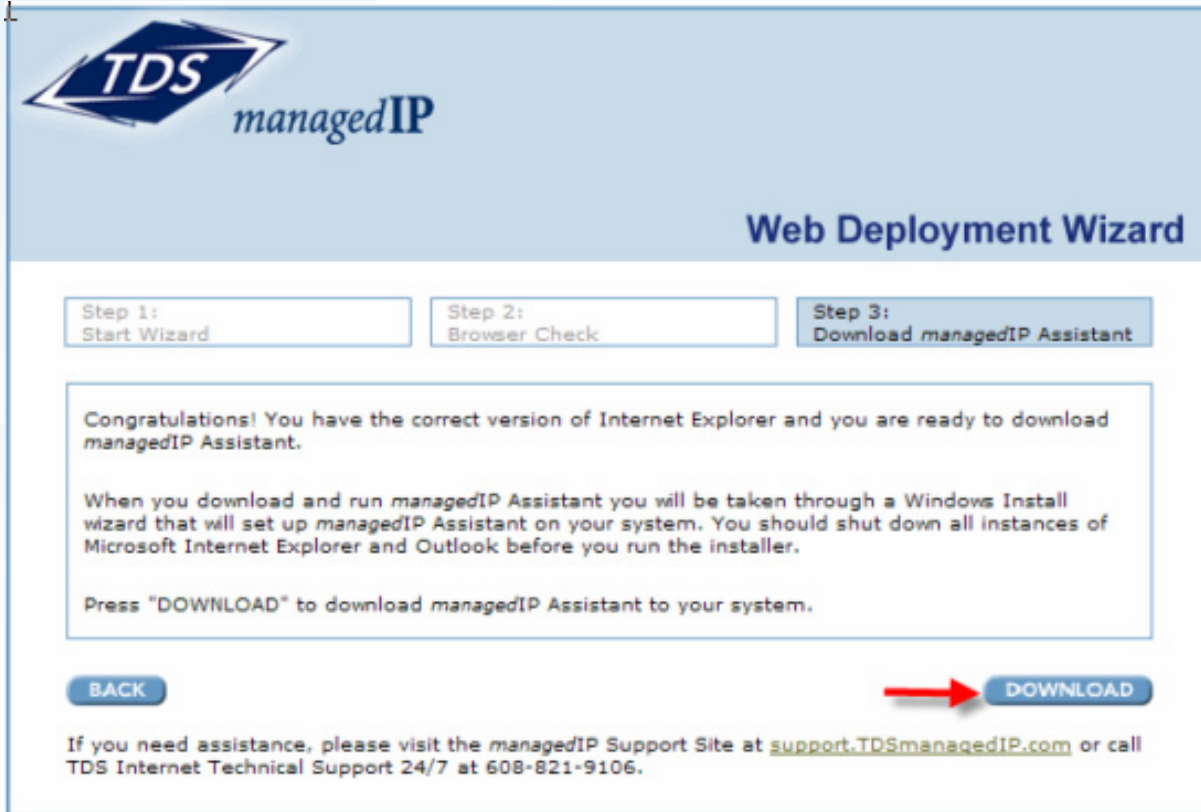
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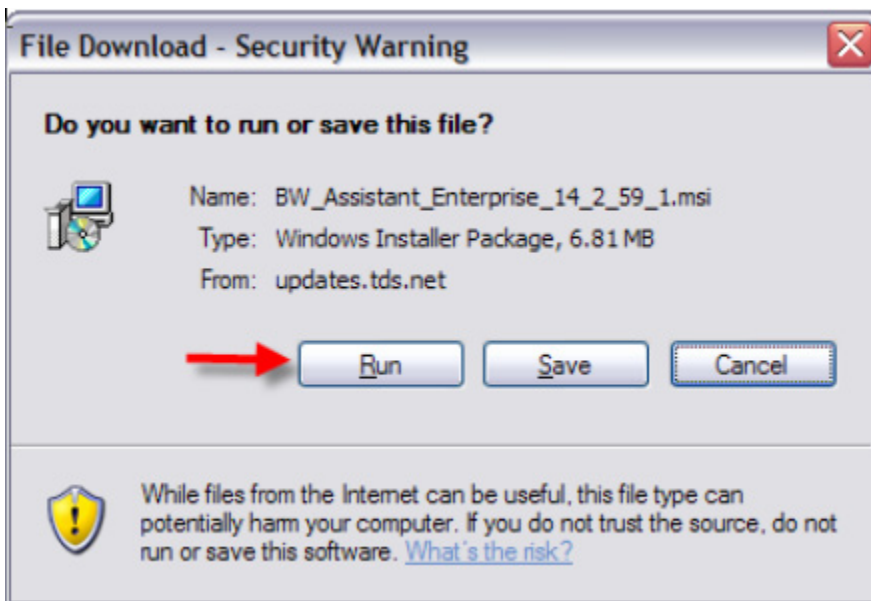


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- a. Step 3 of the Web Deployment Wizard will be displayed. Click **Download** to proceed with the installation and launch the Windows Installation Wizard:

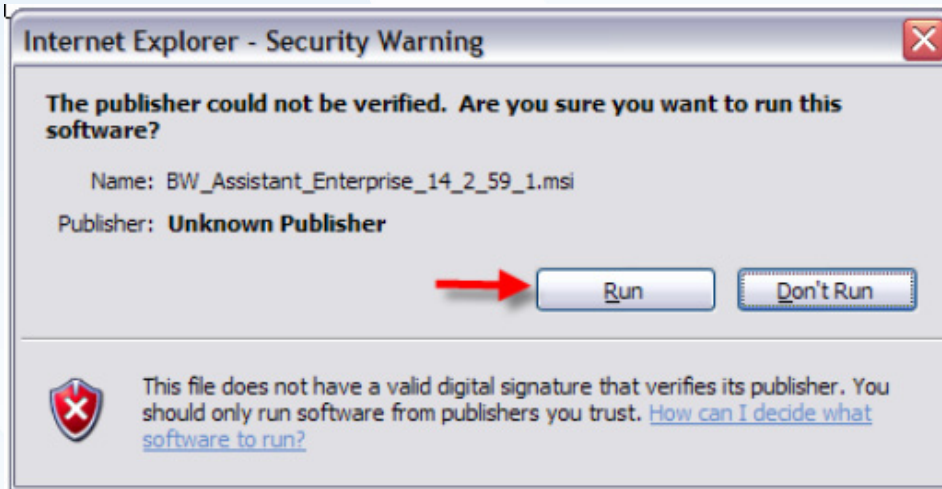


- b. You may choose to **Run** or **Save** this file. Click **Run** to install the toolbar.



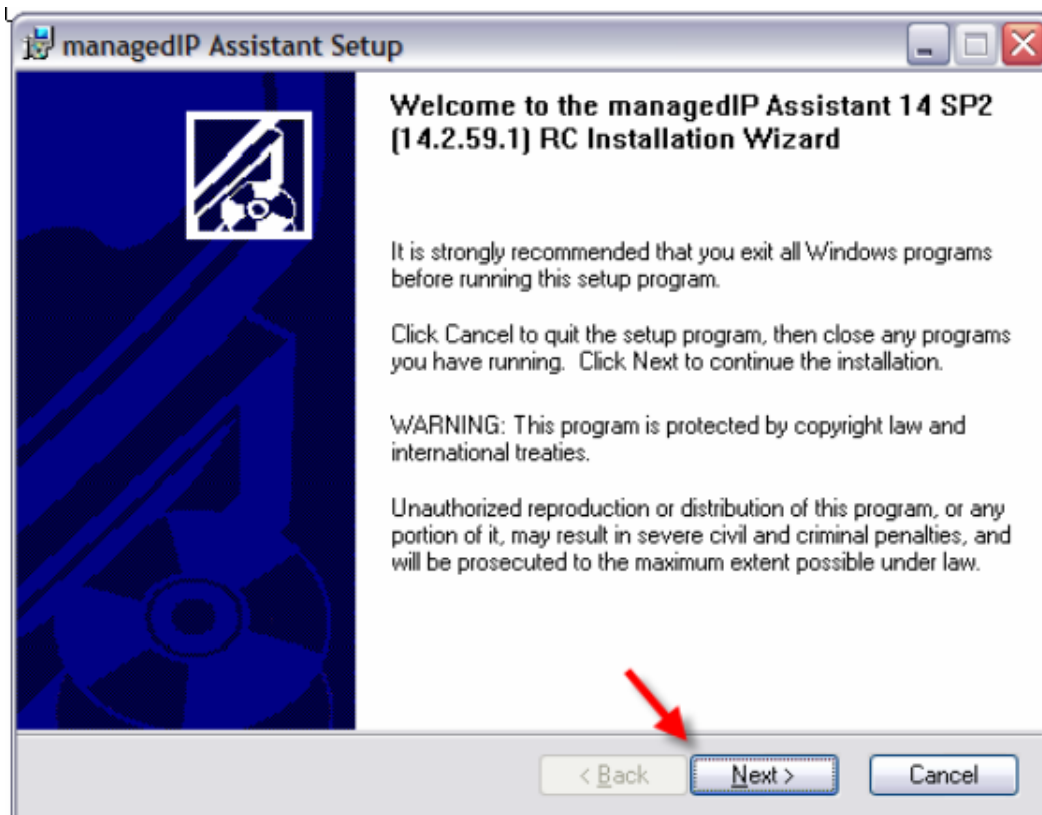
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- c. You may receive an Internet Explorer Security Warning indicating that the publisher could not be verified. Proceed by selecting **Run**.



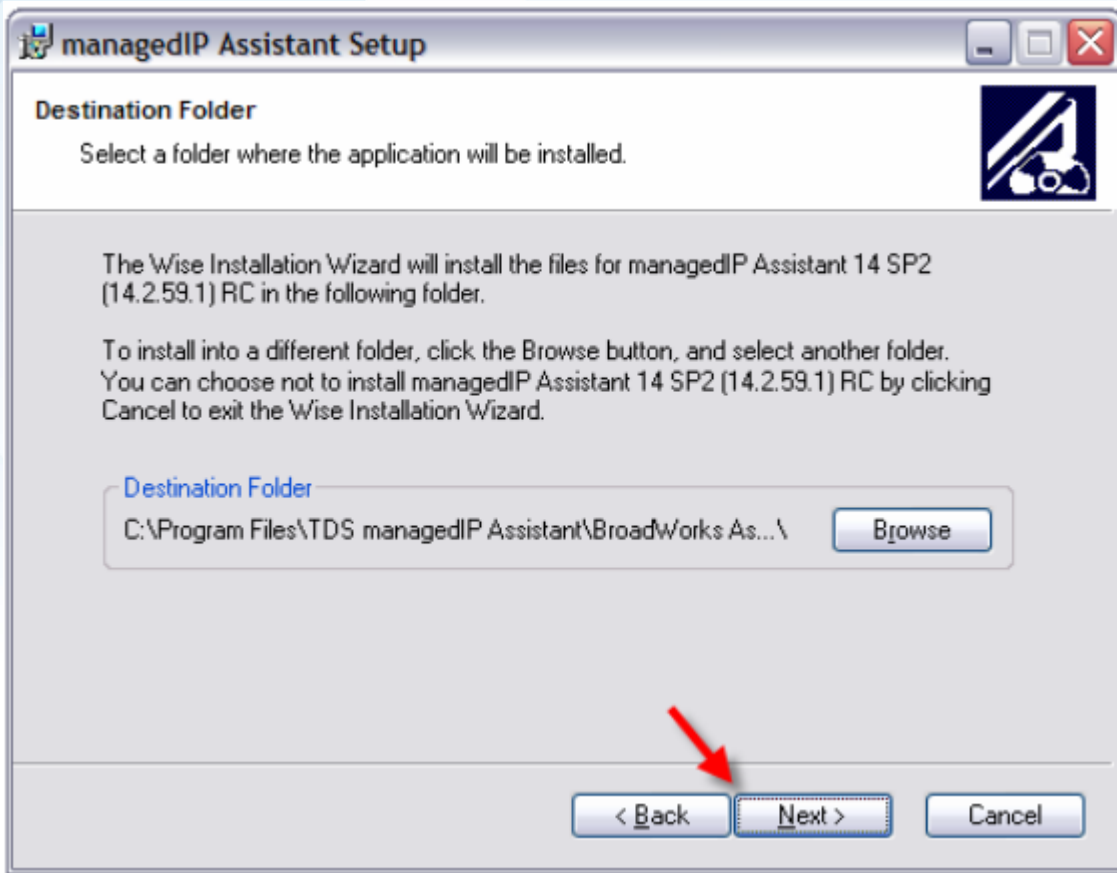
## 4. Run Assistant Setup Program

- a. You will now receive the Assistant Setup Installation Wizard. Close all open programs before selecting **Next**.



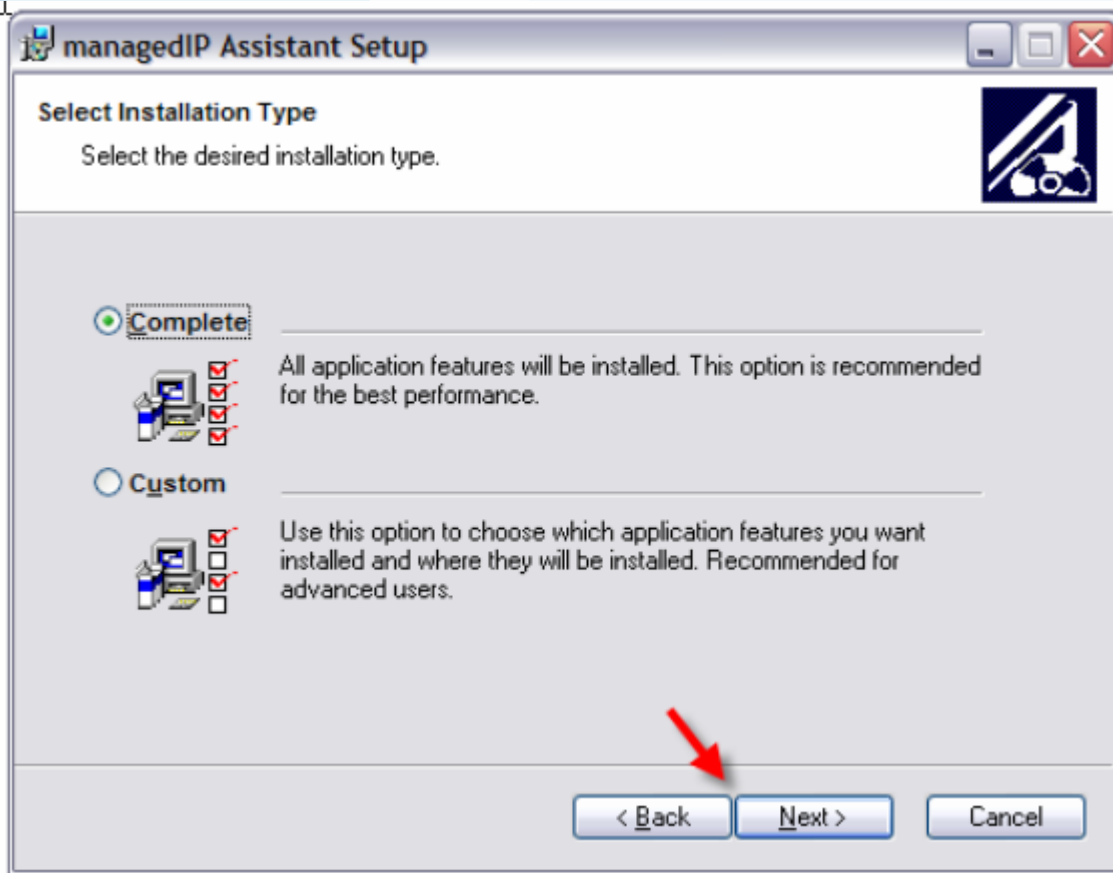
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b. Select the default Destination Folder by clicking **Next**.



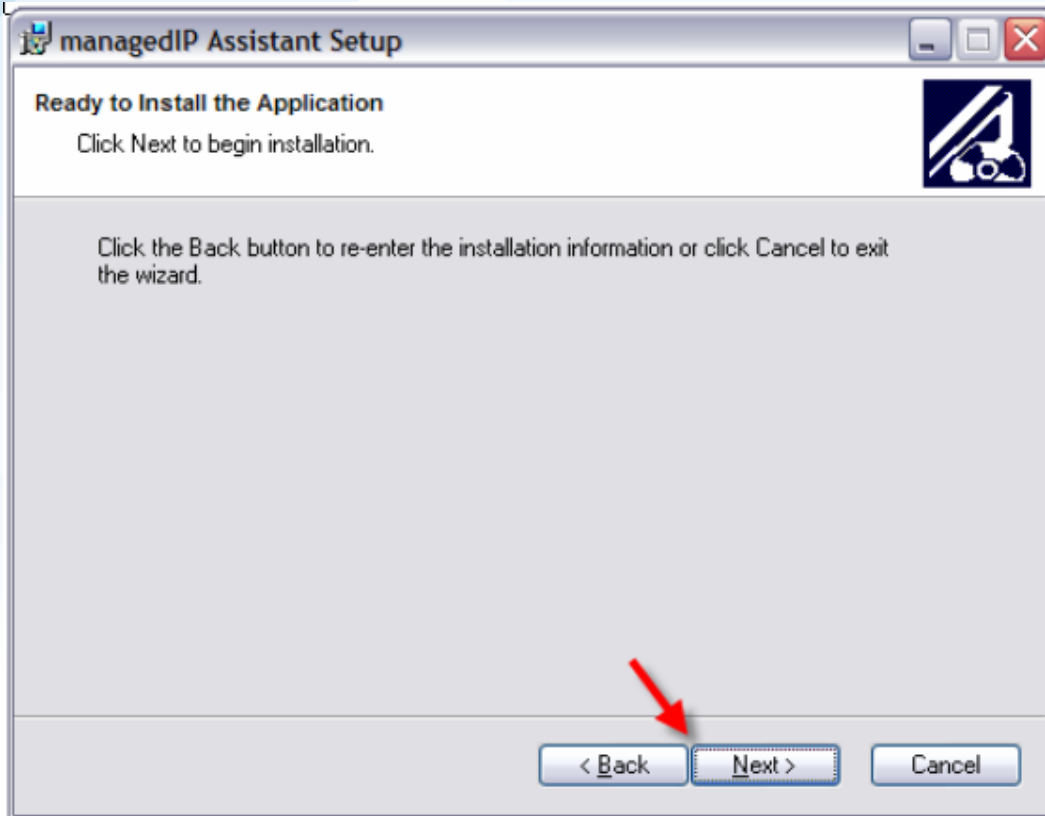
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c. Verify the Installation Type is Complete and click on **Next**.

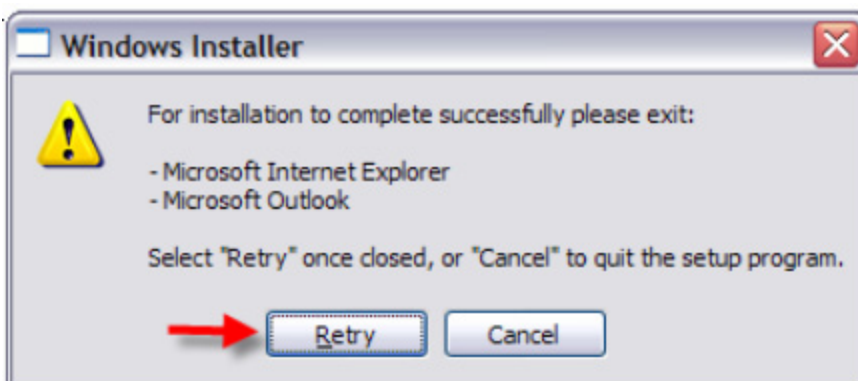


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d. Click on **Next** to begin the installation of the application.

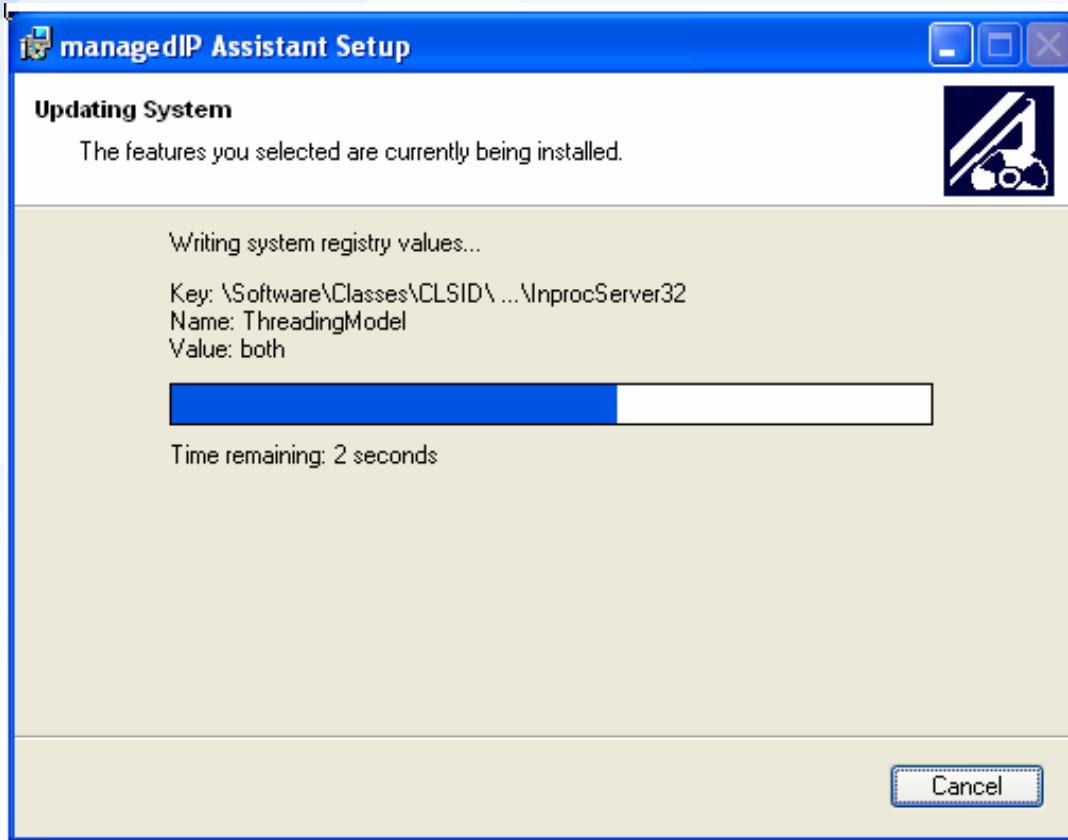


e. You may be reminded to close all instances of both Internet Explorer and Outlook. You may proceed with the installation by clicking **Retry** after closing these applications. Note that the installation will not continue with any of these applications open.



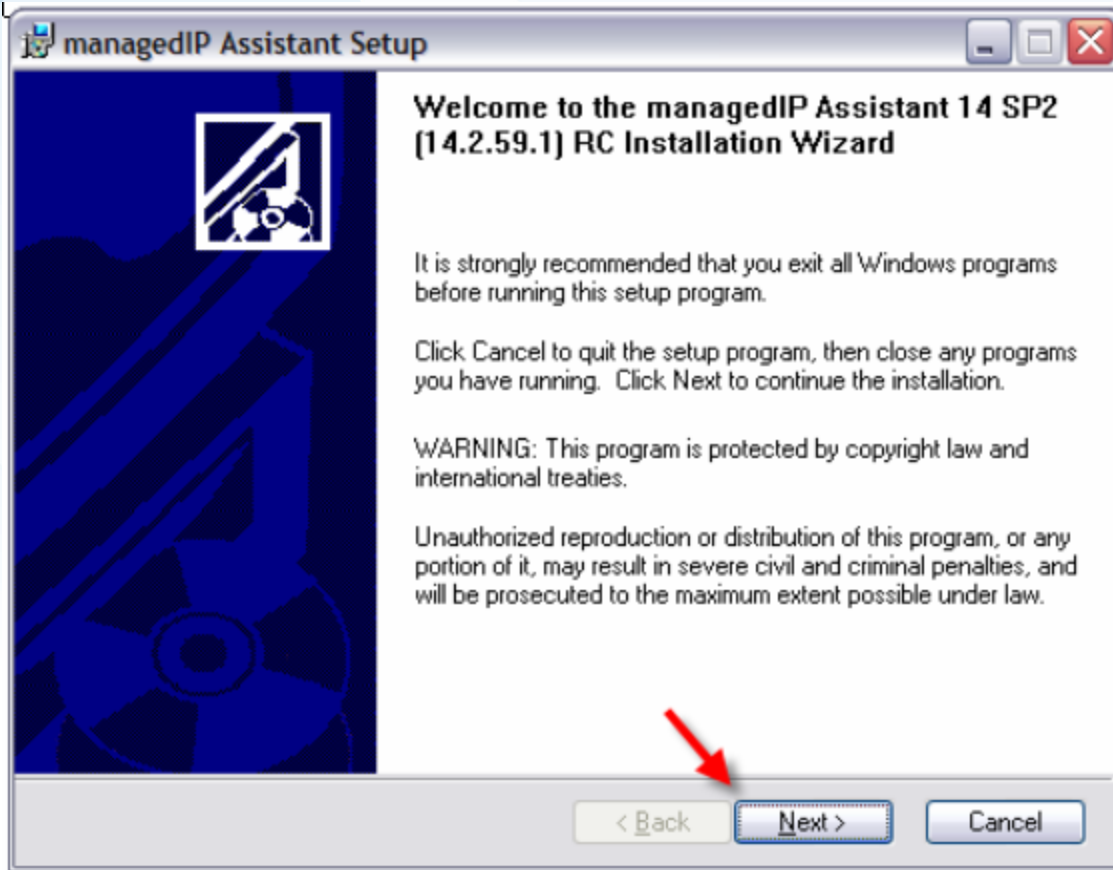
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f. The installation will now run on your workstation.



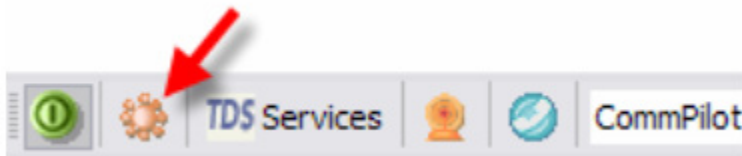
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g. When the installation has successfully completed, click **Finish**.



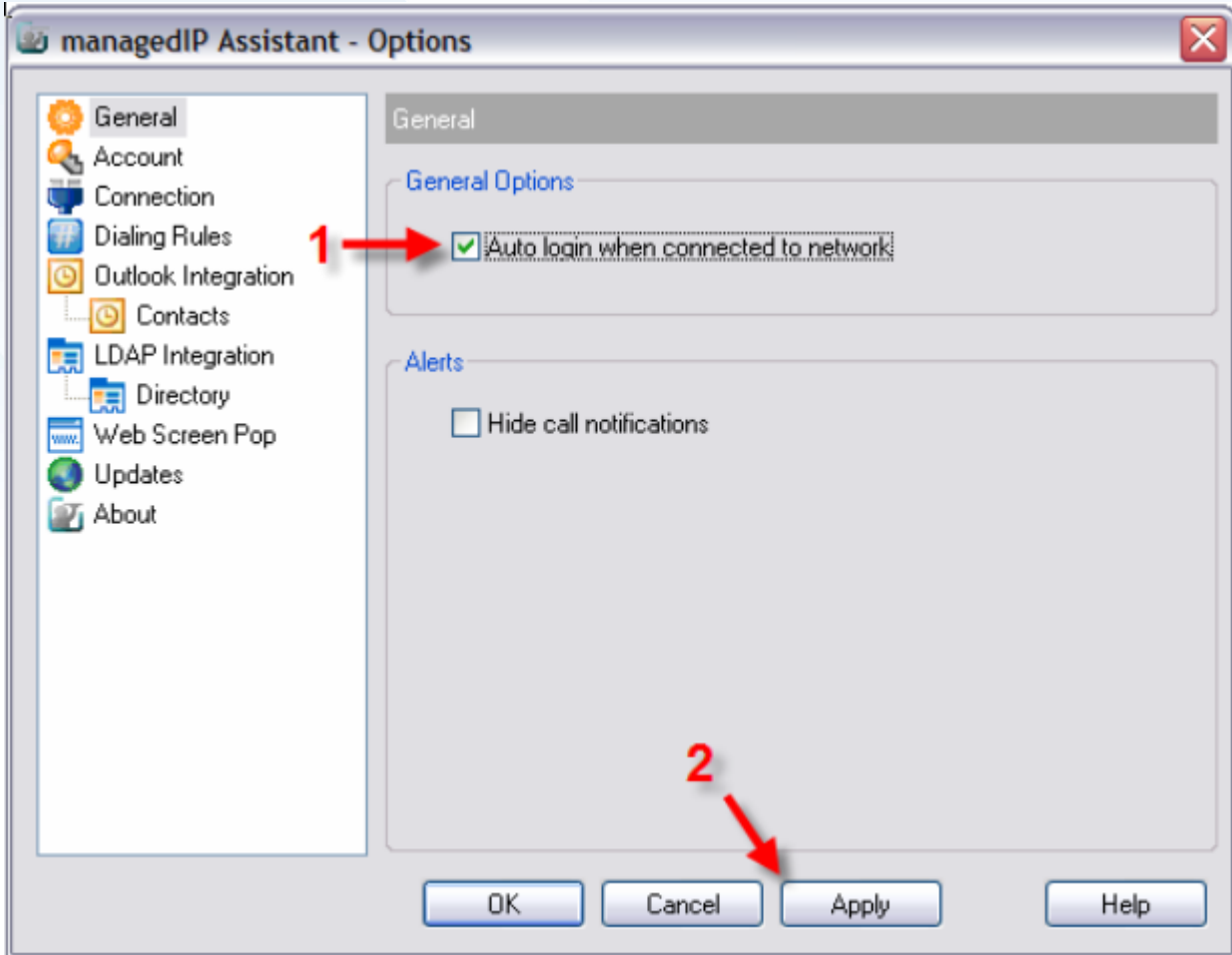
## 5. Configure Assistant Application

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



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- b. In the General options, (1) check **Auto login** on start-up to avoid your need to enter your account user-name and password each time you open Internet Explorer or Outlook (highly recommended). Then (2) click **Apply** to save this setting.



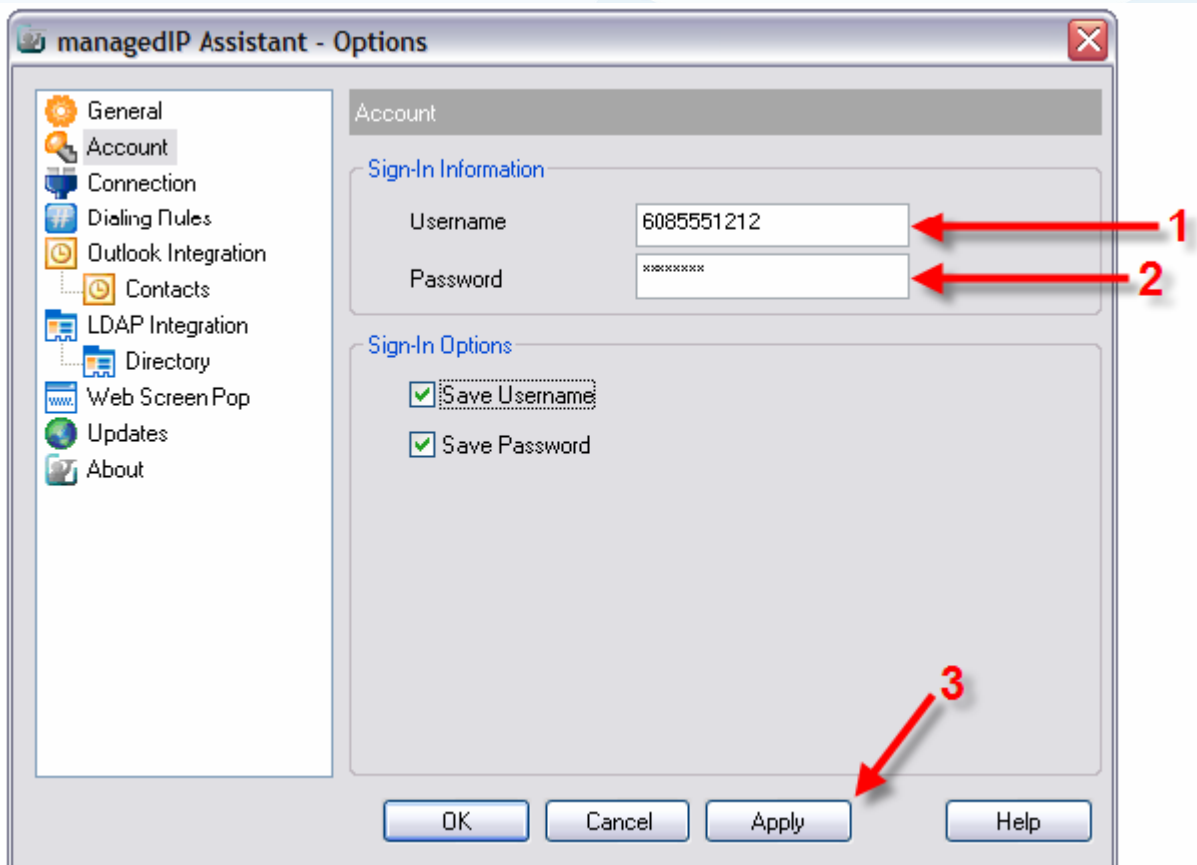
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c. In the Accounts options, (1) enter your Username (your 10-digit telephone number) and (2) enter your Web portal password. When complete, (3) click **Apply** to save your settings.

## Important!

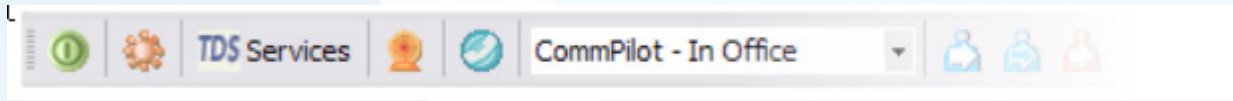
If you are using this service for the first time, you must first log in to the Web portal (mya.tdsmanagedIP.com) with your default password, at which time you must select a new password. This new password is the one that you will enter in step (2) below.

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 4(a) and 4(c) above.

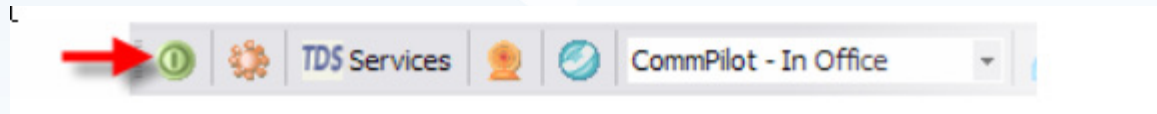


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- d. After applying your settings, your Toolbar will “light up” (i.e., the icons will no longer be grayed-out, but will become active [see illustration below]).



- e. If the icons on the Toolbar continue to be grayed-out, you will need to log into 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.

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Firefox is a registered trademark of the Mozilla Foundation

**1-866-9-TDSBIZ**  
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