Cloud Client Installation Instructions for Windows 10

Follow these steps to set up your connection to the Cloud environment.

There are two parts that must be completed: No-IP and Remote Desktop.

For the No-IP, you will need the correct username and password for that username. This information is available from technical support.

While this may seem like "too many" steps, including No-IP with the Remote Desktop enhances your security by making your data invisible to hackers.
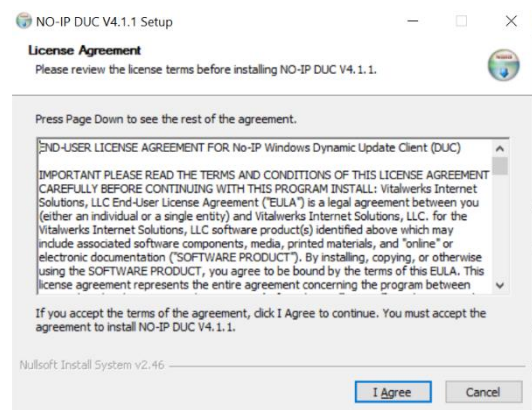
No-IP Installation

1. Navigate to the following website to download the No IP update client:
   https:www.noip.com/download

2. Click the **Download Now ↓** button on the webpage to download the No-IP update client. In Edge when it finishes downloading, you will see a prompt to run or save the file. In Chrome, you will see a file named DUCSetup_v4_1_1.exe displayed in the bottom left portion of Chrome. If it doesn't start automatically, click the file named in the lower left corner and choose Open.
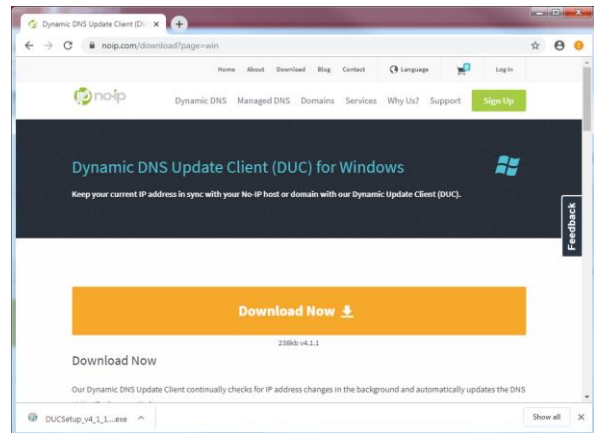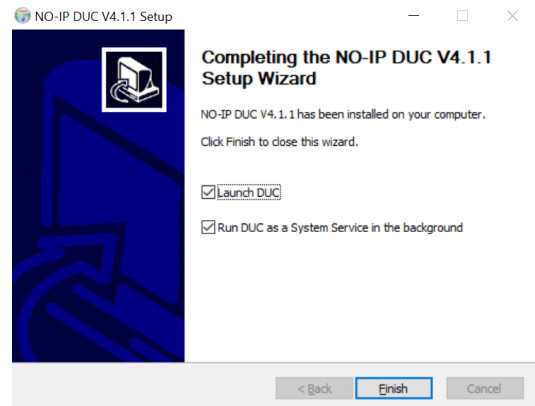
3. Run the DUCSetup_v4_1_1.exe file and select **Yes** to any prompts.

4. Select "I Agree" to the License Agreement. See the screenshot below.

5. Select **Install** in the Setup – Choose Install Location window.
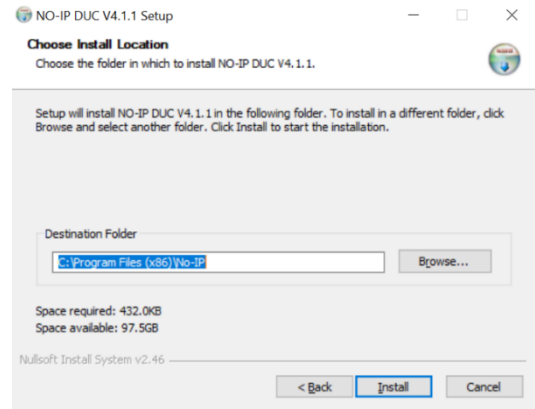
6. Once the installation is complete, the following screen will display. Make sure Launch DUC and Run DUC as a System Service in the background are both checked.

7. Click **Finish**.

8. The No IP Update Client login displays. Enter the following username and password, and then click "Sign In".

   Username: (Provided by Technical Support)
   Password: (Provided by Technical Support)
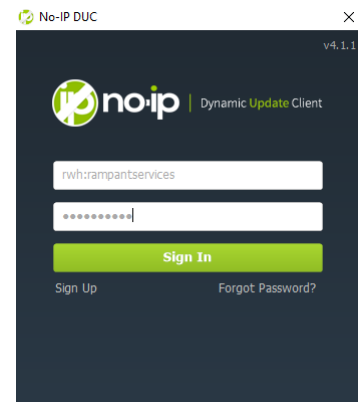
9. Once logged in, the following screen should be displayed. If not, select "Edit Hosts". Select the Host name that Technical Support has directed you to choose and select "Save"
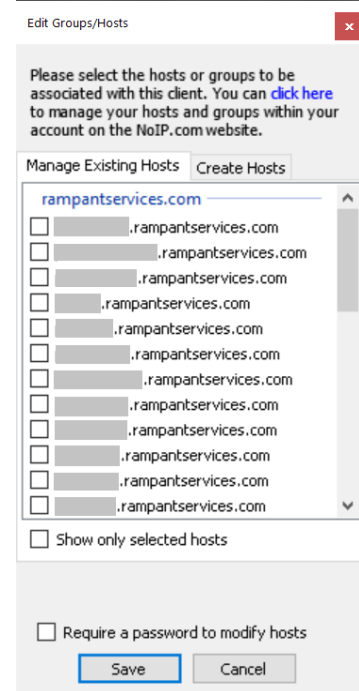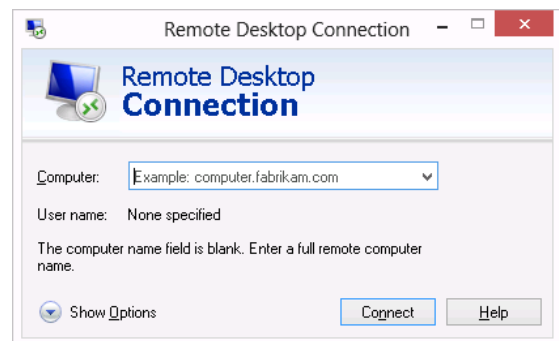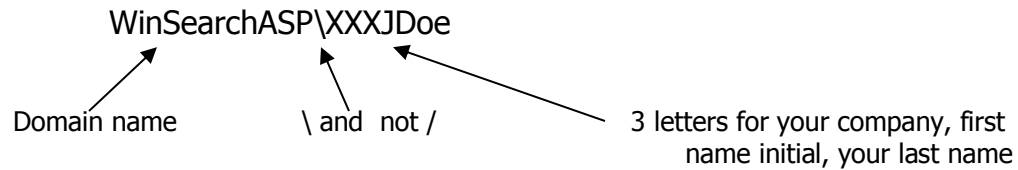
10. Finally, the following screen will be displayed. Select "Refresh Now", which will force your IP Address to be updated with the client, and allow you to connect into your remote session. It will also update automatically after 5 minutes. See the note on the next page on how to open the No IP update client.
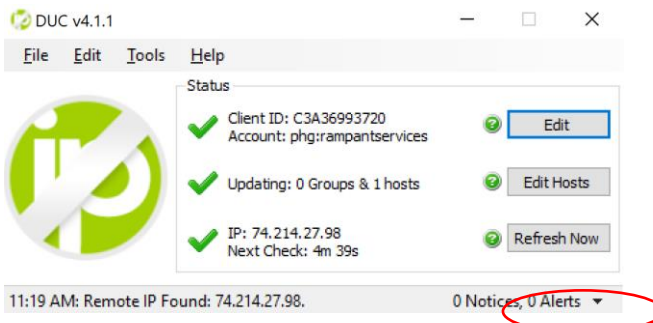
Remote Desktop Connection

1. Start the Remote Desktop Connection utility. In Windows 10, click the Start button then choose All Apps and expand Windows Accessories to find Remote Desktop Connection. Or, start typing Remote in the Cortona box until you see the Remote Desktop Connection app and then click that.

2. From a window like the one to the right, select **Show Options** button so that you can see all the necessary entries.

3. Enter **mycloud.winsearch.com** as the Computer name.

4. Enter **winsearchasp** and then your user name as the Username entry as follows:

WinSearchASP\XXXJDoe

Domain name   \ and not /   3 letters for your company, first
                                            name initial, your last name

5. Enter your password then check the 'Remember My Your username is the three letter abbreviation
    for your company, the first letter of your first name and then your last name.
   **winsearchasp\aspjdoe** is an example.

6. Select the Allow Me to Save Credentials check box.

7. Select the **Display** tab and verify that the Slider bar
    under Remote Desktop Size is all the way to the right.
    You can also select the Use All My Monitors for the
   Remote Session if you want to.
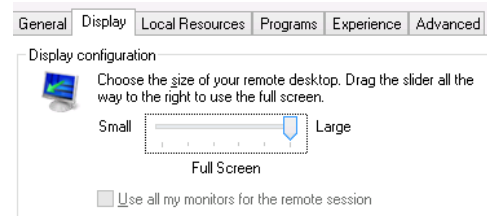
8. Verify that the **Printers** check box is checked on the Local Resources tab.

9. Select the **Advanced** tab and in the If Server
    Authentication Fails drop-down box, choose Connect
    and Don't Warn Me.
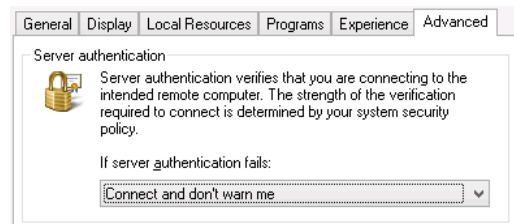
10. Return to the **General** tab again and select **Save
    As...** Choose to save this profile as an .rdp file to the
    Desktop on your local machine, and name the file
    WinSearch. Select **Save** to save the profile.

11. If the Save As box looks like
    the one to the right, click
    Browse Folders and then
    click on Desktop to change
    the display to look like the
    dialog box below.
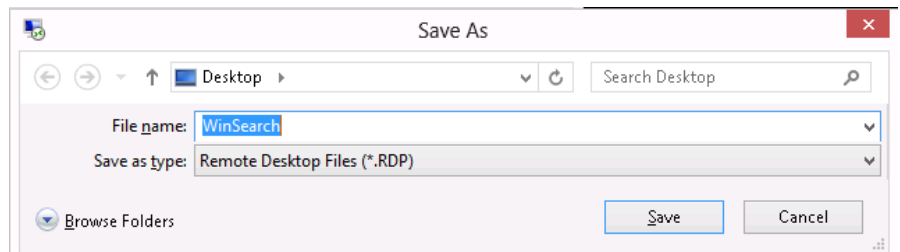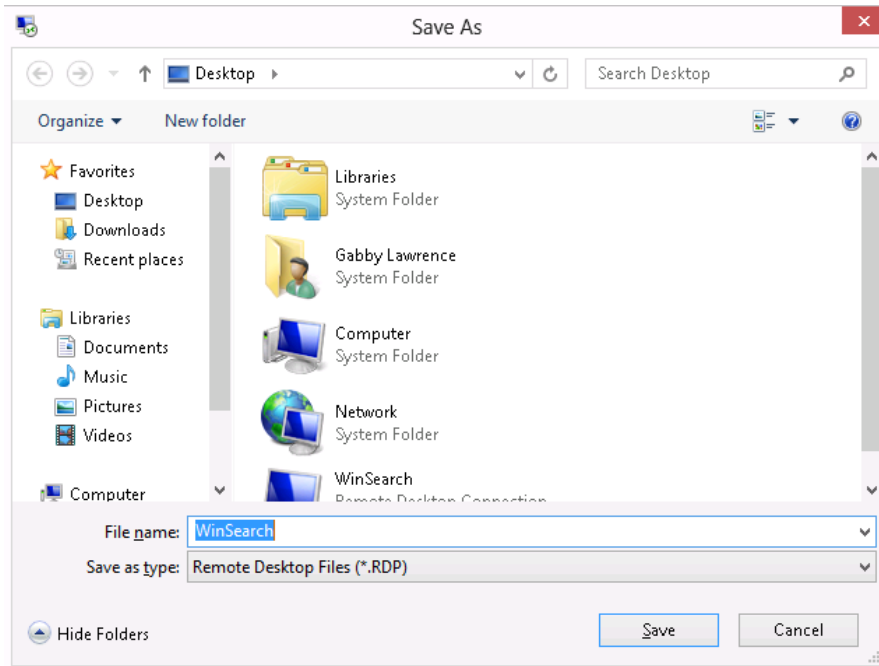
12. Choose **Connect** to connect to the ASP servers.

13. If you see a window like the one to the right, select the **Don't Ask Me Again For Connections To This Computer** and choose Connect.

14. Enter your password for your remote account. This is the password provided you're your forms were turned in or provided by WinSearch's technical support. Check the **Remember My Credentials** checkbox if you want your password saved. Choose **OK** to connect.

15. If you have any problems, please contact Technical Support (440-937-0872). You may need to contact Technical Support to setup an overview of your Terminal Server session if you have not already done so.