



ExchangeDefender SP & LocalCloud Setup

This documentation is for partners (and clients) who do not have ExchangeDefender, Hosted ExchangeDefender, or SP accounts who wish to setup LocalCloud.

Setting Up LocalCloud

New Partner / Current Partner without ExchangeDefender Service, Hosted Exchange Service, or XD SP Account:

1. Log into your Support Portal, (<https://support.ownwebnow.com/>).
2. Hover over “Service Manager” and click on “ExchangeDefender SP.”
3. Click on the “ExchangeDefender SP” button near the upper left of your window.
4. Review your administrative and billing pricing and confirm that you agree to the terms of service. Click “Next” in the lower right hand corner.
5. Enter the MSP name of your choice. Service Provider ID is a single word that identifies your company, e.g. “ownwebnow”.
6. Enter a product name of your choice. The product name is what you wish your ExchangeDefender to be called, e.g. “Awesome Email Scanning Service”.
7. Enter your Admin contact information and click “Review” in the lower right hand corner.
8. Review and finalize your order. Once reviewed, click on the “Finalize Order” button in the lower right hand corner.

Shortly after you submit your order, you will receive an email containing the following:

- Link to your ExchangeDefender SP account
- Your username
- Your password

Once you receive this email, your ExchangeDefender SP Portal is now ready. Please log in using the credentials that were provided to you.

One of the first items you will want to complete after logging into your portal is to change you password. In order to do so, please follow the steps below:

1. Click on the Settings tab.
2. On the right hand side menu, you will see “Password”. Click on “Password”.
3. Enter your existing password, and then enter your new desired password. Confirm your newly created password.
4. Click the “Change Password” button to continue.

If you wish to order the LocalCloud service for your company or your client’s company AND you are not subscribed to ExchangeDefender or ExchangeDefender’s Hosted Exchange service; please follow the directions below:

1. In your ExchangeDefender Service Provider (SP) portal, click on the Management tab.
2. Under New Domains, click on New Client Wizard.
3. Step 1 of the New Client Wizard, select “Type in Accounts Manually” and click “Next”.
4. Step 2 of the New Client Wizard, enter the “Client Company Name”.
5. Under “Add a New Domain”, enter the company name inly – not the domain name. Example: “mycompanyname”, NOT mycompanyname.com (or .net, .org, etc.)
6. Click “Add” and then Click “Next”.
7. Step 3 of the New Client Wizard, enter the Display Name and (email) address, then click “Add”.
 - a. Enter all names within the company you wish to administer, clicking “Add” after each of them.
8. When finished entering Display Names (email) Addresses, click “Next”.
9. Step 4 of the New Client Wizard:
 - a. Enter the information requested under Administrator
 - b. Under Inbound IP Address enter 1.1.1.1
 - c. Under Outbound IP Address 1.1.1.1
10. Click “Next”.

You have just added your client to the Management tab. Please click on the Management tab to verify. You should see the client under domains.

1. Under the Management tab, click on the drop-down menu next to the newly added domain.
2. Select “Log in as Administrator.”
3. Click on “Accounts”.
4. Under “New Accounts”, add the accounts for the newly created company. Example: “someone@newlycreateddomain” (Without domain extension). Click “Add”.
5. Click on “Create Account”.

After all accounts have been created, click on the Configuration tab.

1. Under the Configuration tab, enable LocalCloud in the Features section.
2. Scroll down and click “Change Configuration”. Click “OK”.
3. Click “Sign Out” in the upper right hand corner of the window.

You are now ready to order LocalCloud services.

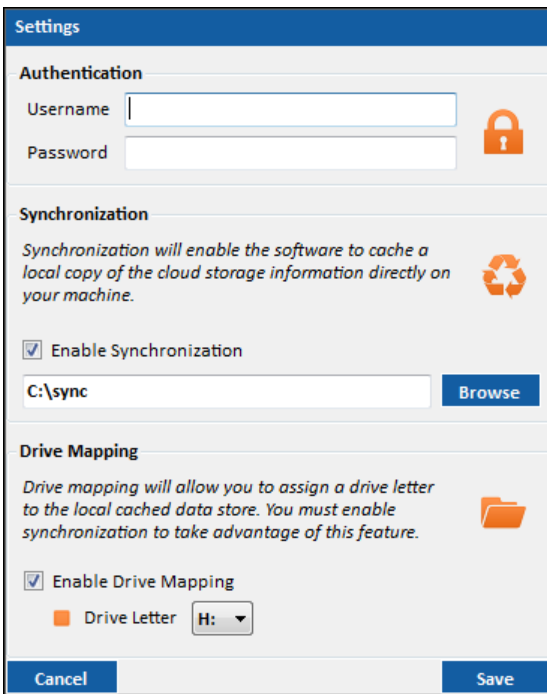
1. Log into your support portal (<https://support.ownwebnow.com/>).
2. Hover over “Service Manager” and click on “LocalCloud”.
3. Click on the “LocalCloud” button near the upper left of your window.
4. Review your administrative and billing pricing and confirm that you agree to the terms of service. Click “Next” in the lower right hand corner.
5. Under Current Domains, select the desired domain from the drop-down menu.
6. Under Account Type:
 - a. Select User Account if you are setting up a personal cloud folder for an individual user;
OR
 - a. Select Shared Folder if you are setting up a shared folder for multiple users to access.
 - i. If Shared Folder is selected, enter the Folder Name.
7. Select the Storage Options you desire and click “Review”.
8. Review your order, and if correct; click “Finalize Order”.
9. You should now see your newly created shared folder.
10. Select “Manage Users” from the drop-down menu under Actions.
11. Under the Select Account drop-down menu, select all the accounts that require access to this shared folder.
12. Click “Add User”.

You have now successfully setup accounts and a LocalCloud shared folder. You must now download the LocalCloud software from: <http://exchangedefender.com/downloads/LocalCloud.msi>. After you download the installer, double-click the MSI to install.

1. Click “Next”.
2. To install in this folder, click “Next”. To install in a different folder, enter it below or click “Browse”.
3. Click “Next”.
4. Click “Close”.
5. A restart of your PC may be required.

After Installation

1. Launch LocalCloud from the desktop.
2. You will then see the following screen:



The screenshot shows the 'Settings' dialog box for LocalCloud. It is divided into three sections: Authentication, Synchronization, and Drive Mapping. The Authentication section has fields for Username and Password, with a lock icon. The Synchronization section has a checkbox for 'Enable Synchronization' which is checked, a text field containing 'C:\sync', and a 'Browse' button. The Drive Mapping section has a checkbox for 'Enable Drive Mapping' which is checked, a 'Drive Letter' dropdown menu set to 'H:', and a folder icon. At the bottom are 'Cancel' and 'Save' buttons.

3. Provide the following information: (This will be the same user information that is used at admin.exchangedefender.com for user accounts.)
 - Username
 - Password
 - Synchronization
4. Here you can enable locale synchronization and provide the desired location to store the cache of the remote files.

Drive Mapping

You can choose to enable Drive Mapping and select an available drive letter that will be used as a direct reference to the local cached files.

Desktop Client

After the authentication credentials have been provided and validated you will be presented with the following [brandable] LocalCloud User Interface.

Upon initial launch a full synchronization check is performed. You may issue additional synchronization checks from the button within the top menu.

You should notice it will list the following:

- [Account Name] at the top of the window.
- [Storage Space] at the bottom right of the window.

LocalCloud will automatically start upon the next successful reboot.

Attempting to close the application through the [X] icon will result in the application only being minimized to the notification tray. If you wish to close LocalCloud you must do so from the built in menu or from the tray icon.

Within this interface navigation occurs from the left panel, while file operations primarily occur within the right panel. Simple drag and drop files into the panel on the right, to begin an upload process. You can also perform downloads by selecting files from the right panel and dragging them to a location on your computer.

There are several tooltip notifications that will be presented during the synchronization process to help keep you informed of the application's current actions.

Local Cache & Drive Mapping

If you enabled this feature during setup, you can access the files through the designated drive letter or mapped path. Upon creation, modification, or deletion of any file through this direct method will also trigger an upload or deletion operation.

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