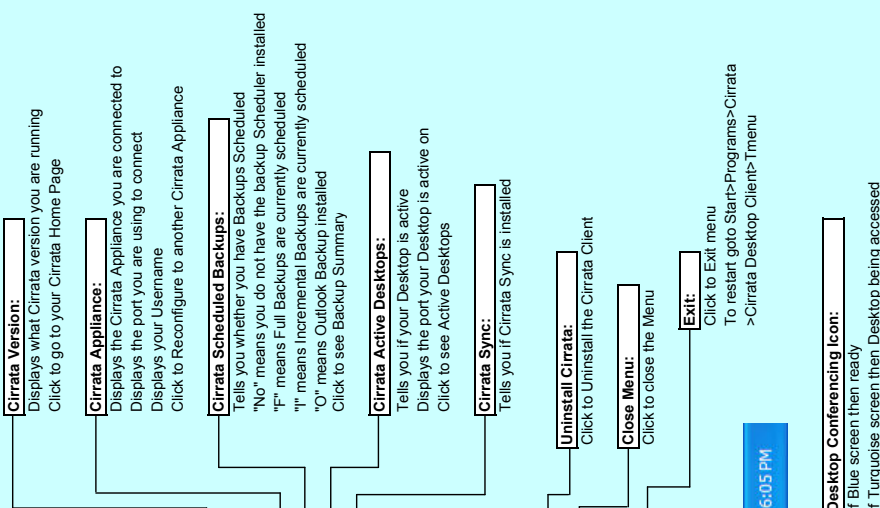
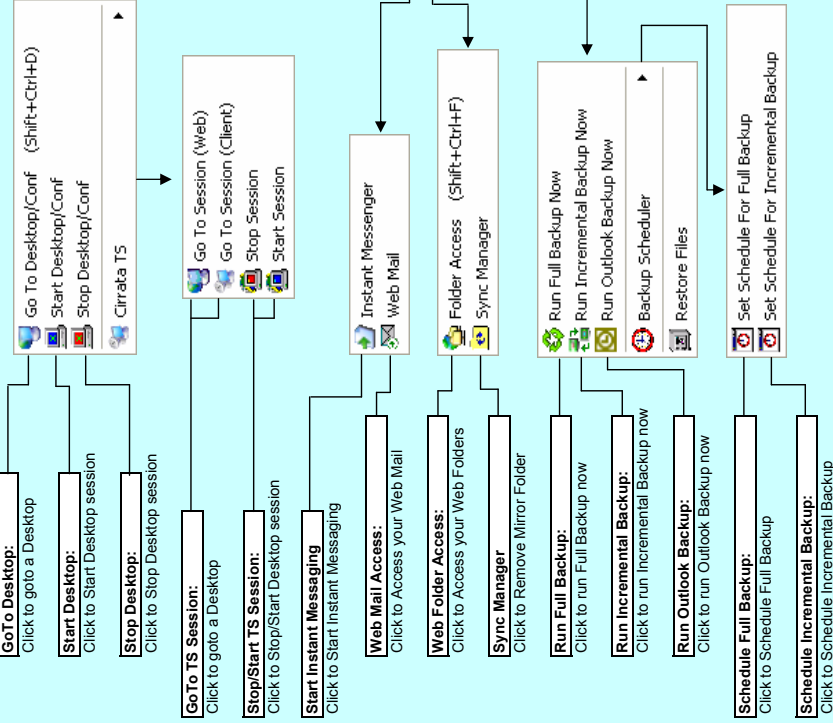


The Cirrata Quick Reference Guide

September 24, 2006

The Cirrata Toolbar

VERSION 1.1.02



- Installing the Cirrata Client:**
 - Disable your firewall before beginning installation
 - Go to the Cirrata website Support>Download
 - Select download the Cirrata Client
 - Follow the Cirrata Setup Wizard instructions
 - When installation is complete - Launch Cirrata
 - Cirrata configuration will now begin
 - Enter the Appliance Name
 - Enter the Port Number - default is 22
 - Enter Username
 - Enter Password
 - Change your Password
 - Look for the Cirrata Toolbar icon in the system tray for successful installation
- Uninstalling the Cirrata Client:**
 - Open the Cirrata Toolbar
 - Click Uninstall Cirrata
- Closing the Cirrata Toolbar**
 - Click Close Menu
- Restarting the Cirrata Toolbar**
 - Click Start>Programs>Cirrata>Tmenu

- Opening Cirrata Folders:**
 - Open the Cirrata Toolbar
 - Click on Info Manager
 - Click Folder Access
 - Enter your Cirrata Folder authentication
 - Click on Cirrata Explore Tree
 - or -
 - Open Internet Explorer
 - Go to your Cirrata Homepage
 - Click Content Management
 - Enter your Cirrata Folder authentication
 - Click on Cirrata Explore Tree
- Creating Sync Folder:**
 - Open the Cirrata Toolbar
 - Select Info Manager
 - Select Sync Manager
 - Name your Sync
 - Browse for the Folder you want to Sync
 - Select Target Folder in Your Repository
 - Enter Username and Password
 - Select Create Sync

- Removing Sync Folders:**
 - Open the Sync Interface
 - Select Sync to be Deleted
 - Select Delete
 - Browse for Folder you want Removed from the Mirror List
- Scheduling Sync Folders:**
 - Open the Sync Interface
 - Select Scheduling Interval
- Running Manual Backups**
 - Open the Cirrata Toolbar
 - Click Backups
 - Click Full, Incremental, or Outlook
- Scheduling Backups**
 - Open the Cirrata Toolbar
 - Click Backups
 - Click Backup Scheduler
 - Select Full or Incremental
 - Enter Days and Time for Backups

- Starting a Desktop Session:**
 - Open the Cirrata Toolbar
 - Click Desktop Access/Conferencing
 - Click Start Desktop
 - Enter Port number (11-99)
 - Create Password for session
- Joining a Desktop Conference:**
 - Select Restrict/Allow access
 - Open the Cirrata Toolbar
 - Click Desktop Access/Conferencing
 - Click Go To Desktop
 - Select the Desktop Conferencing button
 - Enter the Desktop Name
 - Enter Password for Session
 - Click on Go To Desktop
 - Accept Java Applet
 - Your Desktop Session should initiate

- Stopping a Desktop Session:**
 - Open the Cirrata Toolbar
 - Click Desktop Access/Conferencing
 - Click Stop Desktop
- Confirming Active Desktops:**
 - Open the Cirrata Toolbar
 - Click on Active Desktop in Status Area
- Starting Instant Messaging:**
 - Open the Cirrata Toolbar
 - Click on Email/IM
 - Click on Instant Messaging
- Starting Web Mail:**
 - Open the Cirrata Toolbar
 - Click on Email/IM
 - Click on Web Mail
 - Enter Your Username and Password

Please make sure to consult your Cirrata Users Guide or the Cirrata Online Help for further detail on operating and configuring Cirrata