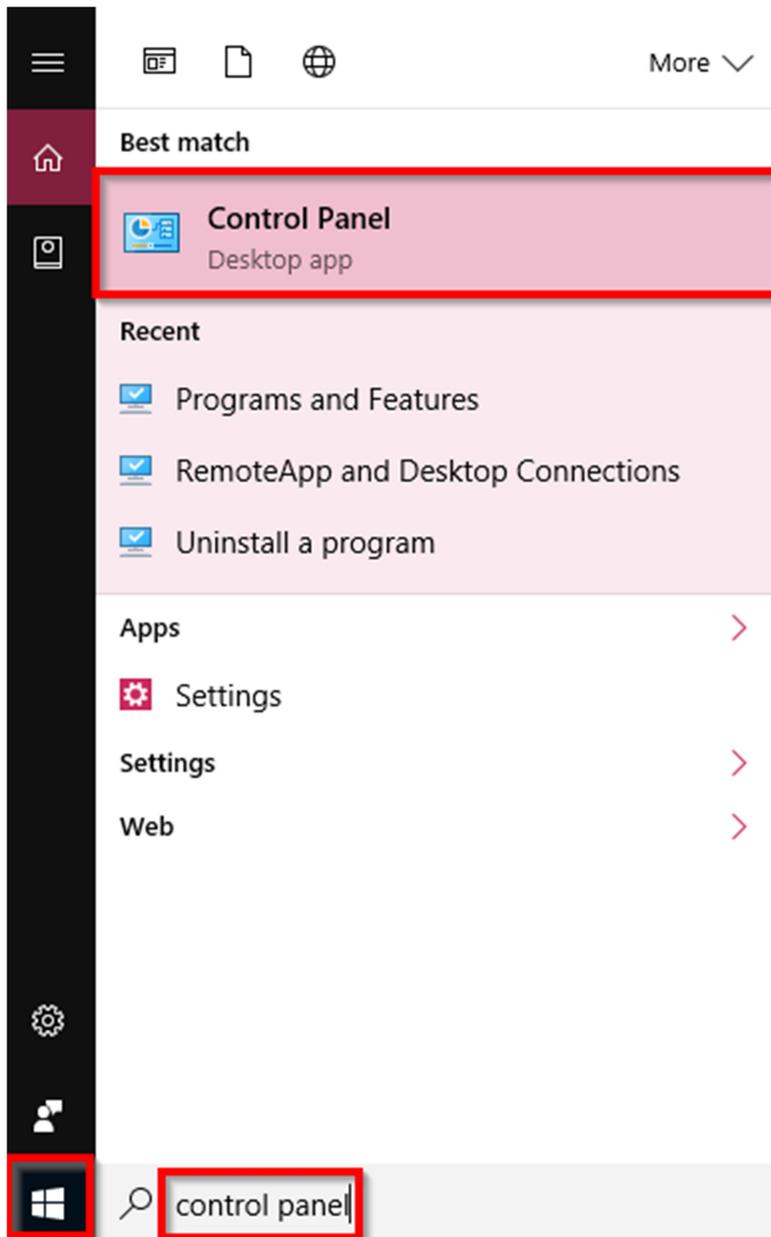


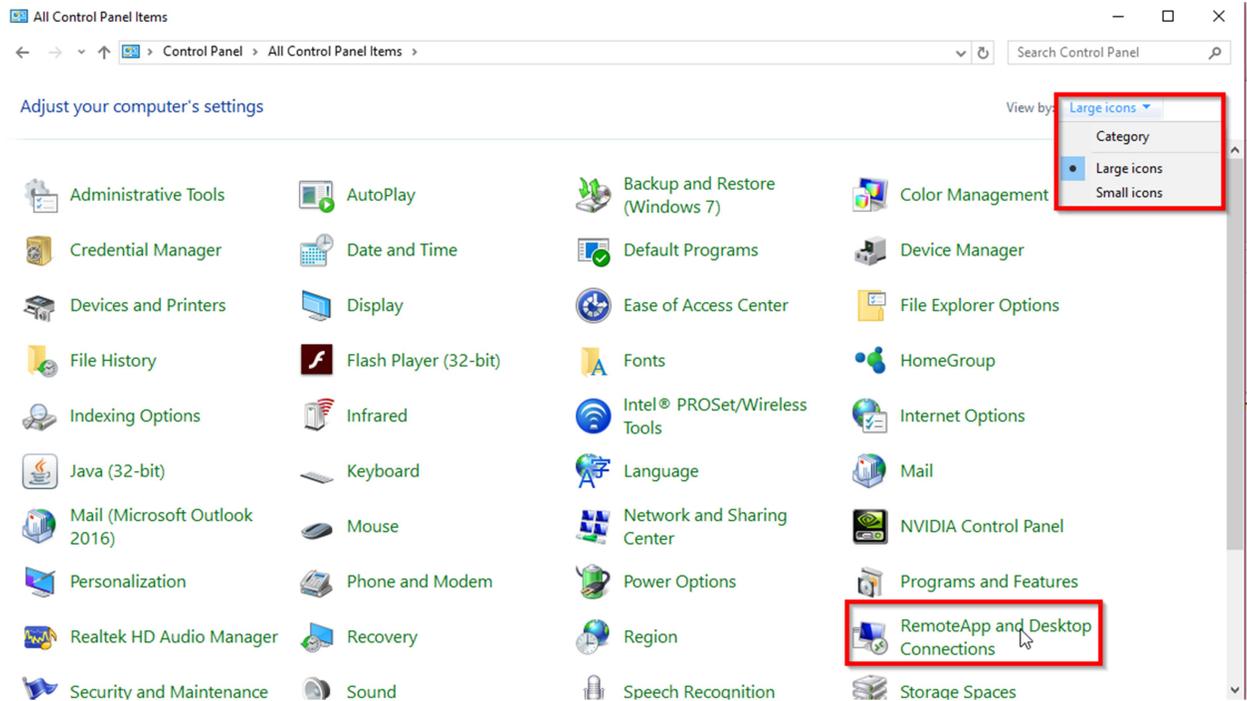
## Creating a Desktop Icon to Transcend Online (Cloud Version)

(PLEASE NOTE: These instructions will only work on Windows 7/8/8.1/10 if you are running Windows 7 you must complete all available Windows updates to connect to the cloud)

- 1.) Click the Windows start menu button and in the search bar type in **Control Panel** , then click Control Panel to continue

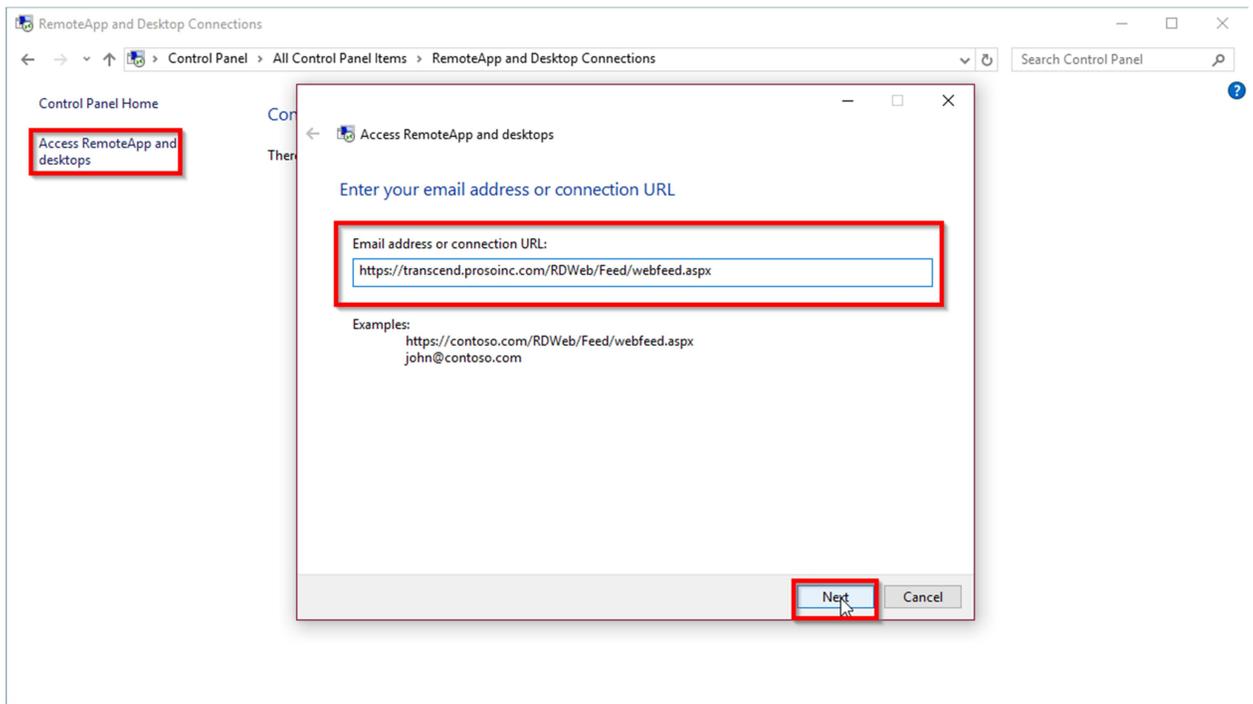


2.) In the control panel screen make sure **Large Icons** is selected then find and select the option **RemoteApp and Desktop Connection** to continue



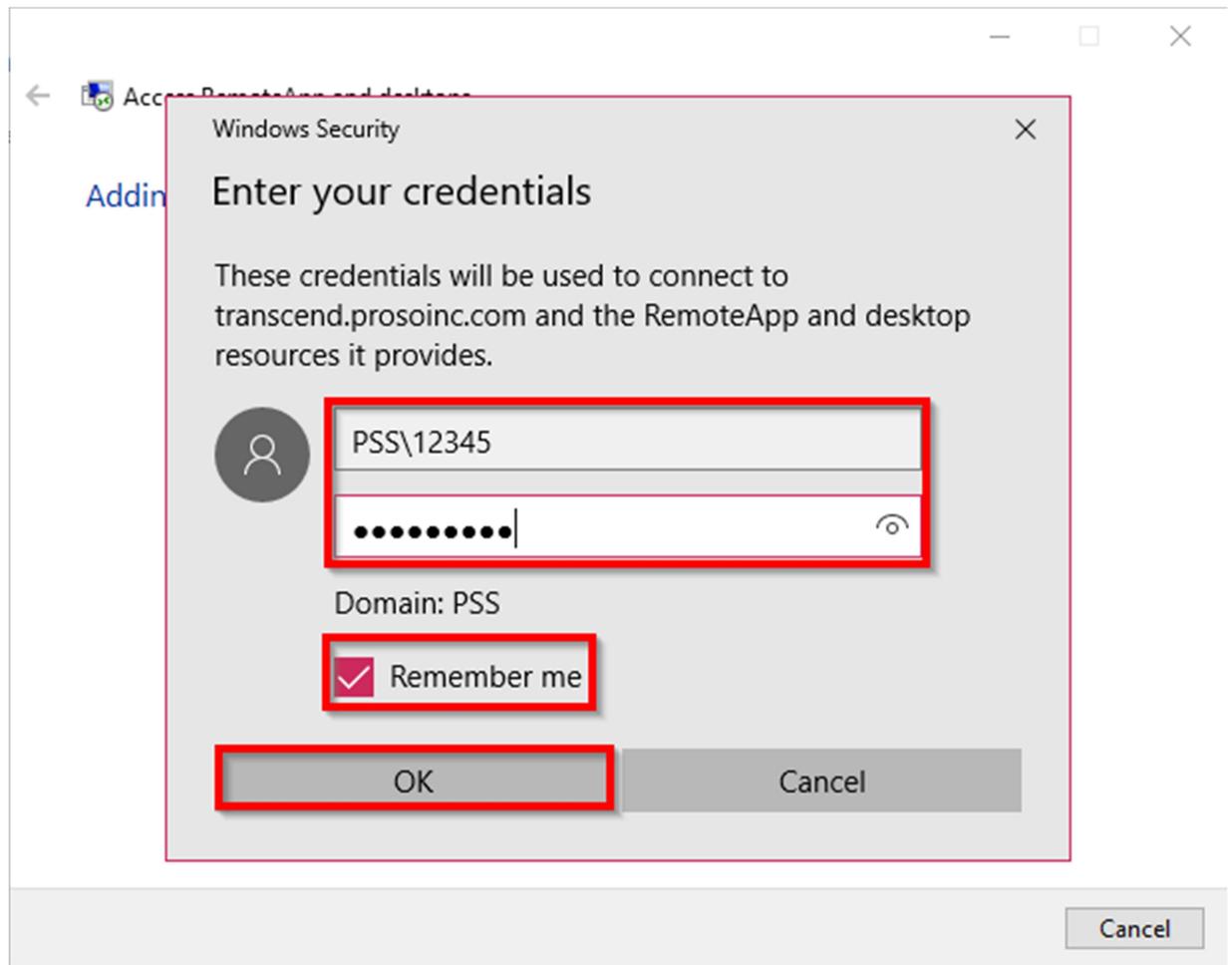
3.) In this screen select the option **Access RemoteApp and Desktops**, type in the URL:  
**<https://transcend.prosoinc.com/RDWeb/Feed/webfeed.aspx>**

then click **Next** to continue

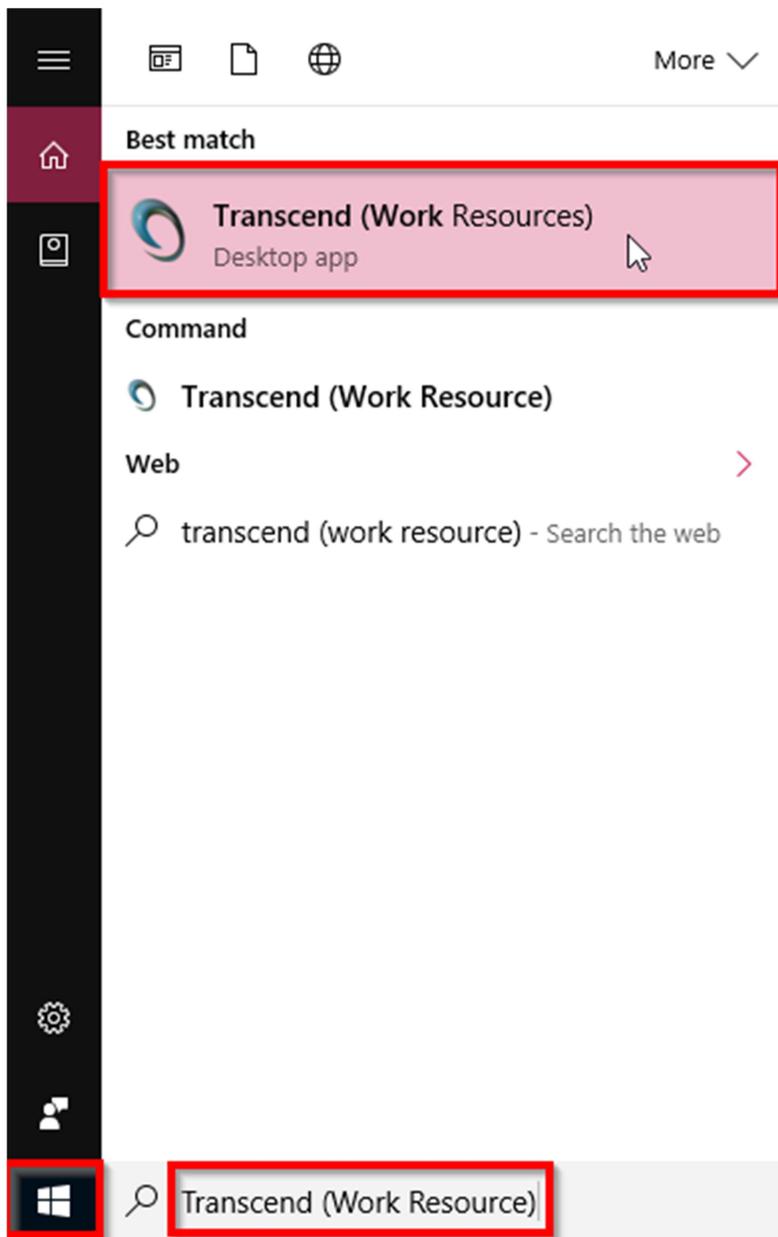


4.) Click **Next** again and it will ask for your Cloud Login Credentials. You should have received an email with your login credentials; if you do not have this email please contact us to retrieve them. It should read something like **User Name: Pss\12345 Password: P@ssword17** (this is not your user name and password) . Enter your credentials in the appropriate fields, put a check in

**Remember me , and click OK**

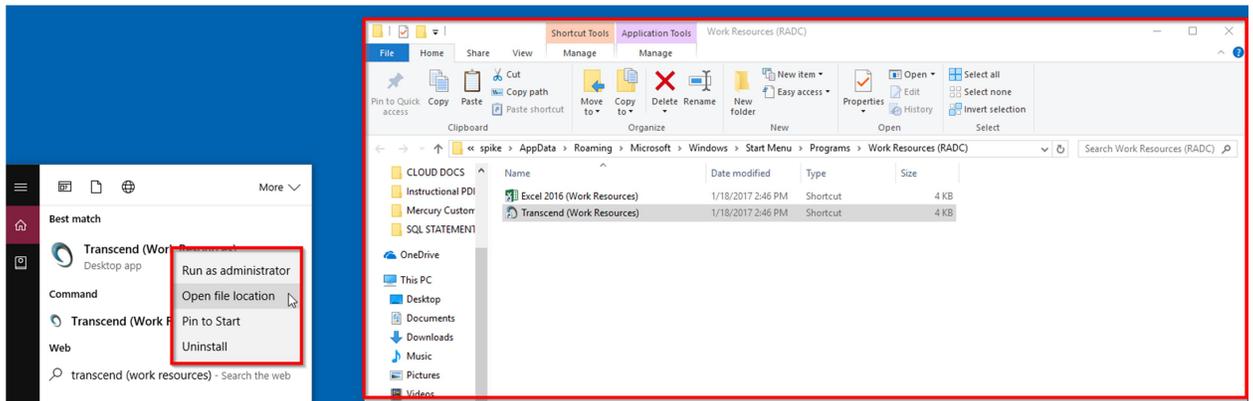


- 5.) When the connection is complete you will receive a window that says **“You have successfully setup the following connection”**. You can now close the windows you have open. Now click the Windows start button again, in the search bar type in **Transcend (Work Resources)** , you should see the program **Transcend (Work Resources)** appear.



6.) **Right Click** on the **Transcend (Work Resources)** option, then left click the option **Open file location**. A new window should appear

as shown below



7.) **Right Click** on the shortcut **Transcend (Work Resources)**, hover your mouse over **Send to** then select the option **Desktop (create shortcut)**. You now have a desktop icon that will directly connect you to the cloud without having to go through the website or

enter your credentials.

The screenshot shows a Windows File Explorer window with a table of files. The file 'Transcend (Work Resources)' is selected, and a context menu is open. The 'Send to' option is highlighted, and a sub-menu is open showing 'Desktop (create shortcut)' as the selected option.

Name	Date modified	Type	Size
Excel 2016 (Work Resources)	1/18/2017 2:46 PM	Shortcut	4 KB
Transcend (Work Resources)	1/18/2017 2:46 PM	Shortcut	4 KB

3.15 KB

Context menu options:

- Open
- Open file location
- Run as administrator
- Pin to Start
- Scan for viruses
- Check reputation in KSN
- Kaspersky Application Advisor
- Restore previous versions
- Send to
- Cut
- Copy
- Paste
- Create shortcut
- Delete
- Rename
- Properties

Send to sub-menu options:

- Bluetooth device
- Compressed (zipped) folder
- Desktop (create shortcut)
- Documents
- Fax recipient
- Mail recipient
- TeamViewer
- Idrive (\\SERVER\Storage) (I:)
- Udrive (\\SERVER\Storage) (U:)