



Installation guide for users – addedo.Cloud

In this installation guide, we will show you how to access your Cognos and addedo.Cloud environment. The guide will also include bits of navigational help with pictures/illustrations.

Before you start, please make sure that you have one of following Office 365 user licenses:

- ✓ Microsoft 365 E3
- ✓ Microsoft 365 E5
- ✓ Microsoft 365 Business Premium

If you're not properly licensed, please contact your IT-service, Microsoft or appropriate provider.

Addedo.Cloud users can easily configure their profile themselves using the instructions below. Addedo support assists end users in addedo.Cloud for the first time in configuring their profile. If additional support/assistance/training is needed for end users not affected by errors in the user profile system, the work will be billed according to the current consultancy rate.

Also, please be advised that if your user credentials in addedo.Cloud needs to be configured on more than one unit (PC, Computer etc.) than you can preferably configure your credentials by the same process as mapped and stated in this guide*.

**Configurations of users in addedo.Cloud on different (added) units will be billed accordingly by our consultants and support.*

Step 1:**Multi Factor Authentication (MFA) Registration via Authenticator – download via app store (apple)/Play store (android)**

To increase the security in addedo.Cloud, the log in process will have to configure with MFA (Multi Factor Authentication) which means that you have to authenticate yourself securely by using the “Authenticator application” on your smartphone.

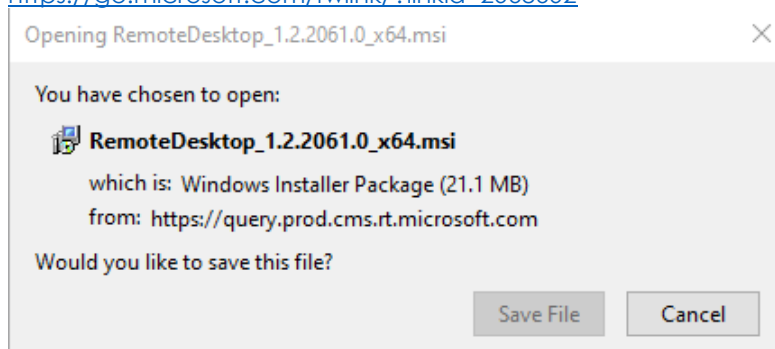
MFA application (after you’ve downloaded the authenticator via your smartphone):**To activate / secure your account, follow these steps:**

- 1) Launch a browser in "incognito / in-private" mode
- 2) Go to <https://myaccount.microsoft.com/>
- 3) Enter email as firstname.lastname@addedocloud.com
- 4) Enter the password received from the SMS (text message)
- 5) Now it is time to set up MFA, click on the "Next" button
- 6) Follow the instructions to upload MFA to your App
- 7) You will at the end of MFA registration be prompted to set a new password
- 8) When the guide is ready, you are ready for the next step

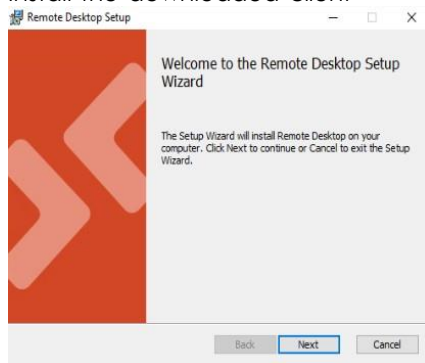
Step 2: Accessing the addedo.Cloud with your “Remote Desktop” client on via your PC**Remote Desktop:**

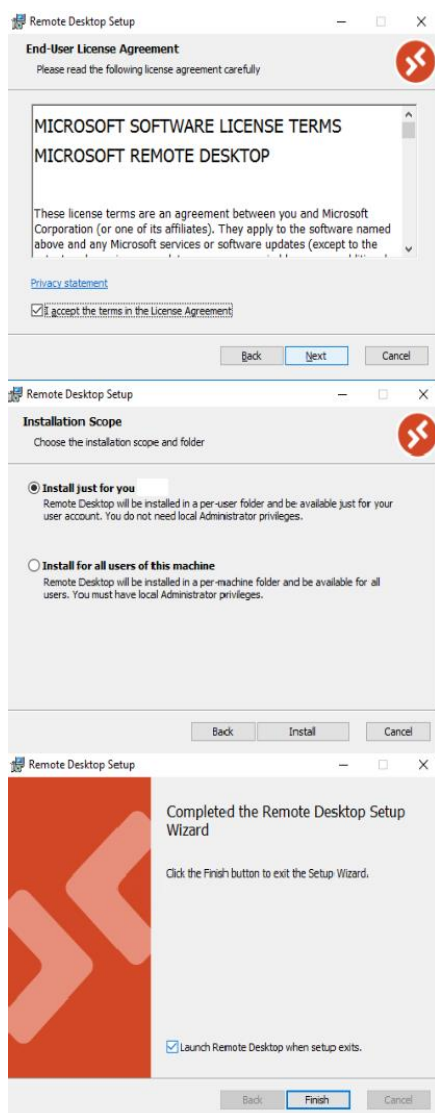
To access Cognos and other applications in addedo.Cloud via "Windows Virtual Desktop", we need to install a **Remote Desktop Client on your PC.**

- 1) **Download the client here/click on weblink:**
<https://go.microsoft.com/fwlink/?linkid=2068602>

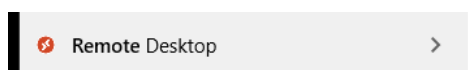


- 2) **Install the downloaded client**

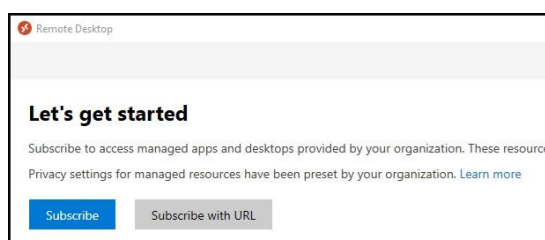




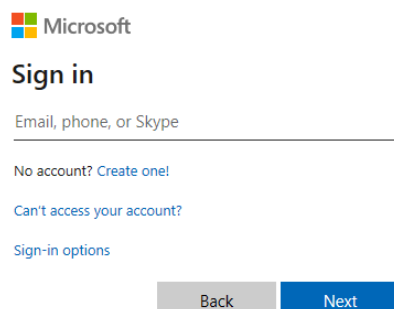
- 3) Start the “Remote Desktop” client. Should be available under the **Start menu on your PC**



- 4) There are two ways to login:
Either click **"Subscribe"** then enter your **"@addedocloud.com"** email **OR**
You can click on “Subscribe with URL”, **see link below:**
<https://rdweb.wvd.microsoft.com/api/arm/feeddiscovery>



- 5) Enter with your **"firstname.lastname.company@addedocloud.com"** address



- 6) Enter your new password that you created during the MFA installation.
- 7) **You will receive a MFA notification via the Authenticator app.** Now your Authenticator (application) on your mobile should ask you to approve the login.

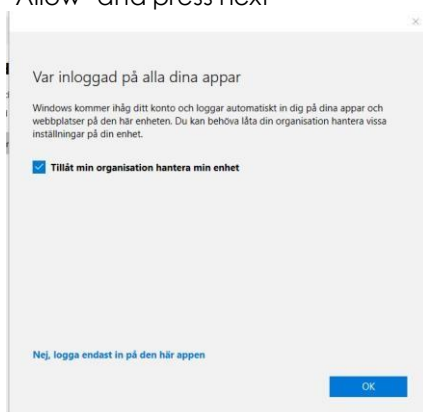
Approve sign in request

- 6) Open your Microsoft Authenticator app and approve the request to sign in.

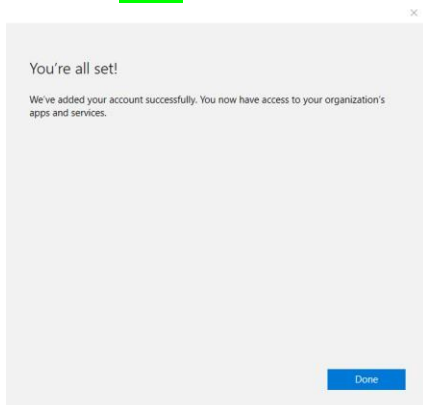
Having trouble? [Sign in another way](#)

[More information](#)

- 8) "Allow" and press next



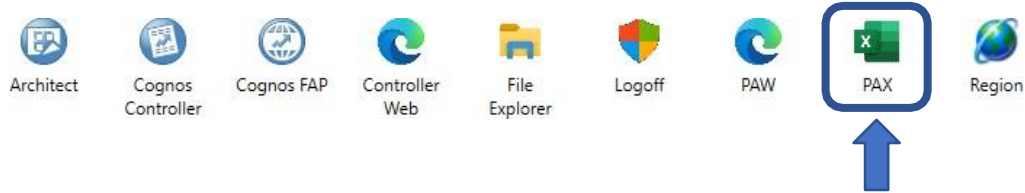
- 9) Click on "Done"



- 10) Depending on the type of applications you have accessed, you should now see the portal for Remote Desktop (se example below).



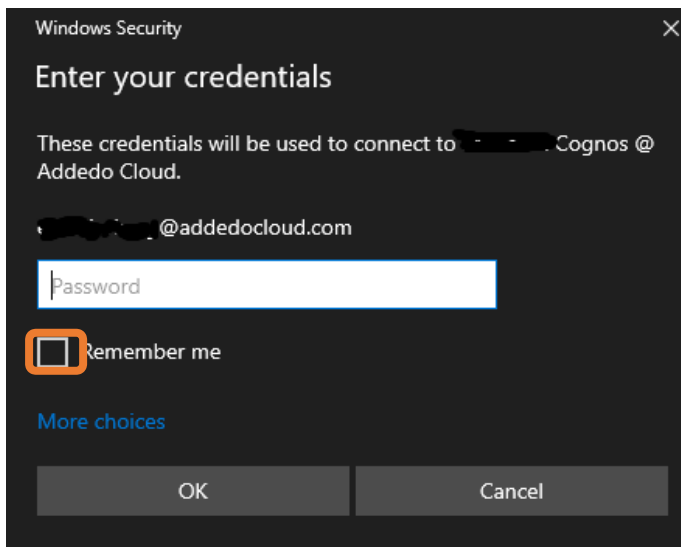
11) Next step is to validate your license in your excel application. Double click on the icon that resembles Excel . named "PAX" in your Remote Desktop Portal (see icons below).



Click

12) You will now receive a "logon window" telling you to login using your "firstname.lastname.company@addedocloud.com" account. Go ahead and insert the password and **check** the box (Remember Me).

Click

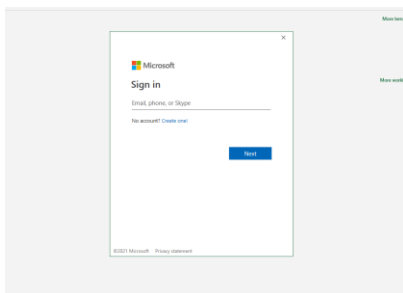


13) Excel will now open and you will get a notification (window) to **Sign in**. Press the button and login using your own **Office 365 user account company email and password (e.g.**

RIGHT ADDRESS: name.name@companyName.com/no/dk/se.

WRONG ADDRESS: (firstname.lastname.company@addedocloud.com)

This is an important step, **if you don't license the excel application you will not be able to use the IBM Controller Excel-Link.**



Congratulations and great work! You should now be able to access your addedo.Cloud environment!

**Sincerely,
addedo.Cloud Team
Addedo – Stockholm and Malmö**