

Tabs3 Cloud Quick Start Checklist

1. Download & Install the Duo Mobile App on your phone	
	<p>Note: For security reasons, Tabs3 Cloud requires Duo for multi-factor authentication. You will set up your account in a bit.</p>
2. Set your Tabs3 Cloud Password	
	<p>Use the link in Step 2 of the "Tabs3 Cloud Invitation" email we sent to you. --or-- Go to passreset.tabs3.cloud and enter your email address and use the reset link.</p>
3. Register your Tabs3 Cloud user with Duo	
	<p>Visit app.tabs3.cloud/register to register your Tabs3 Cloud user with Duo.</p> <ul style="list-style-type: none">You will need your email address and the password you just set in Step 2.Optionally visit tabs3.com/Tabs3CloudMFA to watch a short video on setting this up.
4. Decide how you want to access Tabs3 Cloud	
	<p>Note: The first login of the day tends to take a little longer for the software to launch.</p> <p>Using a Web Browser - Go to: app.tabs3.cloud/login and enter your email address and password.</p> <p>Pros:</p> <ul style="list-style-type: none">Don't need to install any software on your workstation.Works better if you have high-resolution displays. <p>Notes:</p> <ul style="list-style-type: none">If your browser blocks popups, you may be unable to access Tabs3 Cloud. Most browsers show an icon in the address bar when popups are blocked.You may be prompted to allow camera access when using Tabs3 Cloud, but it is not required.For instructions, see the Accessing your Local Drive section in KB article R11946. <p>Using Citrix Workspace - First install Citrix Workspace on your workstation click here for instructions.</p> <p>Once Citrix Workspace is installed from a web browser go to: app.tabs3.cloud/workspace and enter your email address and password.</p> <p>Pros:</p> <ul style="list-style-type: none">Behaves more like a Windows desktop application.Access to all local printers.Direct access to files on your local computer.Can copy and paste from Tabs3 DropBox.Better PracticeMaster Calendar Alarms notifications. <p>Notes:</p> <ul style="list-style-type: none">After entering your email and password, an .ICA file will download automatically to launch Tabs3 Software. If it doesn't, click the Tabs3 Billing icon.
5. Configure Outlook - If you have a Microsoft 365 E3 or E5 account	
	<ul style="list-style-type: none">In Tabs3 Billing, from the Quick Launch, search for and select Open Outlook.Follow the onscreen instructions.