







# Tabs3 Cloud Quick Start Checklist

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