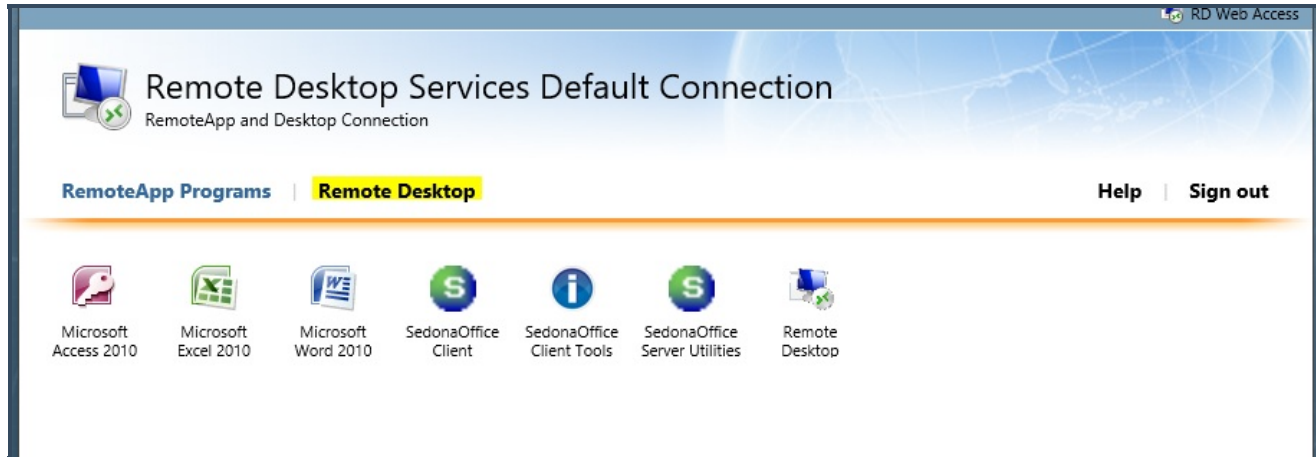


Add SedonaSync Employee Emails

02/12/2024 3:36 pm EST

Log into the cloud portal and click on the Remote Desktop link:

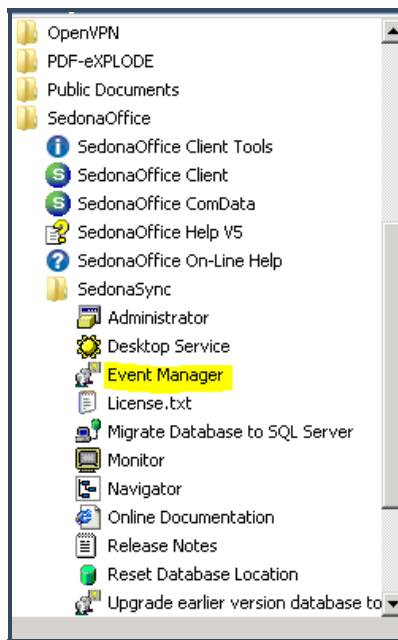


Click on Connect:

A screenshot of the "Remote Desktop" tab in the web portal. It shows a form for connecting to a remote computer. The text "Enter the name of the remote computer that you want to connect to, specify options, and then click Connect." is displayed. Below this, under the heading "Connection options", there are two dropdown menus: "Connect to:" with a blue selection bar and a dropdown arrow, and "Remote desktop size:" with the text "1440 x 900 pixels" and a dropdown arrow. At the bottom of the form are two buttons: "Options >>" and a yellow "Connect" button.

This uses the same login as the cloud. Make sure the username is in SedonaASP\Company.User or Company.User@SedonaASP.com format as the domain is required.

Navigate to Start > All Programs > SedonaOffice > SedonaSync > Event Manager:



The default login is Admin, with no password, so click OK to open the SedonaSync Event Manager.