



## User Guide for “VSM Share”

### Security Guidelines

Any documents made available on a Web Server like VSM Share are not very secure. Although a User ID and Password is required to access your documents, no web site is secure from a determined hacker.

**Please do not publish documents which contain information you would not like to become public.**

### How to Publish /Un-Publish Documents

VSM Share publishes your documents online, to a password protected area, where they are accessible using an Internet browser.

1. Copy any documents to your “VSM Share” folder that you want to put on the Web Server.
2. Documents you remove from the “VSM Share” folder will be removed from the Web server.
3. Run “VSM Share Sync” from your Citrix Online plug-in menu, to update the Web server.
4. Provide your customers with a link to the web page, an ID and password (supplied by Microshade).

### How to Put Your Logo on the Web Server

1. Create a low resolution JPEG copy of your logo – the larger the file, the longer it will take to appear on the web browser
2. Name the file depending on the shape/orientation of your logo, one of either:
  - icon-square.jpg
  - icon-landscape.jpg
  - icon-portrait.jpg
3. Place the icon in a folder called “icons”
4. Run “VSM Share Sync” from your Citrix Online plug-in menu, to update the Web server.