MatchMaker
FUNDRAISING SOFTWARE

Hosted Edition
Setup Guide

Hosted Edition RemoteApp Installation Guide

This guide will provide basic instruction for accessing MatchMaker FundRaising Software Hosted Edition and MatchMaker My Docs utilizing a RemoteApp desktop link.

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Access MatchMaker FundRaising Software Hosted Edition through a RemoteApp icon on your desktop

This section will provide the steps to download and install the MatchMaker FundRaising Software RemoteApp. The RemoteApp will provide a direct link from your desktop to the MatchMaker FundRaising Software Application.
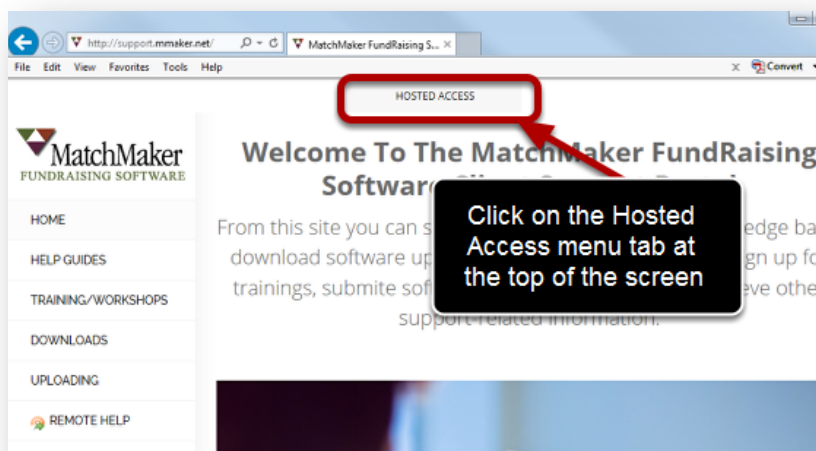
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Access MatchMaker My Docs through a RemoteApp icon on your desktop

This section will provide the steps to download and install the MatchMaker My Docs RemoteApp. The RemoteApp will provide a direct link from your desktop to the MatchMaker My Docs Net Drive.
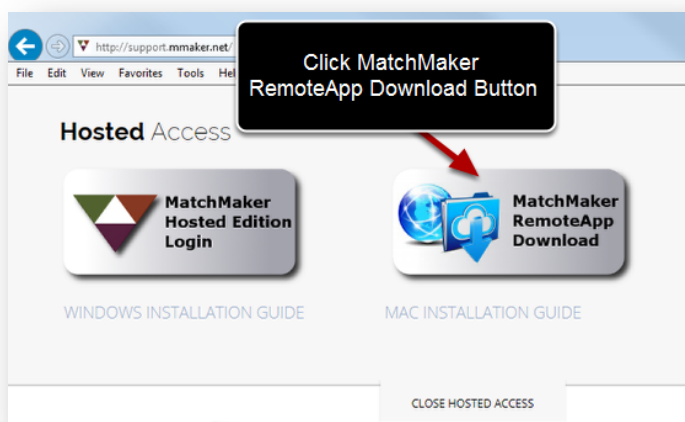
Adding MatchMaker FundRaising Software RemoteApp to Your Desktop

Access MatchMaker FundRaising Software Hosted Edition through a RemoteApp icon on your desktop. This guide will provide the steps to install the remoteapp icon.
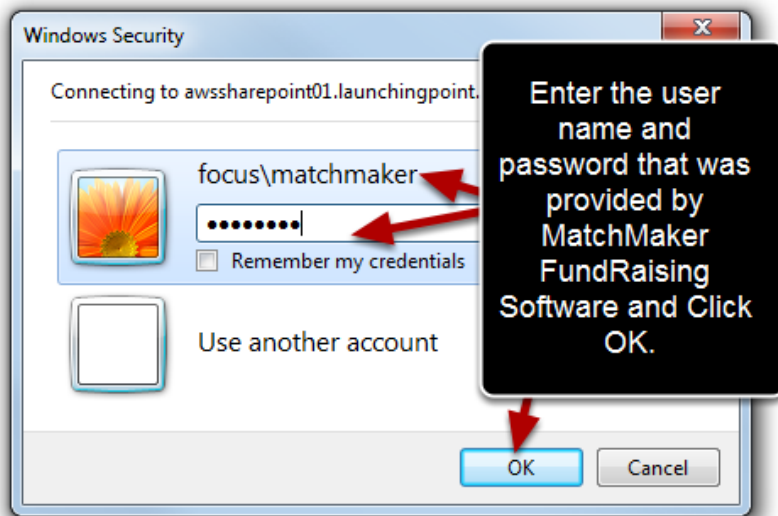
Open any internet brower (*Internet Explorer* is the browser used in this guide) and go to www.mmaker.net. Click on the **Hosted Access** menu button at the top of the screen.

Select MatchMaker RemoteApp Download

Enter Credentials to Access Your Client Web Page

When entering your credentials make sure to add **focus** to the beginning of your user name. *If you receive a warning that your credentials did not work, you will need to click the "**Use another account"** button and re-enter your credentials.
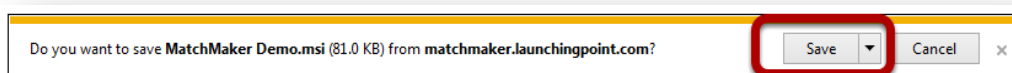
Hint: If you check the box "**Remember my credentials**" you will not need to re-enter your user name and password.
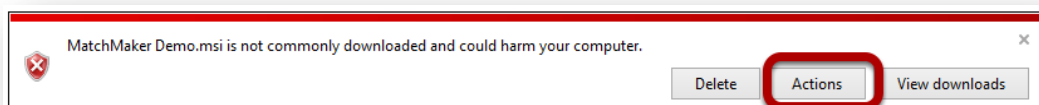
Choose the Installer Package

The RemoteApp installer will be labeled as "*MatchMaker (your organization's name)*". For example the XYZ Foundation will be listed as *MatchMaker XYZ Foundation.*
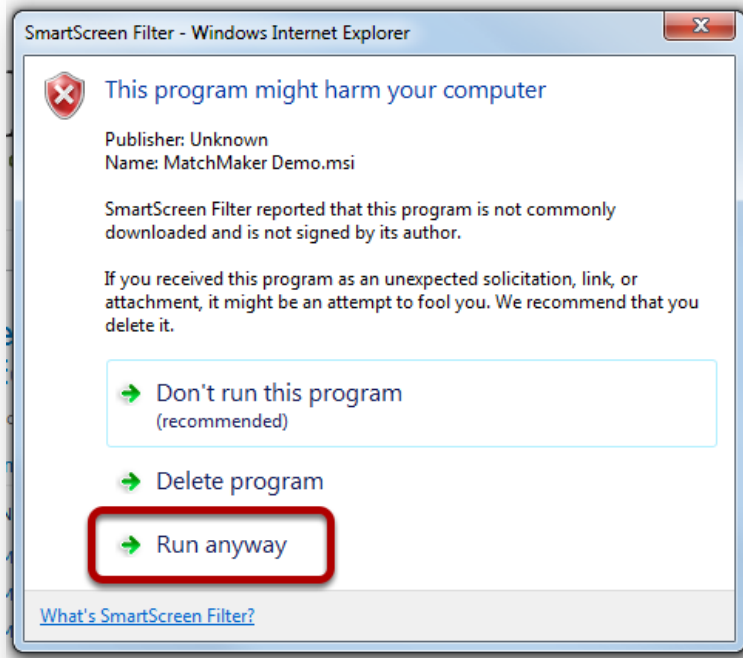
Save the Installer

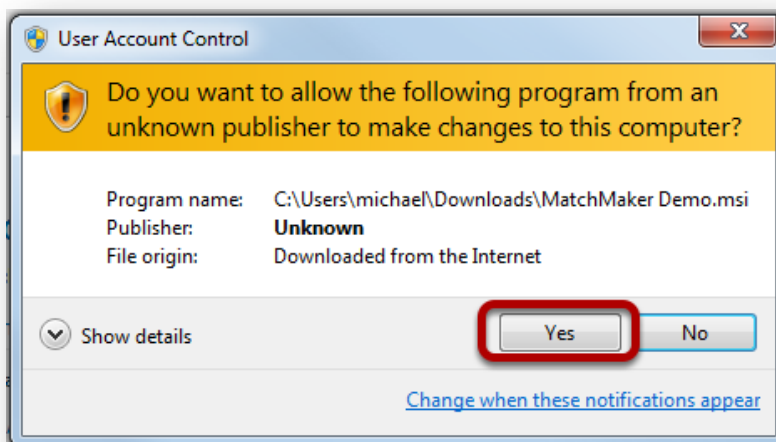Click **Save.**

Possible Security Warning

Click the **Actions** button to continue the installation.

Continue the Installation

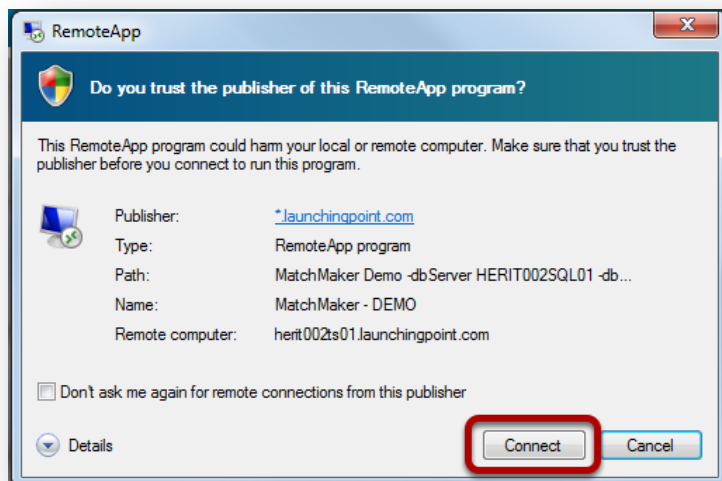Select the option to **Run anyway.**

User Account Control Popup

Depending on your operating system and your computer security settings you may encounter this popup. Click **Yes** to continue with the installation.

Launching the RemoteApp

Double click on the MatchMaker Icon on your desktop to launch the application.

Connect with the RemoteApp

Click the **Connect** button to continue. If you do not want this dialogue box to popup in the future, put a check mark in the box to the left of *"Don't ask me again for remote connections from this publisher".*

Enter Your Hosted Access Credentials
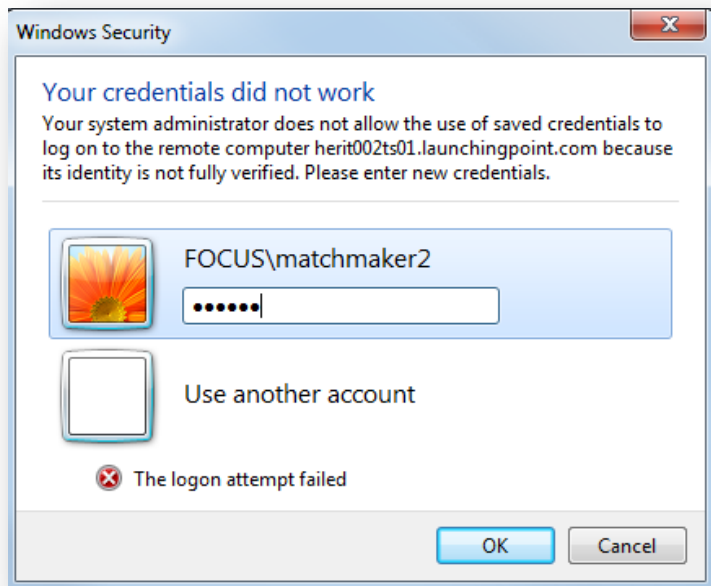
Depending on your computer setting you may need to re-enter your credentials. When entering your credentials make sure to add **focus** to the beginning of your user name.

Launch Connection Screen
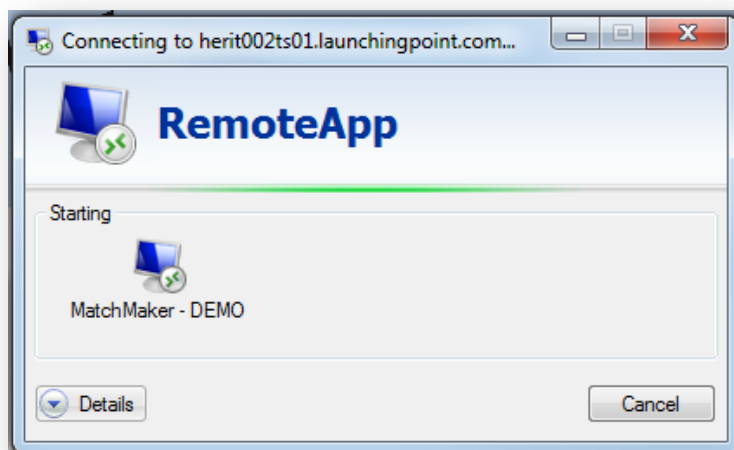
This process might take a few moments to initialize the hosted environment.

Enter MatchMaker FundRaising Software Credentials

Adding MatchMaker My Docs RemoteApp to Your Desktop

Access MatchMaker My Docs through a RemoteApp icon on your desktop. This guide will provide the steps to install the remoteapp icon on your desktop.
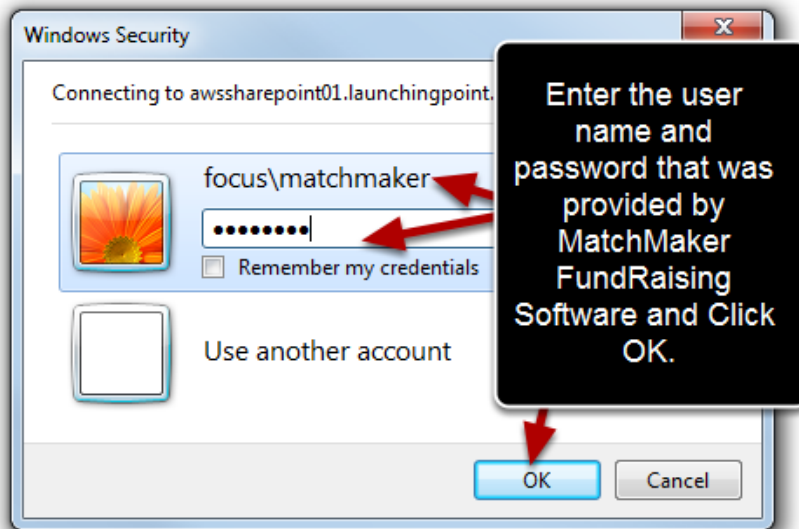
Open any internet brower (Internet Explorer is browser used in this guide) and go to www.mmaker.net. Click on the **Hosted Access** menu button at the top of the screen.

## Select MatchMaker RemoteApp Download

Enter Credentials to Access Your Client Web Page

When entering your credentials make sure to add **focus** to the beginning of your user name. *If you receive a warning that your credentials did not work, you will need to click the "**Use another account"** button and re-enter your credentials.
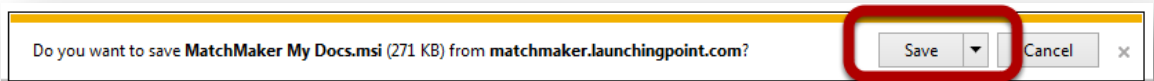
Hint: If you check the box "**Remember my credentials**" you will not need to re-enter your user name and password.

Choose the Installer Package
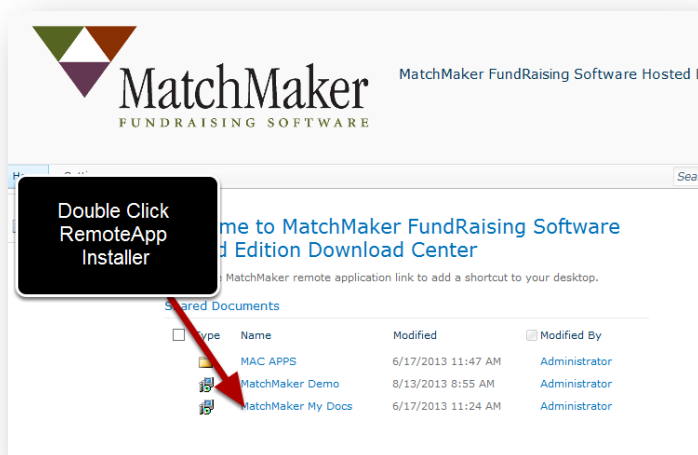
The RemoteApp installer will be labeled as ***MatchMaker My Docs***.
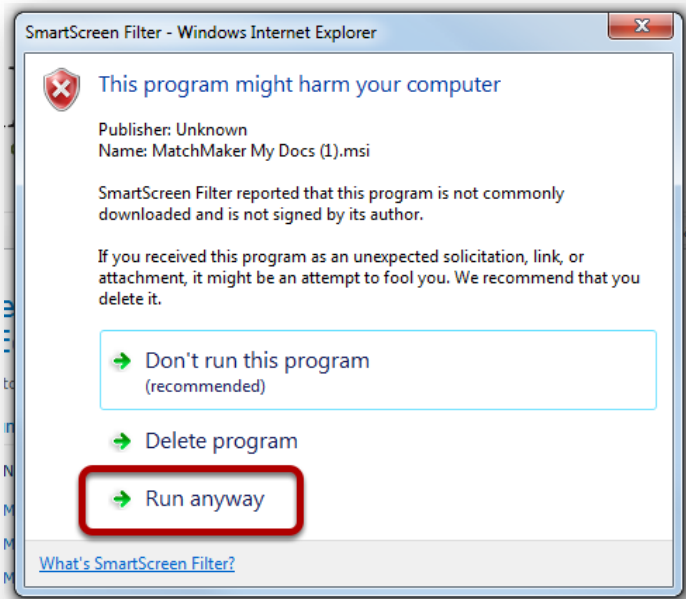
Save the Installer

Click **Save.**

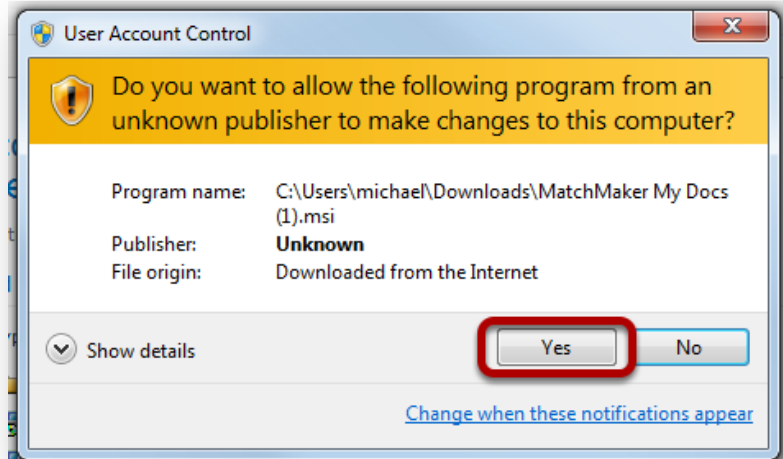## Possible Security Warning

Click the **Actions** button to continue the installation.

Continue the Installation

Select the option to **Run anyway.**
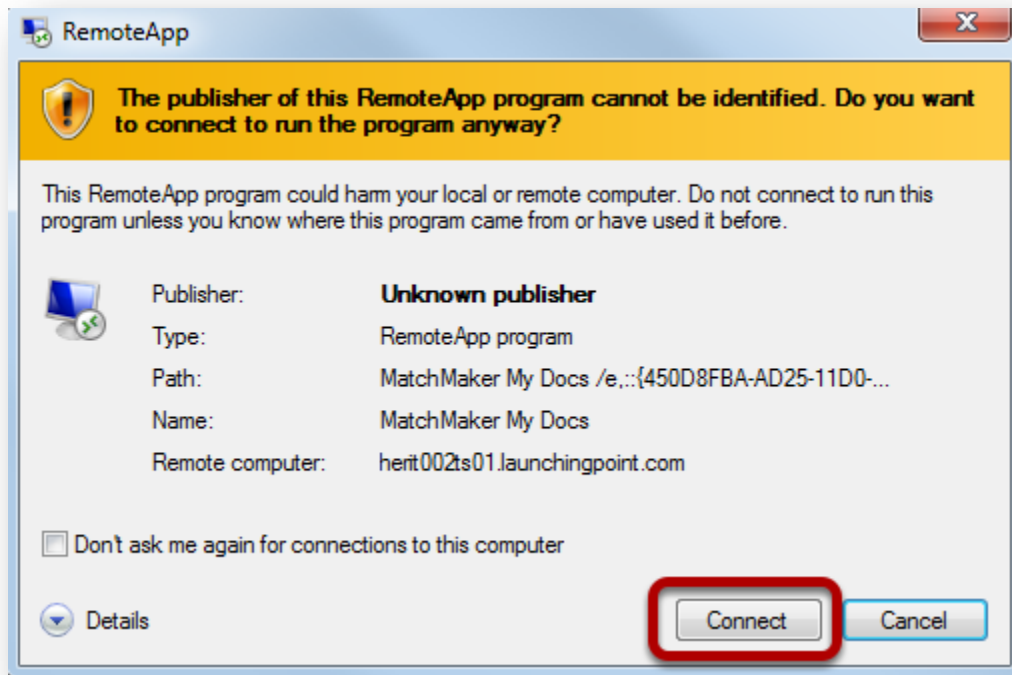
User Account Control Popup

Depending on your operating system and your computer security settings you may encounter this popup. Click **Yes** to continue with the installation.
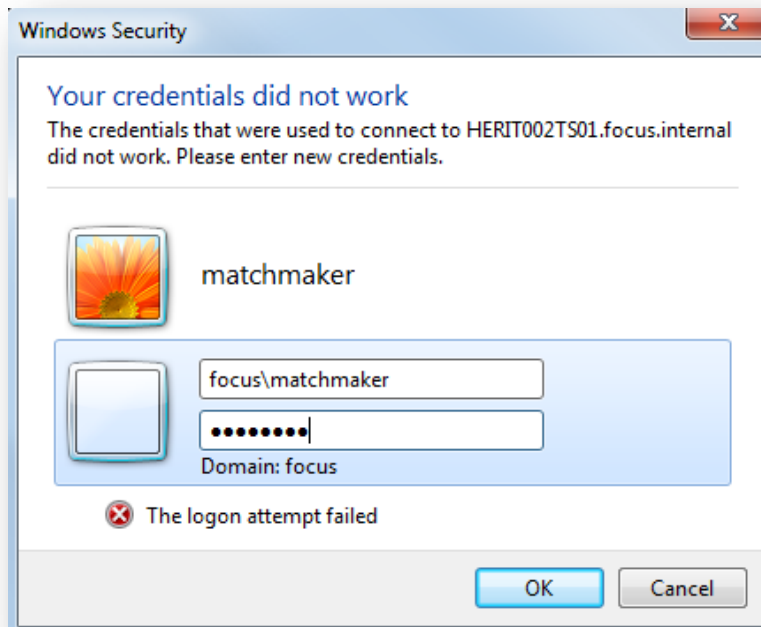
Launching the RemoteApp

Double click on the MatchMaker My Docs icon on your desktop

## Connect with the RemoteApp

Click the **Connect** button to continue. If you do not want this dialogue box to popup in the future, put a check mark in the box to the left of ***"Don't ask me again for remote connections from this publisher".***
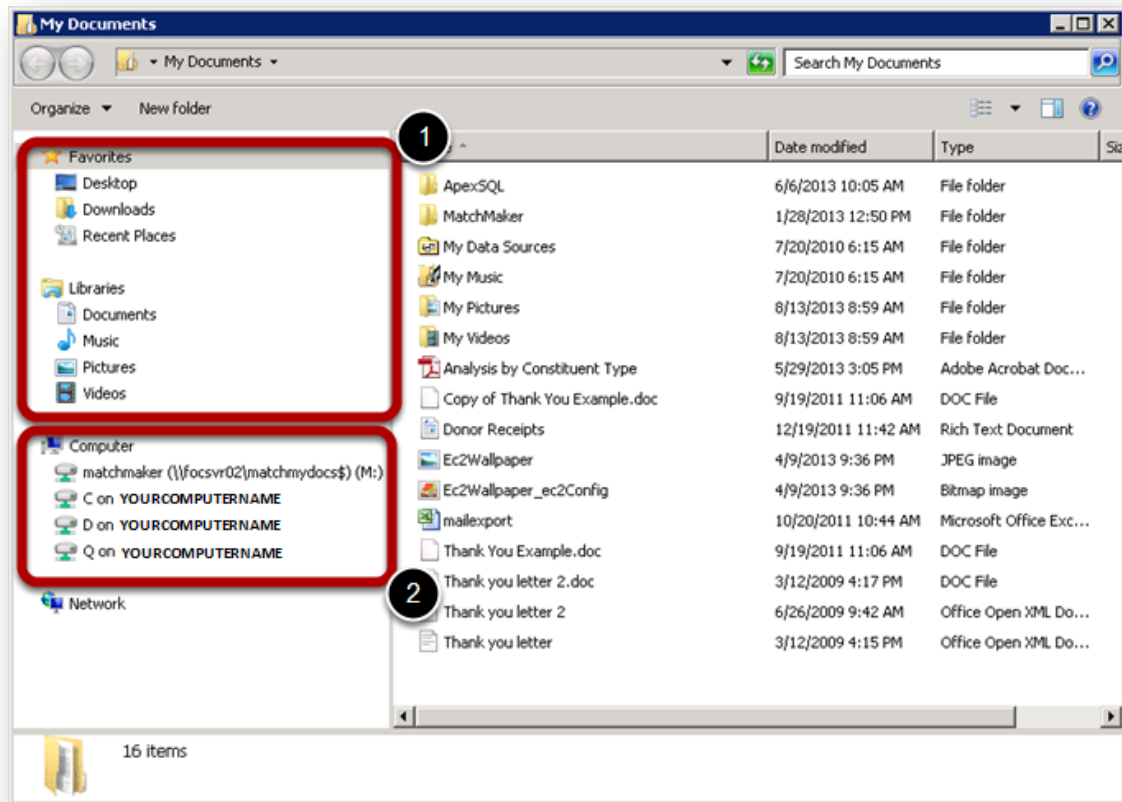
Enter Your Hosted Access Credentials

Depending on your computer setting you may need to re-enter your credentials. When entering your credentials make sure to add **focus** to the beginning of your user name.

Launch Connection Screen
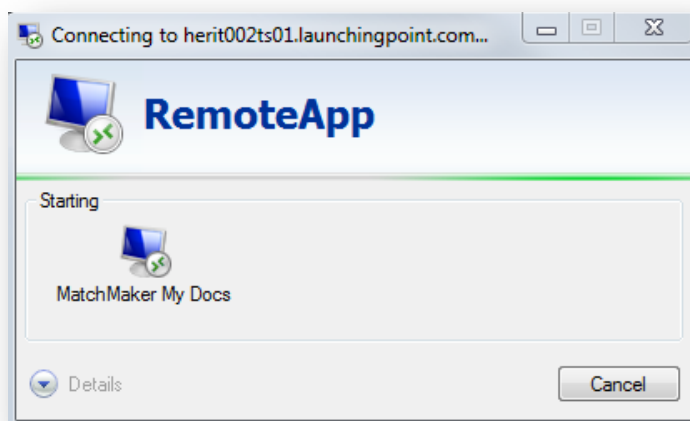
This process might take a few moments to initialize the hosted environment.

Access to MatchMaker My Docs

1. Any document saved under the Favorites or Libraries reside on the Net Drive and not on your local computer.

2. Documents on your local computer can be accessed by MatchMaker My Docs by clicking on the appropriate drive label with "*Your Computer Name*". In the example above the local computer name is "YOURCOMPUTERNAME". By double-clicking on the C on YOURCOMPUTERNAME, you will be able to view your local computer C drive.