



Nubo End User Guide

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About this Guide

Purpose:

This guide will show you how to download and register for the Nubo remote workspace app. You will learn how to:

1) Register for and activate Nubo:

- Download and register for Nubo
- Activate your account
- Authenticate your username and password
- Select your passcode
- Log in to Nubo
- Reset your passcode

2) Use Nubo's main functions:

- Navigation to and from the homescreen
- Select preferred settings

1. Registration & Activation

A. Install the Nubo App on your device

For Android:

If you're using an Android smartphone or tablet, you can download the Nubo app from the Google Play store on your device. You may also download and install Nubo to your mobile device from any online browser on your laptop or desktop via the [Google Play](#) web site.

For Apple:

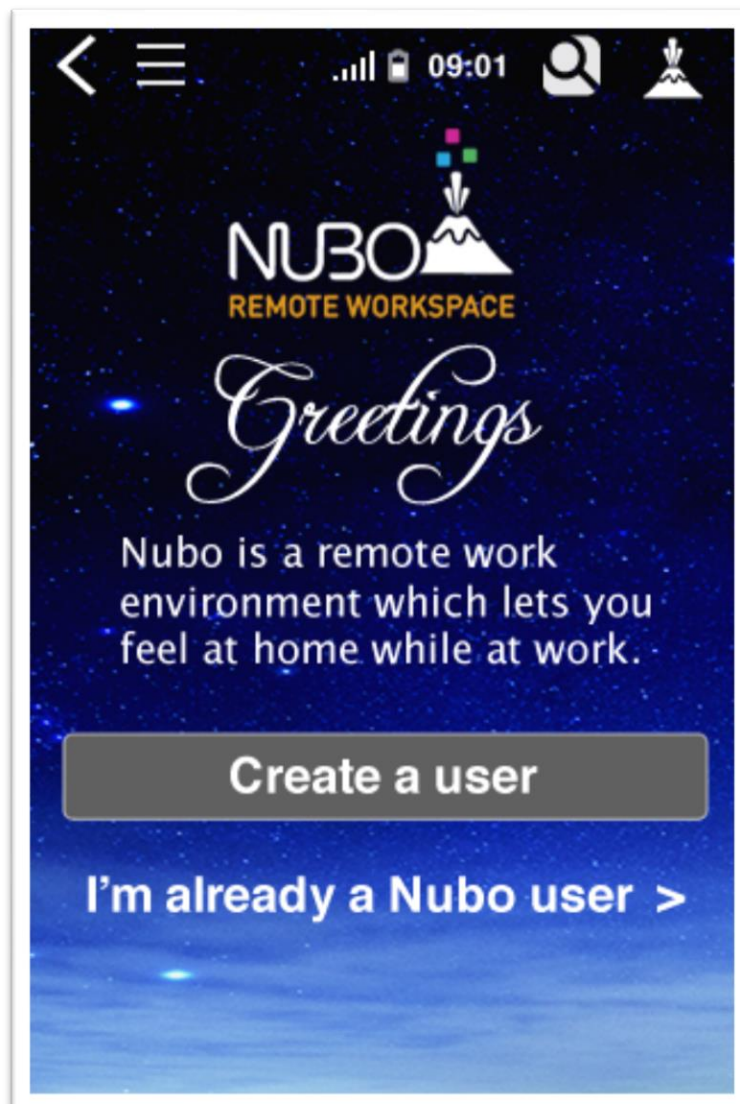
You can download the Nubo app on your smartphone or tablet from the Apple store on your device. You may also download and install Nubo to your mobile device from any online browser on your laptop or desktop via the [Apple](#) store web site.

B. Register and activate your account

Please follow these steps to register your account and activate Nubo on your device:

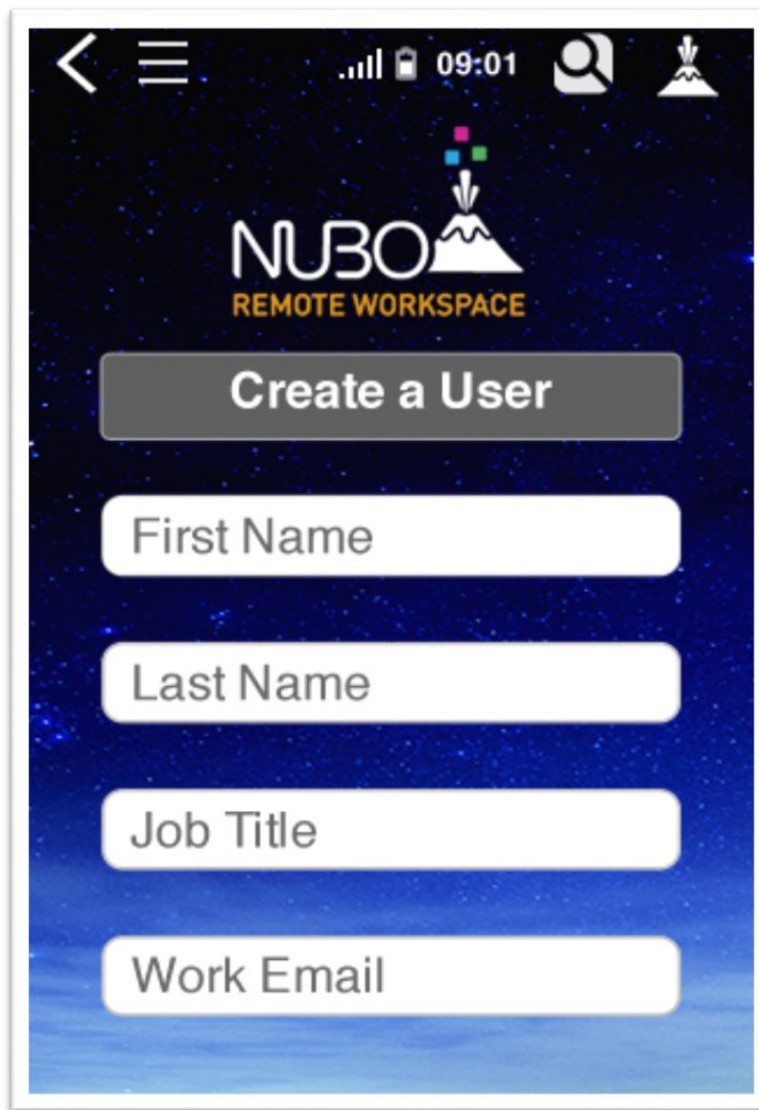
1. Once you have installed the Nubo app on your device, launch the application for the first time. A welcome screen will appear asking you to create a user:

Image 1: Welcome screen



2. Tap the “Create a User” button. You will be taken to a registration screen.

Image 2: Registration screen



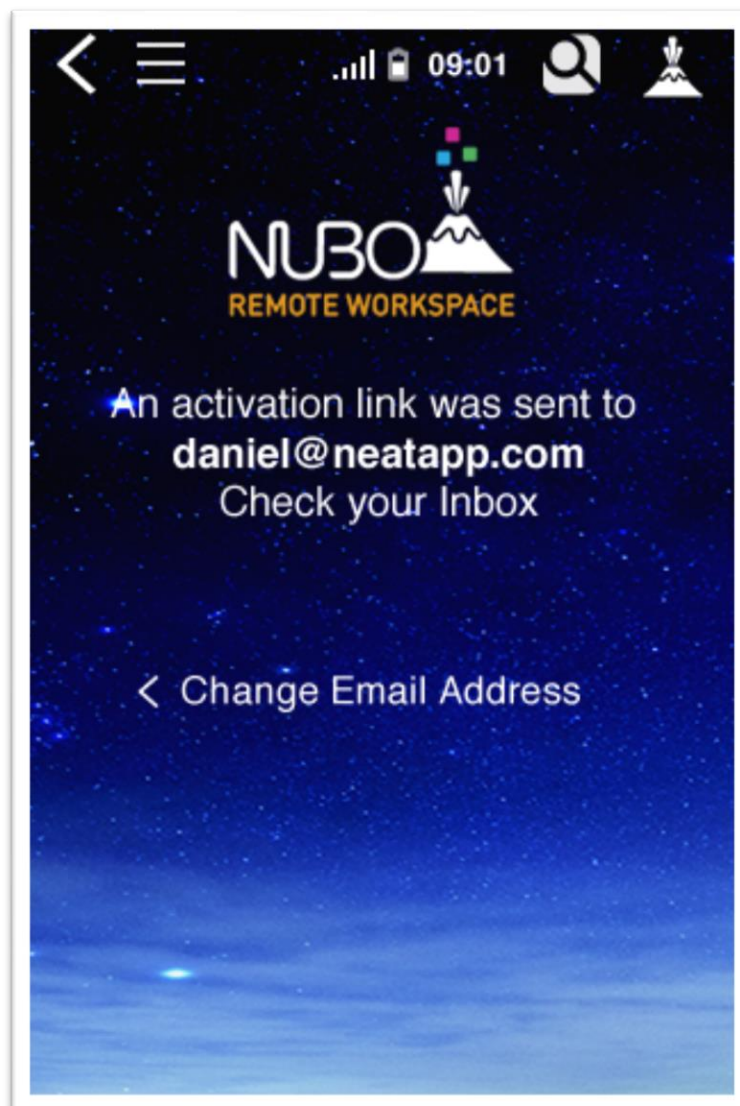
The image shows a mobile application registration screen. At the top, there is a status bar with a back arrow, a menu icon, signal strength, battery level, and the time 09:01. Below the status bar is the NUBO Remote Workspace logo, which features a stylized mountain and the text 'NUBO REMOTE WORKSPACE'. The main content area has a dark blue background with a starry pattern. It contains a 'Create a User' button, followed by four input fields for 'First Name', 'Last Name', 'Job Title', and 'Work Email'.

3. Enter the registration details on the form:

- First Name
- Last Name
- Job Title
- Work email address

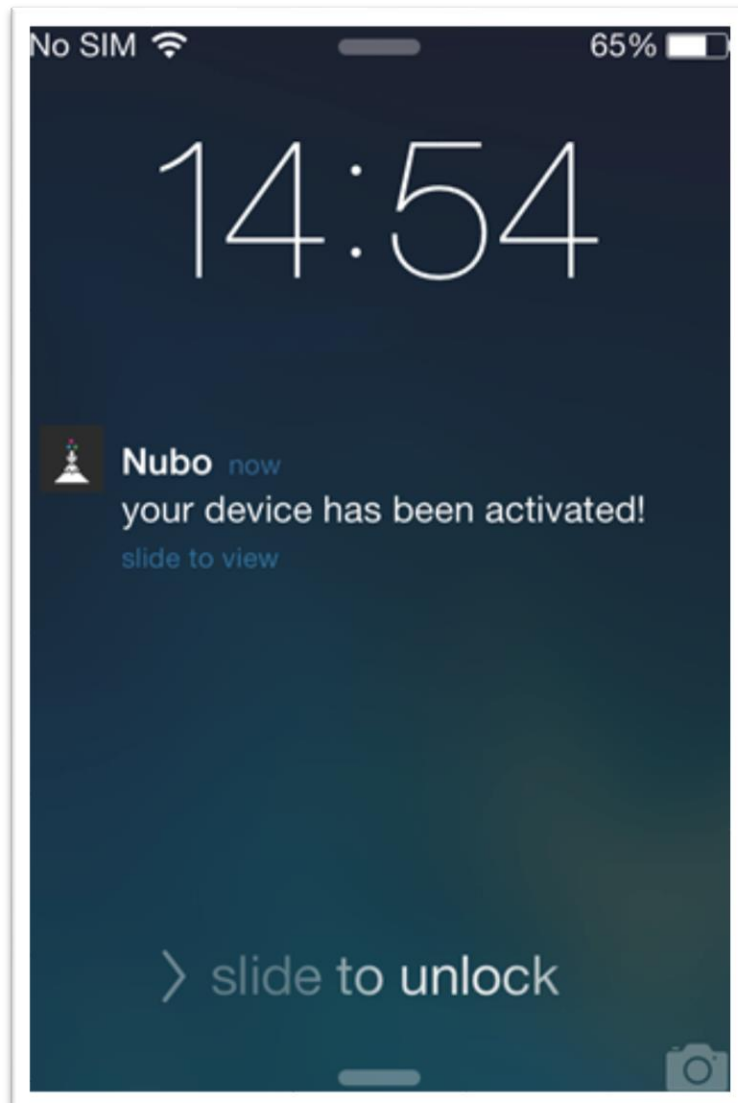
4. Once you've filled out the form, tap the "Create a User" button.
5. The next screen will notify you that an activation link has been sent to your email address.

Image 3: Activation link sent to email



6. Go to your inbox and open the email from Nubo Support about how to create a player. Tap the activation link provided. You will receive a notification on your device homescreen that your device has been activated.

Image 4: Device activation confirmation

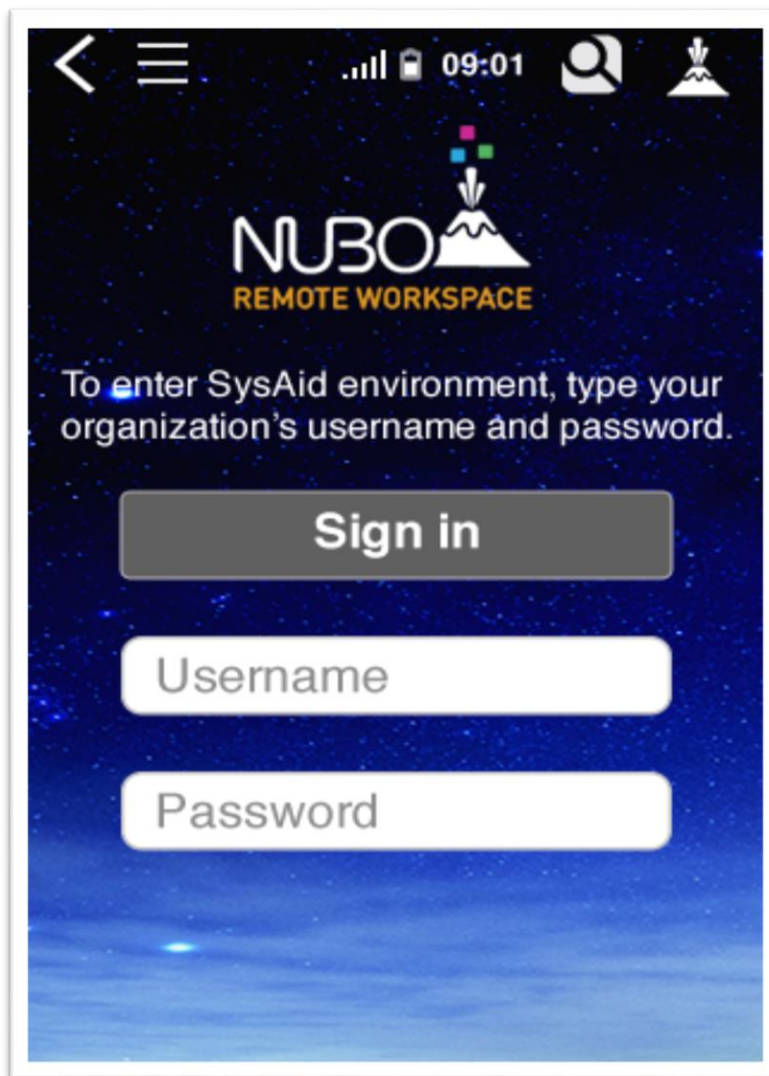


Please Note: If you don't click on the activation link within 48 hours it will expire. You will then need to open the Nubo app from your mobile device and create your user profile again.

7. Once your device is activated, you can now sign into Nubo for the first time. If you are a private user please skip ahead to step 8 for passcode set up.

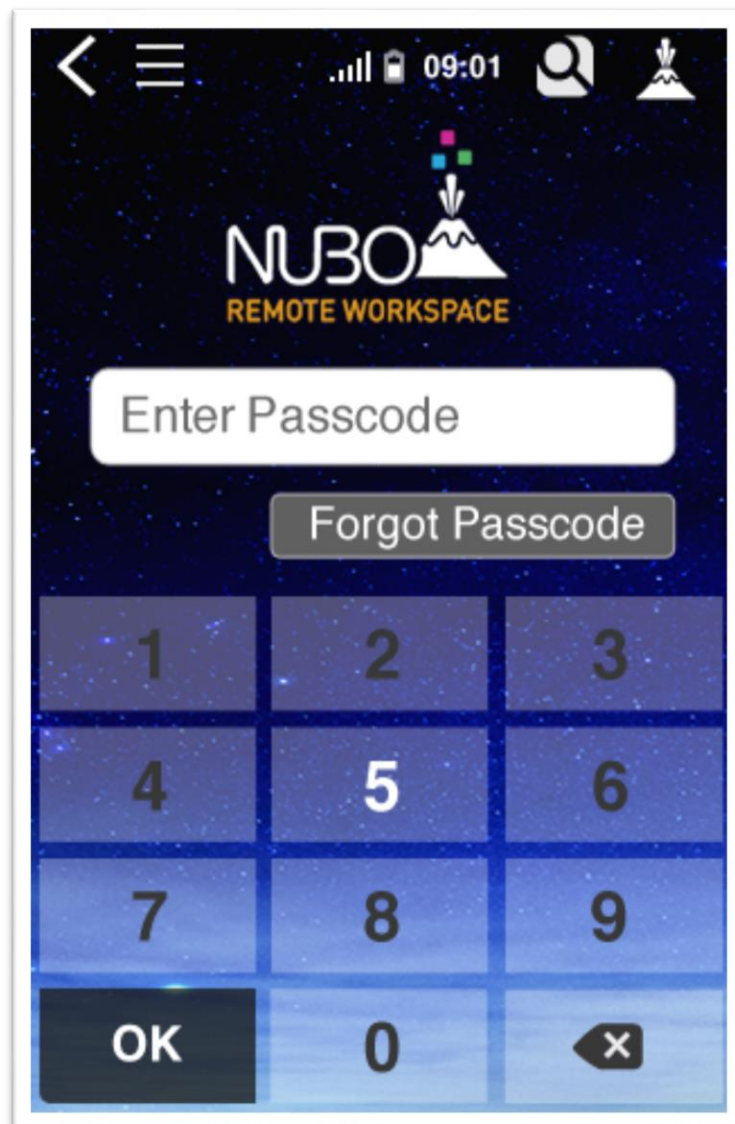
If you are receiving organizational access to Nubo, you will need to configure your account. Sign in by entering your organization's user name and password. You only need to do this once. Once done, tap the "Sign in" button.

Image 5: Username and password authentication



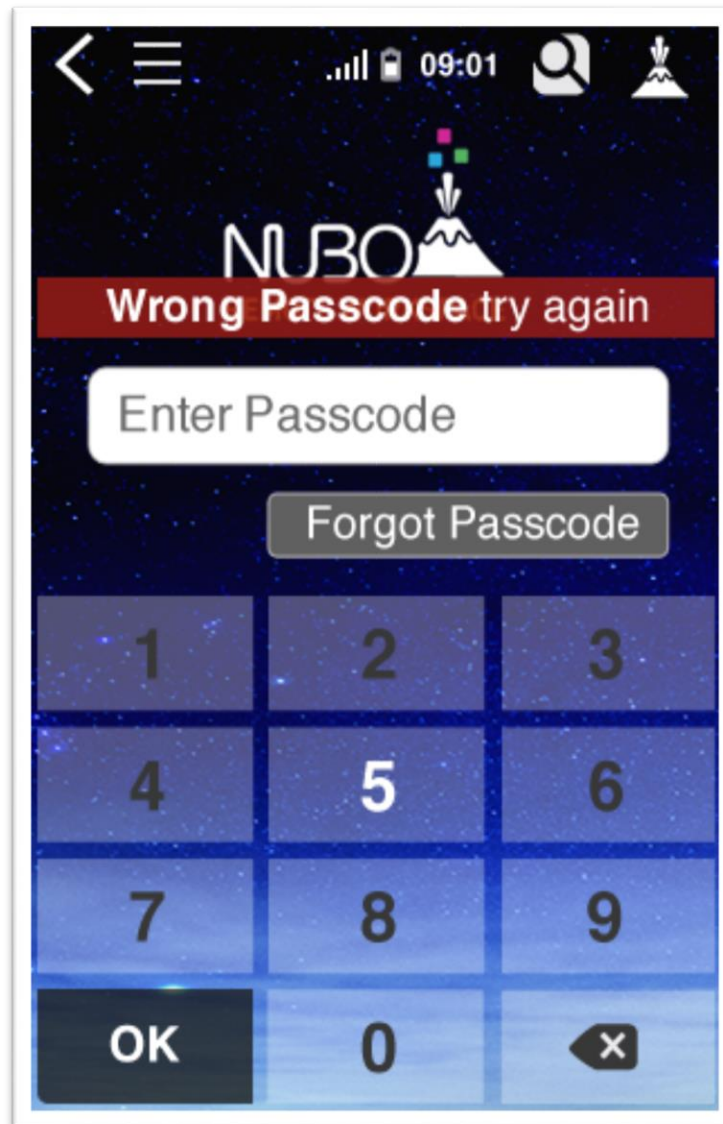
8. You will now be asked to select your Nubo passcode. You will use this passcode from here on to log into the Nubo app. Enter your chosen passcode using the number pad. The passcode must be a minimum of 5 numbers, and maximum of 8 numbers.

Image 6: Select a passcode



9. Re-enter your passcode to confirm. If you don't re-enter the same passcode twice, you will see a notification message saying that the passcode is incorrect.

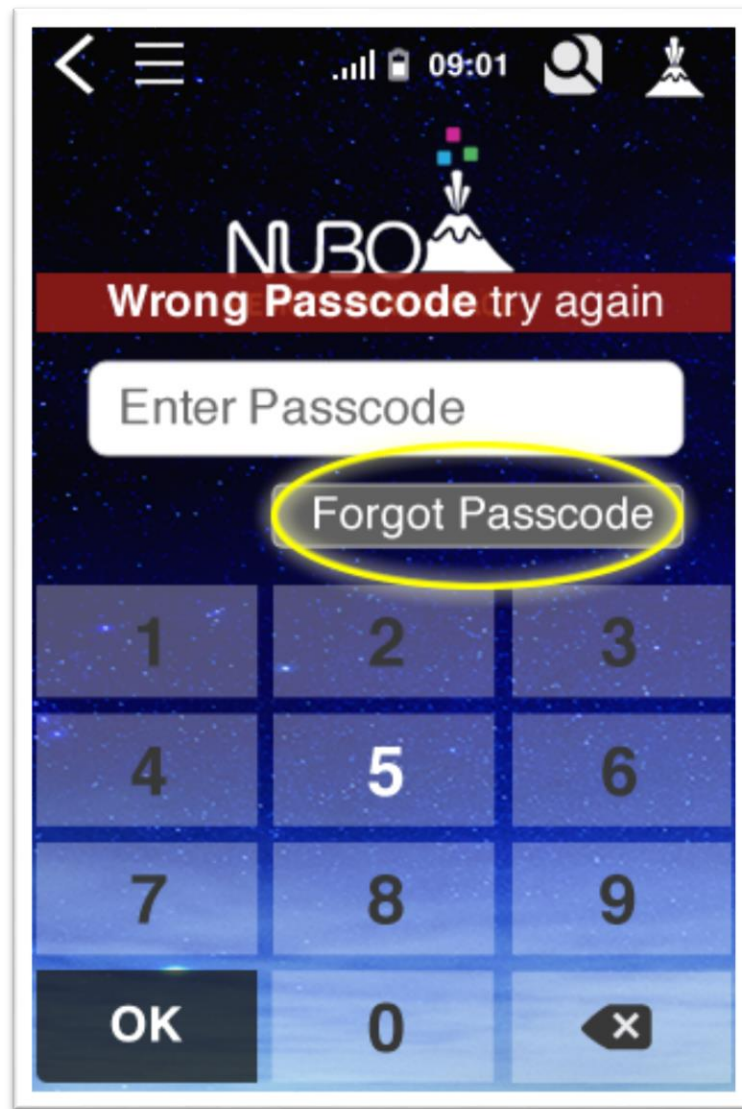
Image 7: Wrong Passcode. Try again.



C. Log in & Passcode Reset

1. Once you have successfully confirmed a valid passcode (See Section 1, step 8), you will be taken to the Nubo launcher. This passcode is now your permanent login for Nubo.
2. Passcode Reset: If you forget your passcode or wish to change it

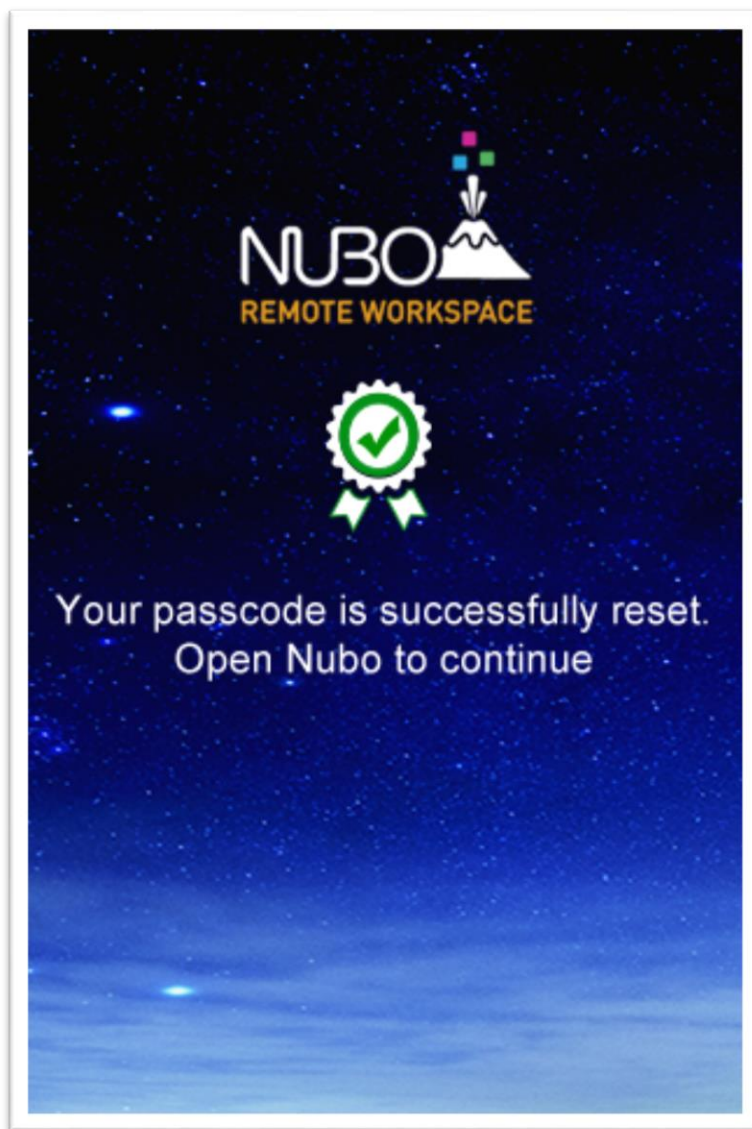
Image 8: Forgot passcode





- a. Tap “Forgot Passcode” from the login screen as seen below:
- b. You will be asked to confirm that you wish to reset your passcode. Tap on “OK” to proceed or “Cancel” to go back to the login screen.
- c. You will receive an email from Nubo Support with a link to reset your passcode.
- d. Tap the link provided in the email.
- e. A notification screen will pop up letting you know that your passcode has been reset.
- f. Open your Nubo app. You will be asked to enter a new passcode. The passcode must be between 5 and 8 numbers long.
- g. Re-enter your chosen passcode to confirm. You will now enter the Nubo workspace and can continue using the app.

Image 9: Reset confirmation



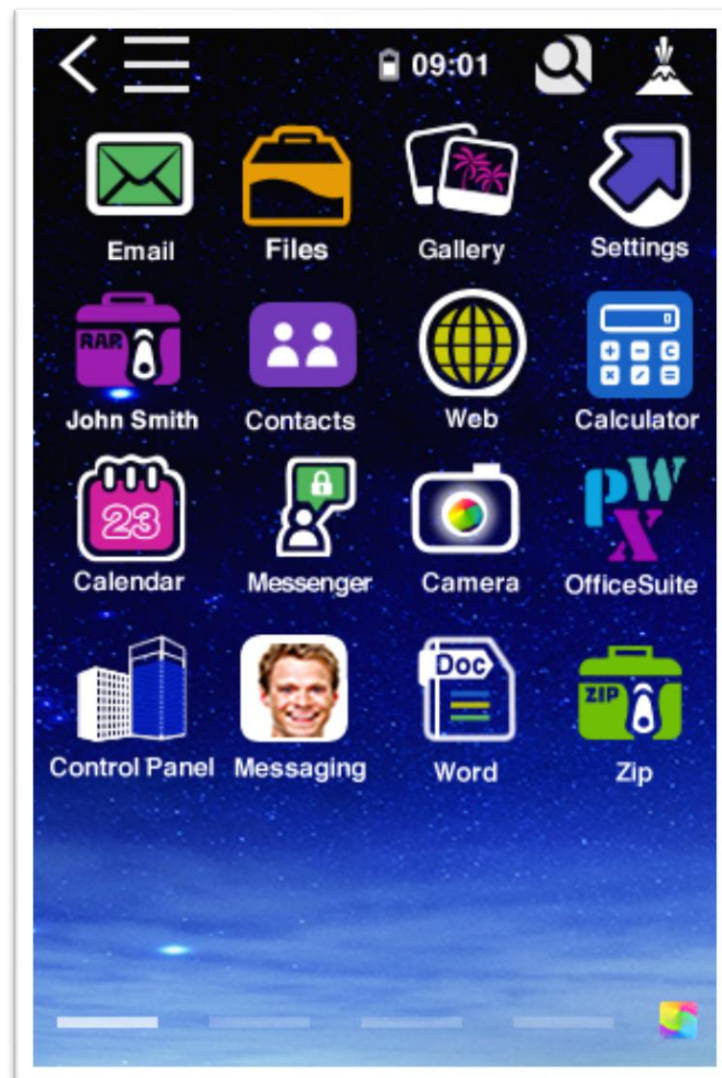
2. App Functions & Settings

A. Navigating Nubo

1. The Homescreen

Upon logging in, the homescreen is where you will find Nubo's standard apps, including: email, Calendar, People, Browser, OfficeSuite (Word, Excel and PowerPoint), Messenger, Gallery and File folders.

Image 10: Nubo Homescreen



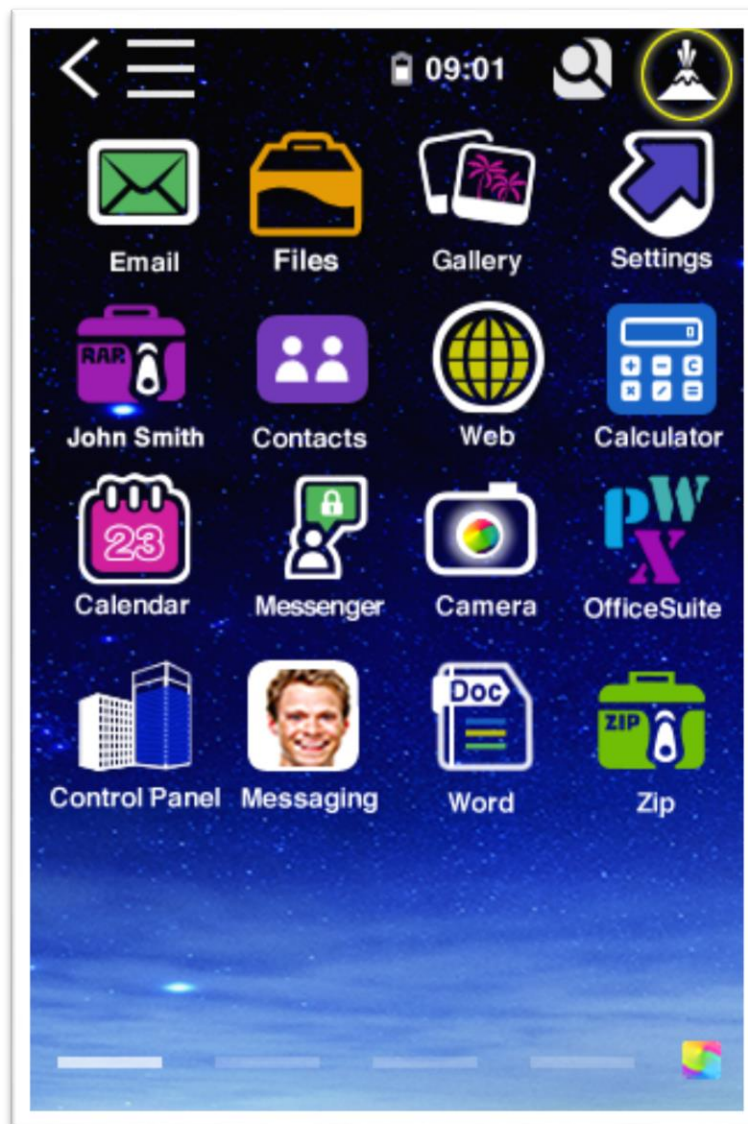
2. Moving Apps

You can arrange apps in your preferred order on any screen in the Nubo app. To move an app, tap and hold it, and drag it to your desired location. If you wish to move the app to another screen, tap and hold the app, and then drag it to your preferred screen. Release to drop it in this location.

3. Toolbar functions

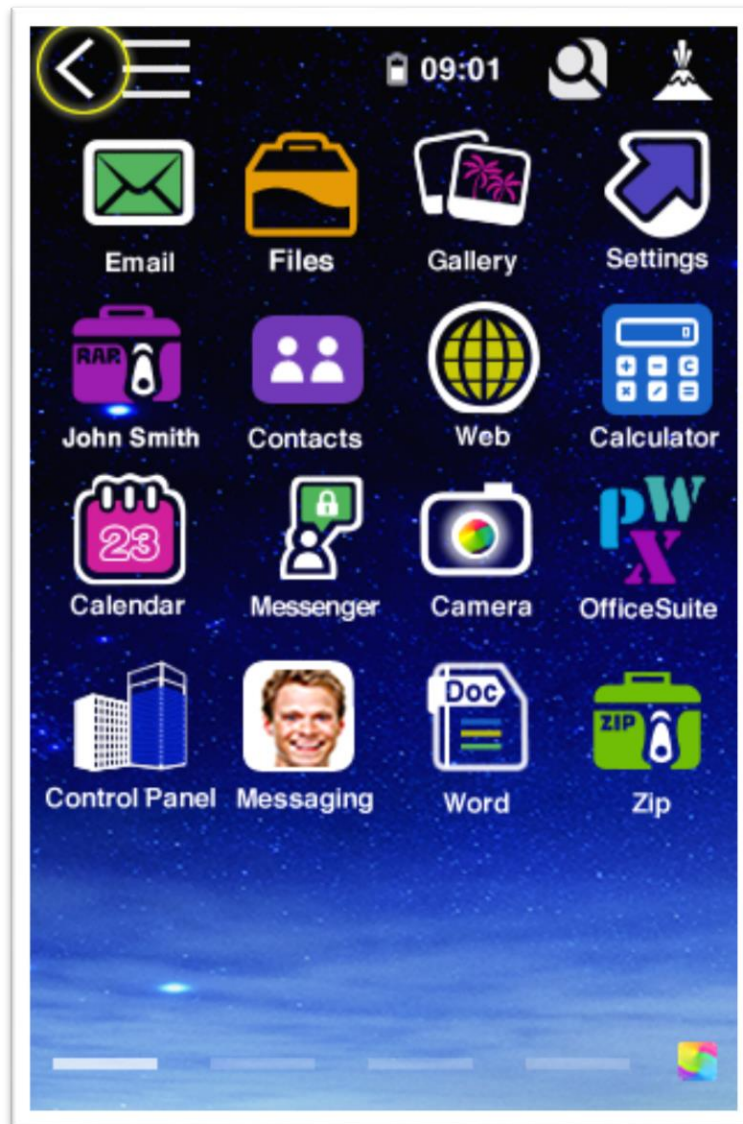
- a. **Homescreen icon:** Whether you are working in an app or browsing in another screen, you can return to the homescreen by simply tapping the Nubo logo located at the far right of the toolbar.

Image 11: Homescreen icon



- b. Previous screen:** To go back a previous screen, tap the back arrow icon located on the far right of the toolbar. This will bring you back to the previous screen or menu.

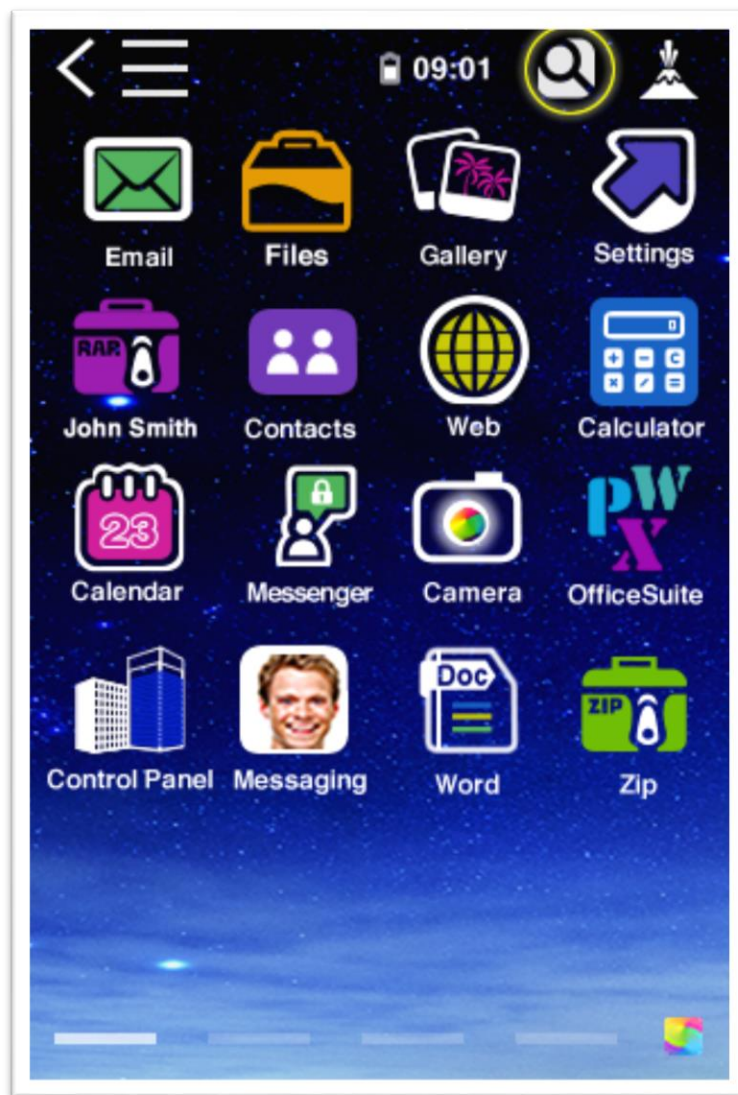
Image 12: Go back to previous screen



c. App finder: You can use the search function on the top toolbar to locate an app:

- I. Tap the magnifying glass icon. A search bar will appear.
- II. Start typing the name of the app in the search bar. An autocomplete will appear and display the app.

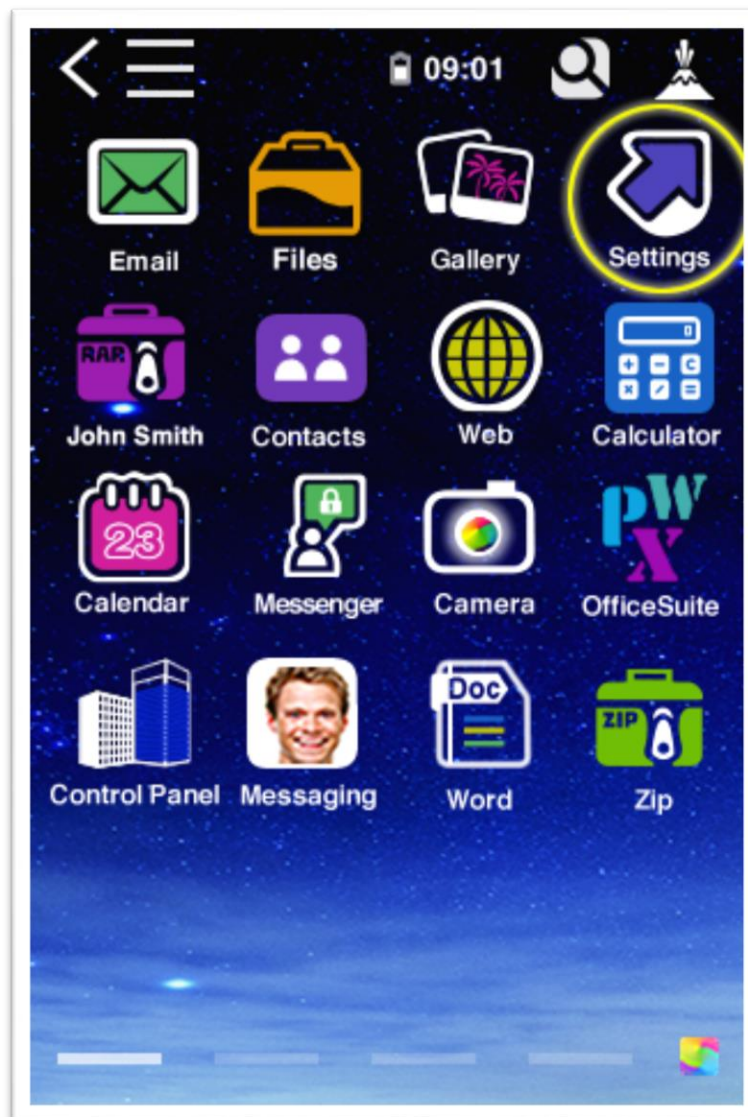
Image 13: App finder



B. Settings

You can select and modify preferred settings within the “Settings” area. To do so, tap the Settings icon on the homescreen.

Image 14: Settings icon

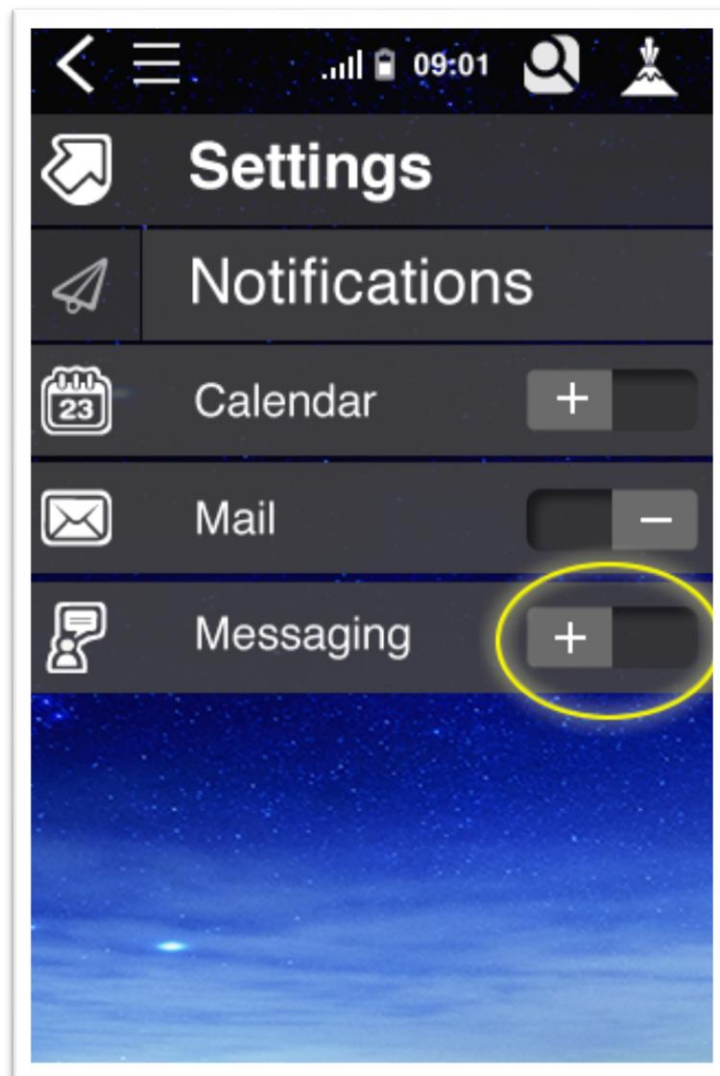


1. Push notifications

You can turn push notifications on or off for mail, calendar and instant messages. To turn a notification on or off:

- a.** Hold the on/off button and drag it to the left. The “+” sign will indicate that notifications are on.
- b.** Hold the on/off button and drag it to the right. The “–” sign will indicate that notifications are off.

Image 15: Push notification settings



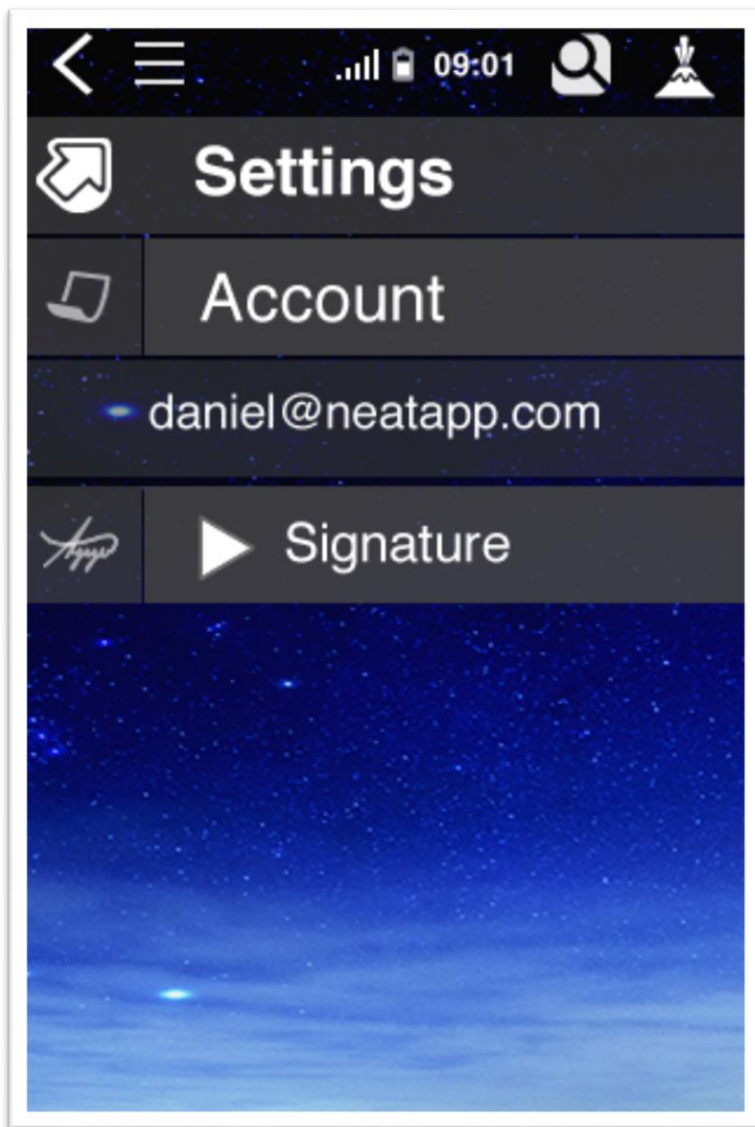
2. Exchange account

To add your exchange email account:

- a.** Tap “Accounts” from the Settings screen.
- b.** Tap “Add Exchange Account”
- c.** Complete the form with your user name, password and
server name
- d.** Tap the advanced option at the bottom of the screen if you wish to add more details such as the connection type and/or Port number.
- e.** Once you’ve entered all of your details, press the “Sign in to Exchange” button at the top of the form.

Your exchange account settings will sync with your Nubo email app. You can now log in to your email, using the email app in Nubo.

Image 16: Exchange Account details

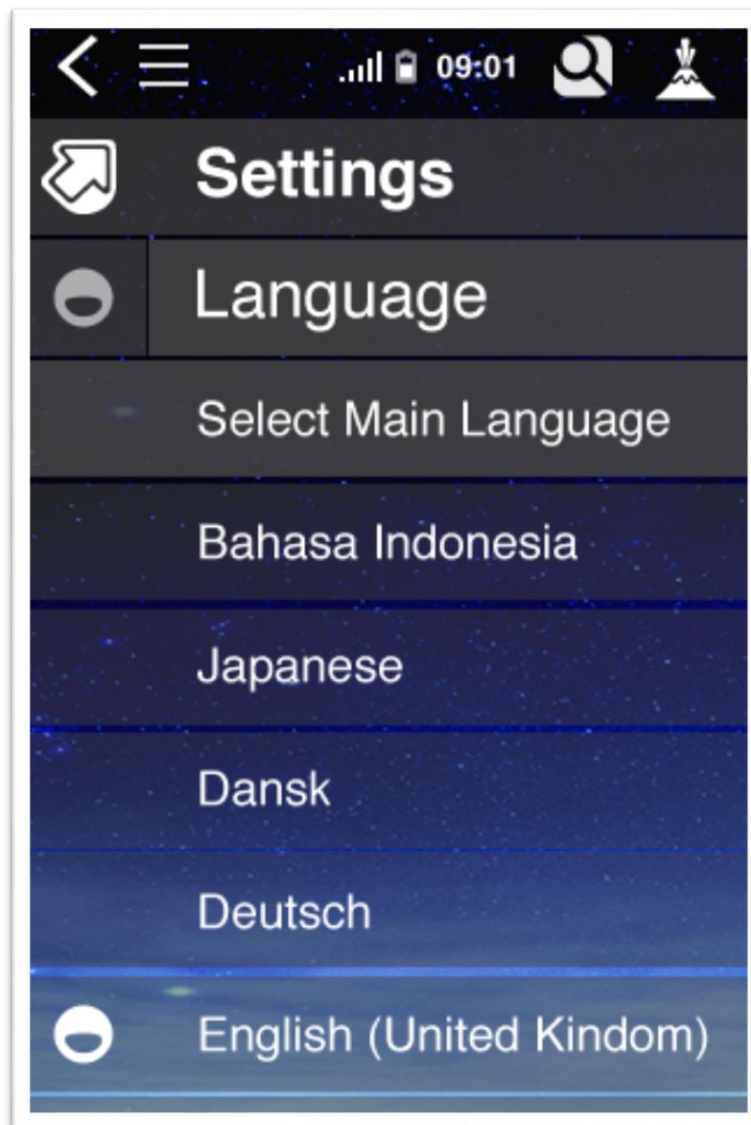


3. Language

You can select your desired display language from the Language screen within Settings.

Tap on your desired language from the list provided.

Image: 17 Select main language



4. Security

From the security screen you can set a new passcode:

- a. Tap “Set New Passcode”
- b. Enter your new passcode using the number pad provided and tap OK. The passcode must be a minimum of 5 numbers, and maximum of 8 numbers.
- c. Re-enter the new passcode and tap OK to confirm. Your passcode has now been changed

Image 18: Set New Passcode

