Getting Started Guide

Signing up for a Viivo for Business team is your first step to securing your business data in the public cloud. After you have signed up for your trial, you will be able to log in to the web based Admin Console found at http://ac.viivo.com. On your first login, you console will look pretty empty.

Step #1 - Sign up for a Viivo account
Now you might be thinking... I just signed up for a Viivo for Business account and have logged into the Admin Console. Why do I need to sign up for another Viivo account? The first account you signed up for is the Admin Console. This username and password give you access to the Admin Console, but NOT a Desktop Viivo account to encrypt your files. The major reasoning for this was that it is common practice for business to sign up for software as a helpdesk@yourcompany.com. This login would then be shared by the IT team, but each member of the Viivo For Business team would have their own individual Viivo account for encryption. Download the Viivo client on desktop to create your Viivo account for encrypting your files. It can be the same email as you set up for the Admin Console if you would like.

Step #2 - After you've set up your Viivo account on your desktop, join your team
Now that you have a Viivo account and have set up your desktop to encrypt your files with your favorite cloud provider, let's associate your Viivo account with your newly created team. Open the Viivo Manager on your desktop. In the General tab, click button next to the Team Name option labeled "Set". In the window that pops up, enter your Team Name into this field. The Team Name is the value displayed in the Admin Console. It will be the Team Name you defined with 4 digits assigned to the end. After entering this value, you will see your Viivo Manager show your team name as "pending approval".

Step #3 - Accept yourself onto your team
Now that you have requested to join the team, you need to log in to the Admin Console and allow yourself in. If you signed up for your Viivo encryption account with the same email address as your Viivo for Business team, you will see an Admin Console button in the Viivo Manager. You can click this button to log in to Admin Console. Alternatively, you can go to https://ac.viivo.com and log in. Upon logging in, the Admin Console will show you the Users page. You can filter the users with the follow buttons All, Active, Disabled, Invited and Requested Invite. Since you just requested an invite to the team in Step #2, filter the list by Requested Invite. Listed in the table should be your Viivo account you just created. To approve yourself to be a member of your team, click the green arrow in the actions column. Boom. That's it. You now have a Viivo member on your team.

Step #4 - Invite your colleagues to your Viivo for Business team
Now that you have yourself on your team, you need to invite the others on your team. This can be accomplished in a few different ways.
Option 1 - In the Admin Console, click the Invite button. This will open a prompt for you to enter the email address for the Viivo accounts you would like to add to your team.

Option 2 - Your team members can go through the same steps listed in Step #2 above and request access to your team. You will need to approve their invitation, just like you did in step #3.

Option 3 - You can set up your team to automatically approve requests to join your team. In the Admin Console click the button for Allow Domains. In the pop up that opens, enter the domain for the email addresses you would like to automatically allow into your team. Be very careful doing this. If you set up a common domain like gmail.com or outlook.com, you may open yourself up to users you do not want on your team. After setting up your automatic domain setting, if a user enters your Team Name (with numbers) in the Viivo Manager, they will be automatically added into your team.

Step #5 - Use Viivo to encrypt your files as a team and track the visibility in the Admin Console
Now that you have defined your team, start encrypting your files before you add them to the cloud. As your team uses Viivo and sets up shares, this data will become visible on the Admin Console. You can log in to see the activity by user, as well as if they are adding files to the cloud that are not being encrypted. This introduces risk into your business and should be corrected.