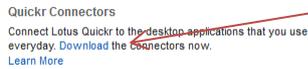


Instructions for installing Quickr Connectors on your home computer

Before you begin, make sure you have closed any open applications.

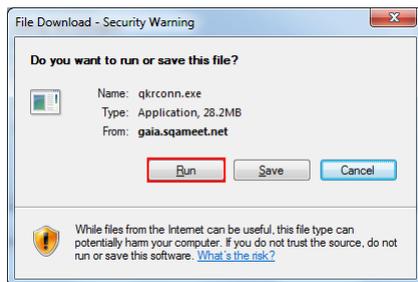
From Internet Explorer go to: <https://gaia.sqameet.net>

There is no need to log in to Quickr at this time, simply click on the word "Download" at the bottom of the page.

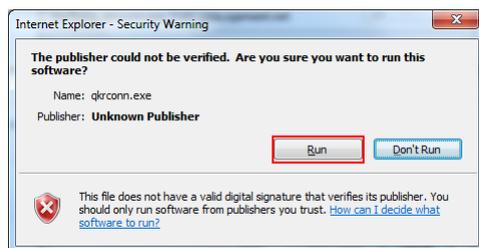


Quickr Connectors
Connect Lotus Quickr to the desktop applications that you use everyday. Download the connectors now.
[Learn More](#)

At the security prompt click Run. Once the download has completed, the installation process will begin automatically.



Click run to confirm the Unknown Publisher is OK.



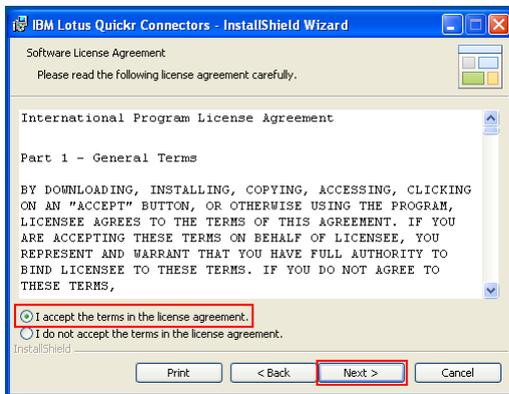
Choose English (United States) as the language. There is no other option for English available.



Click OK to proceed to the InstallShield Wizard dialog.

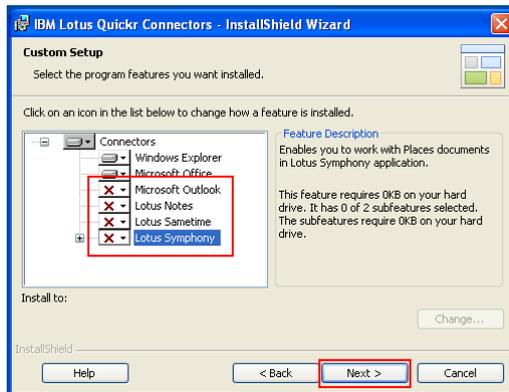
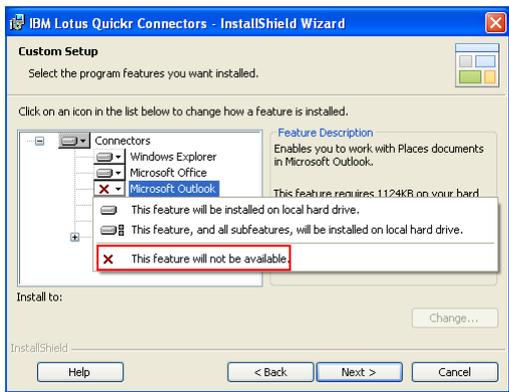


Click Next to continue.

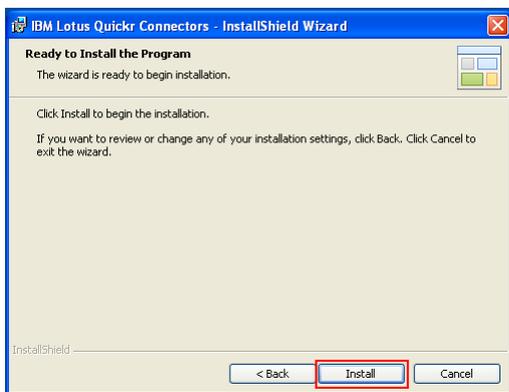


Select the “I accept the terms in the license agreement” radio button and click Next to continue.

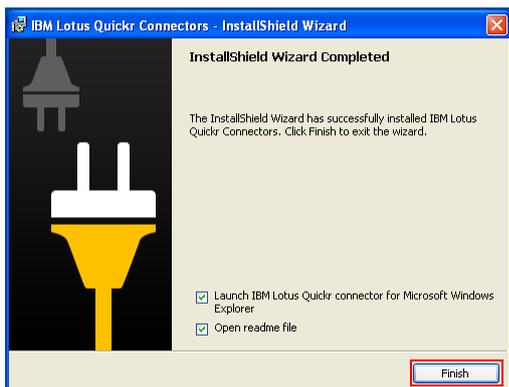
This is the important part. Make sure you do this correctly by clicking on each application so that it looks exactly like the screenshot on the right below.



You can deselect features by selecting them and choosing “This feature will not be available” from the list of options (see image on left above for an example). When ready click “Next” to continue.



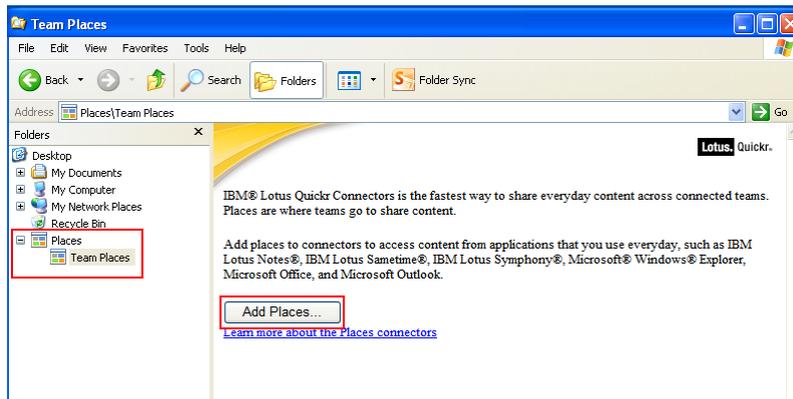
At the review dialog above click “Install” to begin the installation.



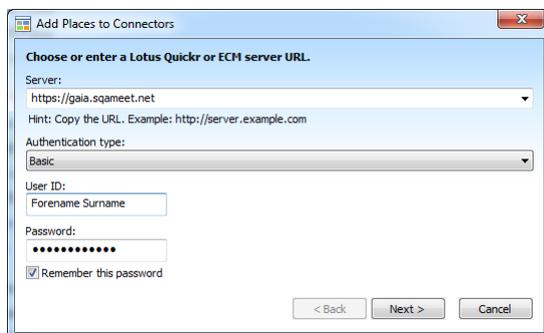
Click “Finish” to complete the installation. You must now restart your computer.

Post-restart set-up of Places

Follow the instructions below to add Places to Windows Explorer and Microsoft Word & Excel.



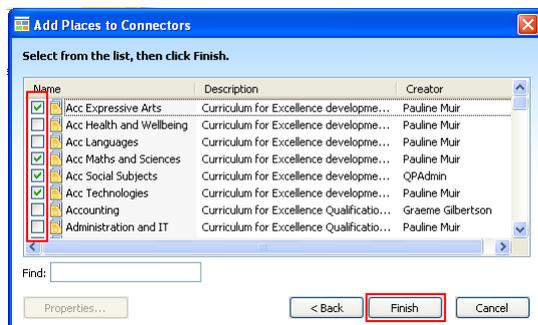
Expand the Places option under Folders and click on "Team Places". Click the "Add Places..." button.

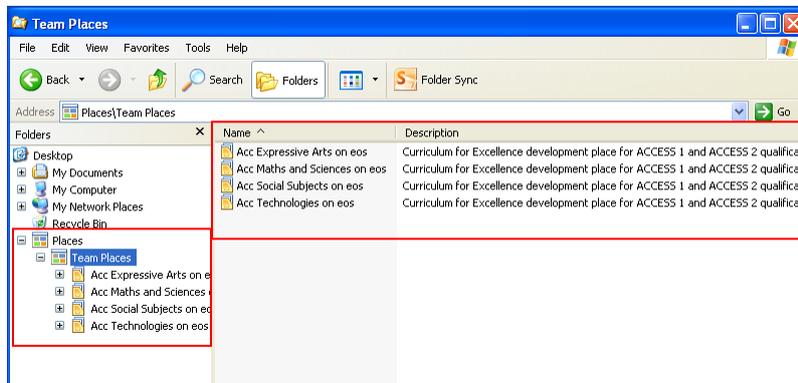


In the "Server" field type <https://gaia.sgameet.net>

In the "User ID" field enter your name (e.g. Dan Bond) and your Quickr password in the "Password" field.

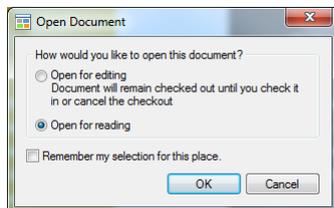
Click "Next" when ready to proceed to the Place selection screen. Here you can add the Places you are working on into the Connector. Only the Places you have access to will be displayed and you can select as many of them as you wish, as long as you select one. Tick the ones to add then click "Finish".





The selected Places will now appear in File Explorer under Team Places and can be accessed in the same method as any other folder on your computer. Quickr has the concept of checking out documents that you wish to edit and then checking them back in when you save them. This prevents two people editing the same document.

When you double click on a file you will either be prompted to choose to open in read only/edit mode or to open in a browser (this is for files that have been attached to Quickr pages).



If you choose to open for editing the document will be checked out to you until you check it back in or cancel the checkout. When you close the document in Word or Excel you will be prompted to check it back in and save it.

Uploading files

Using File Explorer you can simply drag files to a Place to upload them as a copy. You can open two version of File Explorer and split the screen horizontally or vertically, one showing your source folder and one opened to the Place and folder you wish to upload to. Simply drag the files from one window to the other to begin the process. Any files will automatically check-in and be available for other people to access (if that have authority to access the Place).