

Introduction

One of the **Hybrid Cloud Solution** variants is a virtual machine with the pre-installed and pre-configured **TeamLab Office** for the deployment within the Amazon Elastic Compute Cloud (EC2).

This guide will show you how to deploy the virtual machine with a pre-installed and pre-configured **TeamLab Office** in a private cloud on Amazon servers.

General Information

AMI includes:

- Microsoft Windows 2008 R2
- EBS volume: 60Gb

Step 1. Sign in or create an AWS account

If you already have an Amazon EC2 account, just sign in and proceed to the **Step 3**.

If not, follow this link: <https://aws-portal.amazon.com/gp/aws/developer/registration/index.html> to open the **Amazon Web Services Sign Up** page. Sign in using your existing Amazon account or create a new one choosing the corresponding option and follow the onscreen instructions.

Note: if you have never used Amazon Web Services and EC2 before, we recommend you to read the following materials first:

What is Amazon Web Services? - <http://aws.amazon.com/what-is-aws/>

Amazon Elastic Compute Cloud - <http://aws.amazon.com/ec2/>

AWS Management Console - <http://aws.amazon.com/console/>

AMI and Instance Concepts - <http://docs.amazonwebservices.com/AWSEC2/latest/UserGuide/>

Step 2. Sign up for Amazon Elastic Compute Cloud (EC2)

Once the account is created, click the **Sign in to the AWS Management Console** link at the top of the page.

Select the **Amazon Elastic Compute Cloud (EC2)** option from the **Services** menu. If you don't have an Amazon EC2 account you will be asked to sign up for Amazon EC2. To do that just click the corresponding button and follow the instructions provided.

Step 3. Launch the instance

Go to the **Amazon EC2 Published AMIs** page of our official website following this link: <http://www.teamlab.com/ami.aspx>. You will be presented with the table containing the available AMI IDs.

Select the AMI that suits you best in terms of the server location and click the corresponding **Launch** button.

The **Request Instance Wizard** window will be opened where you will find all the information about the AMI you launched.

Step 4. Configure the instance

To configure the instance follow the **Request Instance Wizard** instructions:

1. Instance Details

Select the appropriate instance type.

- Use the **t1.micro** (*Micro Instance - 613 MB of memory, up to 2 ECUs*) for testing or running a small portal with 20-30 users.
- Use the **m1.small** (*Small Instance - 1.7 GB of memory, 1 EC2 Compute Unit*) for running a portal with 50 or more users.
- Use the **c1.medium** (*High-CPU Medium Instance - 1,7 GB of memory, 5 EC2 Compute Units*) if the portal is used very intensively.

2. Advanced Instance Options

Leave default settings.

3. Create a key pair

Don't create anything here as the administrator password is already set.

4. Configure Firewall

Configure the instance external Firewall in EC2.

Check the **Create a new Security Group** option, enter the name of the group (for example, **TeamLab Office**), next add the following rules:

- **HTTP**. Set port to **80** for access from anywhere.
- **RDP**. Set port to **3389** for Windows Remote Desktop Protocol.
- **Jabber**. Set port to **5222** for jabber desktop clients to work.

Note: for security reasons it is recommended to create a pattern for your external IP address in the **Source Network (IPv4 CIDR)** field, so that only this IP address can be used to login remotely to your computer.

5. Launch Instance

Click the **Launch** button. A confirmation page will be displayed to let you know your instance is launching. Close it clicking the corresponding button.

Step 5. Launch the TeamLab Office

Click **Instances** on the navigation panel to view your instance status. Wait for the instance to change its status from pending to running.

Note: wait some 4-5 minutes for your computer to become completely functional.

Once the instance status has changed to running, copy the address from the **Public DNS** field and paste it to your browser.

Step 6. Adjust the TeamLab Office settings

Note: for the security reasons the password setup procedure **MUST** be performed.

Enter a **Password** you will use to access your **TeamLab** portal the next time and confirm it. Your password must be at least **6** characters long.

On this page you can also:

- view and change the email address used to register your TeamLab portal,

The **Email Activation** message will be sent to the specified email. Follow the link provided in this letter to complete your email activation procedure.

- view the domain your TeamLab portal is registered to,
- drop-down the **Language** list and select an appropriate language to display all portal pages and notification,

At present TeamLab is available in 18 languages: English, German, French, Spanish, Russian, Italian, Latvian, Portuguese (Brazilian), Turkish, Greek, Polish, Czech, simplified Chinese, Ukrainian, Vietnamese, Finnish, Portuguese and Azeri. If your language is not yet present in the list of the available ones or the translation to your language is not complete, you may contribute to the translation sending your request at documentation@teamlab.com.

- set the time zone that corresponds to your location from the **Time Zone** drop-down list.

When all the parameters are set, click the **Save** button.

That's all! Your TeamLab portal is created. Choose one of the available modules to start exploring TeamLab Office.

Helpful Tips

- **Configuring your portal IP and DNS settings**

Apart from the DNS address of type `ec2-xx-xxx-xxx-xxx.compute-1.amazonaws.com`, EC2 also has Elastic IP (a static IP address designed for dynamic cloud computing) - <http://docs.aws.amazon.com/AWSEC2/latest/UserGuide/elastic-ip-addresses-eip.html>. You may also create a DNS entry with your provider: `intranet.mycompany.com`

When you select a public address which will be used to access the portal, be it Amazon Public DNS, IP or your own DNS entry, you'll need to specify it in the portal settings. It is necessary for the correct functioning of TeamLab Talk and notification links.

- **Changing TeamLab AMI defaults**

After the instance has been launched, it is strongly recommended to change all passwords. It especially concerns the Windows Administrator account and MySQL root account.

To access the Windows Administrator account for the first time use the default credentials:

User name: Administrator

Password: Teamlab2013

TeamLab uses MySQL as database management system. MySQL v. 5 is installed on disk C. To access MySQL administrator account for the first time use the default credentials:

User name: root

Password: teamlab

- **Creating backup**

The simplest way to backup your data is to create the whole machine image: <http://docs.aws.amazon.com/AWSEC2/latest/UserGuide/AMIs.html>

- **Getting Started with TeamLab Office**

Once the portal is created, you can start working:

- **edit your profile;**

click the [Your Name] link at the upper right corner of the portal and select the **Profile** option from the drop-down list. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/people.aspx>

- **add more users to your portal;**

use one of three ways to add/invite people to your portal: using the **Create new..** button or the **Import accounts** option within the **People** module, or sending the **Invitation Link** available on the **Portal Settings** page. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/people.aspx>

- **organize your documentation;**

access the **Documents** module, create folders, subfolders and set access rights to them using the **Actions** icon to the right. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/administratorguides/organize-company-documentation.aspx>

- **start your first project;**

access the **Projects** module and click the **Start New Project** button or **Import from Basecamp** if you wish to migrate from Basecamp to TeamLab. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/projects.aspx>

- **store your client database in CRM;**

access the **CRM** module and use one of the available options: **Import contacts** to move all your contacts from a **.csv** file at once or **Create new...** to manually add a new contact. You can also use the **Website Contact Form** to gain more prospective customers effortlessly. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/crm.aspx>

- **create your own social network;**

access the **Community** module and use one of the business collaboration tools to start creating your network. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/community.aspx>

- **make your schedule;**

open the **Calendar** tool, click the **Create new...** button at the upper left corner to add the first event to your calendar. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/calendar.aspx>



- **manage your correspondence;**

open the **Mail** tool, click the **Set up the first account** link to add your mail account. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/mail.aspx>

- **communicate with others in real time;**

open the **Talk** tool, select the person you wish to communicate with and start talking. For more information visit our **Help Center**: <http://helpcenter.teamlab.com/gettingstarted/talk.aspx>

Resources

For more information about the TeamLab Office usage, visit our **Help Center**: <http://helpcenter.teamlab.com/index.aspx>

Read also:

1. Amazon Elastic Compute Cloud (EC2) Documentation - <http://aws.amazon.com/documentation/ec2/>
 - a. Amazon Elastic Compute Cloud - Getting Started Guide - <http://docs.amazonwebservices.com/AWSEC2/latest/GettingStartedGuide/>
 - b. Amazon Elastic Compute Cloud - User Guide - <http://docs.amazonwebservices.com/AWSEC2/latest/UserGuide/>
2. Amazon Elastic Block Store (EBS) - <http://aws.amazon.com/ebs/>
 - a. Elastic Block Store Concepts - <http://docs.amazonwebservices.com/AWSEC2/latest/UserGuide/index.html?concepts-ebs.html>
 - b. Using Amazon Elastic Block Store - <http://docs.amazonwebservices.com/AWSEC2/latest/UserGuide/>

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