

RESUMate 17

Cloud Installation Guide

This document provides step-by-step instructions for connecting to RESUMate Cloud from Windows, MacOS, and Chromebook computers.

Intro: RESUMate Cloud runs on an instance of Windows Server in a data center. You can connect to RESUMate Cloud from any computer with internet access via a Windows Remote Desktop Protocol (RDP) **connection file**. RDP files are emailed to all RESUMate Cloud users and additional copies can be downloaded at any time by logging in at www.resumate.cloud.

This guide will show you how to use RDP files to connect from your computer.

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Connecting from a Windows PC

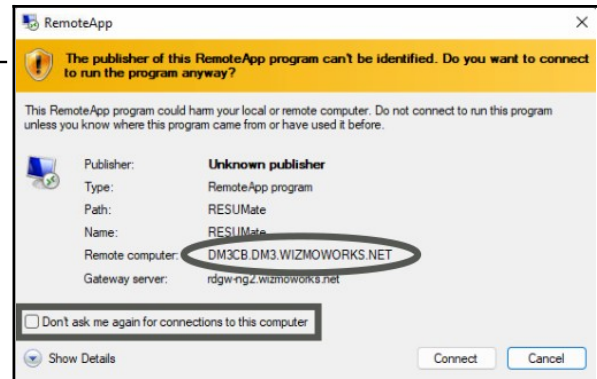
Windows Remote Desktop Protocol is built into Windows 10 and Windows 11, so there is no need to install any additional software to connect. Simply save the connection files to your Windows Desktop (or any other folder) and double-click to connect. Enter the supplied username and password.

1.

The first time you connect, this security warning will appear. Make sure the 'Remote Computer' entry lists 'WIZMOWORKS.NET' (circled at right).

Then check the box to 'Don't ask me again' (box at right). That will prevent this message from recurring. Once the box is checked, click the **Connect** button.

RESUMate Cloud will then open.

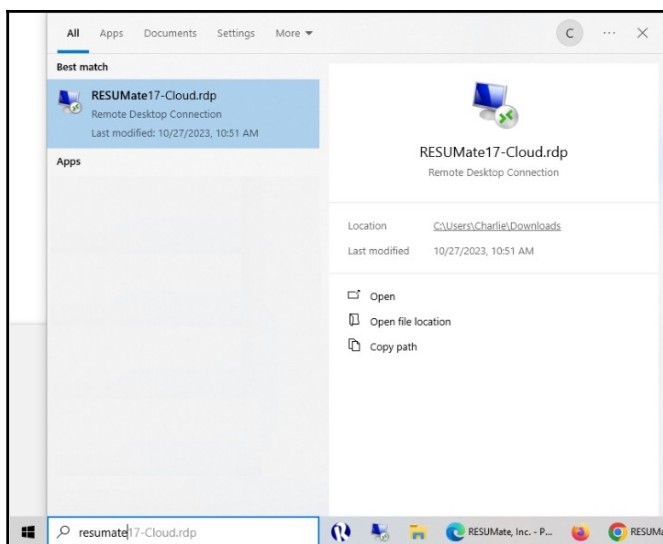


2.

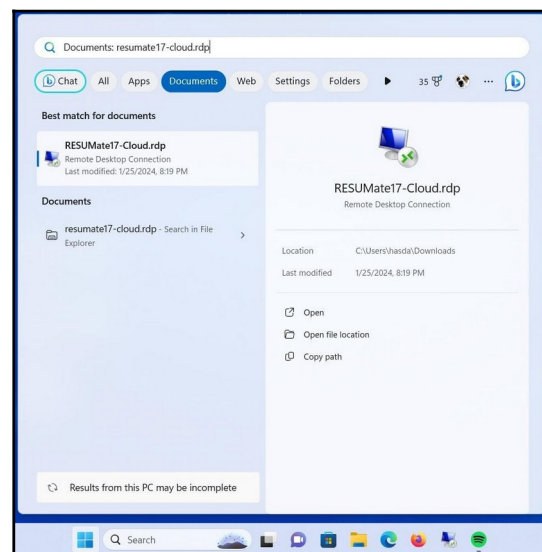
To connect in the future, you can double-click the file on your Windows Desktop just as you did the first time. Or you can use the Windows search box to open with your keyboard.

First, press the Window Key on your keyboard or click your Windows Start Button. Then type 'resumate' into the Search Bar. You should see 'RESUMate17-Cloud.rdp' (or similarly named .rdp connection file) as a **Document** or a **Best Match**. Select or click it and you'll connect immediately.

Windows 10



Windows 11



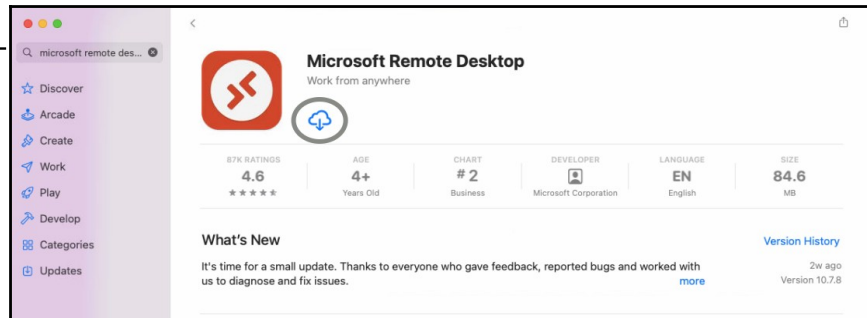
Connecting from a Mac

Setting up RESUMate Cloud connection for daily use on a Mac is a four-step process.

1.

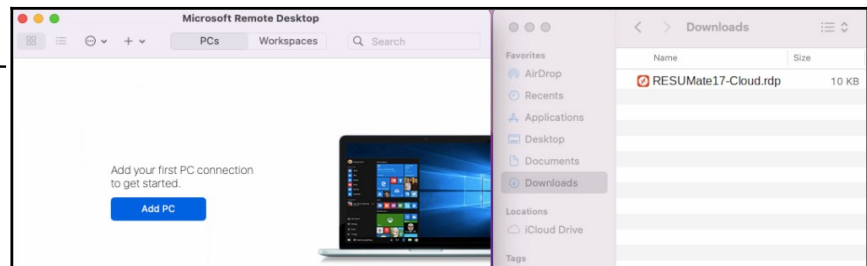
First, open the **App Store** and search for 'Microsoft Remote Desktop'.

Click the **Get** button or download icon (circled at right) to install the app.



2.

Open the Microsoft Remote Desktop app and the folder where you saved the RESUMate connection file(s). (Typically this is your Downloads folder, but can be any local location.)

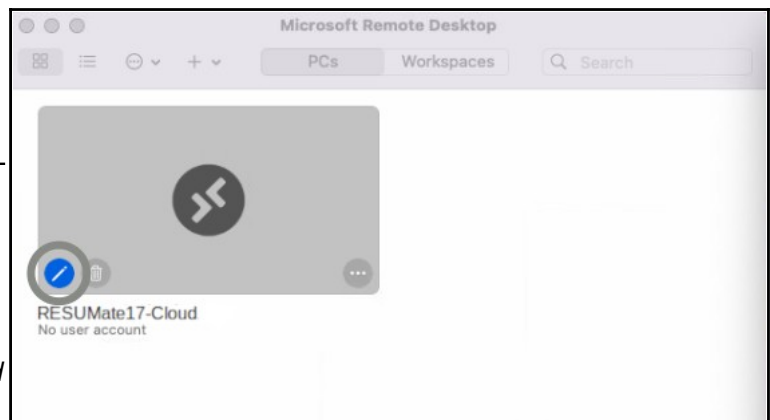


Now drag the connection file from the folder into the remote desktop app.

3.

A connection will appear as soon as the file has been dropped into the app. Simply double click to connect and you will be asked for your username and password.

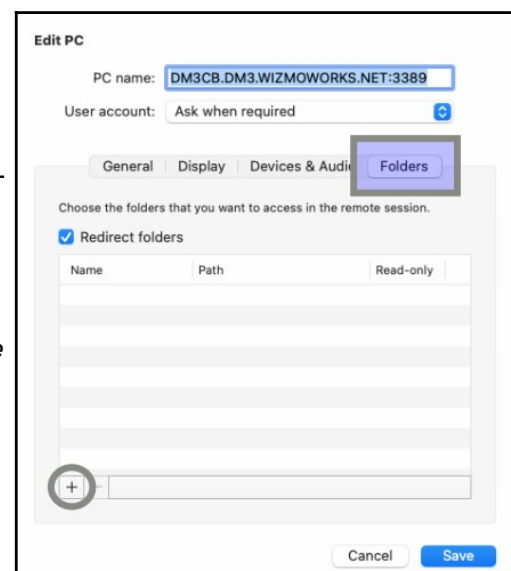
OPTIONAL: Click the small pencil icon (circled at right) to edit the connection.



4. (Optional)

An Edit PC window will open. Click the **Folders** button (highlighted at right) and then click the small + icon (circled at right).

In the next window, select your 'Documents' folder. Then click the **Save** button to close the Edit PC window. This will allow RESUMate Cloud access to local files in Documents. If you wish to share another folder, you can add as many as you like.



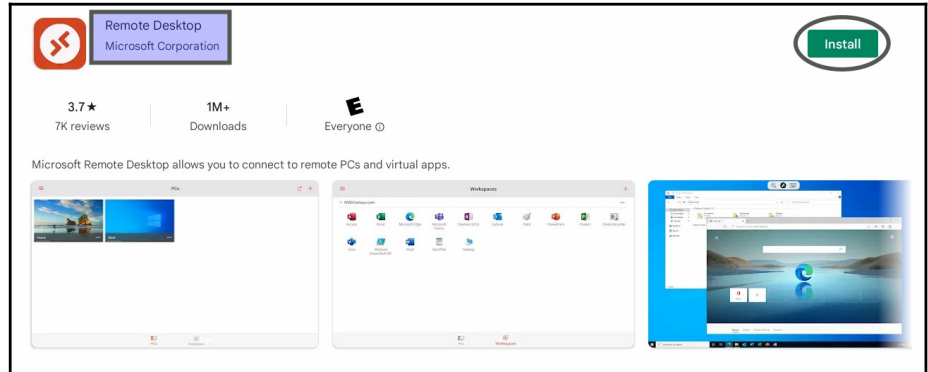
Connecting from a Chromebook

Setting up a RESUMate Cloud connection for daily use on a Chromebook is a four-step process.

1.

First, open the **Google Play Store** on your Chromebook, then search for 'Microsoft Remote Desktop'.

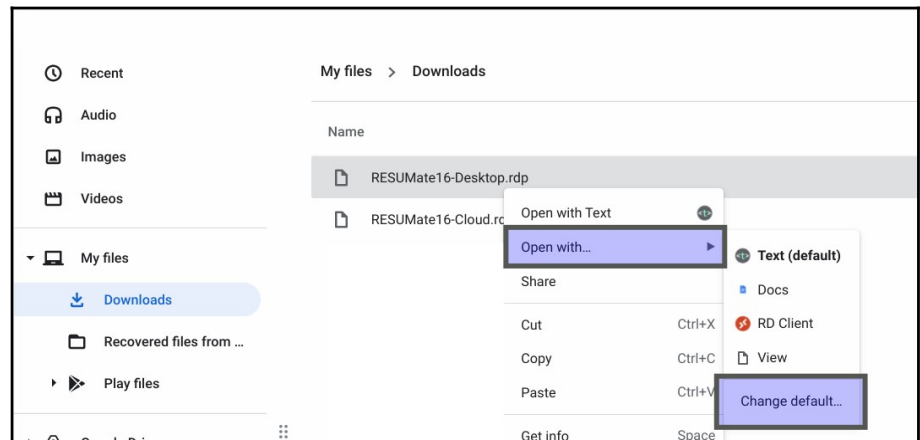
Make sure that the app you find is published by Microsoft (highlighted at right), then click the **Install** button (circled at right).



2.

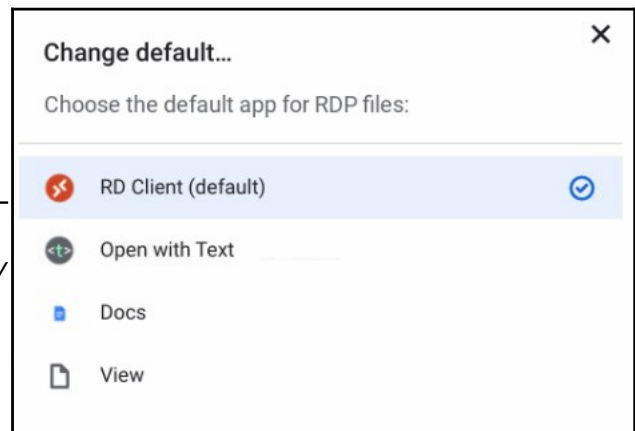
Open the Files app and navigate to the folder where you saved the RESUMate connection file(s). (Typically this is your Downloads folder but can be any local storage location.)

Right click the connection file ('RESUMate17-Cloud.rdp' in the example at right), and select **Open With** and then **Change default**.



3.

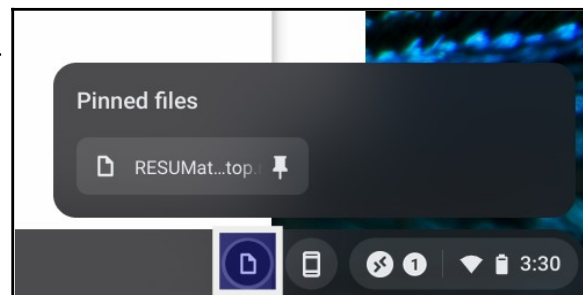
The Change Default menu will open. Select **RD Client**. This will ensure that your connection file will always be opened by the Microsoft Remote Desktop app.



4. (Optional)

Back in the Files app, right click the connection file again. This time select **Pin to Shelf**.

The connection file will now be pinned in the 'Tote' (highlighted at right) in the lower right of your Chromebook screen. Click to connect and you will be prompted for your username and password.

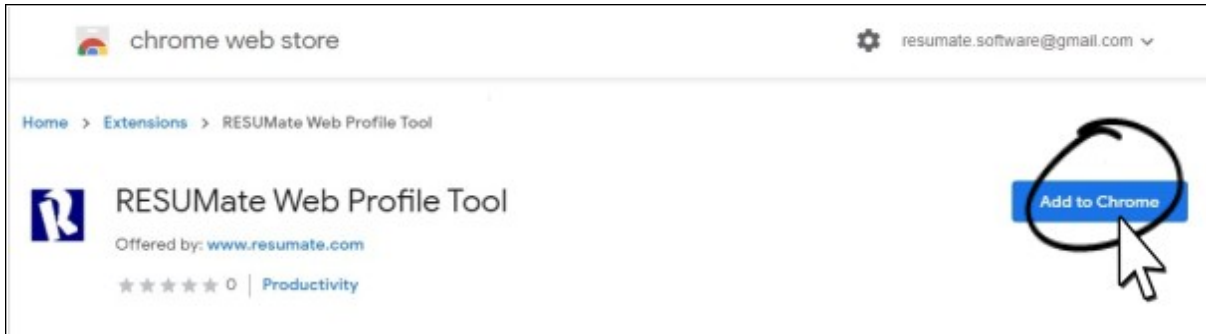


Installing the RESUMate Web Profile Tool

RESUMate uses a browser “extension” compatible with Google Chrome and Microsoft Edge to copy LinkedIn profiles to the Windows Clipboard. To use the LinkedIn importer, you must install this extension on your local browser.

To install the RESUMate Web Profile extension, visit the Chrome Web Store (in Chrome or Edge) and search for “RESUMate” or just click this link:

<https://chromewebstore.google.com/detail/resumate-web-profile-tool/kpenochakingoeeglgellbdpgdigjpem>

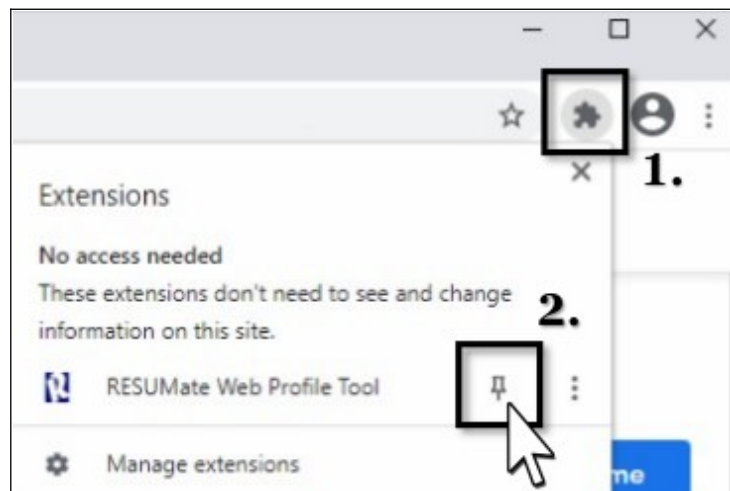


From the RESUMate Web Profile Tool page in the Chrome Store, just click “**Add to Chrome**”.

Microsoft Edge Users: You may see a blue banner at the top of the page asking to “Allow extensions from other stores”. Click to “**Allow**”.

NOTE: You do NOT need to set Chrome or Edge as your default browser to use RESUMate 17 or the LinkedIn profile importer. You can continue to use another browser for most tasks. However, to import profiles from LinkedIn, you will need to visit LinkedIn in either Edge or Chrome.

If you want to “pin” the extension so that it’s always visible on your browser, click the “puzzle piece” icon in the upper right of your browser, then click to “pin” (Chrome) or “show” (Edge) the RESUMate extension:



Click the blue “R” icon in your browser will automatically copy any LinkedIn profile for importing to RESUMate.