Installing Evolution Remote

1. Make sure that you have Administrative Rights to download and install programs. If not please contact you IT Department.
2. Open up your internet browser (Internet Explorer, Mozilla Firefox)
3. In the address bar type http://gtm.com/business/resource-center-2/evolution-technical-support/ Click on the "Evolution Remote Client" Link
4. It will then ask if you would like to "Run, Save, Cancel"
5. Hit "Save"
6. Save it to Desktop
7. Once downloaded exit of your web browser
8. Go to your desktop and double-click on the "Evolution Remote Installer"
9. There will be a window that will pop up (Open-File-Security System)
10. Hit "Run"
11. The next screen will be "Welcome to the Evolution Remote Installation"
12. Hit "Next"
13. The next Screen is where to install Evolution
14. Hit "Next"
15. The next screen is the final screen before installing Evolution
16. Hit "Next"
17. It will finish installing and then next screen is "Evolution Remote has been successfully installed"
18. Hit "Finish"
19. Double-click on "Evolution.exe"
20. Enter in Login Information:
    a. USERNAME and PASSWORD provided to you by GTM Payroll Services Inc.
    b. Server is "evo.gtm.com" without the quotes
    c. Connection
        i. T1 – If you are using a T1 connection or Road Runner
        ii. DSL – DSL
        iii. Modem – Using a Dial-Up Connection
21. Hit "Ok"
22. Evolution will go through an update process
23. Once it is done updating the login window will appear again
24. Enter in the login information in as in step 22
25. Then Evolution will load up
26. Delete the "Evolution Remote Installer" located on your desktop to prevent any future issues