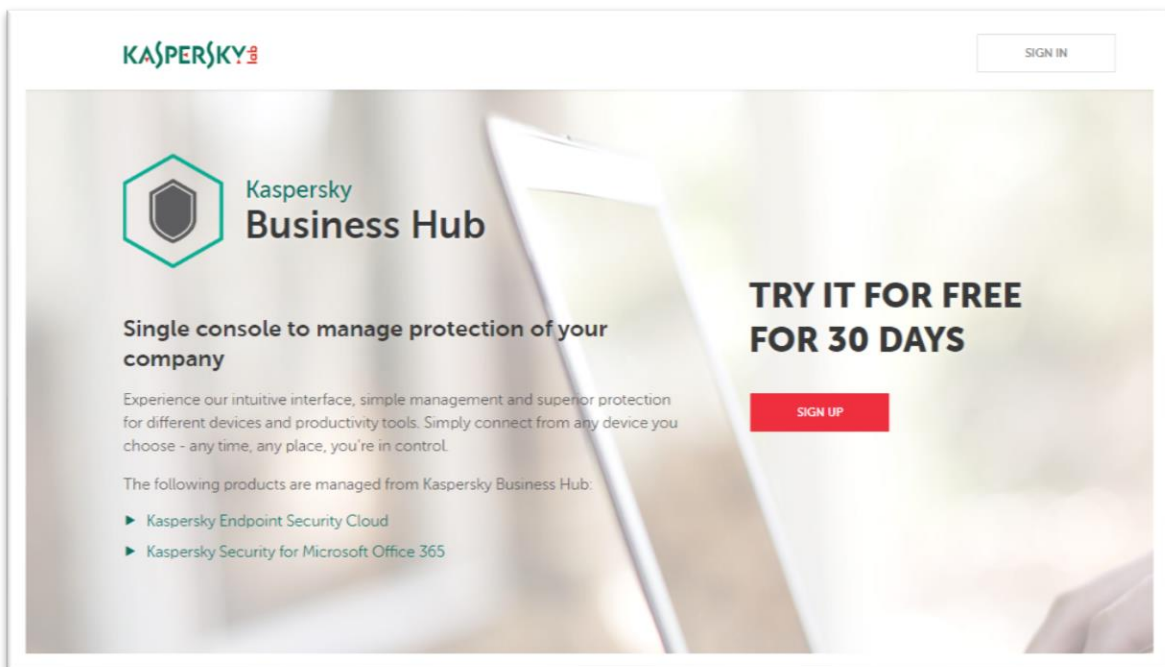


Uputstvo za instalaciju aplikacije Kaspersky Security for Microsoft Office 365

Korak 1. Provjerite da li je vaš računar povezan na Internet.

Korak 2. Kliknite na link za preuzimanje aplikacije, koji ste dobili na email ili u internet pretraživaču ukucajte dostavljeni link <https://cloud.kaspersky.com/>.

Korak 3. Kliknite na dugme **Sign Up** kako biste kreirali nalog za logovanje na Kaspersky Business Hub





Korak 4. U data polja unesite odgovarajuće podatke:

- Email address (vaša email adresa),
- Password (lozinka),
- Re-enter password (ponovo unijeti istu lozinku),
- Specify a secret question (Odaberi tajno pitanje – upotrebljava se ukoliko se zaboravi lozinka).

Nakon što ste popunili sva polja, kliknite na check box *“By creating an account, I understand that the...”*, a zatim dugme **Create**.

Napomena: svi kontrolni kružići moraju biti zelene boje da biste mogli kreirati nalog (slika ispod).

Da biste pročitali Politiku zaštite privatnosti za proizvode i usluge na engleskom jeziku kliknite na [Privacy Policy](#). Da biste pročitali Politiku zaštite privatnosti za proizvode i usluge na lokalnom jeziku kliknite [ovde](#).

 Kaspersky Business Hub [Change language](#) 

Creating a user account

Create a single user account to access various resources provided by Kaspersky Lab.

- At least 8 characters
- Upper and lowercase letters
- Number
- All symbols are valid
- Passwords match

Specify a secret question

If you forget your password, you can recover it by answering your secret question.

Do not give information that can be easily guessed or found on the Internet.

By creating an account, I understand that the data I provide will be processed in accordance with the [Privacy Policy](#). I consent to its processing according to the rules described in [Privacy Policy](#)

Already have a user account? [Sign in](#)

Korak 5. Nakon što ste kliknuli na Create dugme, otvoriće vam se prozor u kome vas obavještava da vam je poslat aktivacioni email na adresu koju ste prethodno upisali.



Great! Please check your email.

User account activation message sent to



Korak 6. U vašoj email aplikaciji otvorite aktivacioni email (pošiljalac: cloud_noreply@kaspersky.com) i kliknite na plavom bojom označenu riječ “link” u tekstu emaila.

Please complete registration on the Kaspersky Business Hub portal

Dear user,

Thank you for registering on the Kaspersky Business Hub portal.

Please click this [link](#) to complete registration and start using the portal.

The following software solutions are available on the portal:

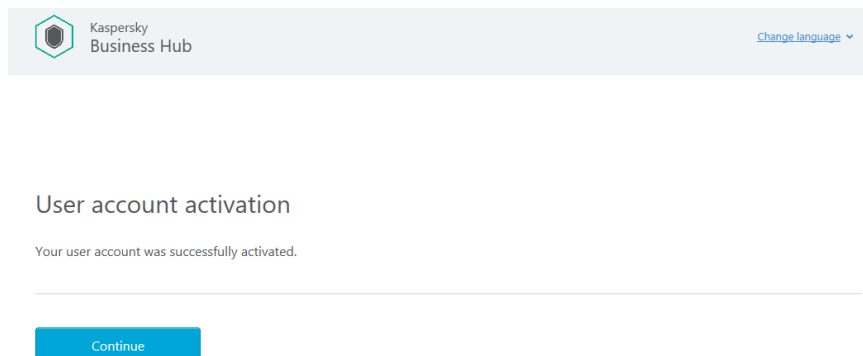
- Kaspersky Endpoint Security Cloud provides centralized management and protection of computers, servers, and mobile devices.
- Kaspersky Security for Microsoft Office 365 protects Microsoft Office (Exchange Online) from spam, phishing, malware, and other threats.

If you have not created a user account on the Kaspersky Business Hub portal, someone else might have entered your email address by mistake. If so, simply ignore this message.

Sincerely,
Kaspersky Lab

Please do not reply to this email message. It was sent from a notification-only address that cannot accept incoming email.

Korak 7. Nakon aktivacije naloga, otvoriće se prozor za potvrdu uspješne aktivacije. Kliknite na dugme **Continue**.



Korak 8. Ulogujte se na Kaspersky Business Hub portal sa email adresom i lozinkom koju ste koristili pri kreiranju naloga, a zatim kliknite na **Sign in** dugme.

Privacy Policy.'"/>

Korak 8. Nakon što ste se ulogovali, potvrdite check box *“I confirm that I have fully read, understand, and accept the **Terms of Use of Kaspersky Business Hub**”* i kliknite na dugme **Accept**.

Korak 9. Izaberite i potvrdite državu, a zatim kliknite na dugme **Confirm**.

The screenshot shows the Kaspersky Business Hub interface. At the top left is the Kaspersky Business Hub logo. Below it, the heading "Select your country" is followed by the instruction: "Please confirm or select the country where your company is located so that we can show the license prices in the correct currency:". A dropdown menu is open, showing "Bosnia and Herzegovina" as the selected option. At the bottom right, there are two buttons: "SKIP" and "CONFIRM".

Korak 10. Izaberite opciju **Security for Microsoft Office 365**, a zatim kliknite na dugme **Next**.

The screenshot shows the "Step 01: Select a software solution" screen in the Kaspersky Business Hub. At the top left is the Kaspersky Business Hub logo. Below it, a progress bar shows "Create a workspace" with four steps, the first of which is active. The heading "Step 01: Select a software solution" is followed by the instruction: "Select the software solution that you want to use.". Two options are presented in cards:

- Kaspersky Endpoint Security Cloud**: Manage protection of devices on Windows, Mac OS, iOS and Android platforms. (Radio button is unselected)
- Kaspersky Security for Microsoft Office 365**: Protect Office 365 corporate email against spam, phishing, malware, and other threats. (Radio button is selected)

At the bottom right, there is a red "NEXT" button.

Korak 11. U nastavku na engleskom jeziku možete pregledati:

- **Kaspersky Security for Microsoft Office 365 Agreement,**
- **Privacy Policy i**
- **Kaspersky Security for Microsoft Office 365 Data Processing Agreement.**

Za pregled na jednom od lokalnih jezika, na linkovima u nastavku možete pregledati, sljedeće:

- [Ugovor za Security for Microsoft Office 365,](#)
- [Pravila privatnosti i](#)
- [Kaspersky Security for Microsoft Office 365 ugovor o obradi podataka.](#)

Da biste mogli koristiti Kaspersky Security for Microsoft Office 365 aplikaciju, potrebno je da označite sva tri check box-a kao na slici ispod, a zatim kliknite na dugme **Accept**.

Kaspersky Business Hub

Create a workspace Step 2 of 4

Step 02: Terms of Use of Kaspersky Security for Microsoft Office 365

Please carefully read and accept the terms and conditions of the [Agreements](#), [Privacy Policy](#), and [Data Processing Agreement](#) in the window below.

Otherwise, you will not be able to use Kaspersky Security for Microsoft Office 365.

KASPERSKY SECURITY FOR MICROSOFT OFFICE 365 AGREEMENT

This agreement ("**Agreement**") contains the terms and conditions that govern your access to and use of the Kaspersky Security for Microsoft Office 365 ("**Product**") and is an agreement between AO Kaspersky Lab ("**Kaspersky Lab**" or "**Kaspersky**") and you ("**User**" or "**You**"), as the organization have authorized the natural person accepting this Agreement to enter into this Agreement for and on behalf of You. This Agreement takes effect when you click the "I Accept" button or check the box indicating Your agreement to these terms.

If there is a separate agreement entered into between Kaspersky Lab and the You, or between You and the corresponding authorized partner of Kaspersky Lab ("**Partner**"), to the extent the separate agreement ("**Separate Agreement**") between Kaspersky Lab or Partner and the You conflicts with any provisions of this Agreement, such Separate Agreement shall prevail.

SECTION A: GENERAL TERMS

1. Overview of the Product

Kaspersky Security for Microsoft Office 365 is a software solution designed for protection of Exchange Online mailboxes managed through Microsoft Office 365 Exchange Online. This Agreement is a part of the Kaspersky Security for Microsoft Office 365 software solution.

I confirm that I have fully read, understand, and accept the terms and conditions of the **Kaspersky Security for Microsoft Office 365 Agreement**

I confirm that I have fully read, understand, and accept the **Privacy Policy** describing the handling of data

I confirm that I have fully read, understand, and accept the **Kaspersky Security for Microsoft Office 365 Data Processing Agreement (Download)**

Korak 12. U polja na slici ispod unesite sljedeće:

- Your company (vaša kompanija) - obavezno polje;
- Country (država) - obavezno polje;
- Data center – Western Europe - obavezno polje.
- Your company profile (opis djelatnosti kompanije) – opciono polje.

Kliknite na dugme **Next**.

The screenshot shows the 'Create a workspace' wizard in the Kaspersky Business Hub. At the top left is the Kaspersky Business Hub logo. A progress bar indicates 'Step 3 of 4'. The main heading is 'Step 03: Workspace information'. Below the heading is the instruction: 'We need to know what kind of companies use our software. Please fill in all the fields marked as required.' There are four input fields: 'Ime vaše kompanije' (text), 'Your company profile' (text), 'Bosnia and Herzegovina' (dropdown), and 'Data center - Western Europe' (dropdown). At the bottom right are 'BACK' and 'NEXT' buttons.

Kaspersky Business Hub

Create a workspace Step 3 of 4

Step 03: Workspace information

We need to know what kind of companies use our software. Please fill in all the fields marked as required.

Ime vaše kompanije

Your company profile

Bosnia and Herzegovina

Data center - Western Europe

BACK NEXT

Korak 13. U polja na slici ispod unesite sljedeće:

- Your name (vaše ime) – obavezno polje;
- Your last name (vaše prezime) – obavezno polje;
- Your phone number (vaš broj telefona) – opciono polje;
- Number of users (broj korisnika) – opciono polje.

Napomena: Polja *Company name*, *Email address* i *Country* će biti automatski popunjeno sa informacijama iz prethodnih koraka.

Kliknite na check box “*I agree to provide my contact information to Kaspersky Lab (first name, last name, ...)*”, a zatim na dugme **Next**.

The screenshot shows the 'Create a workspace' form in the Kaspersky Business Hub. It is at Step 4 of 4. The form is titled 'Step 04: Additional information' and asks the user to fill in contact information. The fields are: 'Your name*' (text), 'Your last name*' (text), 'Ime vaše kompanije' (text), 'primjer@domen.com' (text), 'Bosnia and Herzegovina' (dropdown), 'Your phone number' (text), and 'Number of users' (text). There is a checkbox for consent to provide contact information to Kaspersky Lab. At the bottom, there are 'BACK' and 'NEXT' buttons.

Kaspersky Business Hub

Create a workspace Step 4 of 4

Step 04: Additional information

Please fill in this form so that we can contact you whenever necessary.

Your name*	Bosnia and Herzegovina
Your last name*	Your phone number
Ime vaše kompanije	Number of users
primjer@domen.com	

I agree to provide my contact information to Kaspersky Lab (first name, last name, email address, phone, company name, company address, number of devices or users) to be contacted by Kaspersky Lab sales representatives by phone for a personalized offer that could be based, in particular, on geography and company size information provided; to receive information via email about Kaspersky Lab products and services including promotional offers, product updates and premium assets like white papers, webcasts, videos, events; to participate in surveys to vocalize opinion on various aspects of Kaspersky Lab business, in particular, about products, and technical support. I understand that I can withdraw this consent at any time via unsubscribe link from email or via [Privacy Policy](#).

BACK NEXT

Korak 14. Ako ste sve uspješno uradili u prethodnim koracima, otvoriće vam se **Kaspersky for Microsoft Office 365 portal**. U žutoj traci dobićete obavještenje da servisni nalog nije kreiran, a potreban je da bi uspješno radila zaštita vašeg Office 365 tenanta.

Kaspersky Security for Microsoft Office 365

Information pane

- Account
- Protection
- On-demand scan
- Backup
- Reports
- Settings
- License

Protection is not provided: Service Account is not configured, or incorrect credentials are specified. Go to the [Account](#) section to configure a Service Account or update its credentials.

Components	
Anti-Malware protection	Enabled
Anti-Spam protection	Enabled
Anti-Phishing protection	Enabled
Attachment Filtering	Disabled

License information	
Type	Trial
Expiration date	11/11/2018
Number of mailboxes covered by the license	1000
Number of protected mailboxes	0

Detection statistics [Last 7 days](#) ▾

No data to display

Top mailboxes with detected threats [Last 7 days](#) ▾

No items to display

Top mailboxes with detected spam or phishing [Last 7 days](#) ▾

No items to display

[Privacy Policy](#)
[Legal Notice](#)
[Help](#)
[Support](#)
[Feedback](#)

Korak 15. Na lijevoj strani portala, kliknite na opciju **Account**, a zatim na dugme **Continue**.




Information pane

- Account
- Protection
- On-demand scan
- Backup
- Reports
- Settings
- License

Protect your mailboxes

To protect your Office 365 mailboxes, configure a Service Account.
See the [Online Help](#) for more details.



Continue

Korak 16. Izaberite opciju **Automatically** (koja je podrazumjevana) i kliknite na dugme **Continue**.

Napomena: za automatsko kreiranje servisnog naloga, potrebni su vam **Office 365 Global Administrator** kredencijali.



Information pane

- Account
- Protection
- On-demand scan
- Backup
- Reports
- Settings
- License

Configuring a Service Account

Step 1

See the [Online Help](#) for more details.

Automatically
The application will create a new account in Office 365 with the necessary permissions. To authorize this operation, you will be prompted to provide your Office 365 Global Administrator credentials. The application will not store Global Administrator credentials for further use.

Manually
Configure a Service Account in accordance with the instructions provided in [Online Help](#) if your corporate security policy does not allow for providing Office 365 Global Administrator credentials.

Continue Cancel

Korak 17. Unesite **Office 365 Global Administrator** kredencijale, pa kliknite na Dugme **Submit**. Nakon toga, dobićete potvrdu da je servisni nalog uspješno kreiran.

Korak 18. Na lijevoj strani portala, kliknite na opciju **License**, a zatim na dugme **Switch to commercial license**.

Current license	Trial
Type	Trial
Expiration date	11/11/2018
Number of mailboxes covered by the license	1000
Number of protected mailboxes	0

Korak 19. Unesite aktivacioni kod licence koju ste kupili u naznačeno polje, a zatim kliknite na dugme **Continue**. Nakon toga, dobićete potvrdu da ste uspješno aktivirali proizvod.



Information pane

Account

Protection

On-demand scan

Backup

Reports

Settings

License

License / Activating application

To activate the application, enter an activation code.

Activation code should have the following format: XXXXX-XXXXX-XXXXX-XXXXX.

Enter activation code:

Continue

Back