



## Xpress Send Hosted – Installing VMware Tools

- Open the Xpress Send management interface by opening your browser to: **https://<XS Server IP>:10000**
- Shut down Xpress Send by going to System -> Stored Commands -> **Shutdown**
- After the Xpress Send server is shut down you must **add a CD-ROM drive** to the VM.
  - o Open **vSphere**
  - o Right click the Xpress Send server and select **“Edit Settings”**
  - o Click **“Add” -> CD/DVD Drive ->** Follow all default prompts
- Power the Xpress Send server back on and confirm that it boots all of the way up
- In vSphere right click the Xpress Send Server -> Guest -> **Install/Upgrade VMware Tools**
- Return to the Xpress Send management interface
- Run the VMTools installation by going to System -> Stored Commands -> **Install VMWare Tools**
- Confirm that the installation has completed
- You can now disconnect the CD-ROM and remove the device if necessary