

# QZ Tray (OSX)

To set up QZ Tray, follow the below steps. If you need help or have any questions, please contact us.

## Step 1

Go to the QZ Tray website <https://qz.io/>

## Step 2

Click on the Download Now button (as below).

[image-1626265378111.png](#)

## Step 3

Click on QZ Tray 2.0 (as below).

[image-1626265392483.png](#)

## Step 4

You will see a new window open on your computer. When this happens, please click Save (as below).

[image-1626265411338.png](#)

## Step 5

Once QZ Tray has successfully saved to your computer, double click on it and follow the required steps to install (as below).

## Step 6

Click Continue.

[image-1626265427119.png](#)

## Step 7

Click Continue.

[image-1626265441134.png](#)

## Step 8

Click Install

[image-1626265456612.png](#)

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### **Step 9**

Once you have clicked Install, a pop-up will appear asking you to download Java 1.7. Click OK. (Java is required when using QZ Tray) (as below).

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### **Step 10**

You have successfully installed QZ Tray. Click Close (as below).

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### **Step 11**

You will now be re-directed to Java (<https://java.com/en/download/>). Click on Free Java Download (as below).

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### **Step 12**

You will now be asked to agree to start a download. Click on Agree and Start Free Download (as below).

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### **Step 13**

Once you have clicked on Agree and Start Free Download, a new window will appear asking you to save Java. Click Save (as below).

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### **Step 14**

Once Java has successfully saved to your computer, double click on it follow the required steps to

install (as below).

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### **Step 15**

Once you have double clicked on Java install, a new pop-up will appear. Click Next (as below).

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### **Step 16**

Make sure to **UNTICK** the checkbox which asks you to 'Get a Yahoo homepage and new tab page on Safari and Chrome' (By leaving this checkbox ticked, it will allow for unwanted malware to be installed on to your computer.) (as below).

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### **Step 17**

You have successfully installed Java. Click Close (as below).

[image-1626265656075.png](#)

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### **Step 18**

Now that you have successfully installed QZ Tray and Java, you will need to click on the small QZ Tray icon that will have appeared at the bottom of your screen, inside the task bar (or top, depending on the computer you are using). Click on the icon and select the option 'Automatically Start' (as below).

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### **Step 19**

Restart your browser.

**Note: To set up QZ Tray with Despatch Cloud, you must have the login credentials for your Despatch Cloud account.**

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