

Run Locally.ai on a rented computer

Keep your team working when your laptop is closed. Rent a small server, install Locally there, and open it from any device. Optional, about €10 a month.



TIME

45 minutes

FOR

**Owners who want schedules
to run all day**

VERSION

v1.0

Run Locally.ai on a rented computer

01 Why a rented computer

Locally runs on the computer it is installed on. When that computer sleeps or is switched off, the team pauses and catches up later. If you want the morning mail round to run at 8:00 while your laptop is in your bag, give the team its own computer.

02 Choose a server

Pick a provider that offers a **Windows** server with **Remote Desktop**. Windows is the easy route: you install Locally exactly like on a normal PC.

03 Connect to it

You open the server's screen with a Remote Desktop app. It looks and behaves like a normal Windows PC.

04 Install Locally on the server

From here it is guide 01, done on the server's screen instead of your own.

05 Daily use

06 Good to know

■ BEFORE YOU START

- ☐ Locally working on your own computer first (guide 01)
- ☐ A credit card for the server provider
- ☐ Your licence key and your Claude or ChatGPT login

Why a rented computer

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What it is

A small Windows computer in a data centre (a "VPS"). You see its screen from your laptop, phone or tablet.

What it costs

Roughly €10 a month at most providers. This goes to the provider, not to Locally.

What changes

Nothing in how Locally works. Same app, same team, same drafts. It just never goes to sleep.

NOTE

This is optional. Most owners run Locally on their own computer and that is fine. Do this when you notice schedules are missed because the computer was off.

Choose a server

Pick a provider that offers a **Windows** server with **Remote Desktop**. Windows is the easy route: you install Locally exactly like on a normal PC.

What to order

SETTING	CHOOSE
Operating system	Windows Server 2022 or Windows 11
Memory	8 GB (4 GB works but is tight)
Processor	2 cores or more
Disk	60 GB or more

Location

A data centre in your own country or region

TIP

Providers call this "VPS", "cloud server" or "virtual machine". Search for "Windows VPS" plus your country. Compare the monthly price including the Windows licence; it is often listed separately.

1**Order and wait for the email**

Order the server. Within a few minutes you get an email with an **IP address**, a **username** (usually Administrator) and a **password**. Keep it somewhere safe.

03

Connect to it

You open the server's screen with a Remote Desktop app. It looks and behaves like a normal Windows PC.

1**Install a Remote Desktop app**

Mac: install **Windows App** (formerly Microsoft Remote Desktop) from the App Store. **Windows:** **Remote Desktop Connection** is already on your PC; search for it in the Start menu. **iPad or phone:** the same Windows App from the App Store or Play Store.

2**Add the server**

Click **Add PC** or **New connection**, fill in the IP address, the username and the password from the email, and connect. Accept the certificate warning the first time. You now see the server's desktop.

WATCH OUT

Change the Administrator password the first time you log in: press **Ctrl** **Alt** **End** on the server's screen and choose **Change a password**. Use a long one.

Install Locally on the server

From here it is guide 01, done on the server's screen instead of your own.

1 Download and install

On the server, open a browser and go to `locallyai.whop.site/download/windows`. Run the installer. Click **More info** → **Run anyway** if Windows asks.

2 Move your licence

One key works on one computer at a time. On your own laptop open **Settings** → **General** → **Move to another computer** → **Deactivate here**. Then on the server go through the welcome steps and paste the key on **Activate your Locally kit**.

3 Sign in to your AI

When Michael starts, sign in to Claude or ChatGPT in the server's browser, exactly like on your own computer. It is your same subscription; nothing extra is charged.

4 Add your team and connections

Add the Basics team and your kit team (guide 01) and connect your mailbox and apps (guide 03). The keys are stored on the server, encrypted, and nowhere else.

5 Keep it awake

In the welcome steps turn on **Open at login** and **Keep working while away**. Then, on the server, open **Settings** → **System** → **Power** and set sleep to **Never**. Servers normally never sleep, but check it once.

Daily use

-
- Open Remote Desktop whenever you want to see the office or answer a question in **Ask me**. Close it again; the team keeps working.

- Drafts are in **Documents** → **Locally** on the server. Email drafts are in your own mailbox as usual, so you can send them from your phone.
- Turn on **Desktop notifications** on the server if you leave the Remote Desktop window open on a second screen.

TIP

Want your files on your laptop too? Put the team folder in a synced folder such as OneDrive or Dropbox on the server (**Settings** → **General** → **Team folder** → **Change**). The drafts then appear on all your devices.

06

Good to know

QUESTION

ANSWER

Can I go back to my laptop?

Yes. **Deactivate here** on the server, activate on the laptop. Copy the team folder if you want to keep the drafts.

Is a Linux server cheaper?

Yes, but it needs a desktop and remote access set up by hand. There is a Linux version at locallyai.whop.site/download/linux for owners who know their way around Ubuntu. For everyone else, choose Windows.

Who pays for the server?

You pay the provider directly. Locally charges nothing extra for running on a server.

Is it safe?

The server is yours alone. Use a long password, keep Windows updates on, and never share the Remote Desktop login. Locally stores keys encrypted, like on your own computer.

Can two people use it?

One licence, one computer. Two people can both log in to the same server and see the same team.

Stuck? We help.

Send us a message with a screenshot of what you see. A real person answers.

SUPPORT

Whop chat: whop.com/locallyai · Email: info@locallyai.nl

WEBSITE

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COMPANY

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