

Using Remote Desktop to access the Terminal Server

Need to access your H, P or K drive from off campus? Need to access specialized programs such as SPSS, Photoshop, or Dreamweaver?

You can access these from almost any computer, on or off campus by using Remote Desktop. It works on Both PCs and Macs, though Mac users may need to download and install some free software.

Mac Remote Desktop Software is available at:

http://www.microsoft.com/mac/downloads.aspx?pid=Mactopia_RDC

1. On a PC, open **Remote Desktop Connection** (go to **Start > Programs > Accessories** - in Windows XP, you may need to go into **Communications** within the Accessories folder - and then **Remote Desktop Connection**.

On a Mac, locate the Remote Desktop Application and double click on it.



2. In **Computer**, type **ts.wou.edu**.
3. Click **Connect**. You may get a message asking if you trust the connection. If so click on **Connect**. The **Log On to Windows** dialog box appears.
4. In the **Log On to Windows** box, type in your paw print user name and password and change the domain to **MASH**. Then click **OK**.
5. When you are done, end your session by clicking on **Start** then **Shut Down** in your **Remote Desktop Connection** window.
6. In the **Shut Down Windows** dialog box, select **Log Off**, and then click **OK**.

Want to access your USB drive, C Drive or printer from a Remote Desktop Connection?

1. On the initial Remote Desktop connection screen, click on the **Options>>** button so that a new window will appear.

Hint: For some odd reason, the Display settings sometimes get messed up when sharing drives. You can fix most of these issues by clicking on the **Displays** tab and (under **Remote Desktop Size**) dragging the slider all the way to the right (**Full Screen**).



Figure 1: Remote Desktop Connection Window

2. Click on the **Local Resources** Tab. Click **More** at the bottom of the dialog screen.



Figure 2: Remote Desktop Connection Local Resources Settings

3. After clicking **More** under the **Local Resources** tab you will be presented with a new window.

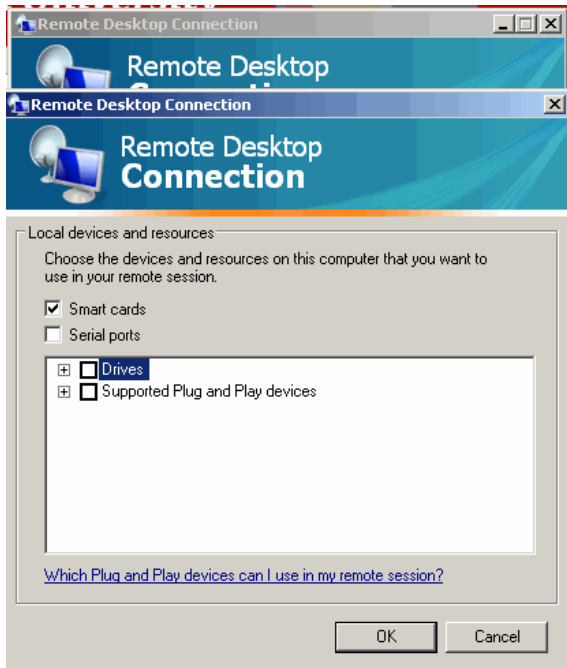


Figure3: Remote Desktop Connection Local Resources Settings, **More** button options

4. Click the **plus sign** next to **Drives**. You will be presented with a list of the drives available to you. Choose the letter assigned to your flash drive (or any other drive you want to have access to). Click OK.

Alternately, you can check the box next to **Drives** and all of your drives will be available, but this isn't advisable if you are on-campus, as it will create a bunch of duplicate drives and finding the ones you need is more challenging.

Hint: Look in **My Computer** to determine which letter your flash drive is (in this example, it is the **E:** drive).

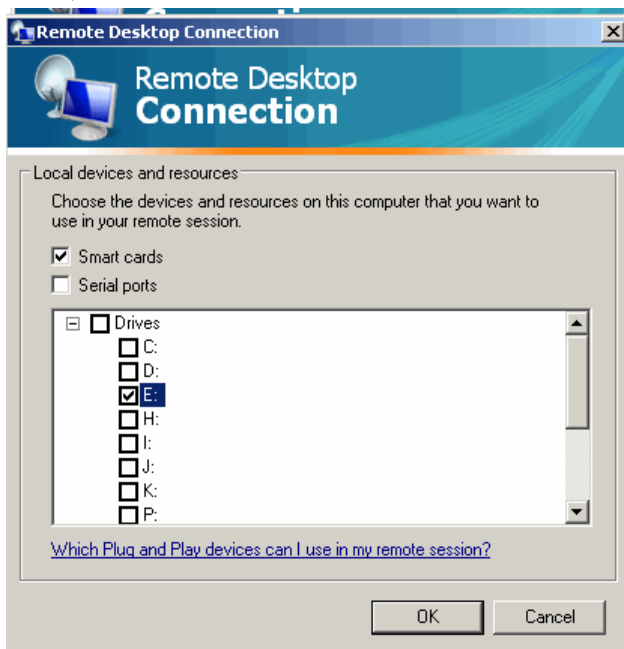


Figure4: Selecting the drives you want

5. Click **Connect** at the bottom of the screen. You may be asked if you trust the remote connection. This is just Remote Desktop confirming that your local drive will be available. Click Connect.
6. Enter your username and password, and make sure that the **Log on to:** box has MASH in it (you may need to click the **Options>>** button to see this box).
7. Your USB drive will be in the **Other** Section of the **My computer** display. You can access it from there or, once you know its name, save to or open from it in applications.

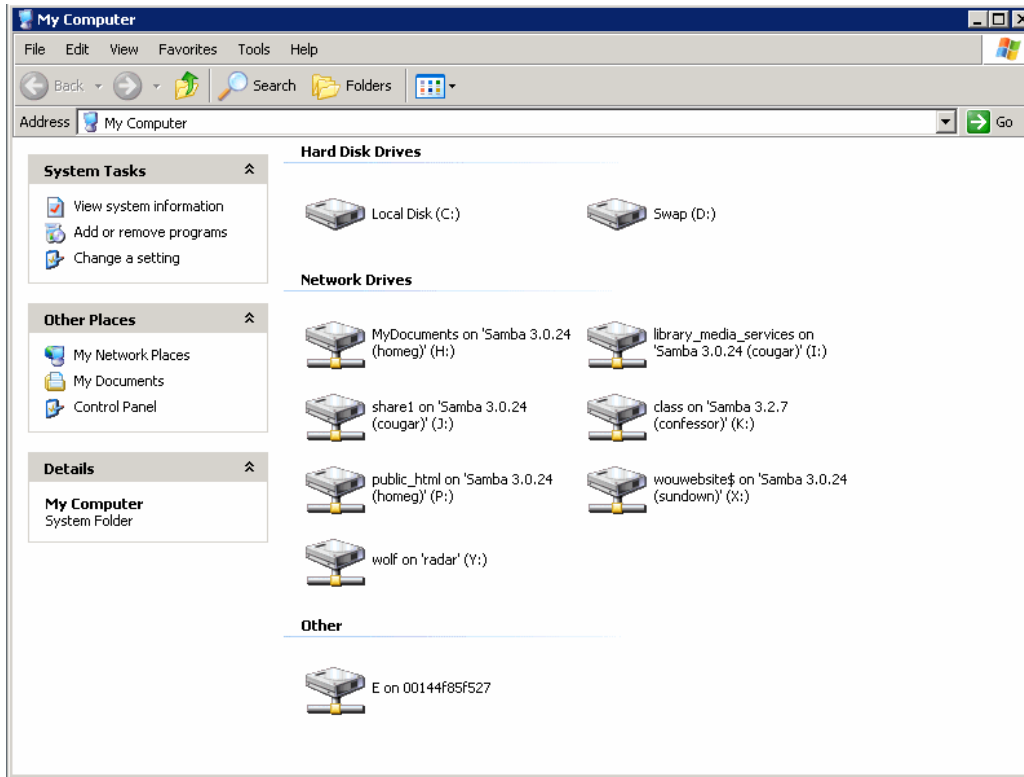


Figure 6: Remote Desktop Drives display

In this case, **E on 00144f85f527** is the USB drive that is plugged into the local computer