

REMOTE DESKTOP AND YOUR P: DRIVE

What is the remote desktop?

Remote Desktop allows you access the terminal server at WOU which has your network drives and software such as Microsoft Word, PowerPoint, and Publisher.

What are my Network Drives?

You have two Network Drives

H:Drive – which can be used to save documents, pictures, etc... and accessed anytime you are on the WOU network.

P:Drive – which can also be used to save document, pictures, etc..., but it is also the place you must save things that you want posted to the web.

Anything you save in a web format (htm, html, or php) will then be viewable on the web

Here is the web address format for accessing web files you save on the web:

WOU Web Address / Your Username / filename . web format

Example: <http://www.wou.edu/~username/filename.htm>

When you want to view a web page you have created, the first part will always remain the same:

Example: <http://www.wou.edu/~username>

to access different web pages you saved, you add a slash, the file name, dot, web format (htm, html, PHP).

Example: </filename.htm>

Here are some real world examples from my own P:drive:

<http://www.wou.edu/~monger/cm.htm>

http://www.wou.edu/~monger/wpa_conference_powerpoint.pdf

<http://www.wou.edu/~monger/instruction.htm>

Notice the first part remains the same while the file name / web format change. Each of these files was saved to my P: drive as different files: cm.htm, wpa_conference_powerpoint.pdf, and instruction.htm

The P:Drive is available after you sign into remote desktop.

When you want to save something to your P:Drive, click on the My Computer desktop icon and select Public P:drive.

Your P:drive is unique to you and your username and password.

What Else Can I Do From Remote Desktop?

You can access Microsoft Word, PowerPoint, Publisher, Photoshop, Dreamweaver and a host of other programs.

For Microsoft Office products, click on Start / All Programs / Microsoft Office

Using Remote Desktop to access the Terminal Server

Remote Desktop is available for both MAC and PC users. However, MAC users must first download Resmote Desktop software from:

www.mactopia.com

the remote desktop is at the top of the screen

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**.