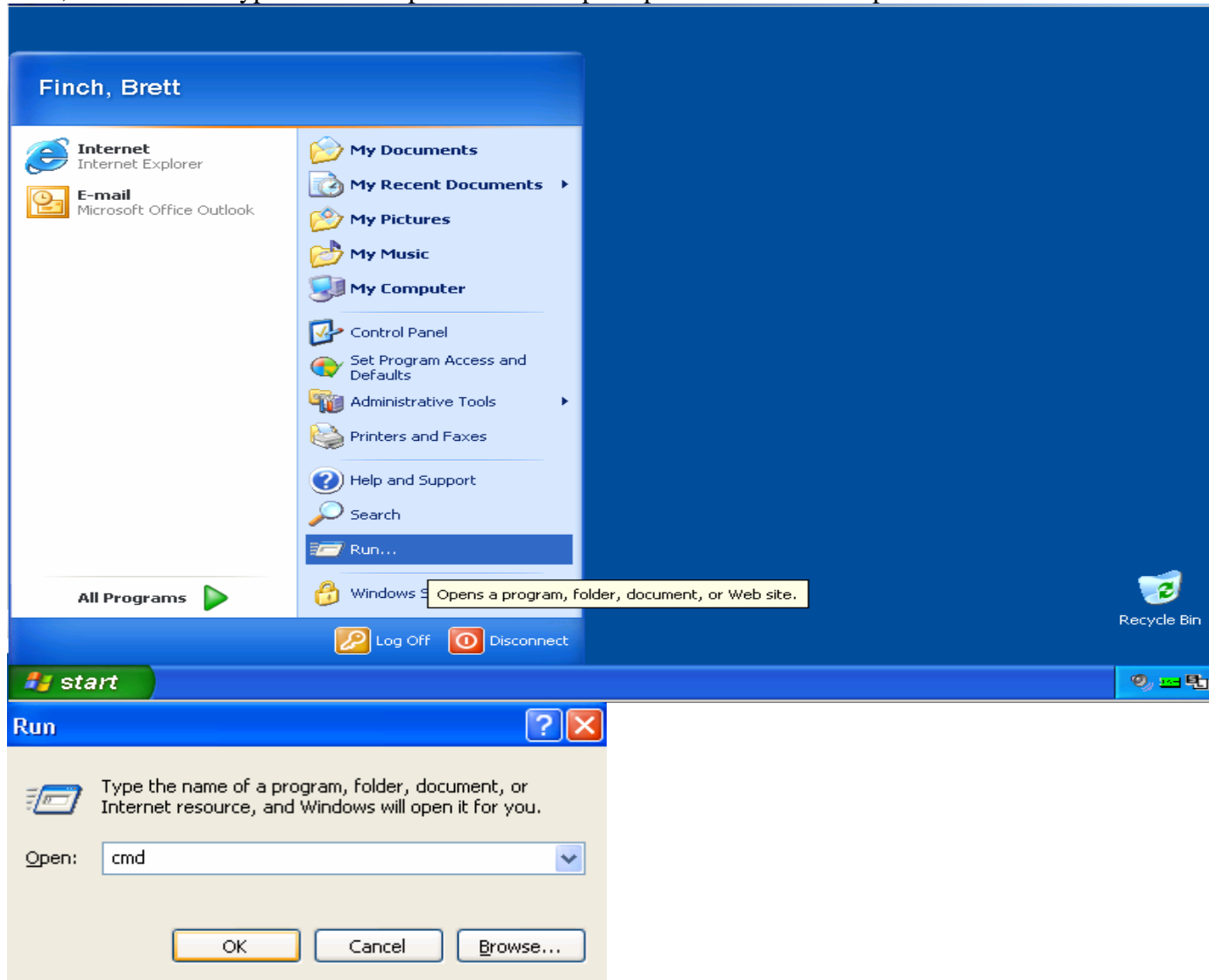


Using Remote Desktop to access your Office Computer or Faculty Remote Desktop Server

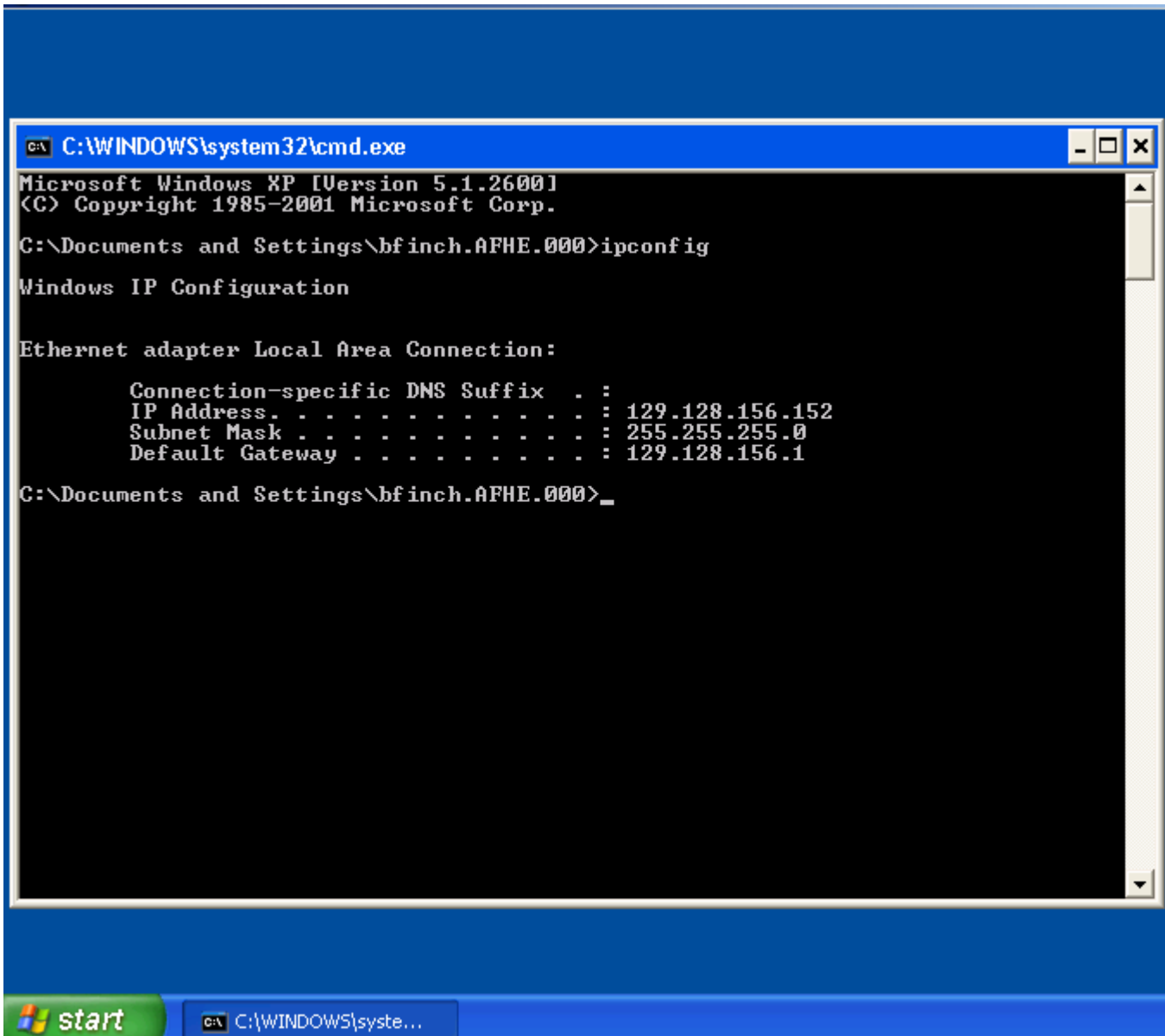
August, 2005

This document consists of two main parts and an addendum. The first part will be the steps required to prepare your university located office PC running Windows XP (SP2) to accept an incoming remote desktop connection, along with the steps required for you to properly identify the network IP address of your PC. The second part will focus on the steps required to prepare your remotely located PC to connect back to the faculty located resources (note: if you are not using Windows XP Pro SP2 in the office, you will need to use the faculty Remote Desktop server, you can skip to part two of this document that includes that option). The addendum refers to installation of software on remote PC's.

Part one: First we need to obtain your office located PC's network IP address. Click Start, Run and then type 'cmd' and press "Ok" to open up a command line input screen.

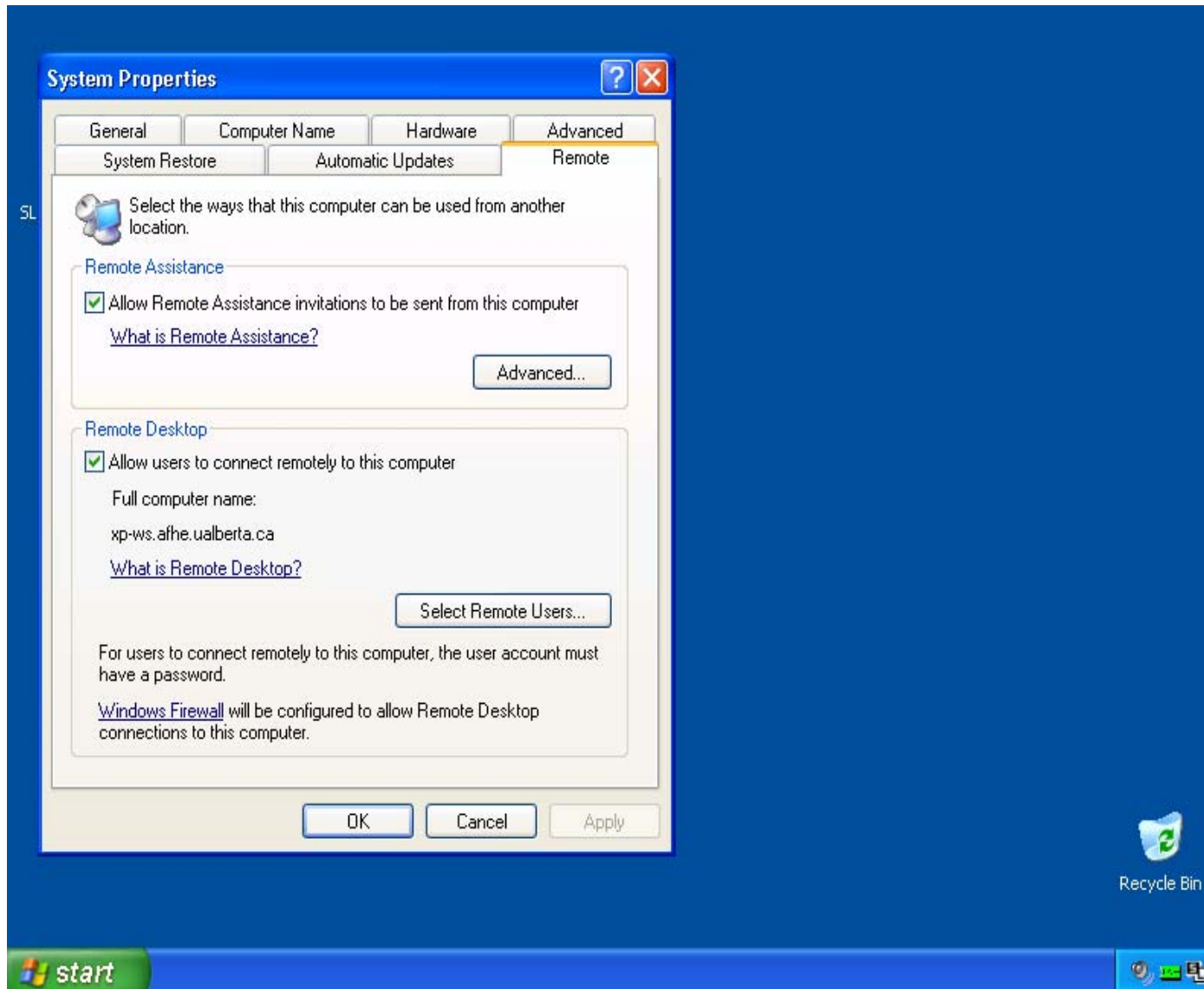


You will see the black input screen open, in this box, type 'ipconfig' and press 'Enter'. You will see it display your university located PC's network IP address, write this down for your reference (note: you just need the IP address).

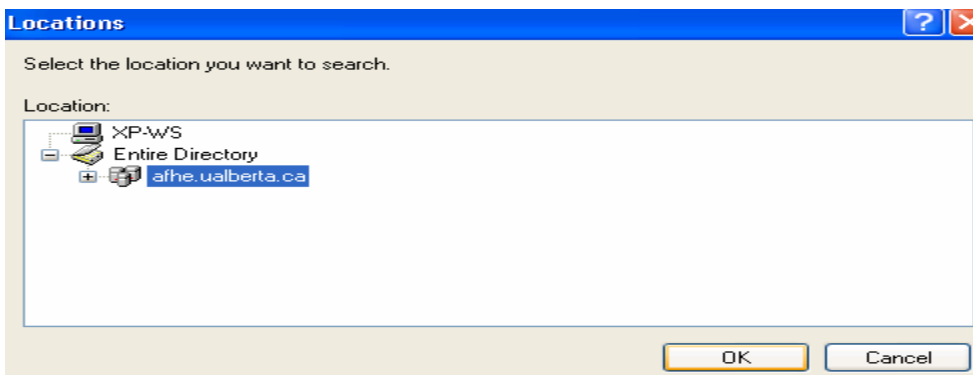
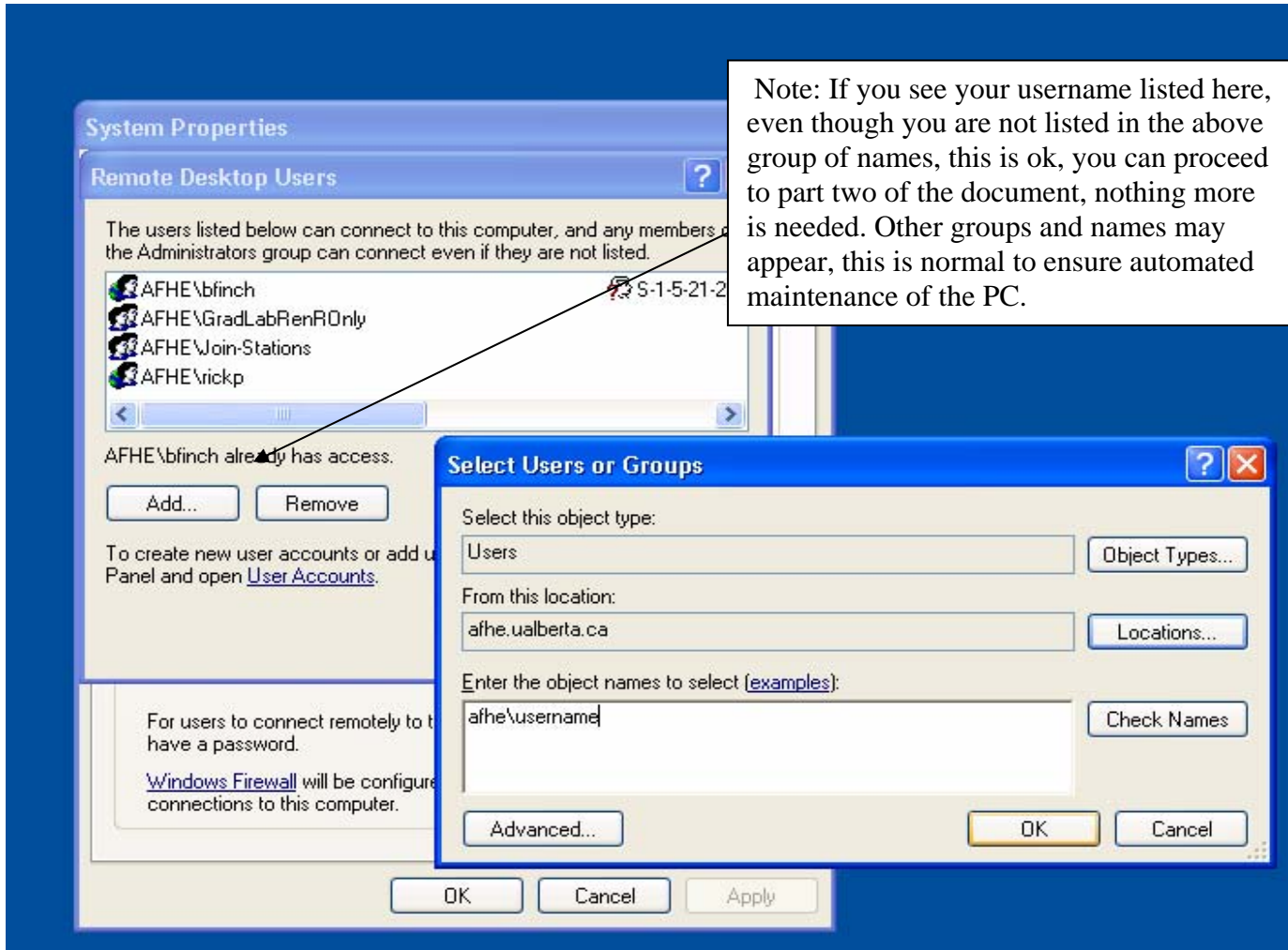


Type 'exit' and hit 'Enter' you will exit this screen.

Next we need to ensure your university located PC is ready to accept an incoming Remote Desktop session. Click on the 'Start' button, scroll your mouse up to the 'My Computer' icon and then 'Right Click' to select the 'Properties' sub menu. At that point select the "Remote" tab. Ensure the 'Remote Assistance and Remote Desktop check boxes are checked. Next click on the 'Select Remote Users' tab to ensure you are added to the list of authorized users.

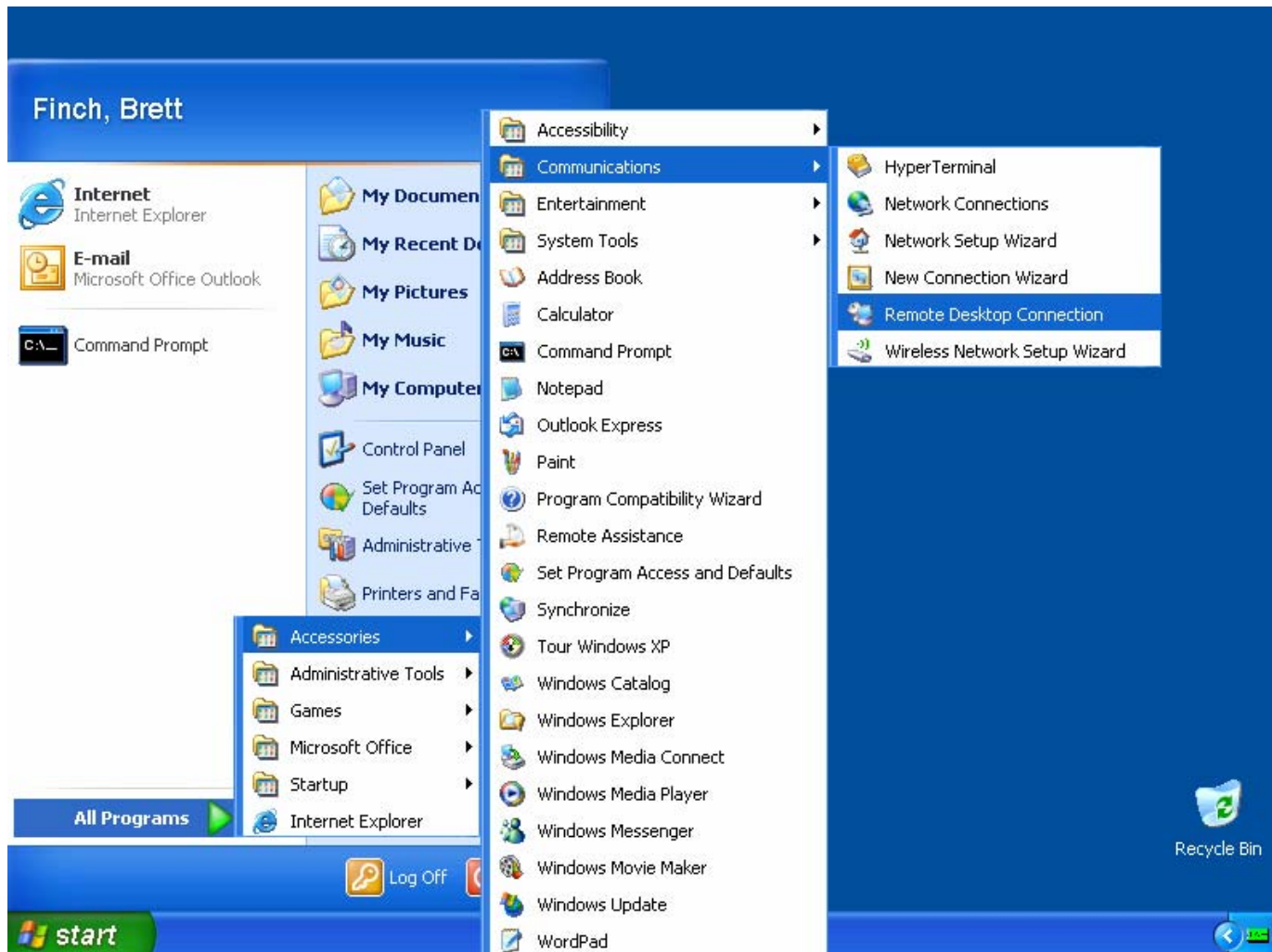


Click the 'Add' icon, and then type in your username in the following format; afhe\username. Ensure the 'Select this object type' is set to users and the 'From this location' is set to 'afhe.ualberta.ca' (note: Clicking on the 'Locations' icon will allow you to browse and change locations). Type the 'Ok' button to confirm location, after your name has been added, press the 'Ok' button on the Remote Desktop users page to close. Finally click the 'Ok' button on the 'Systems properties page (see above) to close all.

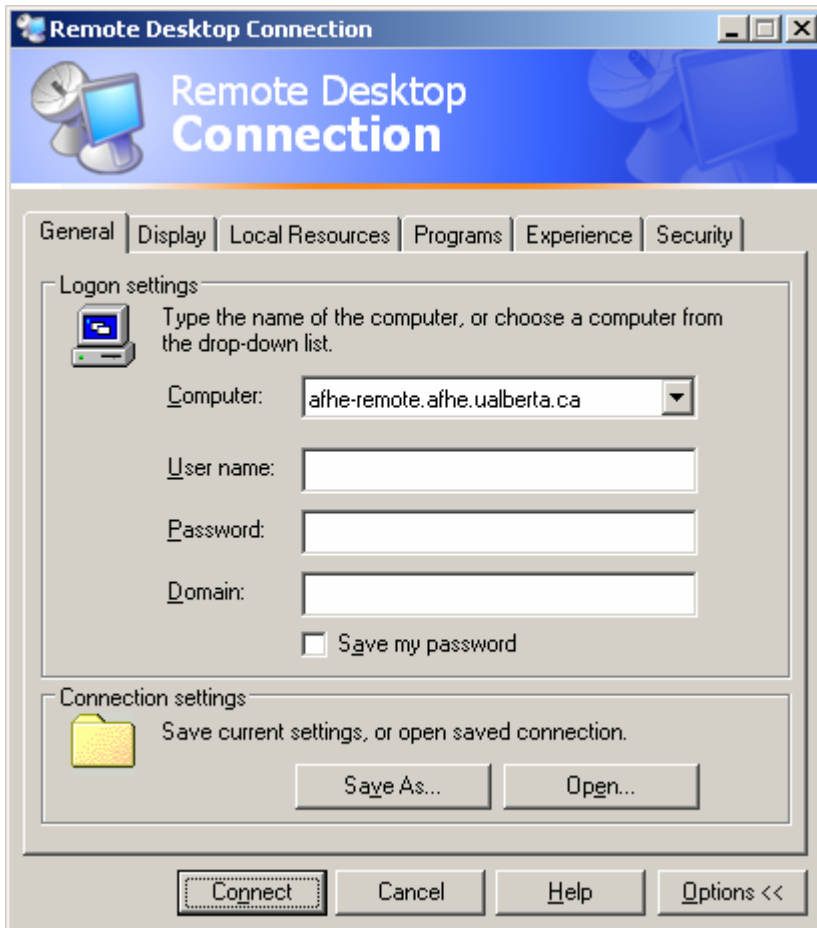
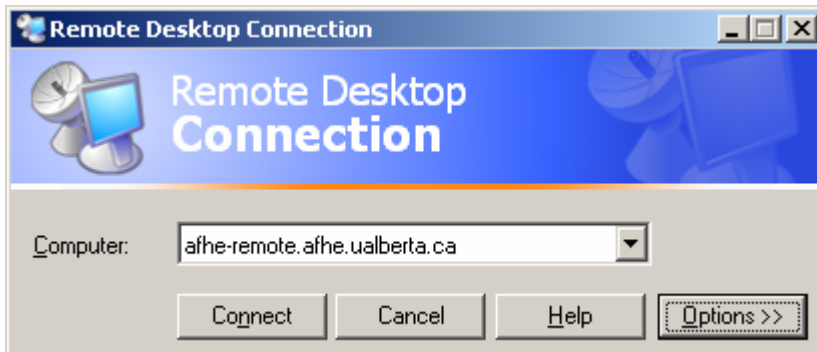


You have completed the first part, your PC is ready.

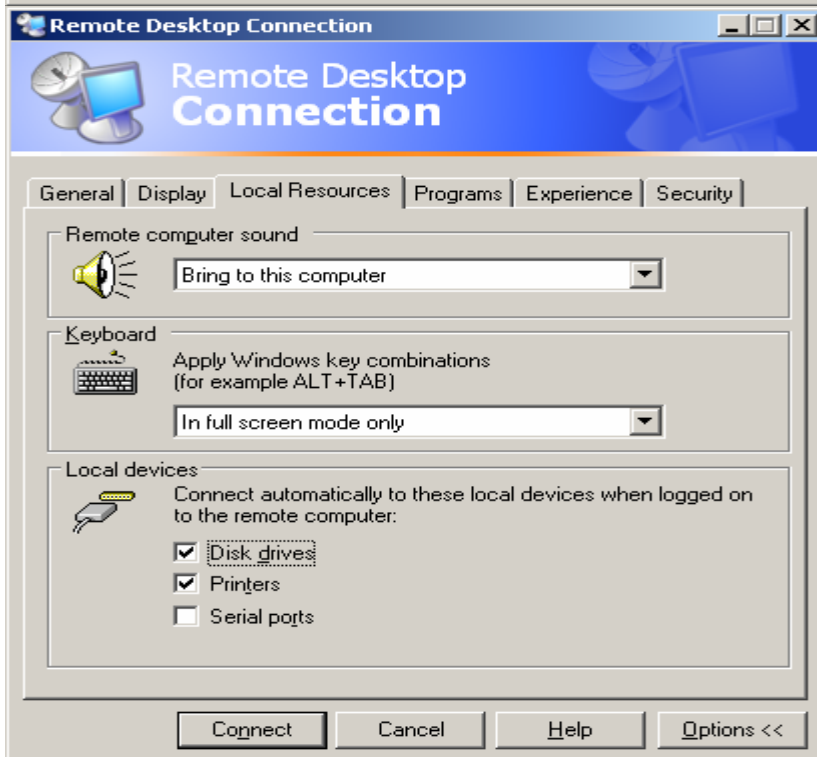
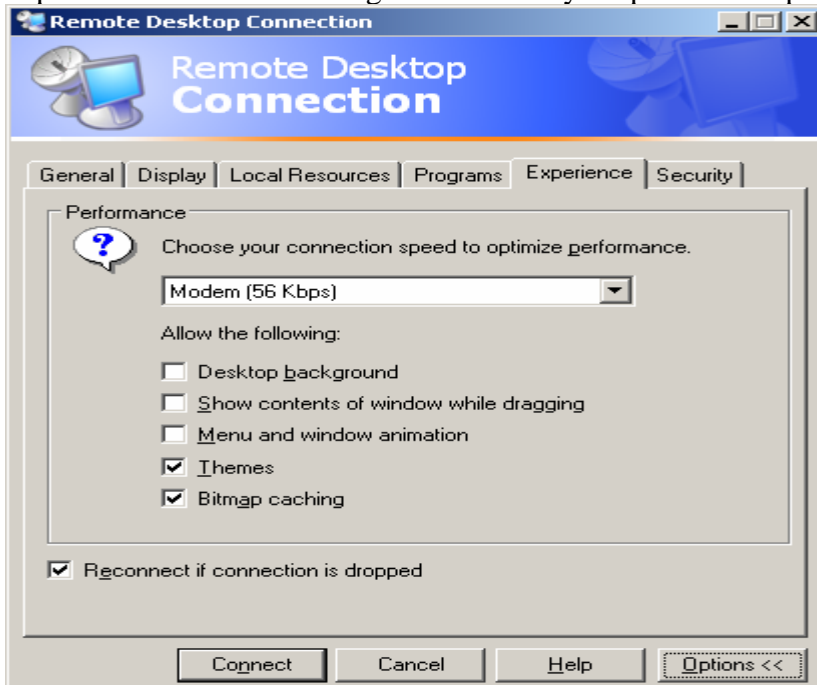
Part two: From your remotely located PC, click on the 'Start' button; proceed to 'Accessories' then 'Communications' and select 'Remote Desktop Connection'. For older Windows based systems (non Windows XP) and alternate PC client operating systems, this may not be available, refer to the addendum for acquiring the required software (note: we recommend for Win9x and Windows 2000 PC's to download from the 'Remote Desktop Access' web page as newer RDP client versions are available to download which have improved performance and functionality).



Next once the Remote Desktop Connection opens, we will walk through some options to ensure optimum performance prior to making the actual connection. First expand the menu by clicking on the 'Options' located on the bottom right.

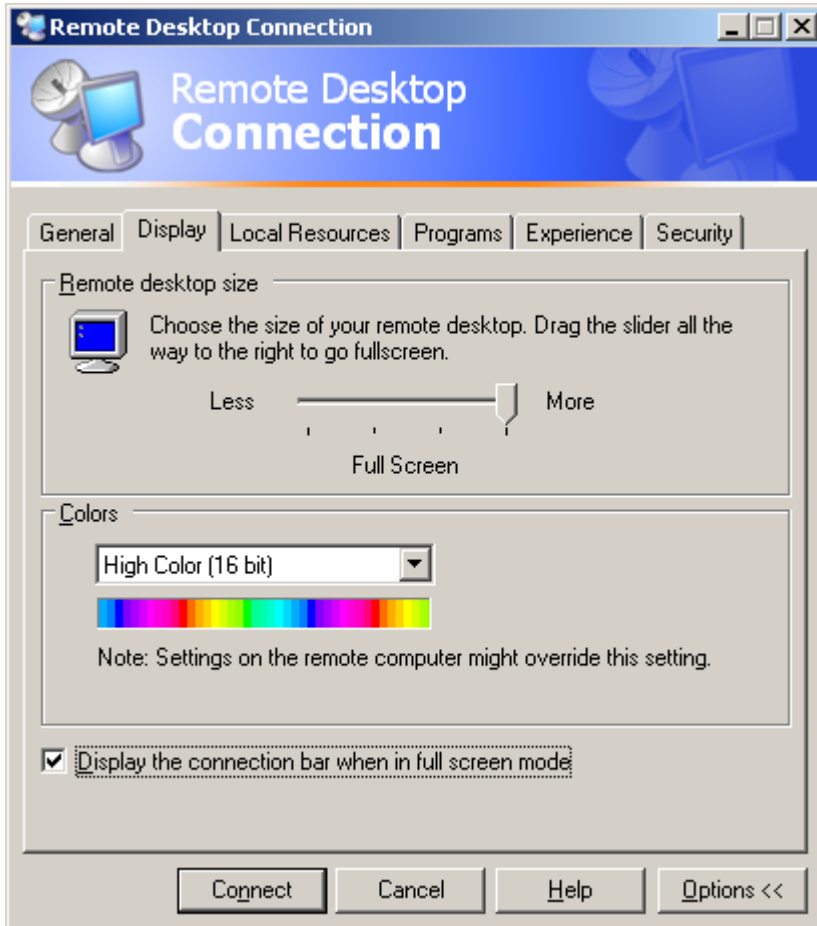


We can bypass the 'Security' tab and move directly to the 'Experience' tab. Although many options are available, they all have an effect on the performance of the connection. We recommend regardless of your connection type in the remote location to start with the 'Modem (56 Kbps)' setting. As you become more comfortable you can experiment with these settings to best suit your preferred experience.

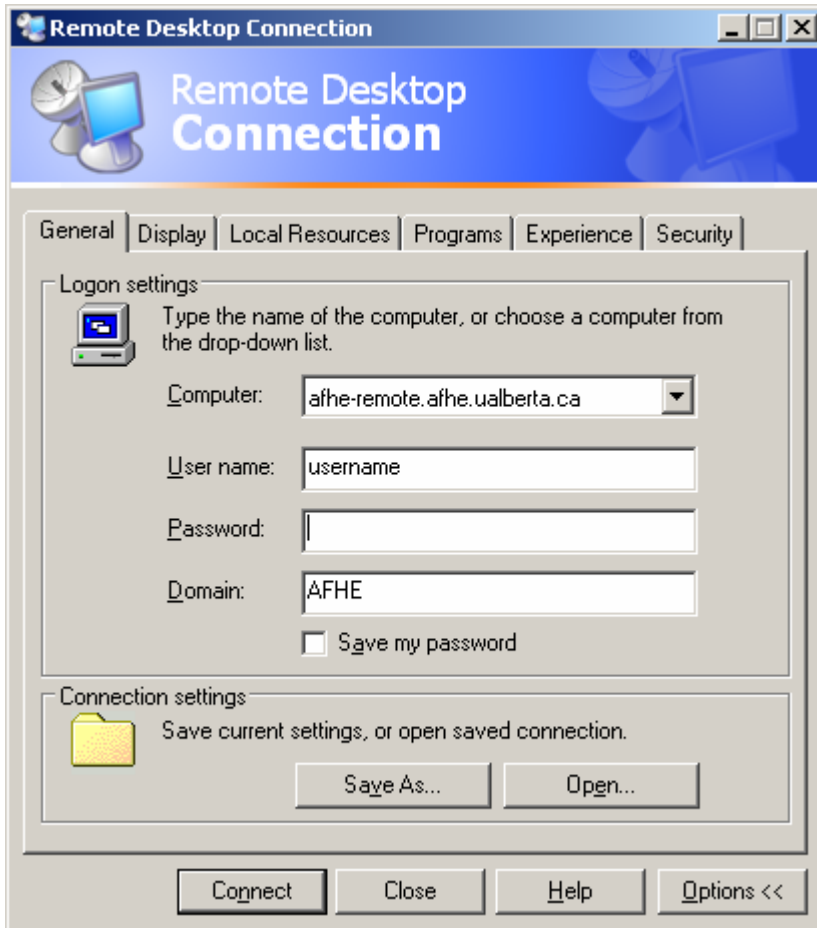


We can bypass the 'Programs' tab and move to the 'Local Resources' tab. The option to connect your local disk drives is dependent if you feel you need to copy / paste file between the two systems.

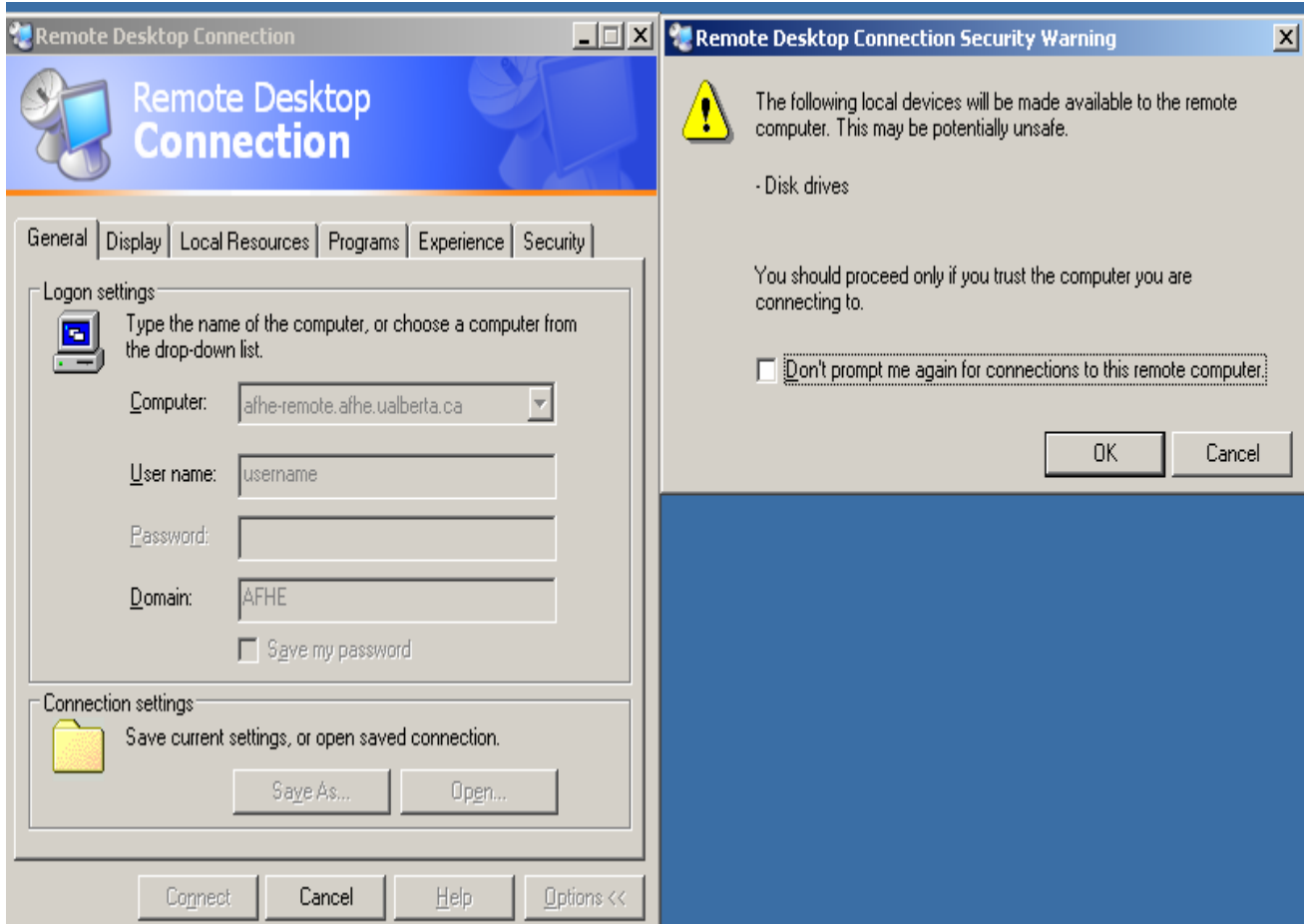
Next we will set our display preferences, 16 bit color offers the best trade off between good color and good performance, selecting 24 bit or 32 bit can have serious degradation of performance. The screen size option is again a preference; those with larger remote displays may choose 800x600 to allow for easy access to both local and remote resources.



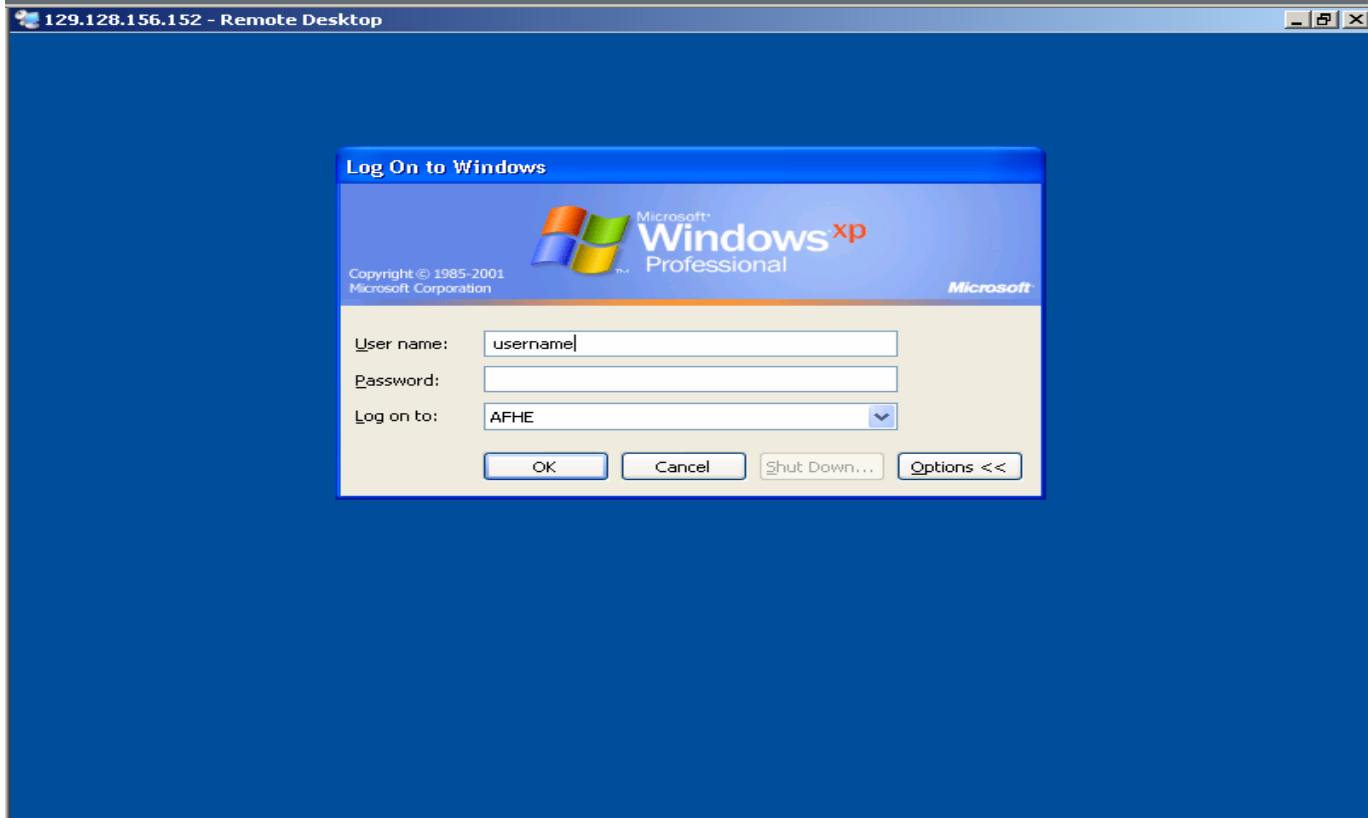
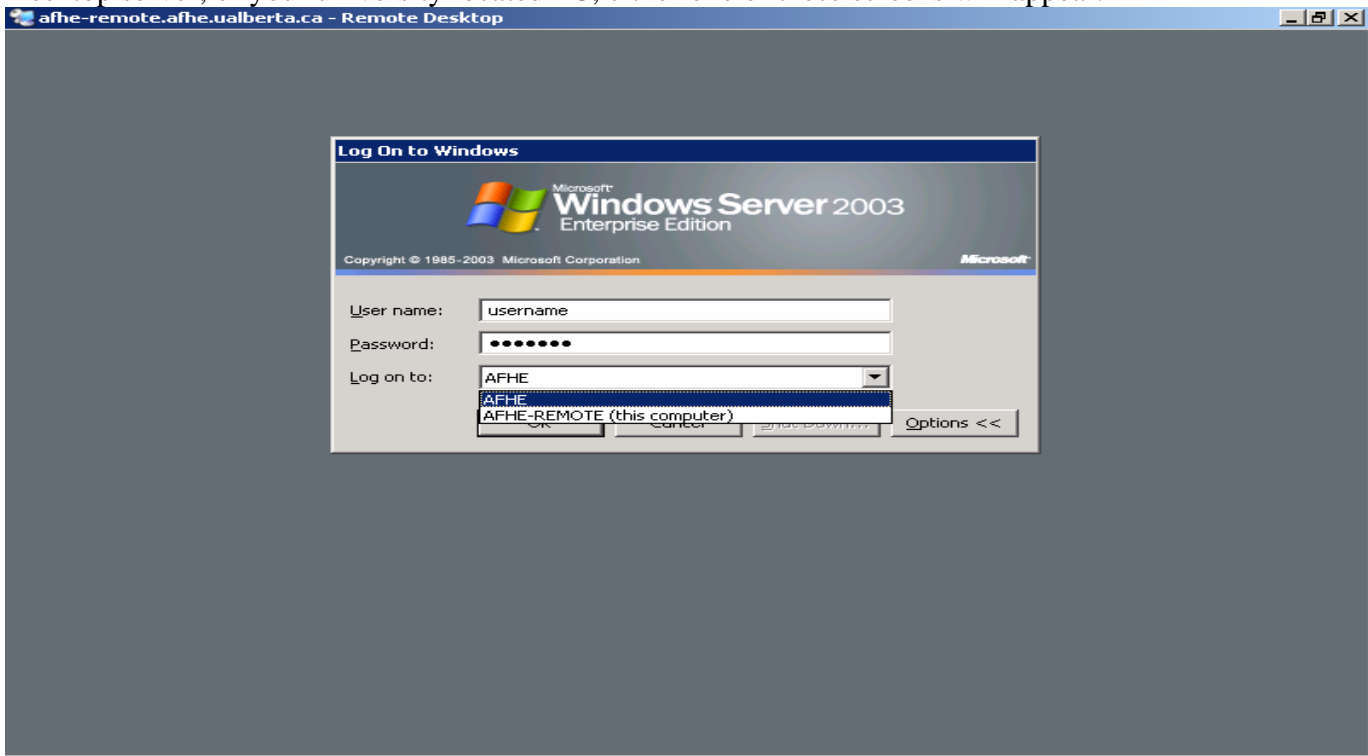
Once back to the 'General' tab on the connection screen type in the 'Network IP Address' of the remote desktop you wish to connect to. For those that are not using Windows XP Pro (SP2) in their university located office, you can use the server address of 'afhe-remote.afhe.ualberta.ca'. The Faculty Server (afhe-remote) only has minimal software installed (MS Office 2003, Adobe Reader etc) in order to facilitate basic requirements and allows you to utilize network resources and personal allotted storage space (i.e. 'P:' drive). Enter your username and domain fields (AFHE), leave the password field blank and do not select the save password option as others may have access to the machine (Internet Café's etc...). Then press the 'Connect' button.



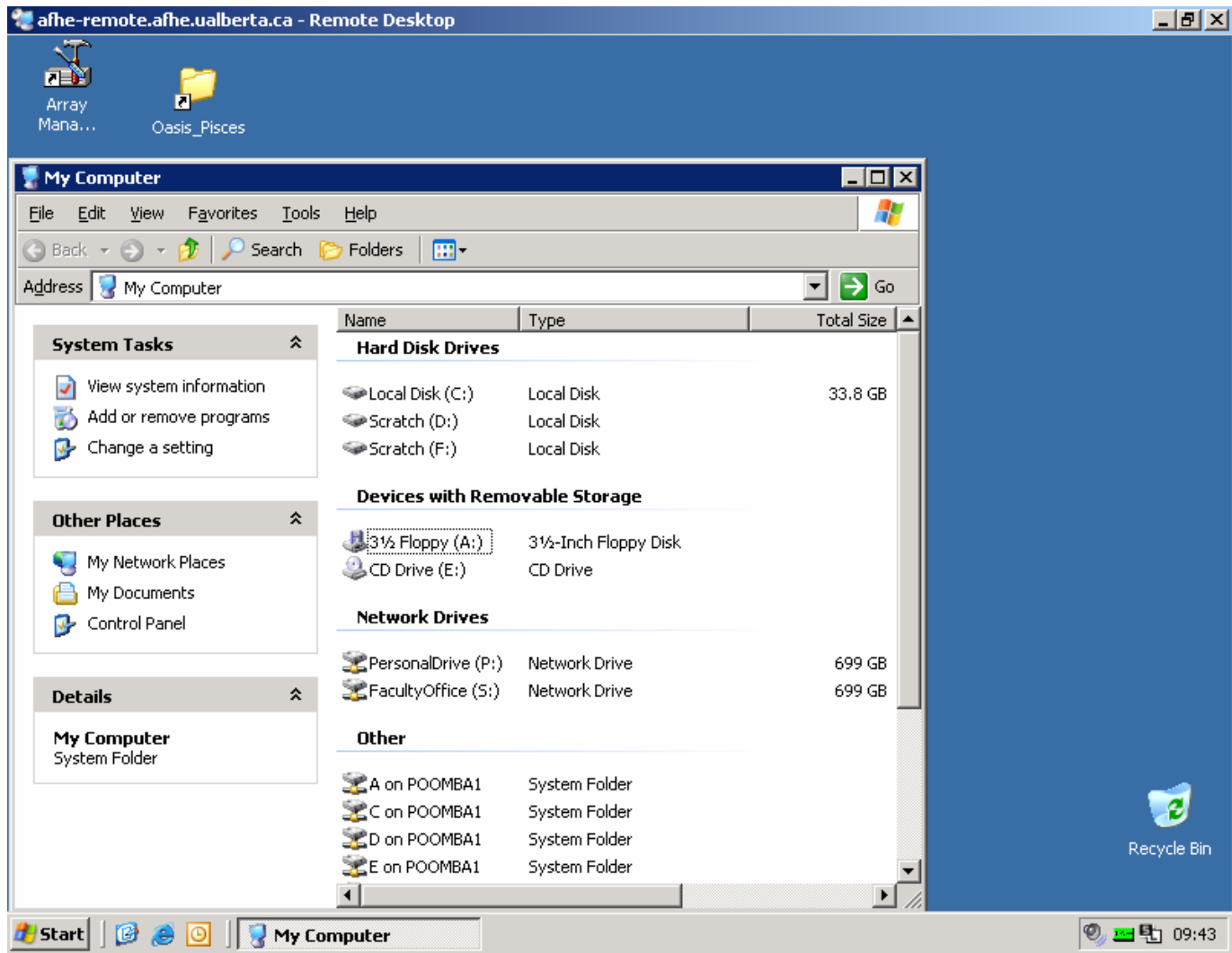
Once the 'Connect' button has been pressed, you will be prompted to select the option to also connect your local station's disk drives for the session. Select 'Ok' if this is what you wish to do, if not, cancel and return to the 'Local Resources' tab and uncheck the option to connect your local PC drives.



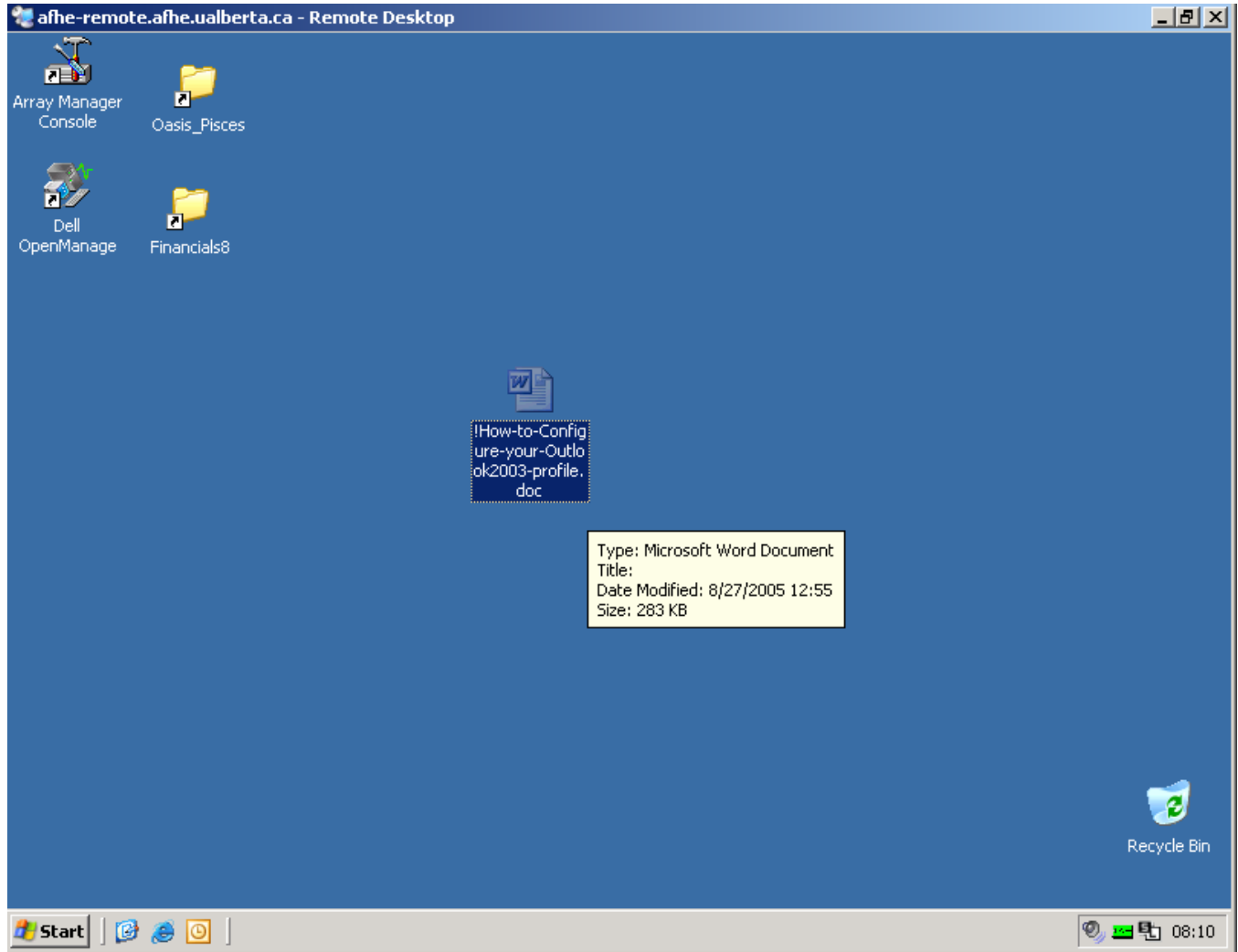
Once at the log on screen, enter in your username, password and ensure you are logging into the AFHE domain. If the 'Log on to' window does not appear, click on the "Options <<" tab located on the logon screen to display. Once connected to the Remote Desktop server, or your university located PC, either one of these screens will appear.



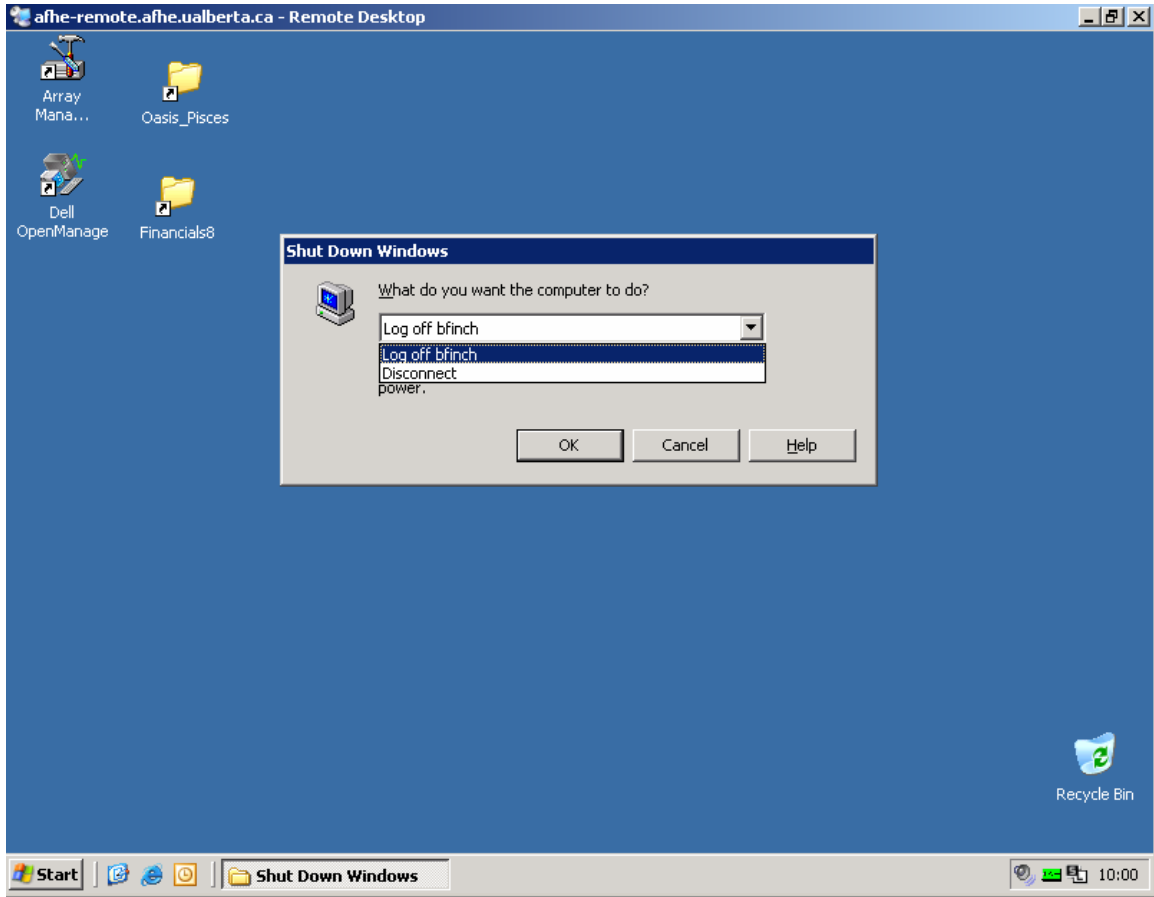
Once inside your RDP session, you can open the 'My Computer' icon to confirm you have connected your local disk drives, they will be located in the 'Other' section, identified by the machine name you are currently using to connect. This will allow you to transfer files (copy / paste) between your Network drives (i.e. "P:" drive Personal storage) and your local system (note: the floppy drive refers to the server or desktop PC floppy drive, if you are trying to copy a file from a floppy disk located on the PC which you have made the remote connection, your machines floppy disk will be located in the 'Other' section).



For those using the Remote Desktop server, this is a special additional requirement. Once inside your RDP session, you will see a document called '!How-to-configure-your-Outlook2003'. The first time you use this RDP service on the faculty Remote Desktop server, you will need to follow this document to setup your Outlook 2003 client for use.



Once you have completed your session, please ensure to select the ‘Log off’ option. This ensures your files in use will be closed and all CPU / memory resources allocated to your session will be released.



Thank You
(Addendum follows)

Addendum

There will be instances where the ability to use Internet Explorer's web interface to connect or when the PC operating system you are using does not have a 'Remote Desktop Client', this will guide you through downloading the appropriate RDP client to your off campus PC.

First direct your web browser to the following web site;
<https://afhe-secureweb.afhe.ualberta.ca/tsweb/>



Remote Desktop Web Connection - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://afhe-secureweb.afhe.ualberta.ca/tsweb/

AFHE

Faculty of
**Agriculture, Forestry,
& Home Economics**
REMOTE DESKTOP

If you wish to connect directly to your Windows XP workstation instead of the main remote server, simply clear the defaulted entry in the connect field and type in the address given to you (if you do not run XP on your Faculty station, you must use the pre-defined server). Select the screen size for your connection, and then click **Connect**.

Server:

Size:

When the connection page opens, you can add it to your Favorites for easy connection to the same computer.

For those not using Internet Explorer, you can download a Remote Desktop client.

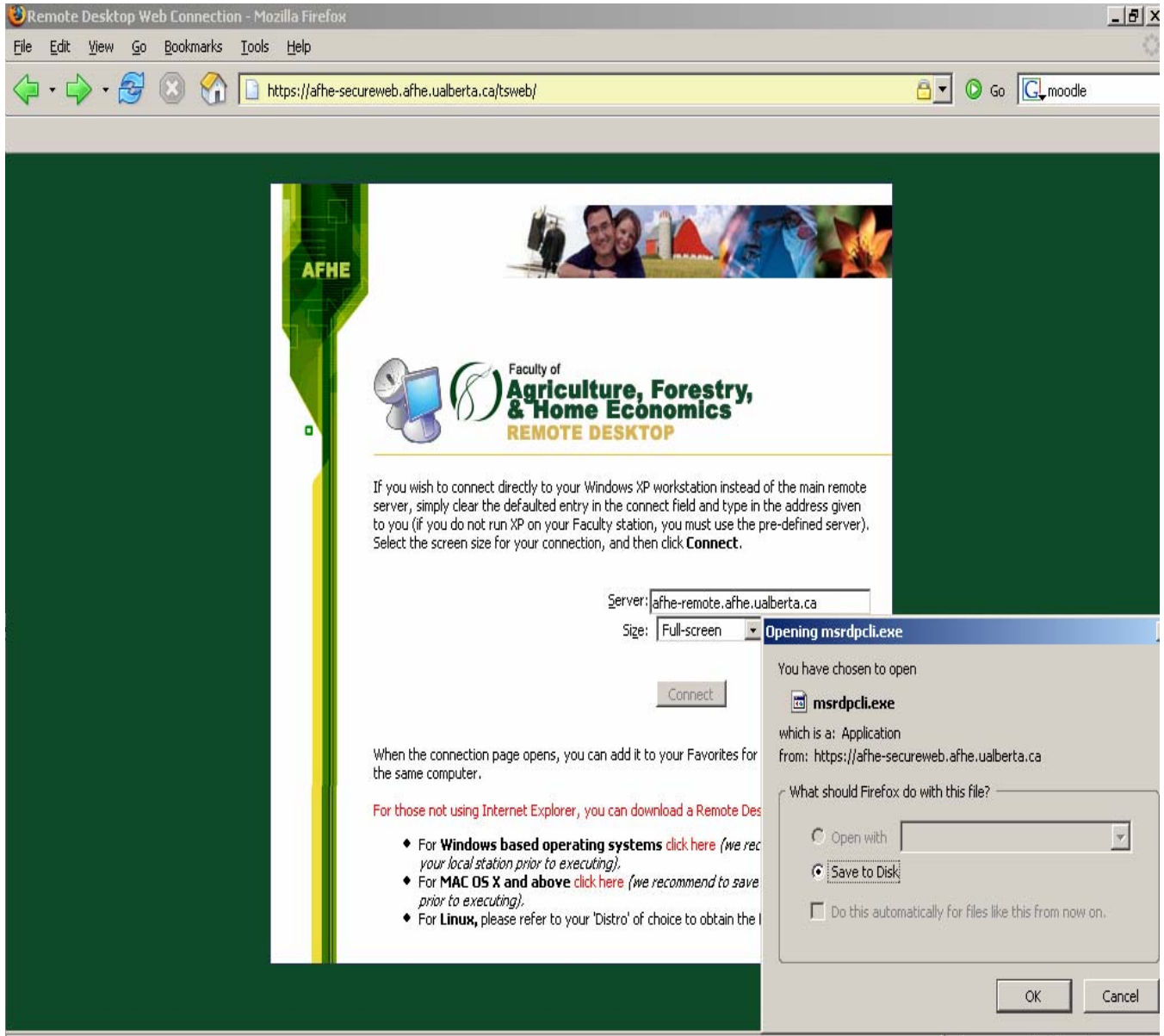
- ◆ For **Windows based operating systems** [click here](#) (we recommend to save to your local station prior to executing).
- ◆ For **MAC OS X and above** [click here](#) (we recommend to save to your local station prior to executing).
- ◆ For **Linux**, please refer to your 'Distro' of choice to obtain the Linux RDP client.

https://afhe-secureweb.afhe.ualberta.ca/clients/RDC103EN.hqx

afhe-secureweb.afhe.ualberta.ca

On the bottom of the page click on the link to download the client based on the appropriate operating system you are using remotely (note: For Linux, it will be part of the Linux OS distribution package).

We highly recommend saving the file to disk, once saved, open the file and execute the install program. For the sake of brevity this document makes the assumption everyone is familiar with downloading, saving and installing executable or compressed files in relation to the operating system they choose on the remote connecting system. The above walk through guide for connecting to faculty resources remain essentially the same on any RDP client.



Once again, thank you for your time.