



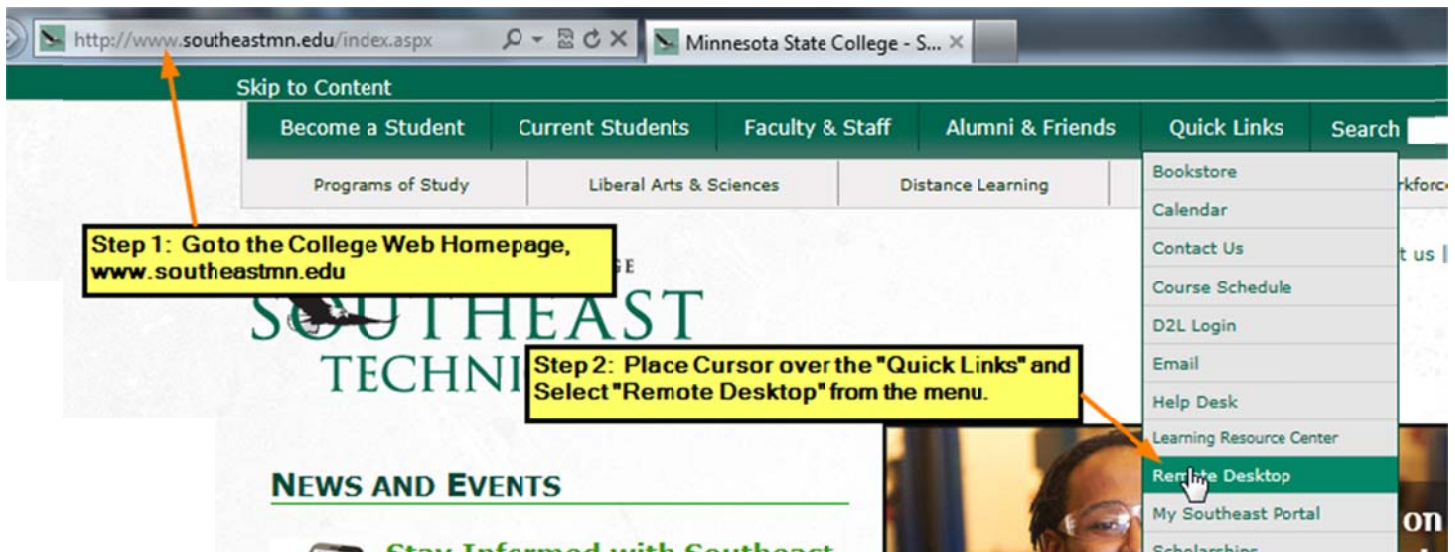
## **Remote Desktop Directions (formally known as Terminal Services)**

Remote Desktop will allow you to connect to your college I: drive and other course specific drives.

1. From your computer at home, Go to the College web homepage: [www.southeastmn.edu](http://www.southeastmn.edu)
2. Hold your cursor over the Quick Links menu item and Select "Remote Desktop"
3. Under "Steps to connect using Remote Desktop" Click on "(Download 1KB ZIP)"
4. Click on "Open".
5. Double Click on the **MSCST\_ST.rdp** file to open the file link.
  - a. The next two boxes you may or may not see so if you warning box saying "the connection cannot be identified" it is okay so Select "Connect"
  - b. If another warning box comes up saying "the remote computer cannot be verified", Click on "Yes" and you will be brought to the login screen.
  - c. You may also wish to save the **MSCST\_ST.rdp** file to quickly connect next time.
6. Use your login information for the college: Username= firstname.lastname and your college account password.
  - a. Make sure the bottom box says "Students" and if it doesn't, Select "Students" from the drop-down menu.
7. Once in Remote Desktop, you will see the college computer icons.
  - a. To get to your items stored on your college I:drive, Click on the icon named "User DATA- I".
  - b. If you go into the Microsoft Office products from Remote Desktop (Word, Xcel, etc.) when you save the document, it will be saved on your I:drive. This is the only place it can be saved in Remote Desktop. **When you are done with the Microsoft Office product, get out by Clicking on the tab "File" (upper left) and select "Exit" (bottom choice).** This will prevent you from accidentally exiting Remote Desktop and losing your data.
  - c. Your instructor may direct you to another icon named "Instructor DATA -H". This is where program or course documents are located.
  - d. **When you are done with Remote Desktop MAKE SURE you exit by Clicking on the icon named "LOGOFF & DISCONNECT"**. Do NOT click on the red X in the upper right corner. Also, if your computer sits idle (no work being completed or no cursor movement) for 30 minutes, you will be disconnected from Remote Desktop and may lose your work.

## Remote Desktop Directions (formally known as Terminal Services)

### Steps 1 & 2



### Step 3

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#### Steps to connect using Remote Desktop

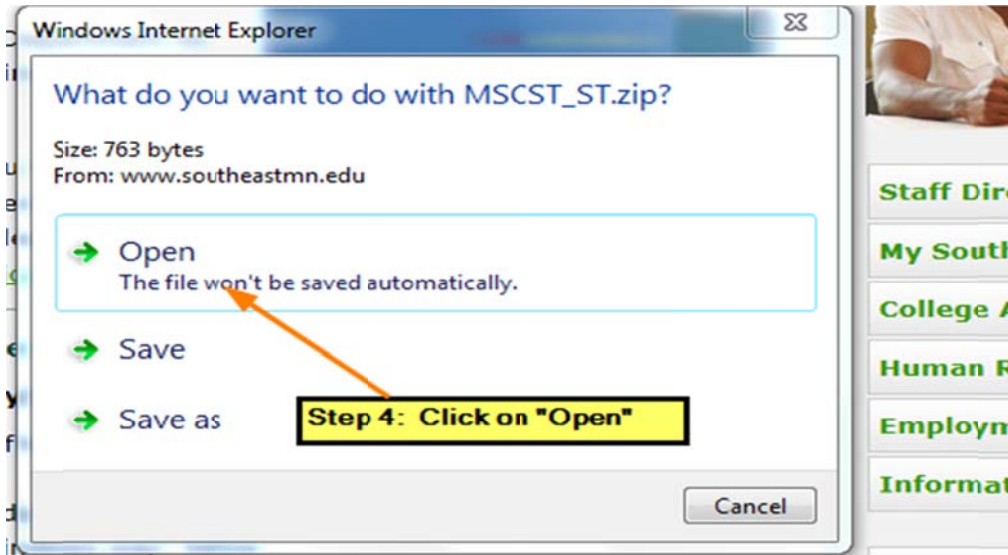
##### The download way (students only)

1. Download the MSCST\_ST.zip file by clicking the download link ([Download 1KB ZIP](#))
2. Open the file
3. Double-click the MSCST\_ST.rdp file that is inside
4. Jump to step 4 under "The Windows way" below

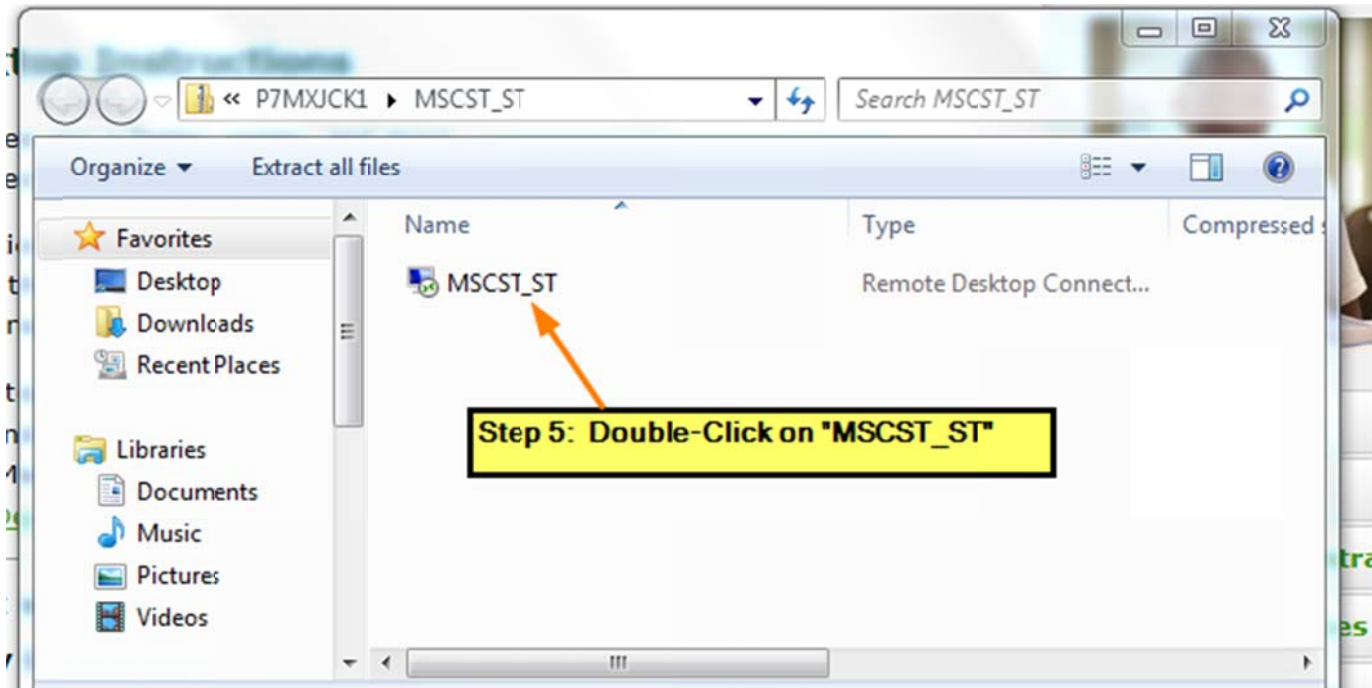
**Step 3: Scroll down to "Steps to connect using Remote Desktop" and Click on "(Download 1KB ZIP)"**

1. In windows, under programs, open the accessories tab.

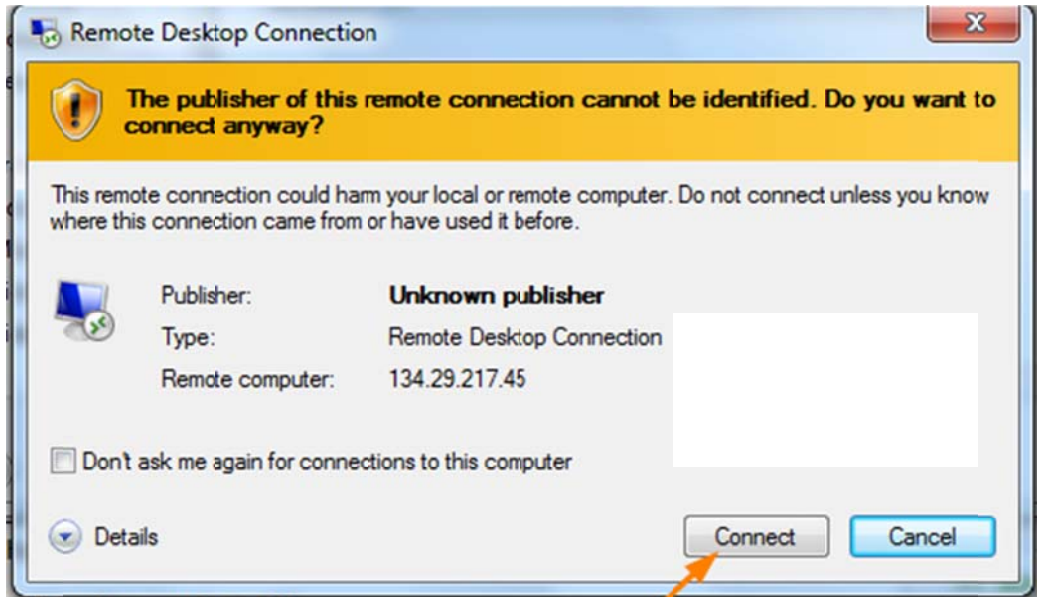
**Step 4**



**Step 5**

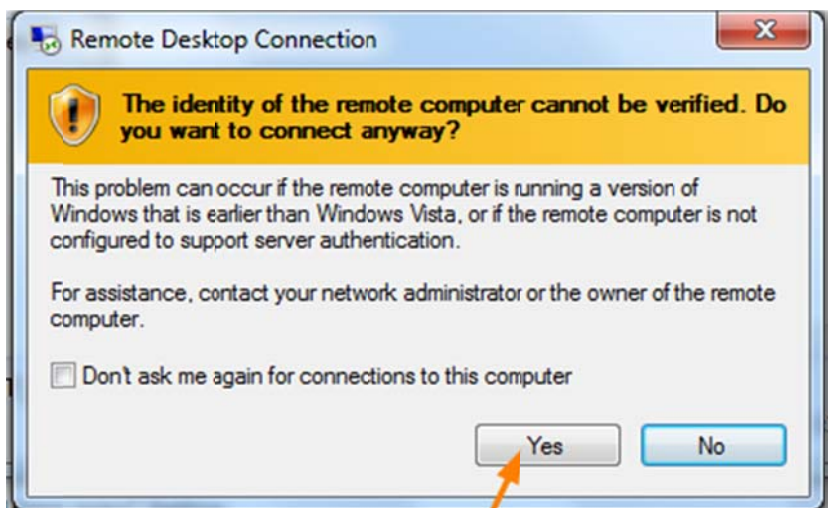


## Step 6



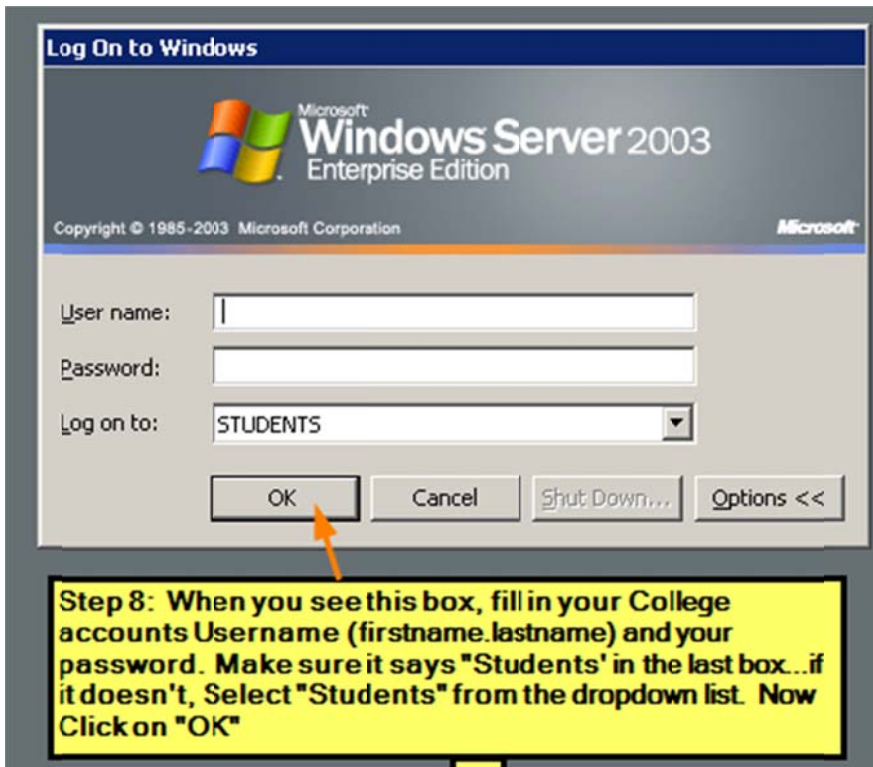
**Step 6: If you see this box next, Click on "Connect"**

## Step 7



**Step 7: If you see this box, Click on "Yes"**

**Step 8**



**Step 8:** When you see this box, fill in your College accounts Username (firstname.lastname) and your password. Make sure it says "Students" in the last box...if it doesn't, Select "Students" from the dropdown list. Now Click on "OK"



Step 9

The screenshot shows a Remote Desktop Connection window titled "MSCST\_ST - 134.29.217.45 - Remote Desktop Connection". The desktop background is blue and contains several icons: "My Computer", "E5BCalc", "Recycle Bin", "User DATA- I", "Academic EMR", "FireFox", "WebMAIL (Stude...", "LOGOFF & DISCONNECT", "Microsoft Access 2010", and "Microsoft Excel 2010". There are also folders named "User DATA- I" and "Instructor DATA -H".

Four yellow callout boxes with black borders and orange arrows provide instructions:

- Once you are in Remote Desktop, you will see your college computer icons. To get to your items stored on your I:drive, Click on the icon called "User DATA- I"** (arrow points to the "User DATA- I" folder icon).
- Program and course specific items will be found in "Instructor DATA -H". Your instructor will tell you if they have saved items here for you to go and get in this folder.** (arrow points to the "Instructor DATA -H" folder icon).
- When you are done using Remote Desktop, ALWAYS exit by Clicking on the icon called "LOGOFF & DISCONNECT". Do NOT click on the Red X in the upper right corner.** (arrow points to the "LOGOFF & DISCONNECT" icon).
- When working in Mircrosoft Office products (like Word or Xcel) from within Remote Desktop, when you go to "Save As" it will save your document to your college I:drive. Also, after you have saved your document and want to exit, do so by Clicking on the "File" tab (upper left) and Selecting "Exit". This will prevent you from accidentally exiting Remote Desktop and losing your data.** (arrows point to the "Microsoft Access 2010" and "Microsoft Excel 2010" icons).

Partial text "VARI" is visible on the right edge of the screenshot.