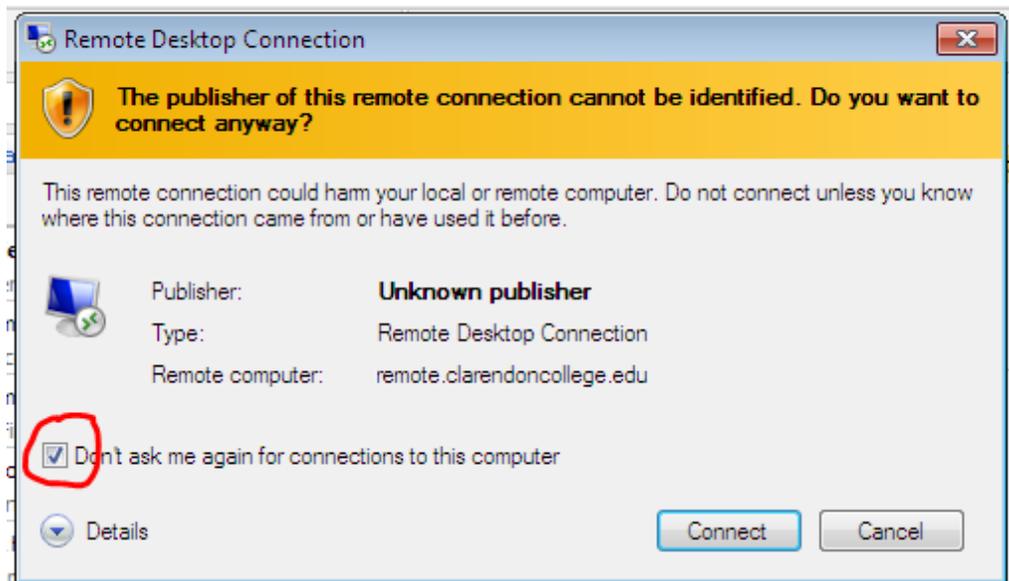# Remote Desktop Access to the College's Network

For remote access to your network drives from HOME, please follow the instructions below.

To add the Terminal Server Connection to your desktop:

1. Right Click on the attached file, CCFacultyTS.RDP.
2. Choose 'Save As'
3. Save file to your Desktop as CCFacultyTS
4. Double Click "CCFacultyTS" icon on your desktop, and choose 'Use another account'
5. For the Username type: clarendon\username
6. Type your password
7. When the following message below displays, check mark the 'Don't ask me again for connections to this computer'

How do I properly log off the Terminal Server?
To logoff the terminal server:

1. Click on Start\Log Off...
2. Click Logoff on the Log Off Windows dialog box.

NOTE: Do Not click on the "X" at the top of the screen. This will only disconnect your session and not log you off.

Remote Desktop Access to the College's Network