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'

	퉣 Rem	iote Desktop Connectio	n 💌	Ì		
	\bigcirc	The publisher of this remote connection cannot be identified. Do you want to connect anyway?				
e	This rer where t	This remote connection could ham your local or remote computer. Do not connect unless you know where this connection came from or have used it before.				
1		Publisher:	Unknown publisher			
n	- 250	Type:	Remote Desktop Connection			
		Remote computer:	remote.clarendoncollege.edu	ŀ		
	C De	ails				

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.

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Server Manager		
Windows Update	Run Biz	
	Computer	
Ease of Access Center	Network Control Panel	-
Microsoft Office Outlook 2007	Default Programs	
	Administrative Tools	
	Help and Support	
	Run	Log Off
	Windows Security	Lock
All Programs		Restart
Start Search	0 🔒 🕨	Shut Down
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