

HOW DO I ACCESS REMOTE DESKTOP SERVICE (RDS)?

ACCOUNTS

To access RDS you must have a licence and an account.

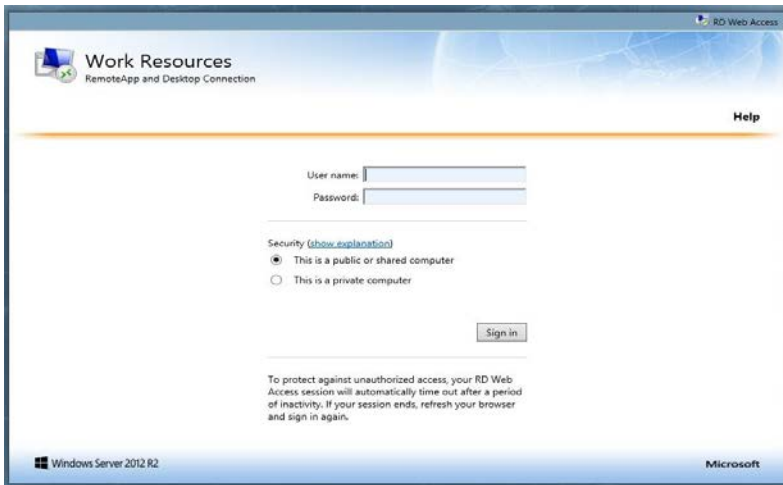
NEW REQUESTS

If you require access, please complete the following form: <http://url.tees.ac.uk/236>

Please note the licence cost of £156 Ex VAT

ACCESSING REMOTE DESKTOP

The NEW RDS is available from <http://rds.tees.ac.uk>

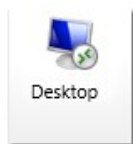


- 1) Login with your normal staff username and password
- 2) Select the security level of the Pc that you are using
- 3) Press Sign in

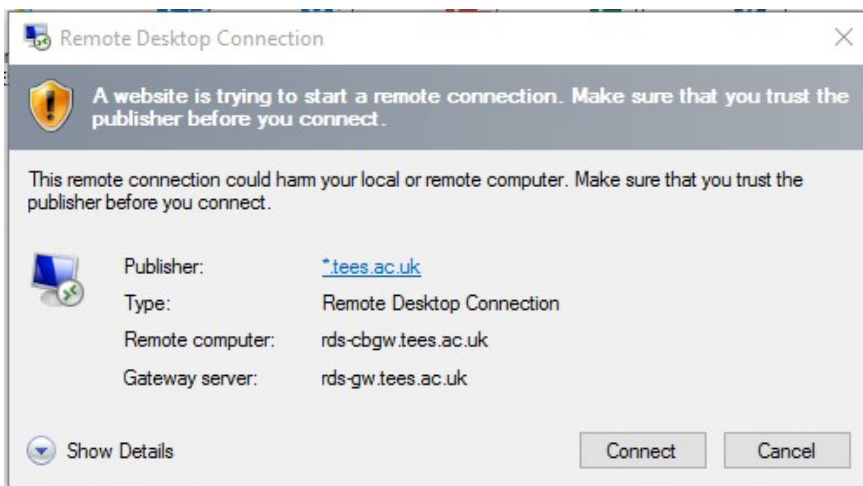
4) Once logged in you will see the following options



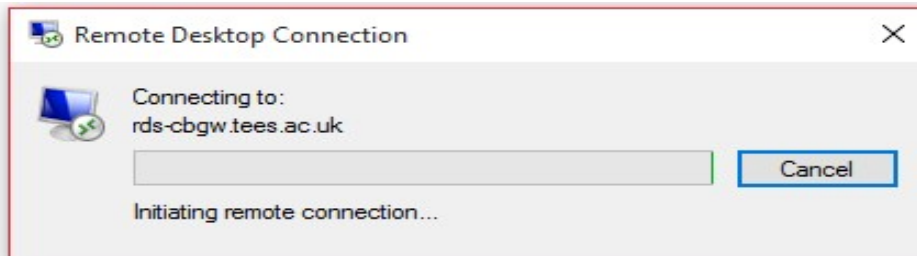
5) Double click on "Desktop"



6) Press "Connect"



7) A remote connection will be initiated



- 8) When Prompted login with your username and password
- The username needs to be in the format windows\u1234567
 - Press "OK"



9) After a short period, you will be logged into RDS and a desktop will appear.

SOFTWARE

RDS will not connect you to your office desktop, it creates a basic desktop and offers limited software access.

The software available as standard is:

- Office 2013,
- Internet Explorer 11
- Skype for Business

FILE ACCESS

You can access your home space and department / School common drive via RDS.