

How to setup Remote Desktop Services (RDS)

In order to access “Remote Desktop Services” your account will need to be enabled for RDS and you will need to install Microsoft Authenticator on a mobile device.

Setting up MFA

1. Download Microsoft Authenticator onto your phone.
2. On a PC or laptop go to <https://apps.tees.ac.uk/mfa> .
3. Follow the instructions to register a device.
4. Select set up work or school account on your phone and scan the QR code on the laptop/PC screen.

This will be used every time you connect to RDS.

Connecting to RDS.

1. On a PC or laptop go to <https://rds.tees.ac.uk> offsite.
2. Log in with your **unumber** and password.
3. Select an app or ‘Desktop’ from the menu – a second login box will appear – this time use **windows\unumber** and your password (Your phone will buzz for an MFA prompt.)

On an iPad

Go to the Self-Service portal or the App Store and install the **Microsoft Remote Desktop** app as below. When you open the app, it will then work as point 3 above but there is no need to enter **windows** in front of your unumber

