

# Remote Desktop Instructions

## Which Version of Windows?

[Windows XP Users](#)

[Windows 7 Users](#)

[Mobile user?](#)

[Macs](#)

## Windows XP Instructions

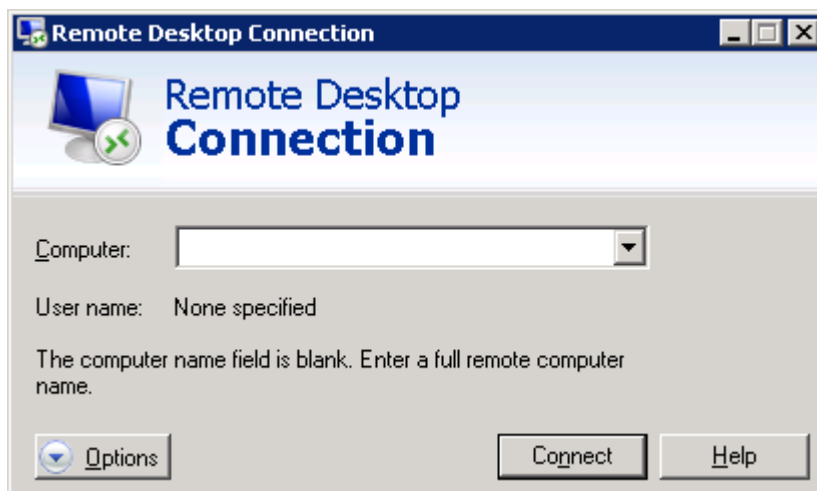


Click on the start button icon in the bottom left of your screen:

From this click on All Programs, click Accessories and find and click on 'Remote Desktop Connection' in the list:



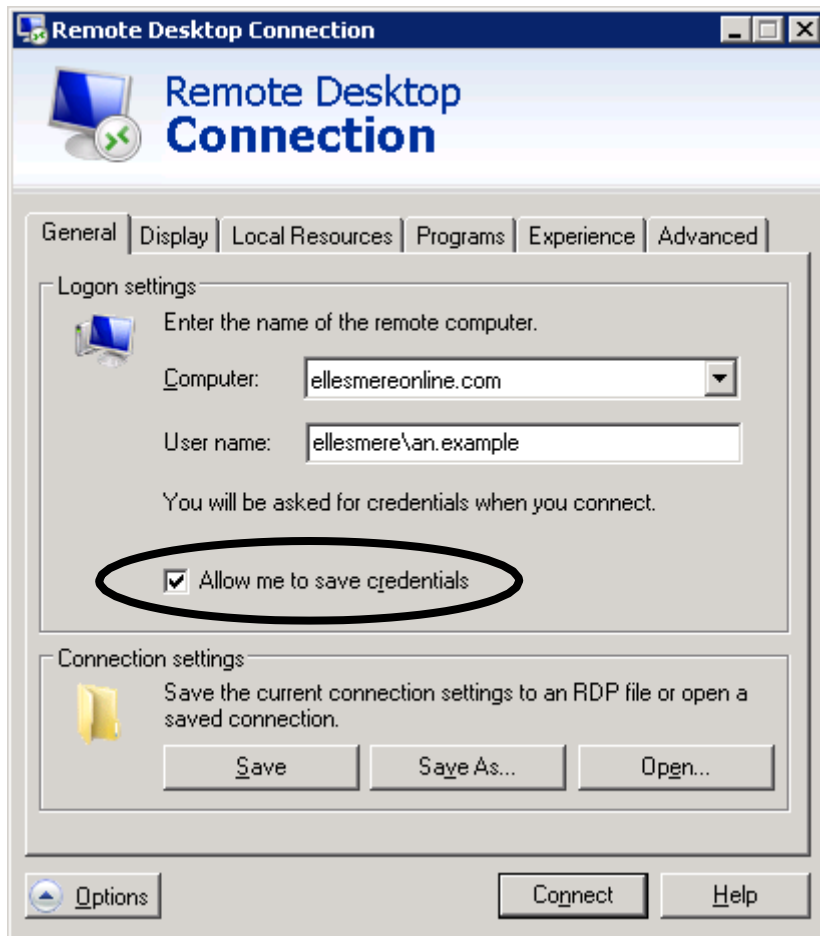
This window should then appear:



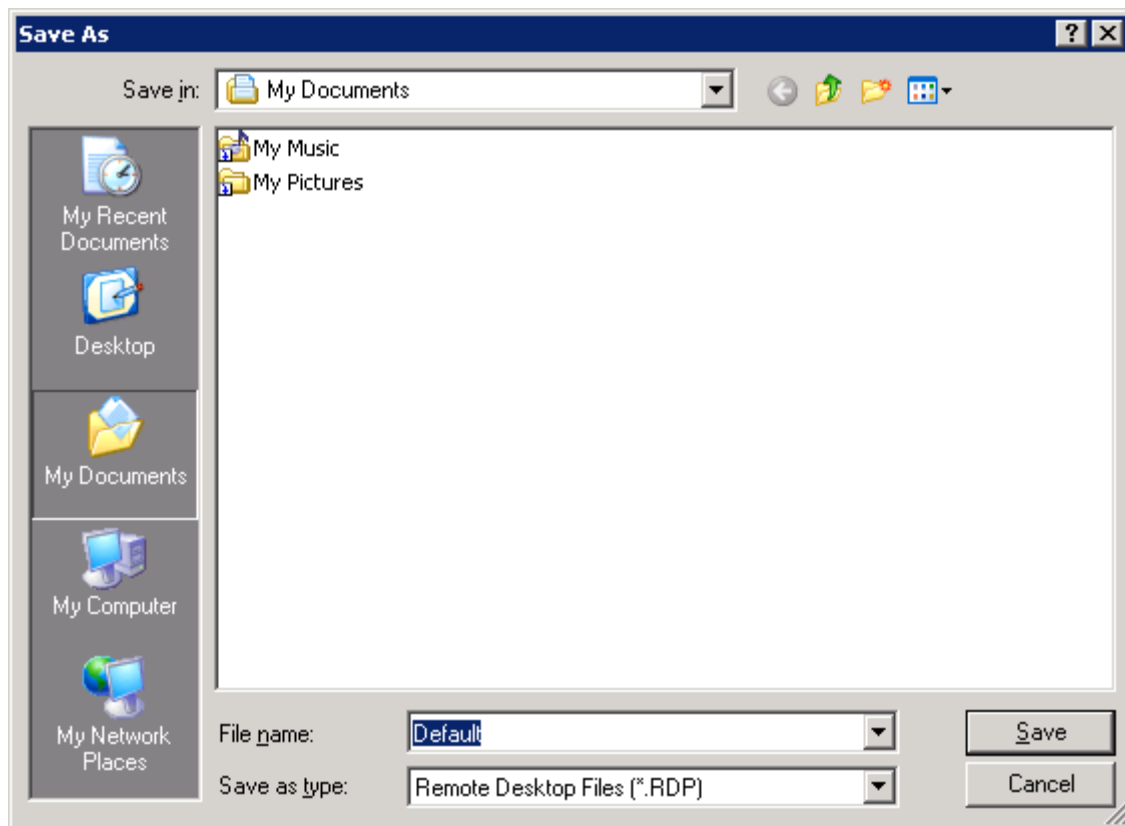
Beside 'Computer:', type 'ellesmereonline.com' and click the options button:



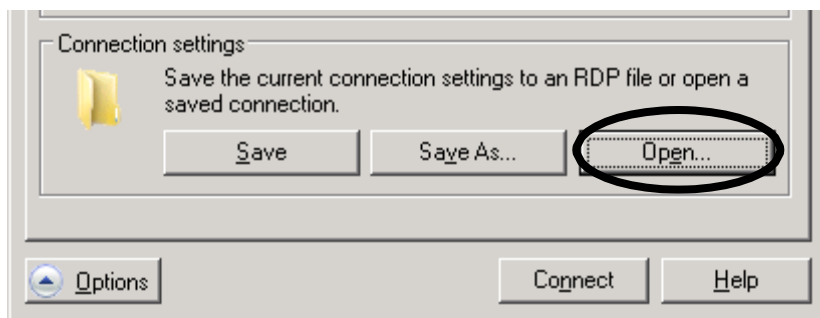
In the username box type: 'ellesmere \\yourusername) and tick if you wish to save your credentials for future use:



It is possible to save the remote desktop connection settings for use on another machine by clicking 'Save As':



Save the file to a location, such as a memory stick, where it can be reused by clicking open and locating where you saved the file:

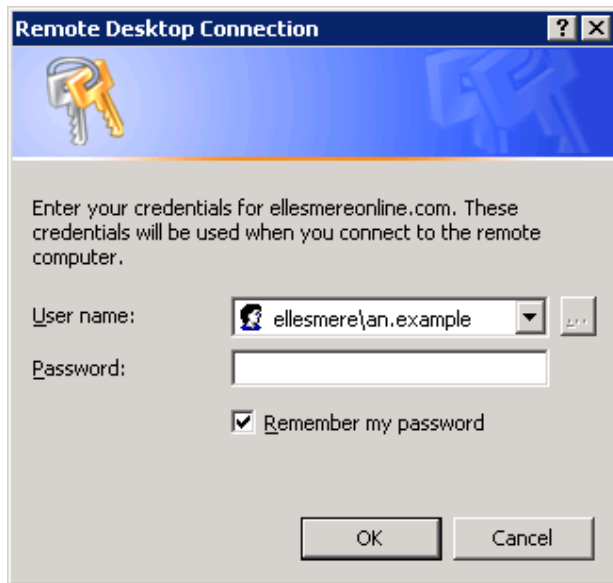


When all your credentials are in the remote desktop view click 'connect':



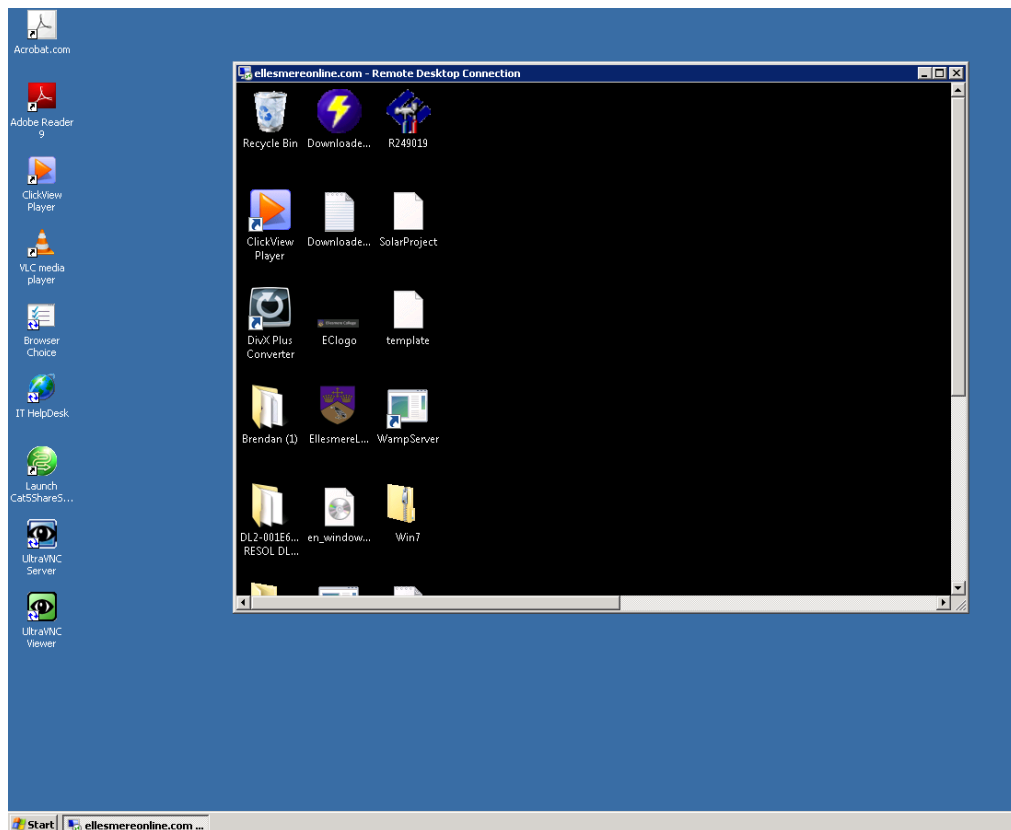
You can then log in using your account details that you use when at college or another account by removing the username:

## Remote Desktop Instructions

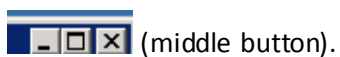


Enter your password and click

Once you have clicked ok, the remote desktop view should open in a window on your computer:

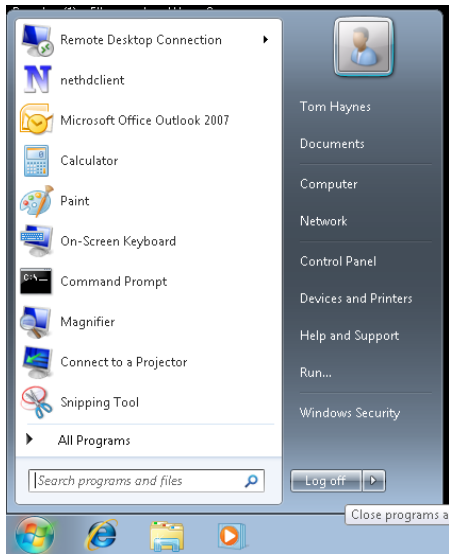


You can enlarge this windows by using the maximise button in the top right:



## Remote Desktop Instructions

When finished using the remote desktop connection, click the windows icon in the bottom left and select 'log off':

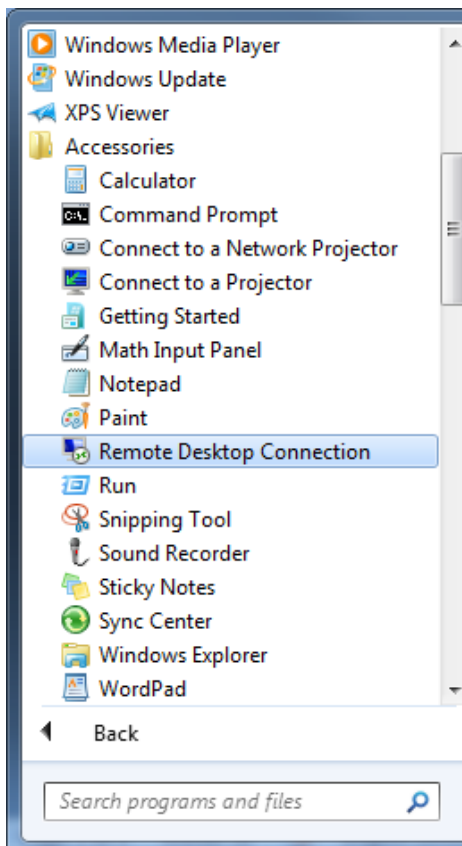


## Windows 7 Instructions



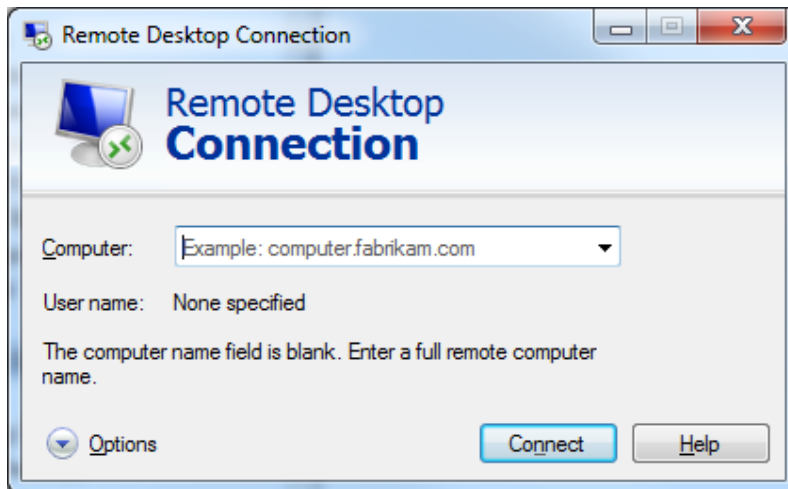
Click on the windows button icon in the bottom left of your screen:

From this click on Accessories and then find and click on 'Remote Desktop Connection' in the list:

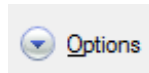


## Remote Desktop Instructions

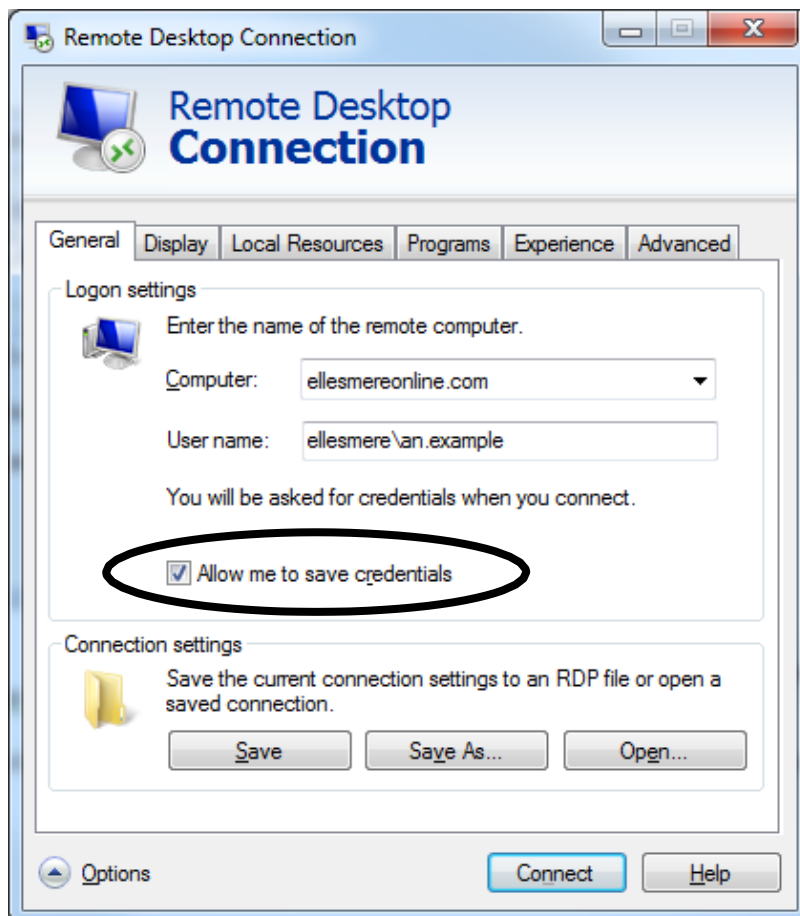
This window should then appear:



Beside 'Computer:', type 'ellesmereonline.com' and click the options button:

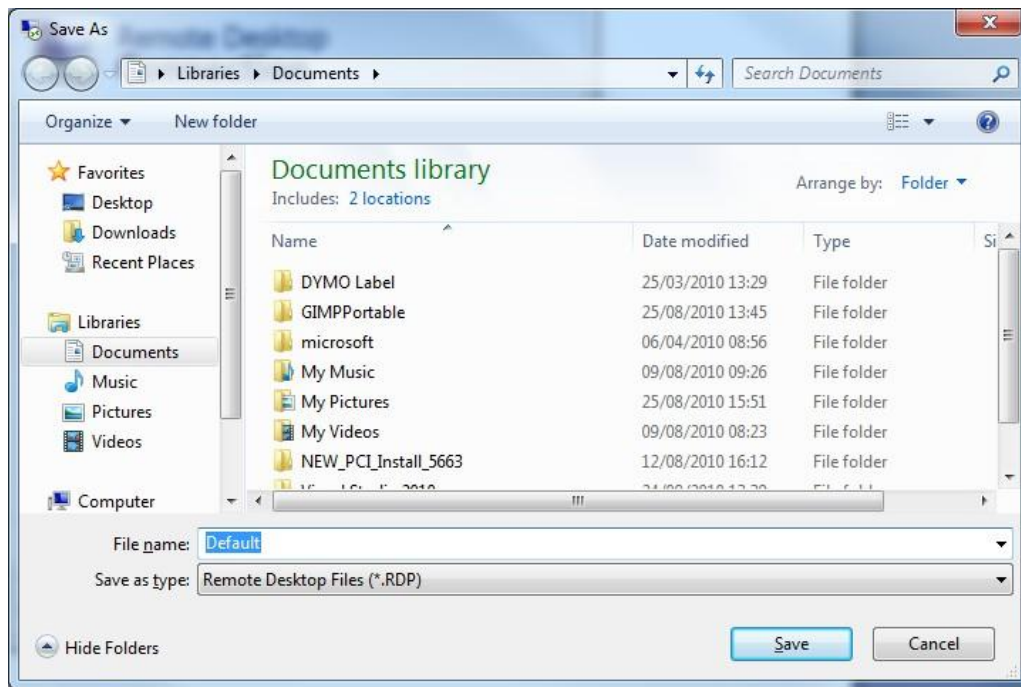


In the username box type: 'ellesmere \\\(yourusername)' and tick if you wish to save your credentials for future use:

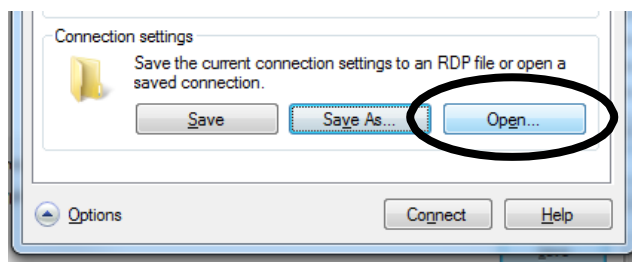


It is possible to save the remote desktop connection settings for use on another machine by clicking 'Save As':

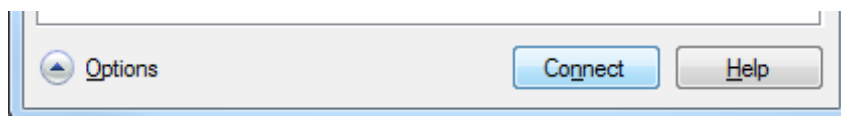
## Remote Desktop Instructions



Save the file to a location, such as a memory stick, where it can be reused by clicking open and locating where you saved the file:



When all your credentials are in the remote desktop view click 'connect':



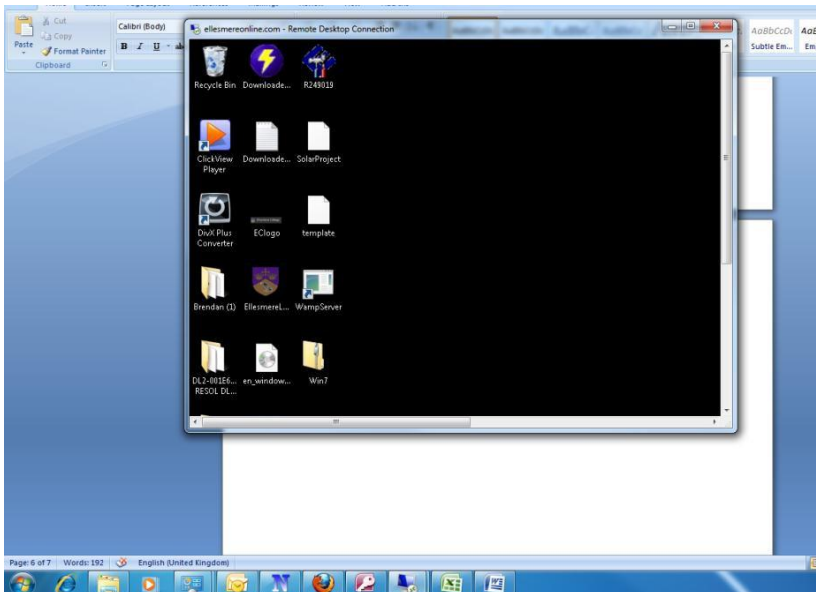
You can then log in using your account details that you use when at college or another account:

## Remote Desktop Instructions



Enter your password and click 'ok'

Once you have clicked ok, the remote desktop view should open in a window on your computer:

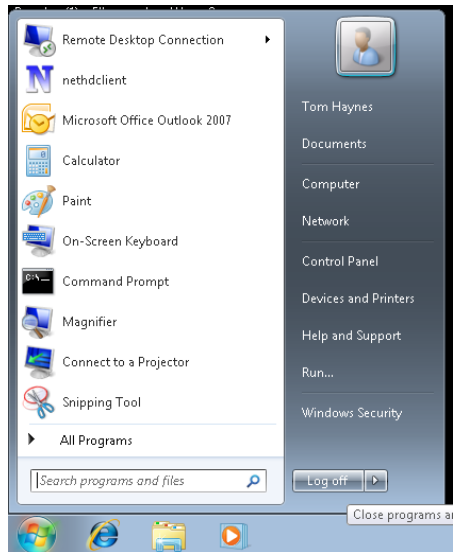


You can enlarge this windows by using the maximise button in the top right:



## Remote Desktop Instructions

When finished using the remote desktop connection, click the windows icon in the bottom left and select 'log off':



## Remote Desktop Instructions

### **Mobile instructions**

We recommend downloading an app called 'PocketCloud'. This app is free and allows remote desktop connections, but there are other apps that you may use if you prefer. When downloaded, follow the instructions (including downloading the software on your PC).

The app will ask you to sign in using a Google account on both the app and PC software (this has to be the same on both mobile device and PC).

When you launch the app on your mobile device, the app should automatically discover your PC.

Simply select your PC from the list on your app and it will connect. You will then be prompted to a Windows screen where your remote desktop session is active.

## Macs

To connect a Mac to a remote desktop session, you will need to install the Mac version of remote desktop connection.

This can be obtained from

[http://download.microsoft.com/download/C/F/0/CF0AE39A-3307-4D39-9D50-58E699C91B2F/RDC\\_2.1.1\\_ALL.dmg](http://download.microsoft.com/download/C/F/0/CF0AE39A-3307-4D39-9D50-58E699C91B2F/RDC_2.1.1_ALL.dmg)

Or search in Google for “remote desktop connection for MACS”

Once downloaded navigate to RDC 2.1.1 ALL.dmg

Open the folder then run the installer, you must have administrator privileges to complete the install.

Once installed a RDP icon will appear on your quick start menu and you can now try to log in.

Run the RDP program from the quick start menu.

Beside ‘Computer:’, type ellesmereonline.com then press enter

In the username box type: (yourusername)

In the password box type : (your network password) then press enter

You should now be connected to a remote desktop connection.

Once you have clicked ok, the remote desktop view should open in a window on your computer:

When finished using the remote desktop connection, click the windows icon in the bottom left and select ‘log off’.