

How to connect to Remote Desktop Server



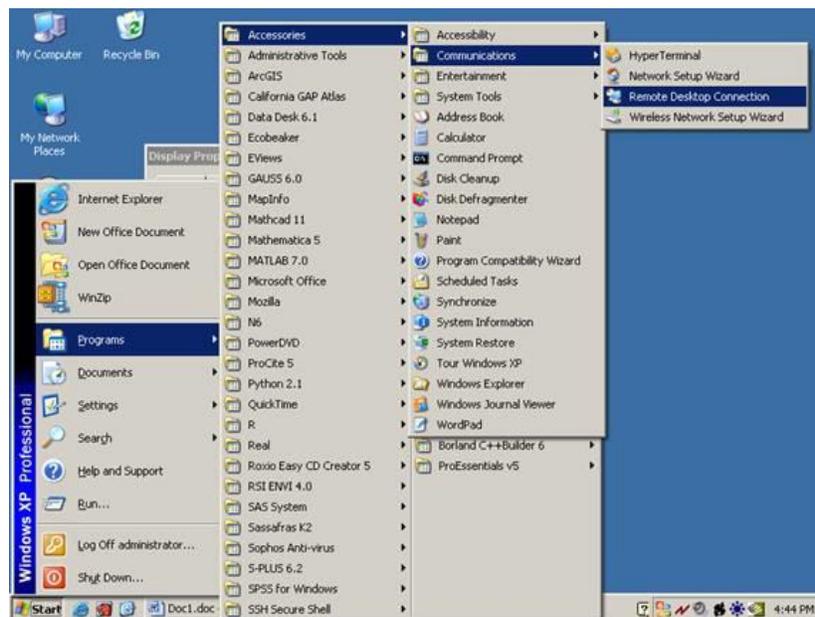
Environment

- Windows XP
- Windows Vista
- Windows 7
- Windows 8 & 10

Opening the Remote Desktop application?

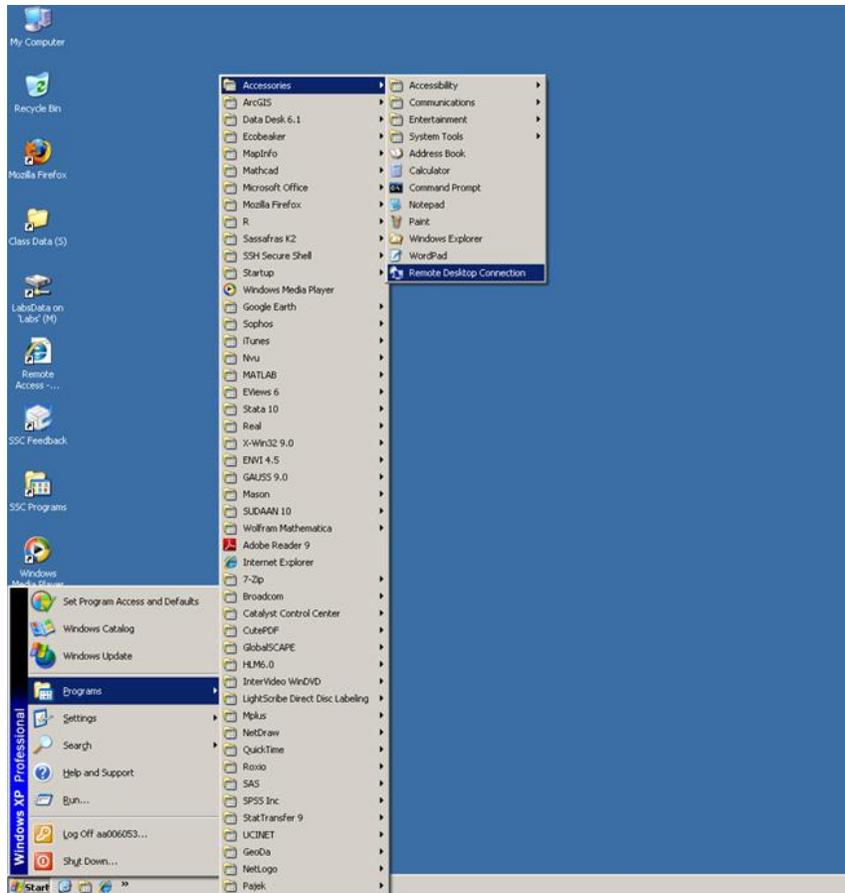
Windows XP machine:

The remote desktop software is already installed on your computer. Click on the Start menu and go to Programs-Accessories-Communications-Remote Desktop Connection.



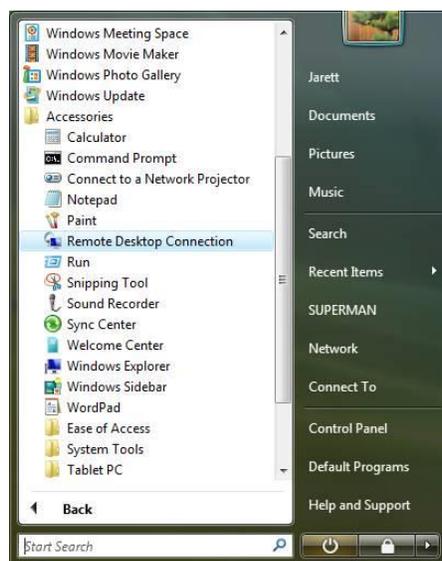
You may also find it under Programs-Accessories.





Windows Vista / Windows 7

Much like the above instructions, the application can be found under the Start Menu and within the 'Accessories' Folder.

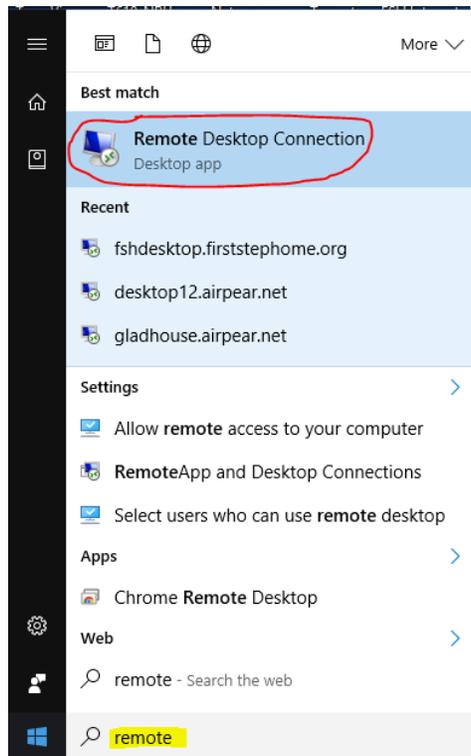


Launch the Remote Desktop Connection, and scroll further for further instructions:

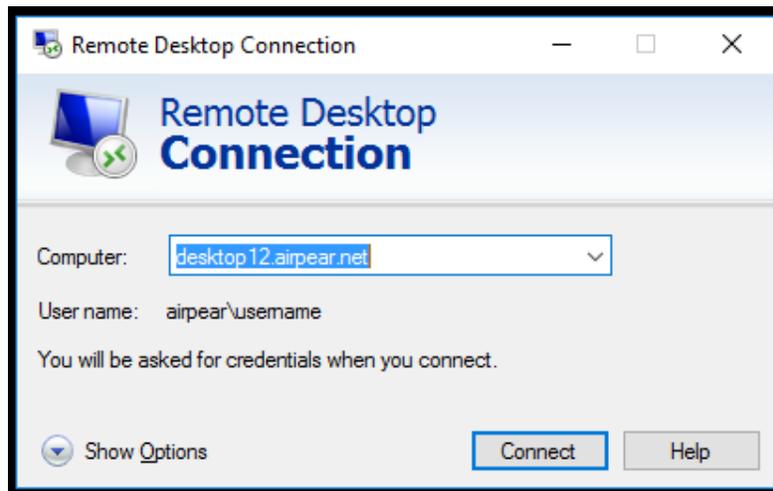
Windows 8 & 10

Perform a left-click on the Windows button in the bottom-right hand corner of the screen.

After the click and the Start menu appears, start typing 'remote desktop connection'. Click on the app called 'Remote Desktop Connection' to launch it.



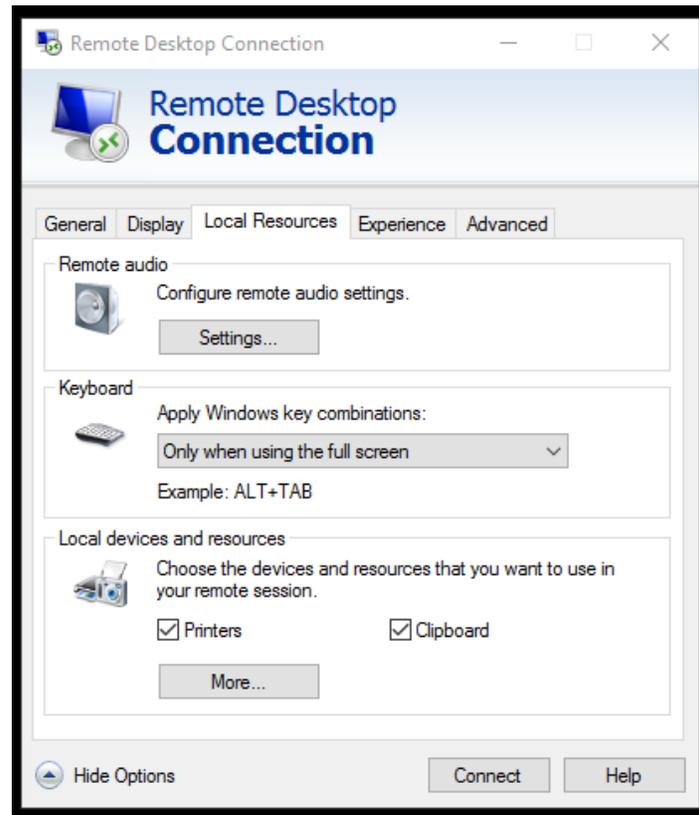
Enter Server address



SIDE NOTE: PRINTING

Before connecting if you wish to print, Click on 'Show Options', then the local resources tab

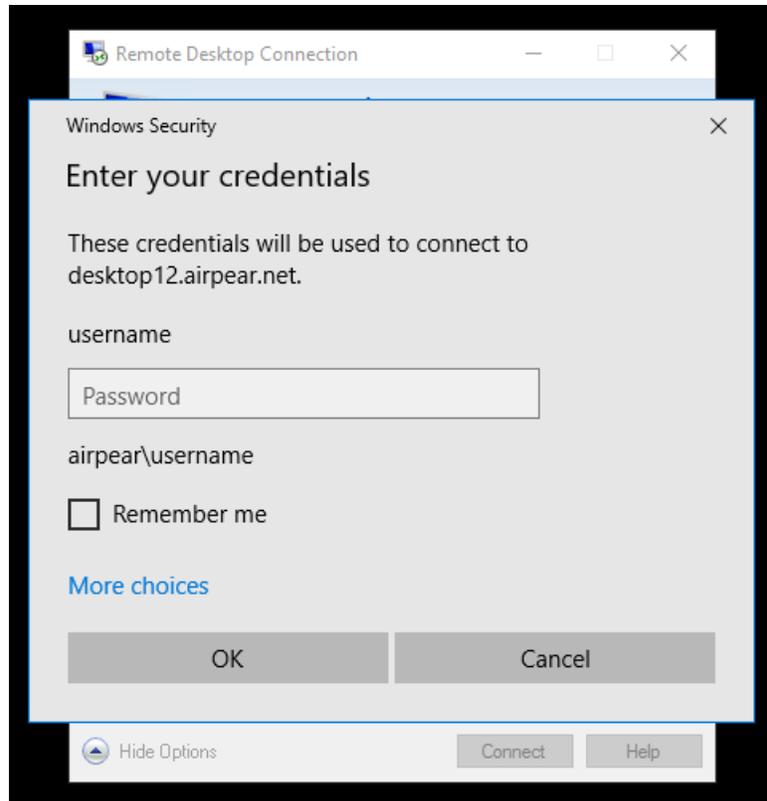
Ensure that the Printers check box is checked.



Go back to the 'General' tab and click on 'Connect'.

Provide login credentials to the server

Enter your username and password, or click Use another account if you'd like to login with a different username. Please note that a domain will need to be provided if not already cached for the connection. Provide your domain by typing the domain with a backslash before entering your username. See picture below as the Airpear domain is passed as airpear\username.



And click 'OK'

If these steps, do not work for you contact support@airpear.net