

Remote PC connection instructions from outside the School

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last updated on: January 17th, 2012

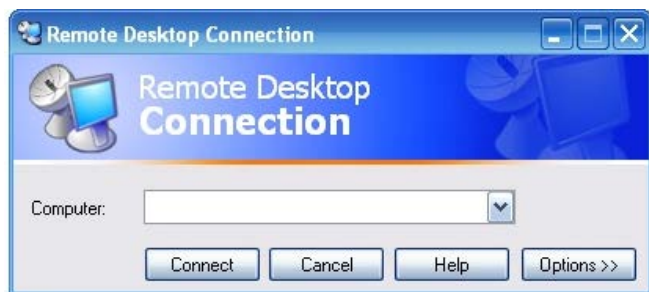
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For Windows based computers

IMPORTANT: If you will work in a **home or personal** computer, follow steps **1 to 5** just one time. If you are using a **public** computer, follow steps **1-3** each time you need to connect to the Remote PC.

- 1) If you have **Windows XP**, Click Start -> All Programs -> Accessories -> Communications -> Remote Desktop Connection. You will see the screen below:



For **Windows Vista or Windows 7**, Go to Start -> All Programs -> Accessories -> Remote Desktop Connection. You will see the screen below:



If for any reason you don't see the Remote Desktop Connection under the locations mentioned above, you can manually launch the software this way:

For Windows XP: Click Start, select Run, type **mstsc** and click OK.

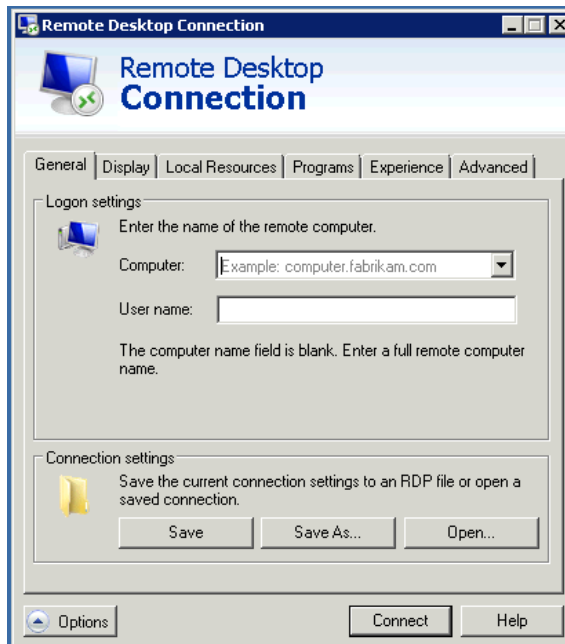
For Windows Vista or Windows 7: open the Start menu, and then type **mstsc** in the Search box.

- 2) Click the **"Options"** button. This will expand the dialog box to show all available options for creating Remote Desktop connections. You will see the screen below:

For Windows XP:



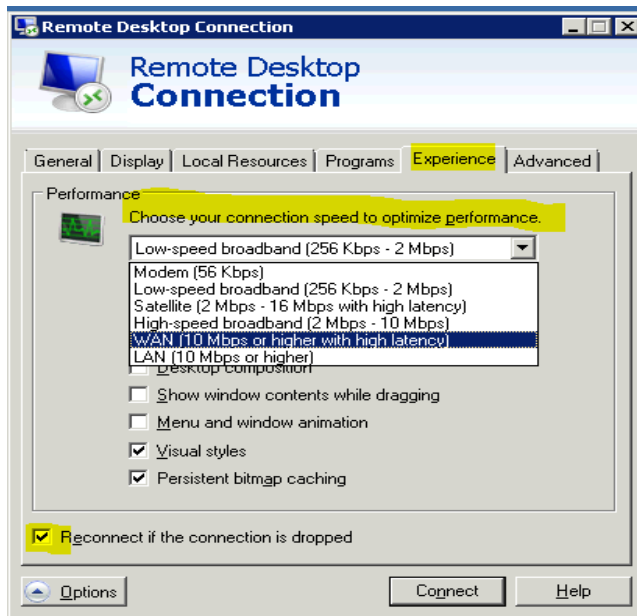
For Windows Vista / Windows 7:



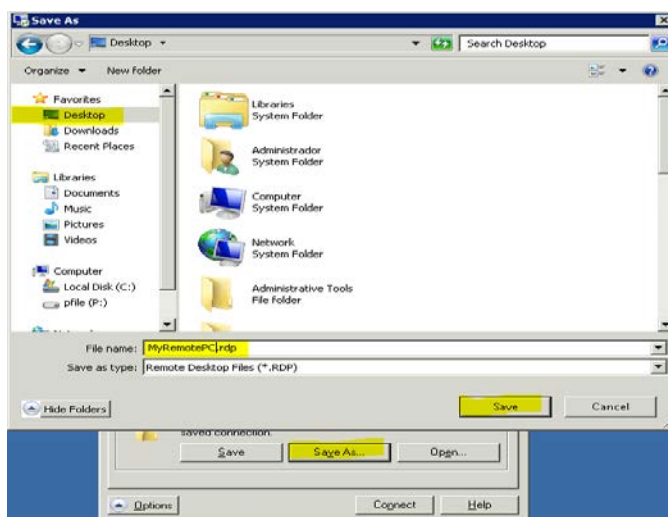
- 3) Under the **General** Tab, enter the computer name or address in the **Computer:** textbox.
 - For Administrative Employees type **cby-ts-01.cmsfq.edu.ec**
 - For Upper School, Music, Art and PE employees type **cby-ts-02.cmsfq.edu.ec**
 - For Early Childhood and Lower School employees type **cby-ts-04.cmsfq.edu.ec**

Do not type any username or credentials in the General Tab.

- 4) Under the Experience Tab be sure to select the best option for your current Internet Connection

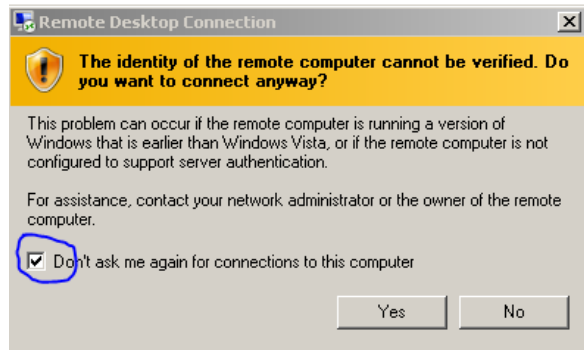


- 5) Click "**Save As**", select the Windows **Desktop** as the location of the file, type a file name and press "**Save**".



There will now be a file on your desktop that you can just **double-click and click Connect** to establish a Remote Desktop connection to the computer specified in Step 3. Please remember that you don't need to repeat steps 1-4 if you are using a home or personal computer.

- 6) If you get the screen below, be sure to put a check mark on “Don’t ask me again for connections to this computer” and press OK

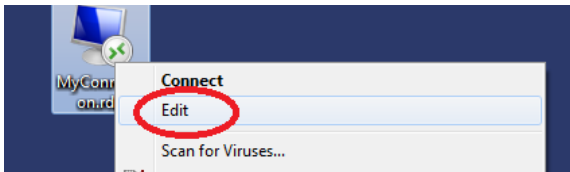


- 7) If you use Windows Vista, Windows 7 or above, when prompted by credentials be sure to type your username in the format CMSFQ\username

Edit an existing connection

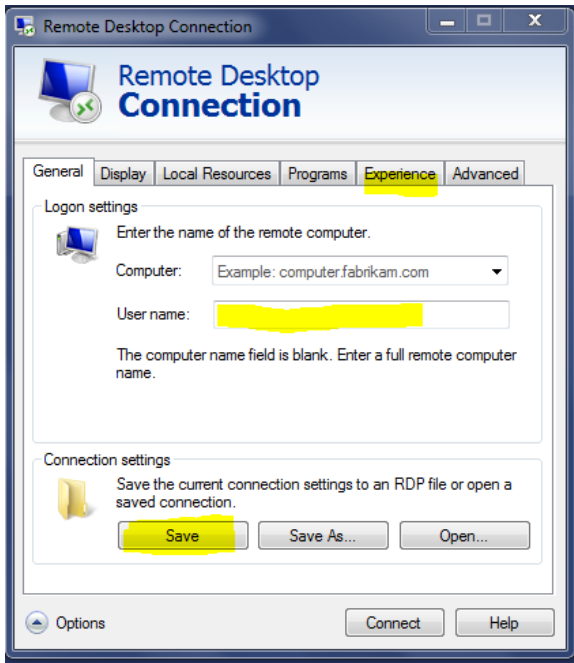
If you have configured an existing connection to Remote PC at home, please follow the steps below to change the computer name so you use the correct Terminal Server:

- 1) Right click the connection file and choose **Edit**



2) In the **General** Tab, type the correct name of the Server you will be connecting to. Use the names below as reference. When you are done, press **Save**. We recommend review the settings in the **Experience** Tab so they reflect your Home Internet connection.

- For Administrative Employees type **cby-ts-01.cmsfq.edu.ec**
- For Upper School, Music, Art and PE employees type **cby-ts-02.cmsfq.edu.ec**. This was the original computer name for the Remote PC.
- For Early Childhood and Lower School employees type **cby-ts-04.cmsfq.edu.ec**



For Apple computers

IMPORTANT: If you have an iPad / iPod Touch you can download a Remote Desktop App from the Apple App Store. Such software could have a cost. Be sure to choose an App which allows connection to Windows servers. Most of the free apps available only allow connection to home computers and not servers; Remote PC is a service running in a server.

- 1) In an Internet Browser, Go to the following link:
<http://www.microsoft.com/mac/downloads>
- 2) From the left options choose Remote Desktop.
 - a. If you have an Intel based Mac download and install the Remote Desktop Connection (**RDC**) client for Mac 2.1.1 or above.
 - b. If you have a PowerPC based mac (old Macs), download and install the Remote Desktop Connection (**RDC**) client for Mac 1.0.3
- 3) When installed you will find the Remote Desktop Connection (**RDC**) software in your Applications directory or in the Launch Pad. Run **RDC** by double-clicking the Remote Desktop Connection icon.
- 4) Enter the name of the server in the "**Computer**" field.
 - a. For Administrative Employees type **cby-ts-01.cmsfq.edu.ec**
 - b. For Upper School, Music, Art and PE employees type **cby-ts-02.cmsfq.edu.ec**
 - c. For Early Childhood and Lower School employees type **cby-ts-04.cmsfq.edu.ec**
- 5) Go to the **RDC** menu and select **Preferences**. Set other options as desired using the icons across the top.
- 6) If you are using a public computer just click **Connect**. Otherwise continue to step 7.
- 7) To save your preferences go to the **File** menu and select **Save As**. Give your preferences file a name and specify a location (Desktop is recommended) to save it, and click **Save**.
- 8) Close the **Preferences** window and quit Remote Desktop Connection.
- 9) Now double-click on the preferences file you saved and you will be connected to your remote computer. When Prompted by your Network Credentials be sure to not select the "**Add User information to your keychain**" and to type CMSFQ as the domain.

For tablet devices (iPad or Android)

You must purchase an App on the Apple App store or in the Android Market in order to connect to Remote PC. Most of the free Apps available only allow connecting to home computers and not servers. The app you choose must be able to connect to Windows Servers. We tested the following apps and believe that are a good option:

IPad: <http://itap-mobile.com/itap-rdp>

Android: <http://itap-mobile.com/android/rdp>