Remote Access from Home

Please follow this guide to log you into the remote access server from home.

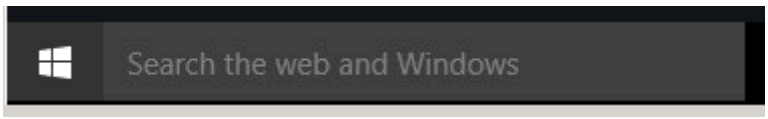
Windows 10 & Windows 7 Setup guides from pages 1 to 10

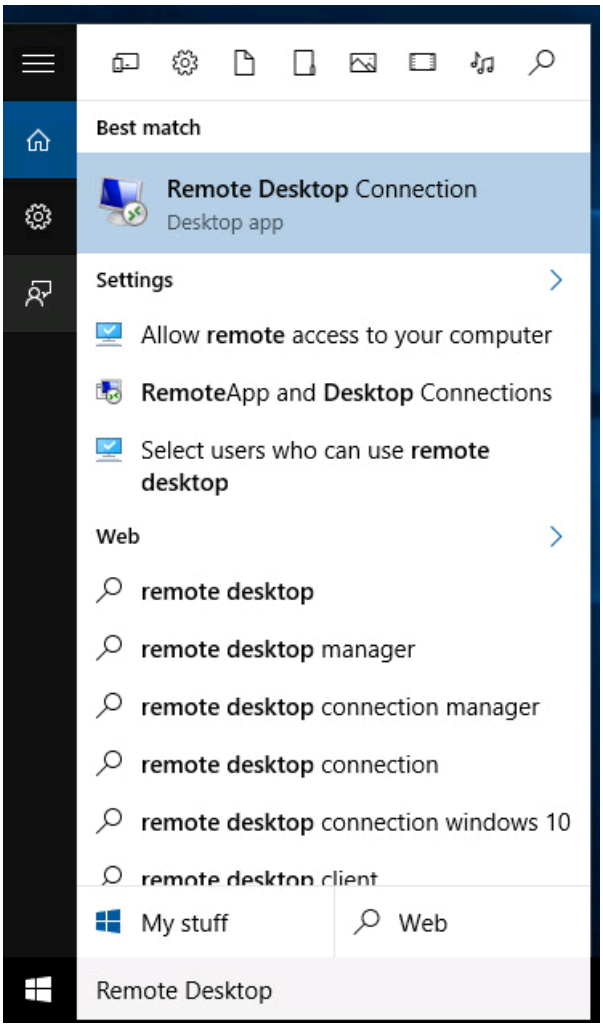
For Mac you will need to download an app ‘Microsoft Remote Desktop’ – RDP. Instructions are from Page 11

Please note: Do not copy and then paste the server address in to the remote desktop connection computer name – Please TYPE it out.

Windows 10 – Remote access from Home

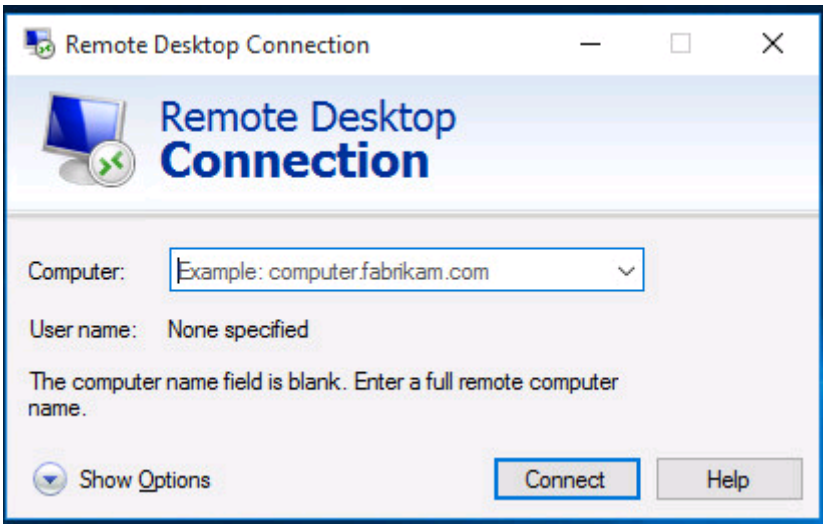
Please type in ‘Remote Desktop’ in the ‘Search the web and Windows’ box right next to the Start Button – it looks like a square flag, as shown below



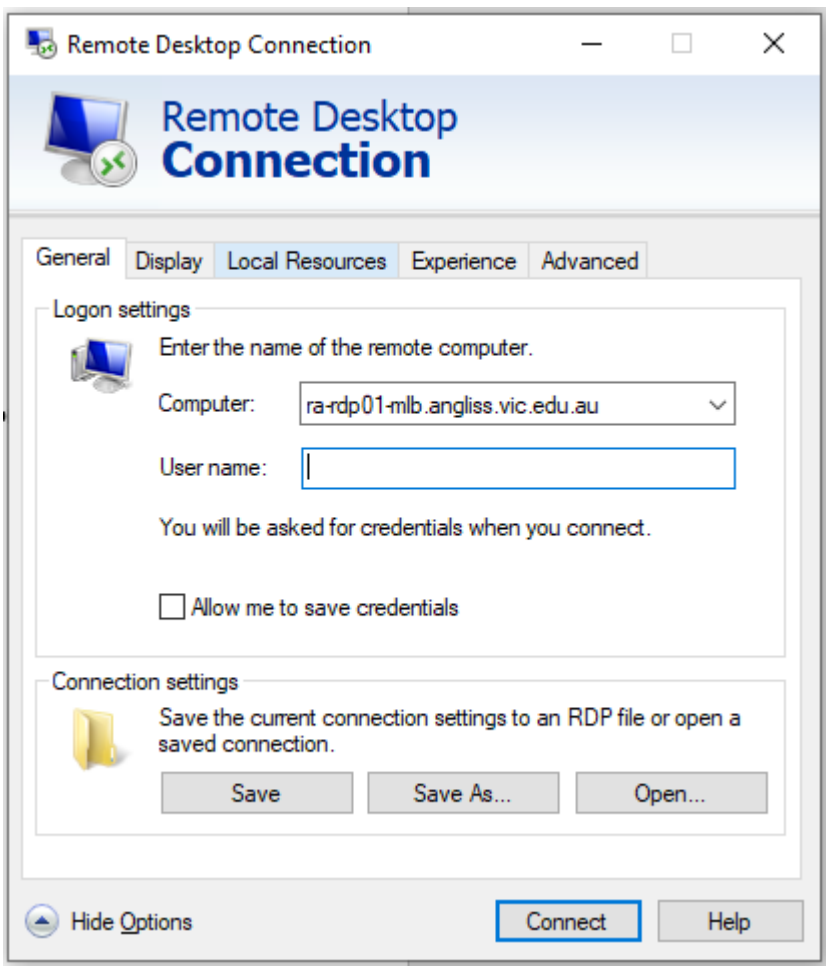


Click on the ‘Best Match’ being the ‘Remote Desktop Connection’ icon

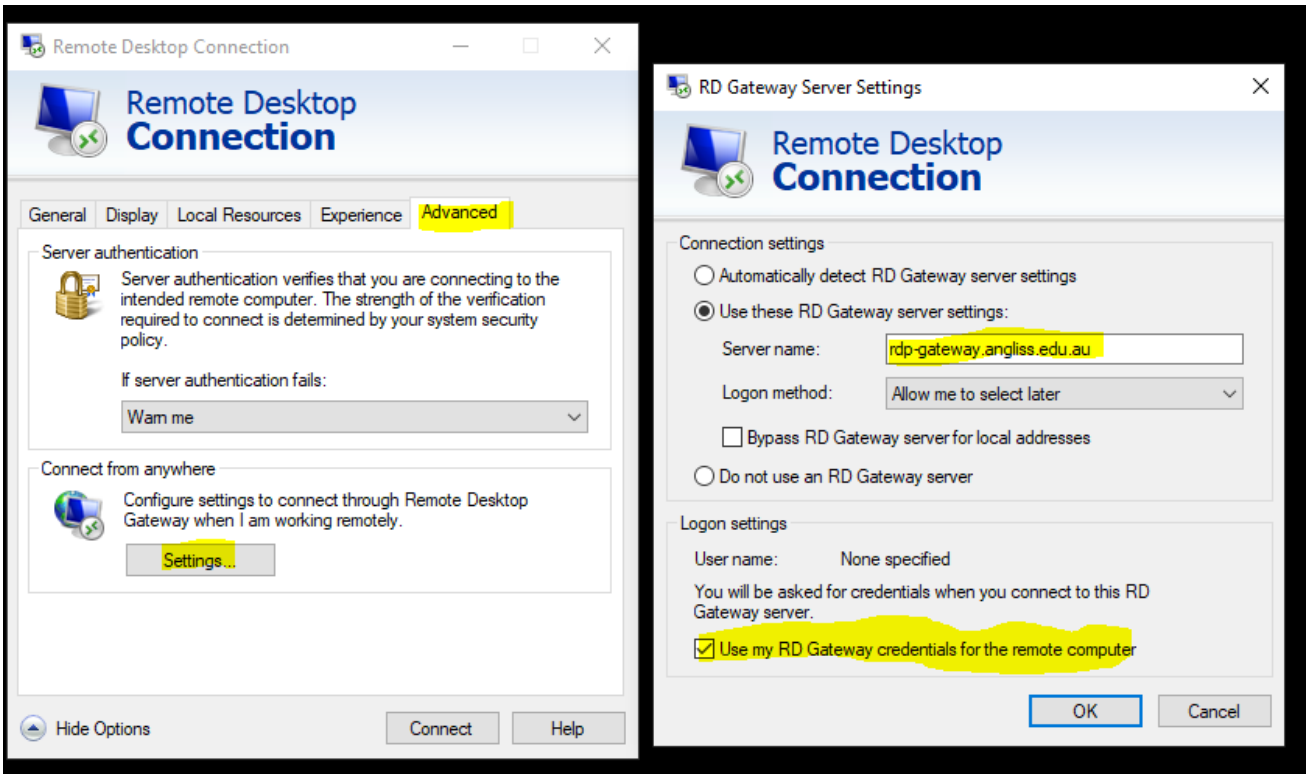
The following window will appear:



Please type in **ra-rdp01-mlb.angliss.vic.edu.au** like below. You will have to click on ‘Show Options’ to type in your username. The username should be set to: **WAI**

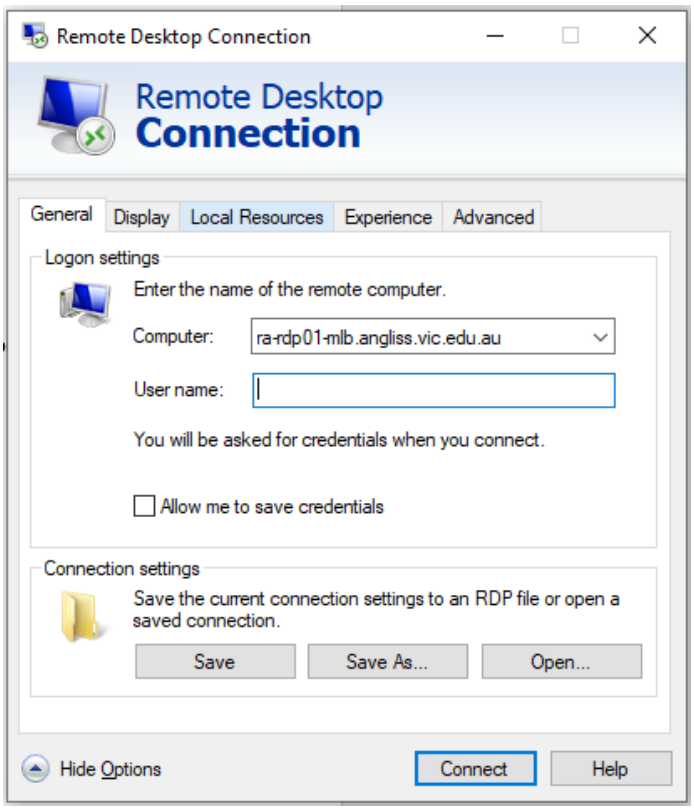


Please add the following into the ‘Advanced tab’ and click on the settings option from the ‘Connect from anywhere’ option.

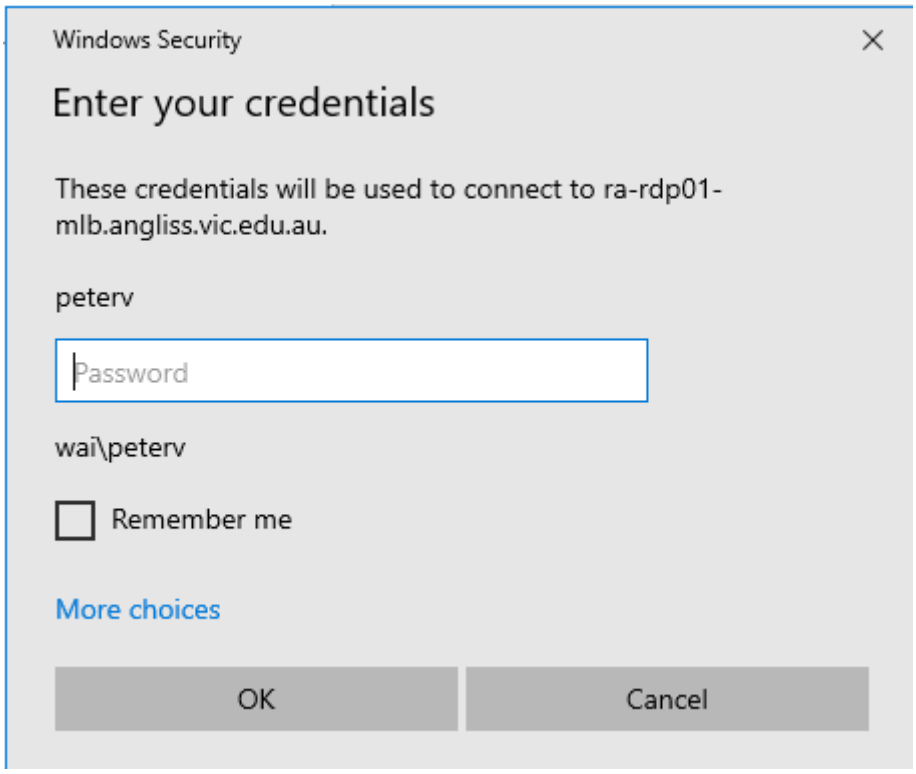


Then click on the ‘Ok’ button to get you to the previous window.

Click on the General Tab, click ‘Save As’ and save to a location of your preference. This will save it so you can double click the icon for future use.



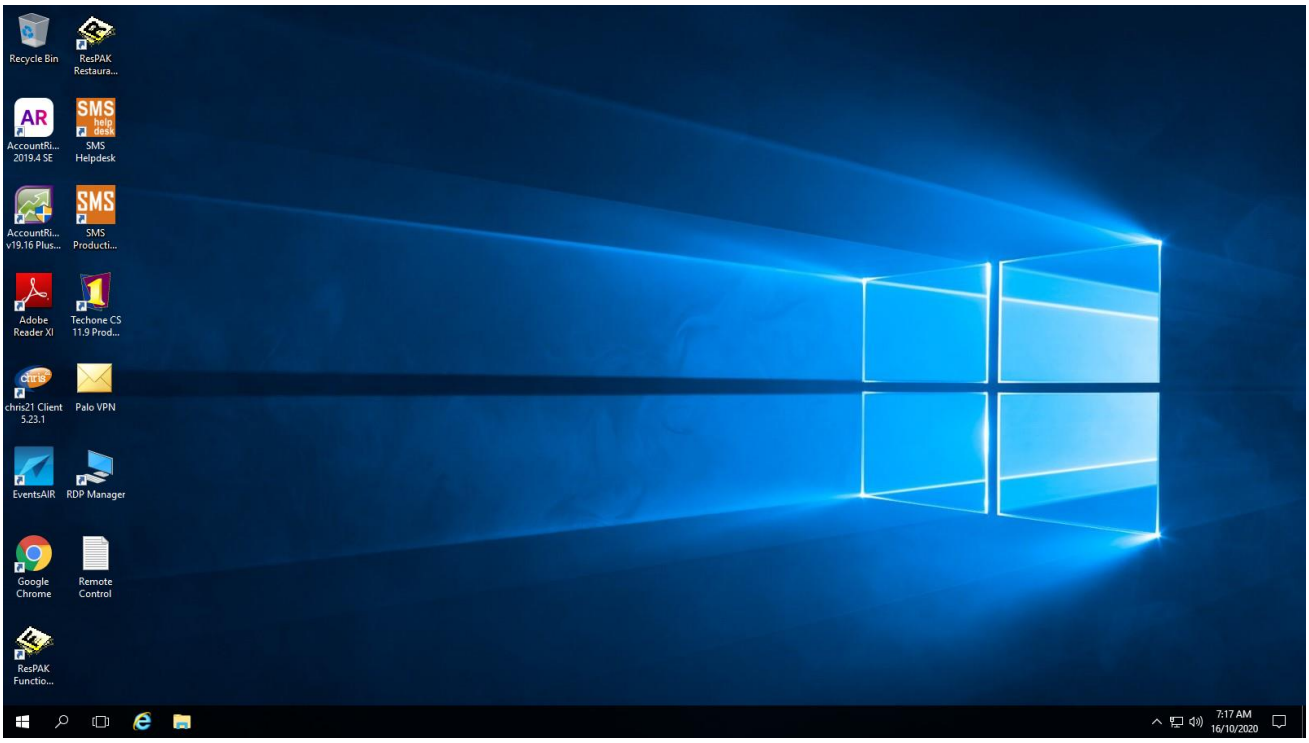
Once you have done all of this, click on Connect and you should be prompted for a username and password as shown below.



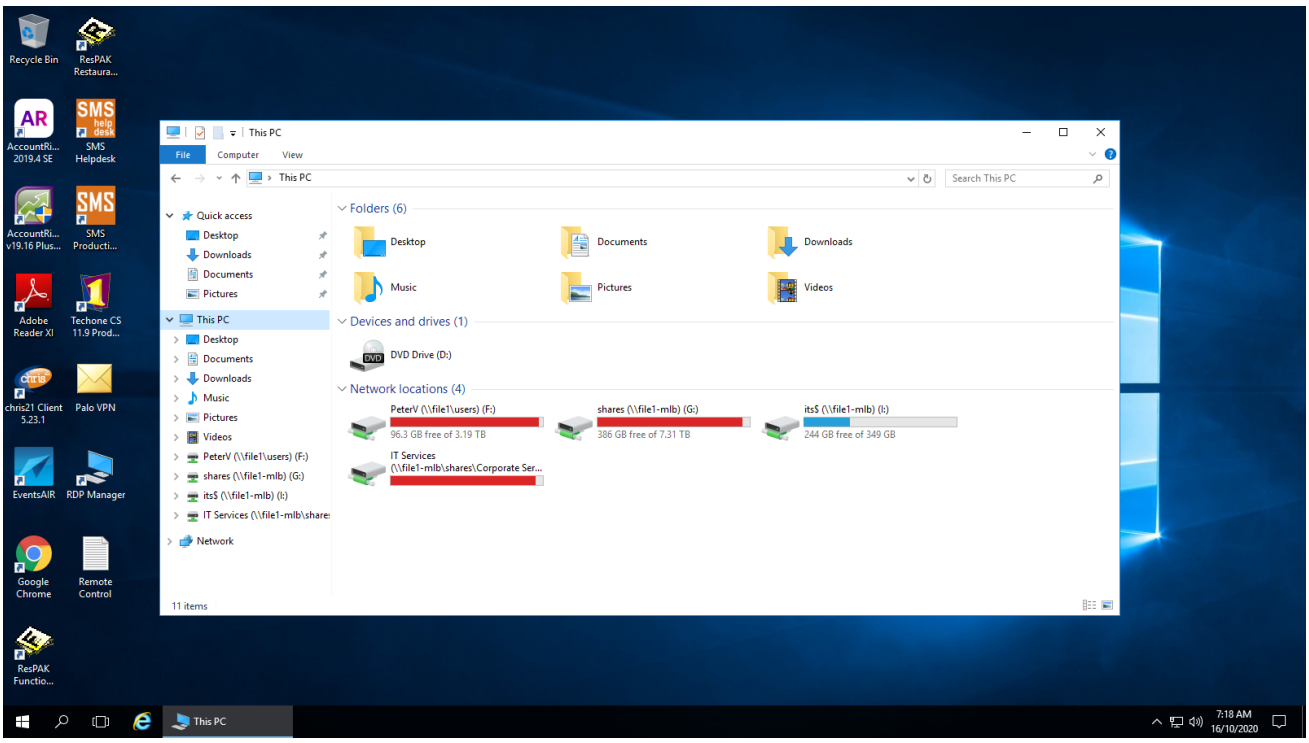
Tick the 'Remember my credentials' option, so you never have to type in your password each time.

You also may get the following Window, if it's your first time on the server:

Please click the option 'Don't ask me again for connections to this computer' and then click on the 'Yes' button.



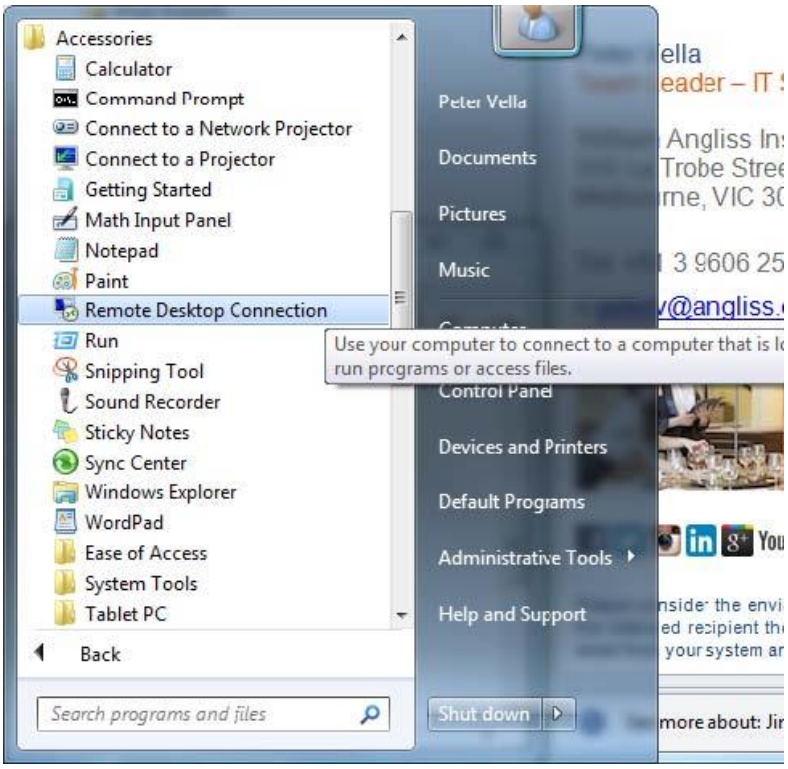
Once connected, your screen will look like the following: If you click on the start button, and then click on This Computer you should be able to see all network drives:



Windows 7 based instructions

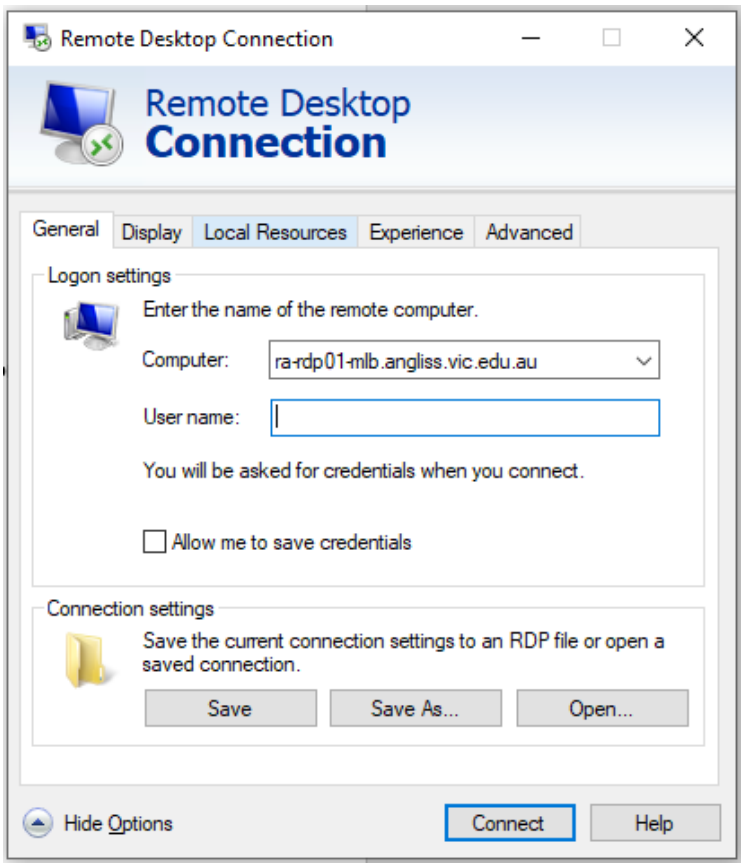
From your computer, please click on the 'Start Button' which on Windows 7 is a rounded Windows flag, like below:

Click on 'All programs' and then 'Accessories'



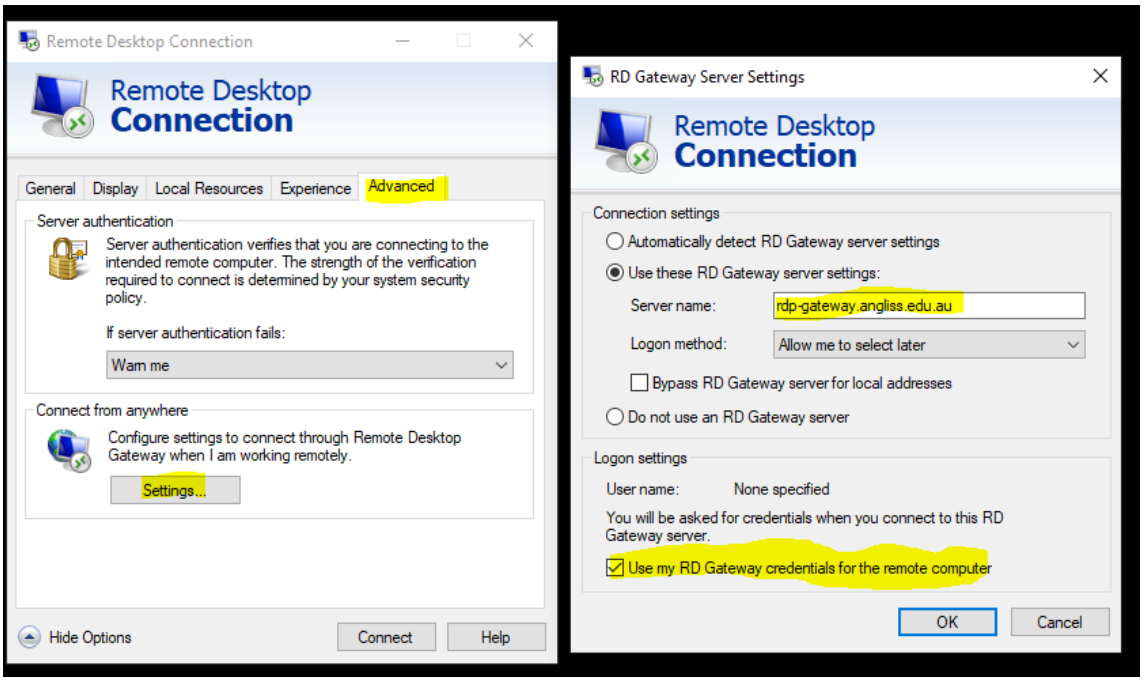
Please click on the 'Remote Desktop Connection' icon. Once you have clicked on the icon, the following should appear:

Please type in **ra-rdp01-mlb.angliss.vic.edu.**au like below. You might want to click on 'Show Options' to type in your username. The username should be set to: WAI\

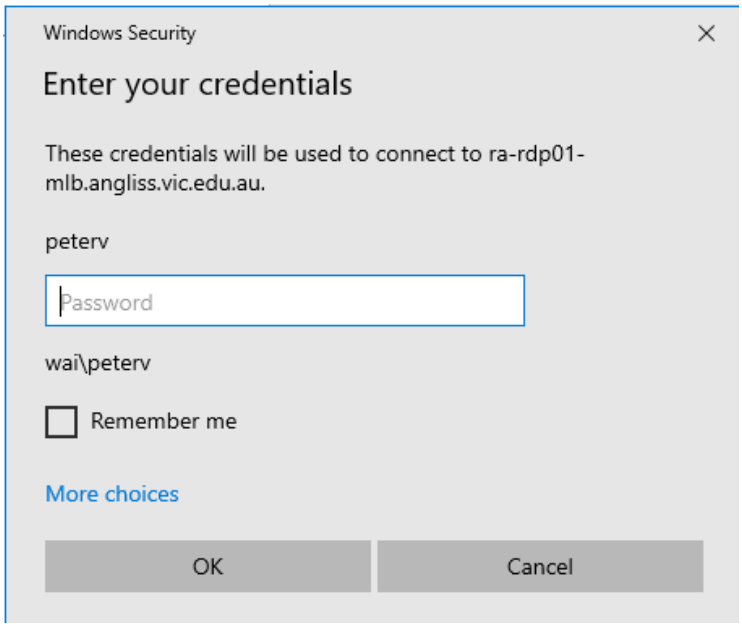


You also have the option to save the connection to be used next time. I.e. click on the 'Save As' option and place the connection on the desktop.

Please add the following into the 'Advanced tab' and click on the settings option from the 'Connect from anywhere' option then click on the Ok button to get you to the previous window.



Once you hit the connection tab, a Password box should appear. Please place in your password.



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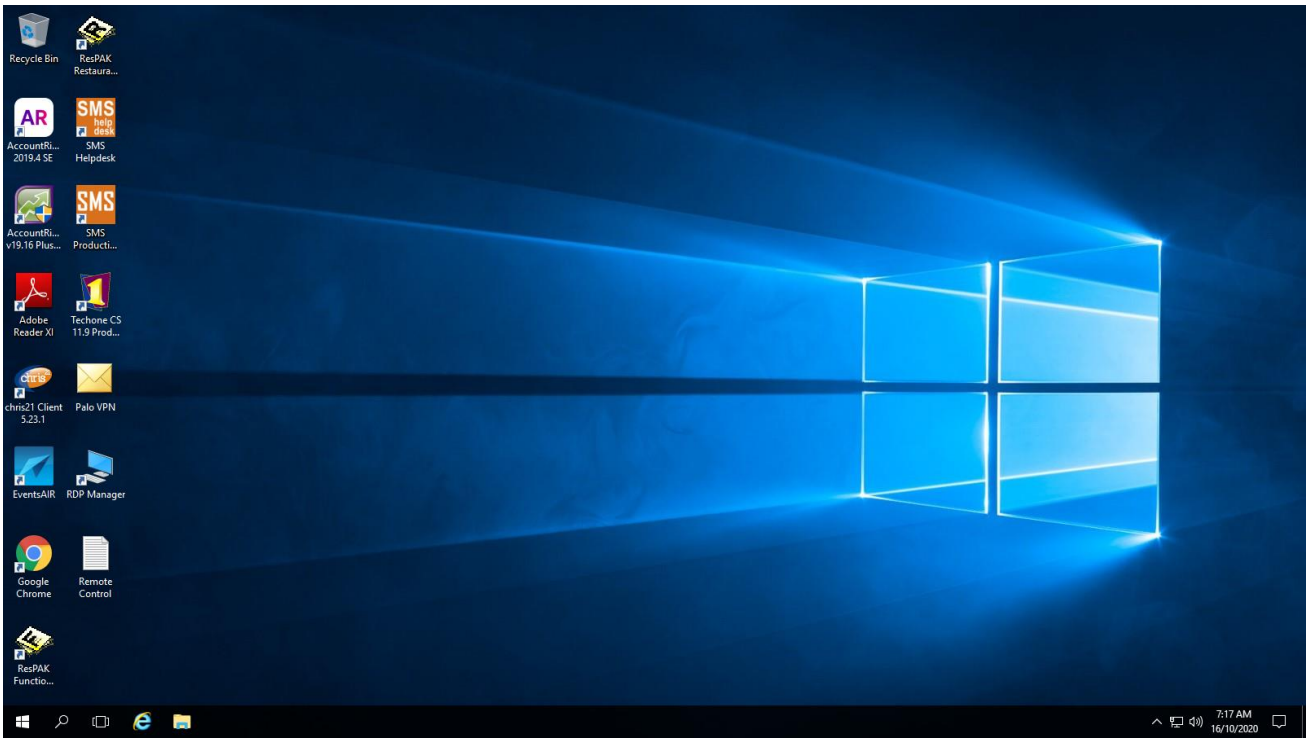
You also may get the following Window, if it's your first time on the server:

Please click the option 'Don't ask me again for connections to this computer' and then click on the 'Yes' button.



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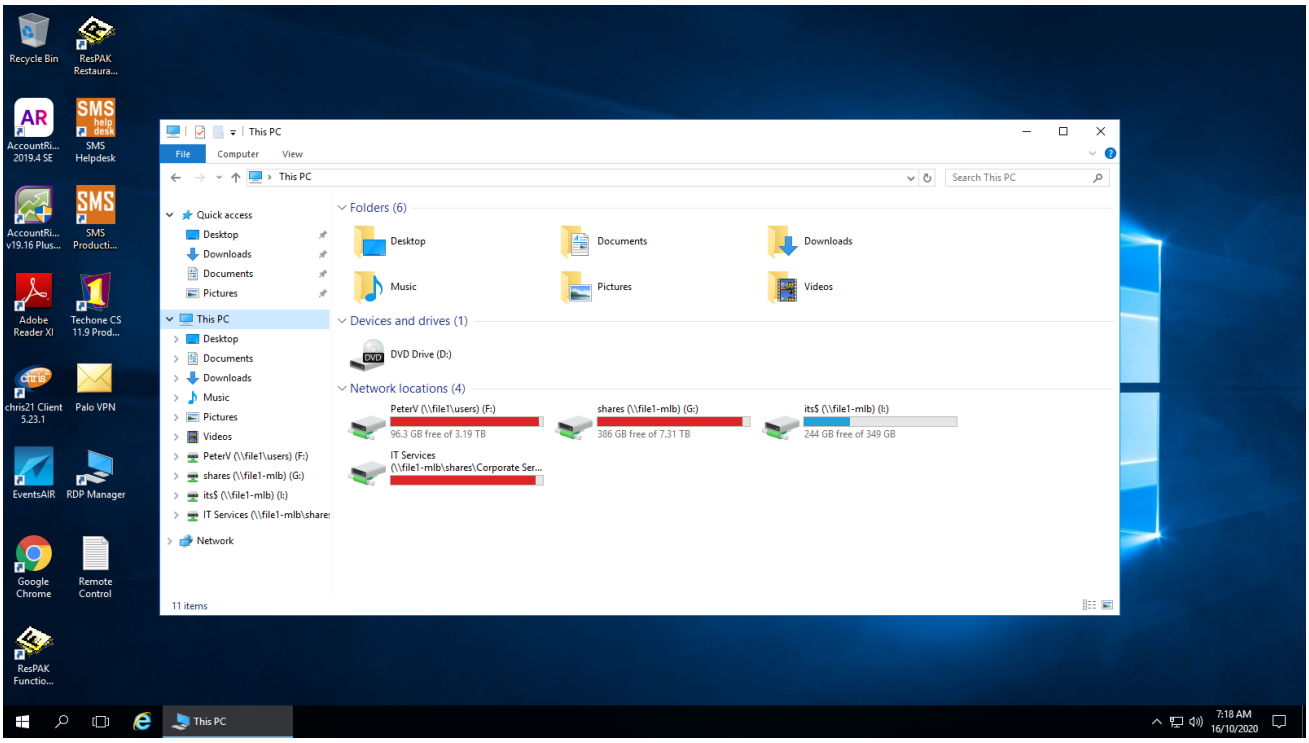
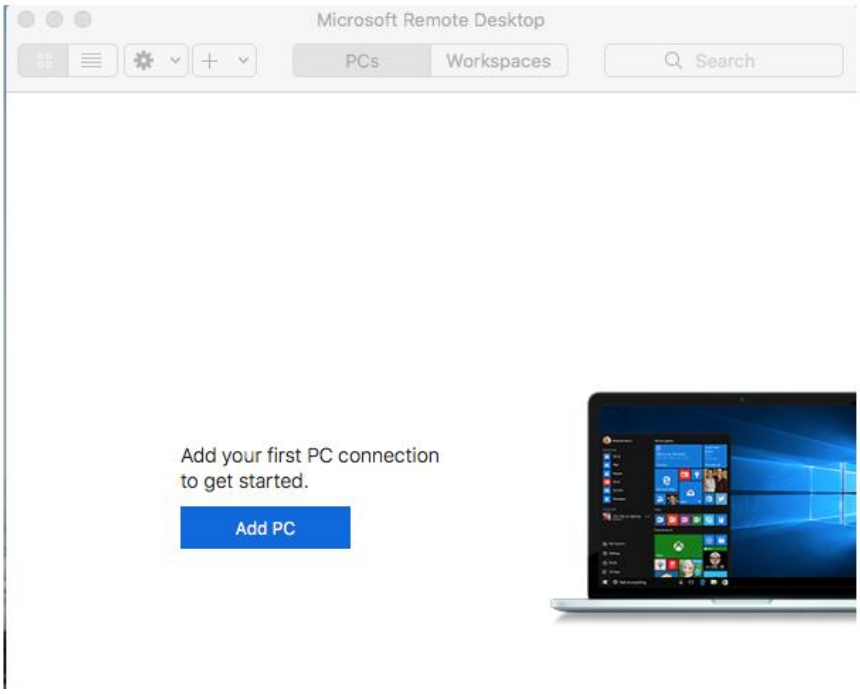

Recycle Bin
ResPAK Restaura...
AccountRi... 2019.4 SE
SMS Helpdesk
AccountRi... v19.16 Plus...
SMS Producti...
Adobe Reader XI
Techone CS 11.9 Prod...
chris21 Client 5.23.1
Palo VPN
EventsAIR
RDP Manager
Google Chrome
Remote Control
ResPAK Functio...
This PC
File
Computer
View
Search This PC
Quick access
Desktop
Downloads
Documents
Pictures
This PC
Videos
Music
Network
Folders (6)
Devices and drives (1)
DVD Drive (D:)
Network locations (4)
PeterV (\\file1\users) (F:)
96.3 GB free of 3.19 TB
shares (\\file1-mlb) (G:)
386 GB free of 7.31 TB
its$ (\\file1-mlb) (I:)
244 GB free of 349 GB
IT Services (\\file1-mlb\shares\Corporate Ser...
11 items
7:18 AM
16/10/2020

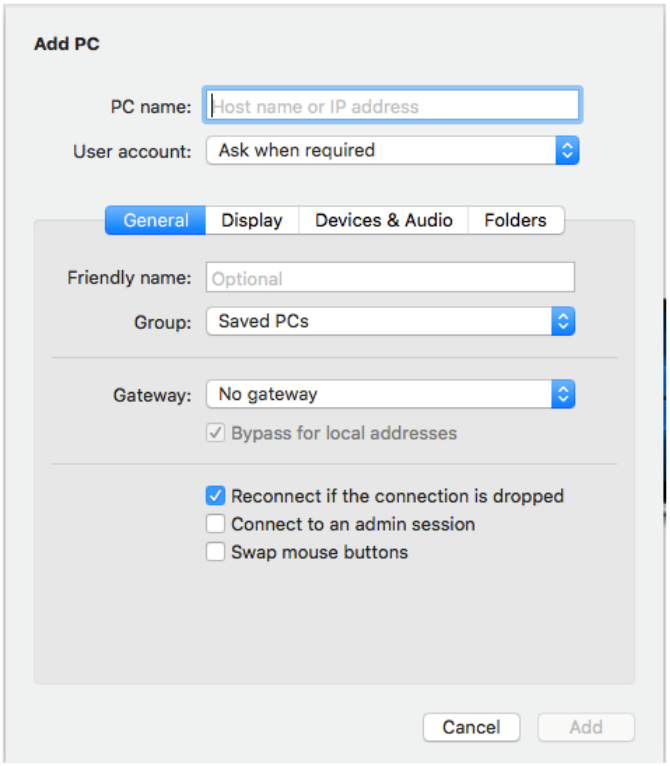
For Mac

Please download the ‘Microsoft Remote Desktop’ APP from the Apple store. Once it is installed, the app should look like this:

Please click (Or double click) on the app to open in it up. To complete the remote desktop session, please click on the ‘Add PC’ button (Below the statement - Add your first connection to get started).

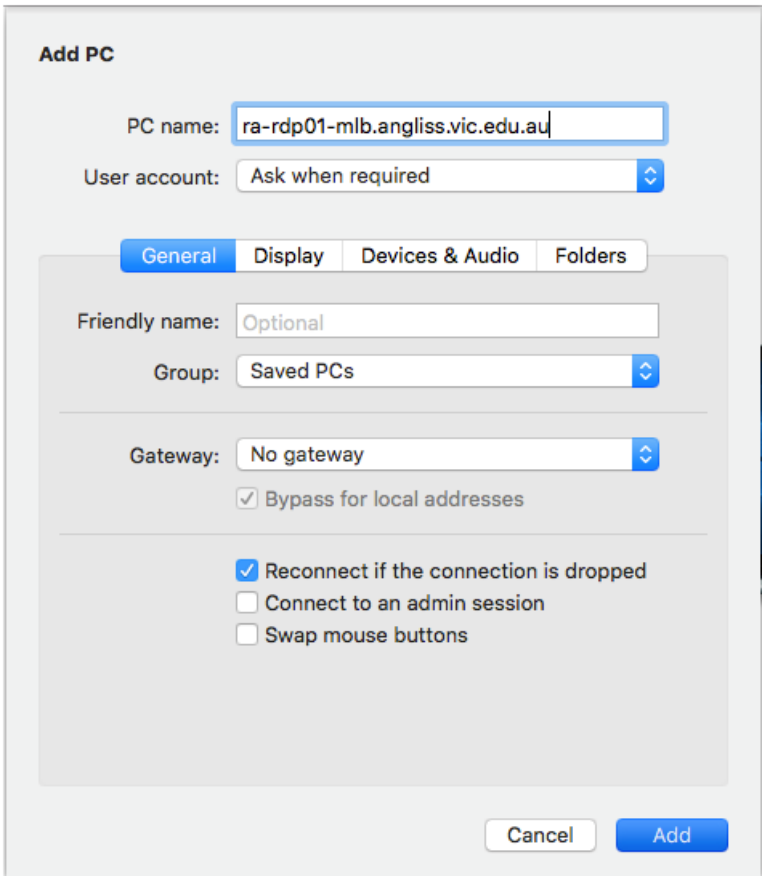


Once you have clicked on the ‘Add PC’ button the following shows up:

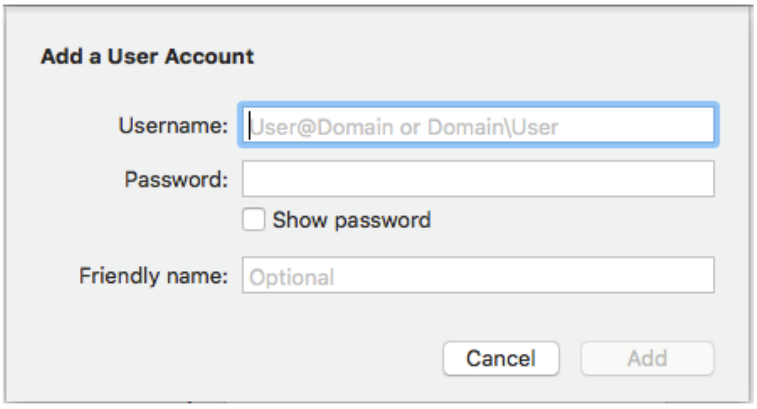


Under 'PC Name' please place the following:

ra-rdp01-mlb.angliss.vic.edu.au

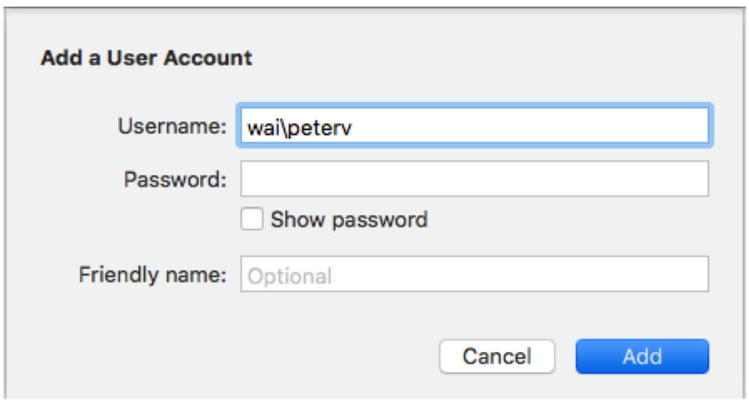


Please change the ‘User Account’ option to the select ‘Add User Account’, it should look like so:



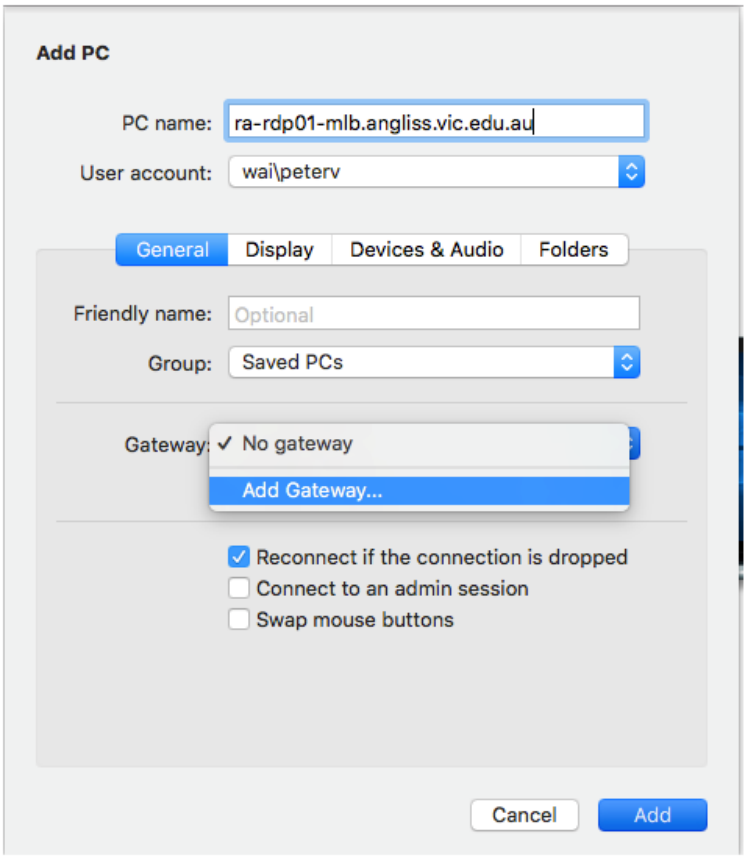
Please place in your username and password. Please note the username should have **WAI**

Please click on the ‘Add Button’. Once it is completed it should look like so

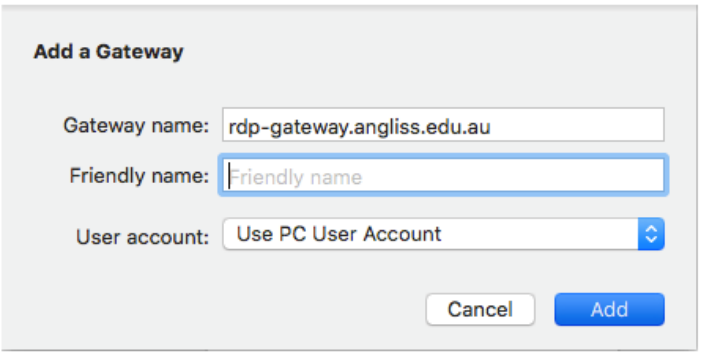


This should now take you back to the start of the Add PC option.

The next step is to add in the gateway.

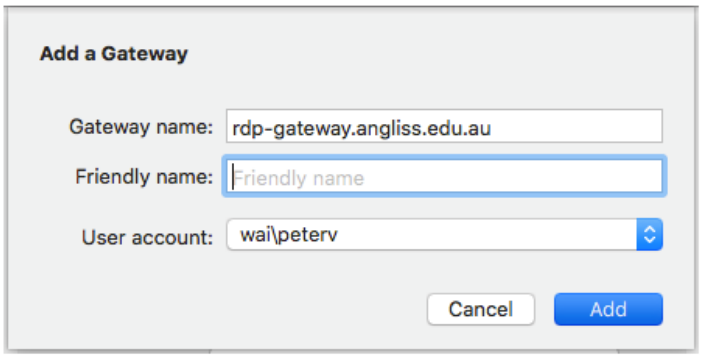


Please click on 'Add Gateway'. Please type in **rdp-gateway.angliss.edu.au**

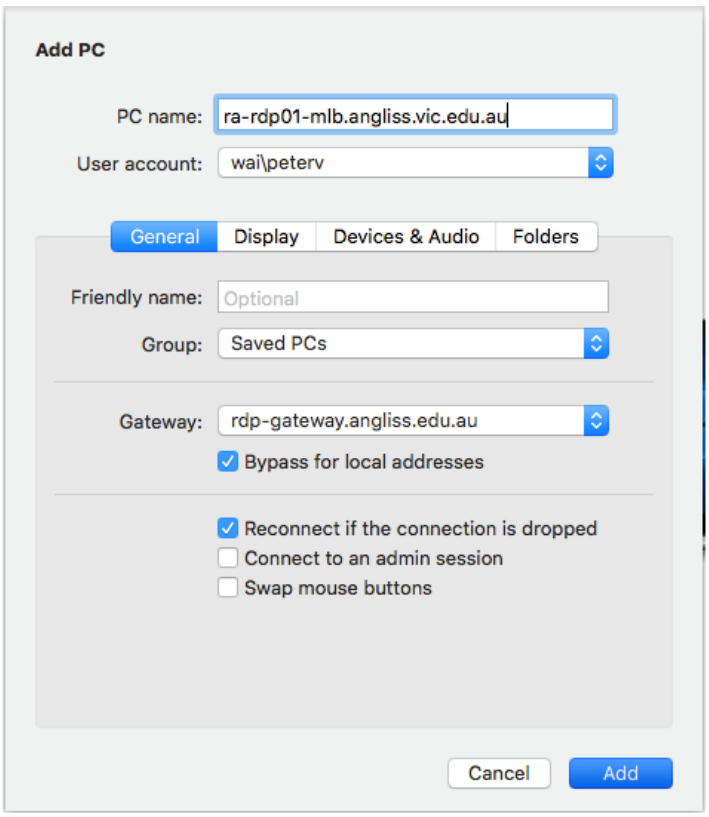


You can place a 'Friendly name' if you chose but preferably leave it blank.

Under 'User Account' select the account you created before.



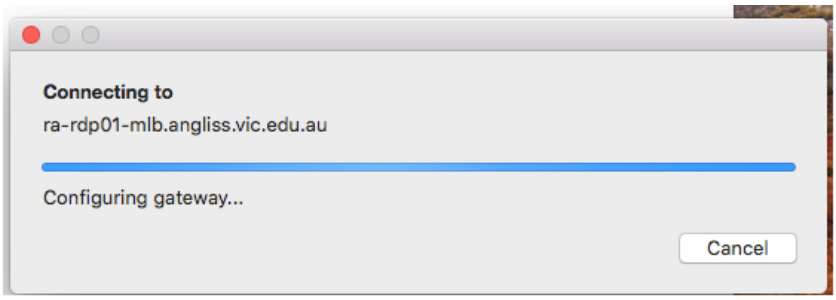
Please click ‘Add’ button to finish off this process



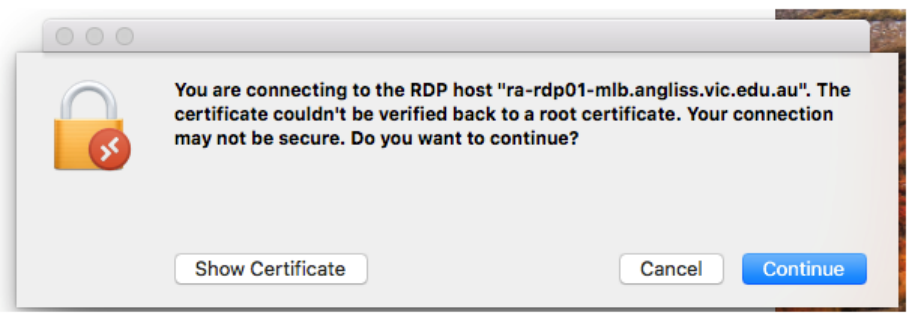
Next please click on the ‘Add’ button to complete the Add PC option

Now once that is place, please click on the new PC connection.

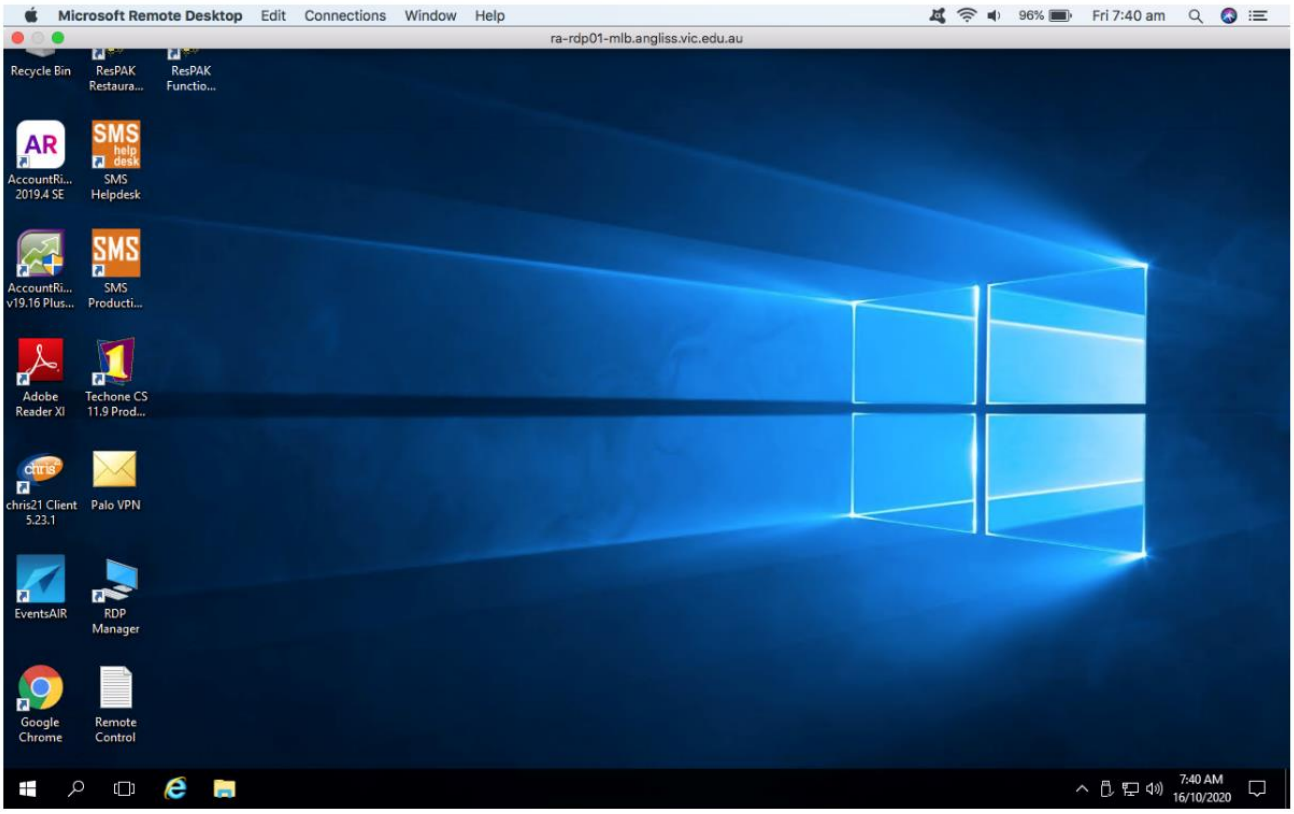
The following should appear:



A certificate error will come up – please click on the continue button to proceed

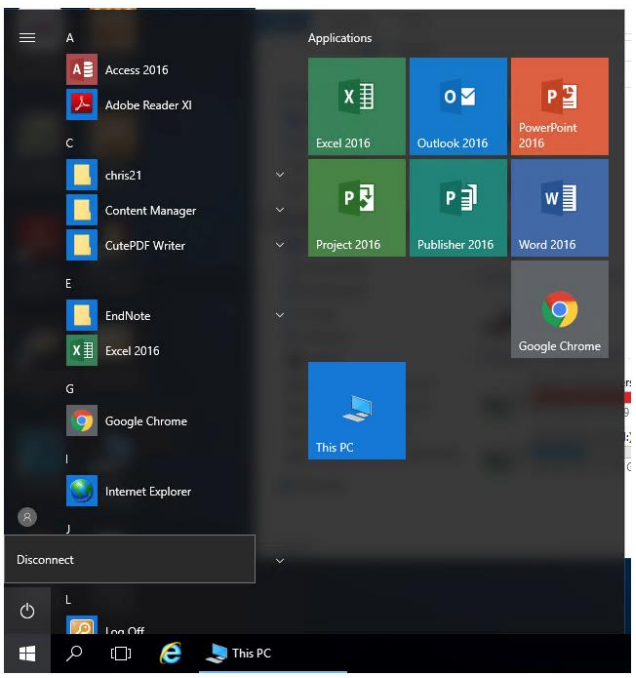


You should now be connected and logged into the server

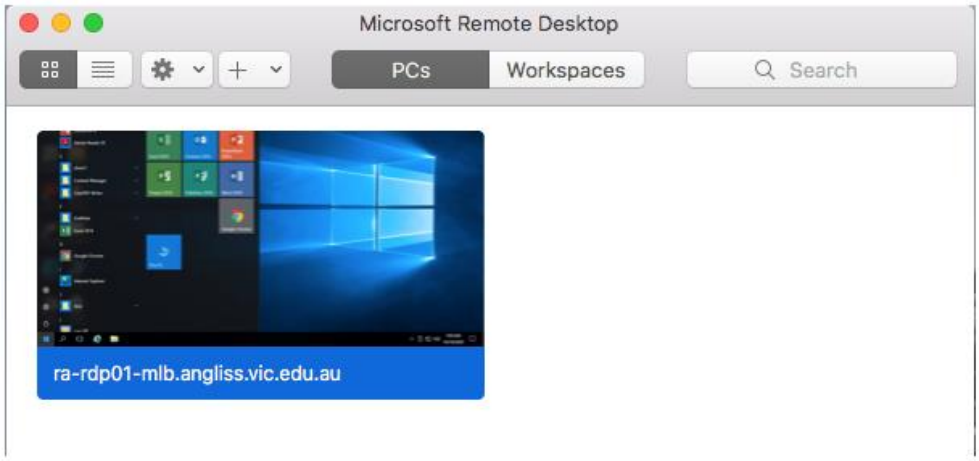


You should be able to do all your work – check email, use skype for business, and check all network drives that you are entitled to.

To disconnect from the server, the best option is to click on the start button and then the power button option and click on the disconnect option



This will take you back to the start of the remote desktop app:



Thank you!