

# SPEA Remote Desktop Connections

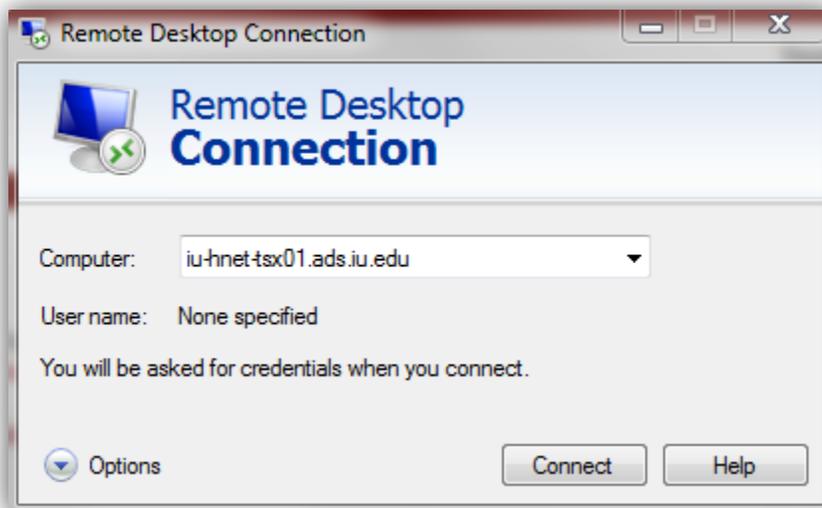
In order to connect to a Windows computer or server remotely from a desktop, laptop, or home computer, follow the instructions below. Mac and Linux users may need to install a separate piece of software to make these connections.

**Note: If you would like your office computer setup for Remote Desktop capabilities, please contact SPEABITS.**

## Windows

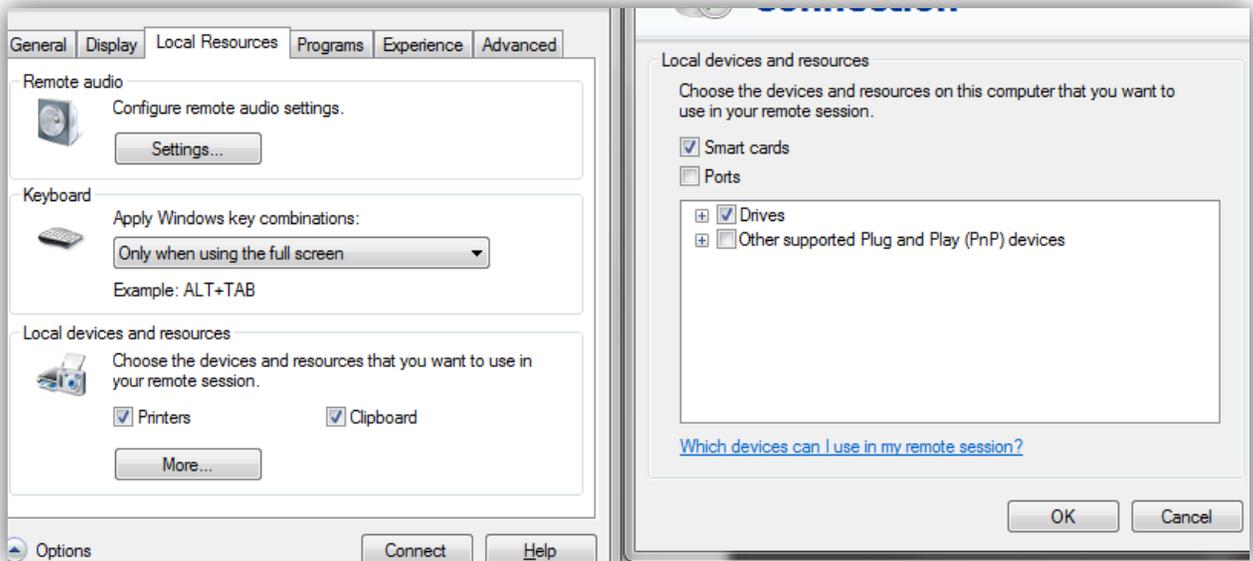
This is for Windows Vista and 7 – support for other versions may not be possible.

- 1) For Windows computers, click the Start menu and type “*mstsc*” (without the quotes). Click “*mstsc.exe*” under the Programs listed.
- 2) A Window similar to this should come up on your screen:



- 3) In the “**Computer**” box, type the full address name of the computer or server to which you wish to connect remotely.
  - a. For Desktops such as your office computer, this will typically be something akin to “*bl-spea-wsXYZ.ads.iu.edu*”, where **XYZ** is a unique number for your computer.
  - b. For Servers, you will be given a server from the project owner (e.g.: “*iu-hnet-tsx01.ads.iu.edu*” for the social sciences terminal server).
  - c. Always remember to include the “*.ads.iu.edu*” portion, especially for off-campus connections.
- 4) If you wish to include the ability to copy and paste, share files between the desktop/server you are remotely connecting to and the computer from which you are connecting, or print to your “local” printers, you may enable the features here:
  - a. Click “**Options**”
  - b. Click “**Local Resources**”
  - c. Ensure “**Printers**” and “**Clipboard**” are checked, and click “**More**”

- d. Ensure “**Drives**” and “**Other Supported...**” are checked
- e. Click “**OK**”



- 5) Click “**Connect**” once everything is set as above.
- 6) If you have connection issues to your office computer, please contact SPEABITS.

For further help and instructions, visit the IU Knowledge Base article: <http://kb.iu.edu/data/amyp.html> under the “**Open a connection**” section.

## Mac

Please follow the instructions in the IU Knowledge Base article <http://kb.iu.edu/data/atrk.html> under “Installing Remote Desktop Connection client software”. The direct link is: <http://www.microsoft.com/mac/remote-desktop-client>. If you have Office for Mac 2011 installed, you likely already have this application installed.

Once this is done, you may follow the instructions in the KB document, which are almost identical to the Windows instructions above.



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