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:

nemote 💀	Desktop Connection	<u></u>		×
A	Remote Desktop Connection			
Computer:	Example: computer.fabrikam.com	~		
User name:	None specified			
The compute name.	er name field is blank. Enter a full remote	computer		
Show O	ptions	Connect	He	elp

Please type in <u>ra-rdp01-mlb.angliss.vic.edu.au</u> like below. You will have to click on 'Show Options' to type in your username. The username should be set to: <u>WAI</u>

퉣 Remote	e Desktop Connectio	n	_		×
	Remote De Connect	sktop ion			
General [Display Local Resource	ces Experience	Advanced		
Logon set	ttings				
	Enter the name of the	e remote computer	r.		
	Computer: ra-rdp	01-mlb.angliss.vic	.edu.au	~	
	User name:				
	You will be asked for	credentials when	you connect	t.	
	Allow me to save	credentials			
Connectio	on settings				
	Save the current con saved connection.	nection settings to	o an RDP file	or open a	1
	Save	Save As	(Open	
Hide Or	otions		Connect	Hel	p

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

semote Desktop Connection —	×
Remote Desktop	ND Gateway Server Settings
Connection	Remote Desktop Connection
General Display Local Resources Experience Advanced	
Server authentication	Connection settings
Server authentication verifies that you are connecting to the	 Automatically detect RD Gateway server settings
intended remote computer. The strength of the verification required to connect is determined by your system security	Use these RD Gateway server settings:
policy.	Server name: rdp-gateway.angliss.edu.au
If server authentication fails:	Locar method:
Wam me	✓ Allow me to select later ✓
	Bypass RD Gateway server for local addresses
Connect from anywhere	◯ Do not use an RD Gateway server
Configure settings to connect through Remote Desktop Gateway when I am working remotely.	Logon settings
Settings .	User name: None specified
	You will be asked for credentials when you connect to this RD Gateway server.
	Use my RD Gateway credentials for the remote computer
· · · · · · · · · · · · · · · · · · ·	OK Cancel
Hide Options Connect H	Help

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.

퉣 Remote	e Desktop Con	nection		_		Х
-	Remote Conne	Desk	top n			
General [Display Local F	Resources	Experience	Advanced		
- Logon set	tings					
	Enter the name	e of the ren	note computer			
~~~	Computer:	ra-rdp01-r	nlb.angliss.vic	.edu.au	$\sim$	
	User name:					
	You will be as	ed for crea	dentials when	you connect.		
	Allow me to	save cred	entials			
Connectio	on settings					
	Save the curre saved connec	nt connect tion.	tion settings to	an RDP file	or open a	
	Save		Save As	0	pen	
Hide Or	otions			Connect	Help	

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

Enter your credentials
These credentials will be used to connect to ra-rdp01- mlb.angliss.vic.edu.au.
peterv
Password
wai\peterv
Remember me
More choices
OK Cancel

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:

👵 Rer	mote Desktop Connection	×
٢	The identity of the remote computer car you want to connect anyway?	nnot be verified. Do
This p Windo config	problem can occur if the remote computer is runnin dows that is earlier than Windows Vista, or if the rer igured to support server authentication.	ng a version of note computer is not
For as compu	issistance, contact your network administrator or th puter.	e owner of the remote
) Do	Ion't ask me again for connections to this computer	r i
	Yes	Nc

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:

Recycle Bin	ResPAK Restaura						
AccountRi 2019.4 SE	SMS desk SMS Helpdesk	Image:			v R. Saveh T	X ~ ()	
AccountRi v19.16 Plus	SMS Producti	← → ← ↑ ↓ Inis PC ← → ↓ Quick access ↓ Downloads	V Folders (6)	Documents	Downloads	μ ₁₅ μ ₁	
Adobe Reader XI	Techone CS 11.9 Prod	Documents     Pictures      This PC      Desktop      Documents	Music V Devices and drives (1)	Pictures	Videos		
chris21 Client 5.23.1	Palo VPN	<ul> <li>&gt; Downloads</li> <li>&gt; Music</li> <li>&gt; Pictures</li> <li>&gt; Wideos</li> </ul>	V Network locations (4) PeterV (\\file\\users) (F;) 96.3 GB free of 3.19 TB	shares (\\file1-mlb) (G:) 386 GB free of 7.31 TB	its\$ (\\file1-milb) (k) 244 GB free of 349 GB		
EventsAIR F	RDP Manager	<ul> <li>PeterV (\\file1\users) (F;)</li> <li>shares (\\file1-mlb) (G;)</li> <li>tis\$ (\\file1-mlb) (k)</li> <li>IT Services (\\file1-mlb\shar</li> </ul>	IT Services (\file1-mlb\shares\Corporate Ser) e				
Google Chrome	Remote Control	> 💣 Network					
ResPAK Functio							
م 🖿		🤶 💄 This PC				\ ب	⊊ �)) 7:18 AM 16/10/2020 □

### 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:

B Remote L	Remote Desktop Connection	
<u>Computer:</u>	Example: computer.fabrikam.com	n 👻
User name:	None specified	
The compute name.	r name field is blank. Enter a full rer	mote computer
Show Q	ptions	Connect <u>H</u> elp

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

nemote	e Desktop Connection	_		×
	Remote Desktop Connection			
General [	Display Local Resources Experier	nce Advanced		
Logon set	ttings			
	Enter the name of the remote comp	uter.		
	Computer: ra-rdp01-mlb.angliss	s.vic.edu.au	~	
	User name:			
	You will be asked for credentials whether the second secon	ten you connec	t.	
	Allow me to save credentials			
Connectio	on settings			
	Save the current connection setting saved connection.	gs to an RDP file	e or open a	i -
	Save Save As	i (	Open	
Hide Or	otions	Connect	Hel	p

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.

Windows Security	×
Enter your credentials	
These credentials will be used to mlb.angliss.vic.edu.au.	connect to ra-rdp01-
peterv	
Password	
wai\peterv	
Remember me	
More choices	
ОК	Cancel

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:

Recycle Bin	ResPAK Restaura		1.17				
AccountRi 2019.4 SE	SMS help desk SMS Helpdesk	Image: Provide the sector of the sector			v [0] Sea	− □ × ~ 0 rch This PC P	
AccountRi v19.16 Plus	SMS Producti	✓    ✓	✓ Folders (6) Desktop	Documents	Downloads		-
Adobe Reader XI	Techone CS 11.9 Prod	Documents  Pictures  This PC  Documents  Do	Music	Pictures	Videos		
chris21 Client 5.23.1	Palo VPN	<ul> <li>&gt; Downloads</li> <li>&gt; Music</li> <li>&gt; Pictures</li> <li>&gt; Videos</li> <li>&gt; PeterV (\\file1\users) (F:)</li> </ul>	<ul> <li>Network locations (4)</li> <li>PeterV (\(\file1\users) (F:)</li> <li>96.3 GB free of 3.19 TB</li> <li>IT Services</li> </ul>	shares (\\file1-mlb) (G:) 386 GB free of 7.31 TB	its (\\file1-mlb) (b) 244 GB free of 349 GB		
EventsAIR F	RDP Manager	<ul> <li>stares (\\file1-mlb) (G;)</li> <li>ts\$ (\\file1-mlb) (l;)</li> <li>ts\$ (\\file1-mlb) (l;)</li> <li>t Services (\\file1-mlb\shares)</li> <li>Network</li> </ul>	e:				
Google Chrome	Remote Control	11 items				800 <b>m</b>	
ResPAK Functio		🔁 🔳 This PC					ヘ 및 49) 7:18 AM

## 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:

dd PC	Last some or ID ordered
PC name:	Host name of IP address
User account:	Ask when required
General	Display Devices & Audio Folders
Friendly name:	Optional
riteriory name.	Optional
Group:	Saved PCs
Gateway:	No gateway
	✓ Bypass for local addresses
	<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>
	Cancel

Under 'PC Name' please place the following:

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

Add PC	
PC name:	ra-rdp01-mlb.angliss.vic.edu.au
User account:	Ask when required
General	Display Devices & Audio Folders
Friendly name:	Optional
Group:	Saved PCs
Gateway:	No gateway 🗘
	<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>
	Cancel Add

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

Add a User Account		
Username:	User@Domain or Domain\User	
Password:		
	Show password	
Friendly name:	Optional	
	Cancel Add	

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

Add a User Account		
Username:	wai\peterv	
Password:		
	Show password	
Friendly name:	Optional	
	Cancel Add	

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

The next step is to add in the gateway.

Add PC			
PC name:	ra-rdp01-mlb.angliss.vic.edu.au		
User account:	wai\peter	V	<b>\$</b>
General	Display	Devices & Audio	Folders
Friendly name:	Optional		
Group:	Saved PC	s	0
Gateway:	/ No gateway Add Gateway		
	✓ Reconnec Connect Swap m	ect if the connection t to an admin session ouse buttons	is dropped
		Car	ncel Add

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

Add a Gateway	
Gateway name:	rdp-gateway.angliss.edu.au
Friendly name:	Friendly name
User account:	Use PC User Account
	Cancel Add

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

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

Add a Gateway	
Gateway name:	rdp-gateway.angliss.edu.au
Friendly name:	Friendly name
User account:	wai\peterv 🗘
	Cancel Add

Please click 'Add' button to finish off this process

Add PC	
PC name:	ra-rdp01-mlb.angliss.vic.edu.au
User account:	wai\peterv 🗘
General	Display Devices & Audio Folders
Friendly name:	Optional
Group:	Saved PCs 🗘
Gateway:	rdp-gateway.angliss.edu.au 🗘
	<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>
	Cancel Add

Next please click on the 'Add' button to complete the Add PC option

•••	Microsoft Rer	note Desktop		
:: = * • + •	PCs	Workspaces	Q	Search
ra-rdp01-mlb.angliss.vic.edu.au				
1 PC				

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

The following should appear:

• • •	
Connecting to ra-rdp01-mlb.angliss.vic.edu.au	
Configuring gateway	
	Cancel

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!