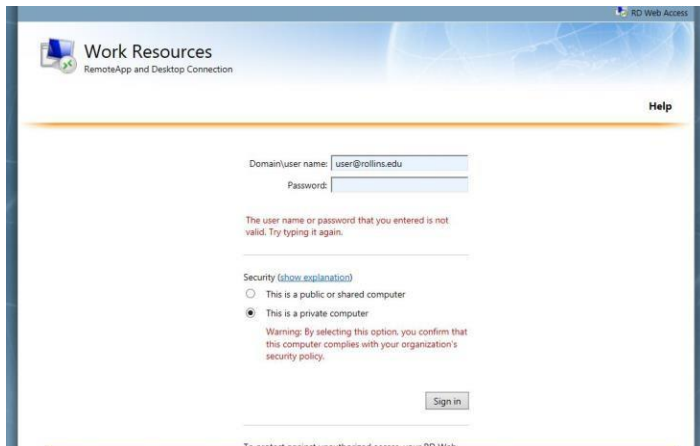


Accessing RemoteApp For PCs

1. In your internet browser window enter :

<https://remoteapp.rollins.edu/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>

2. Once on the RemoteApp page, login using your Rollins username (include @rollins.edu), and Rollins password.



The screenshot shows the 'Work Resources' login page. The 'Domain\user name' field contains 'user@rollins.edu' and the 'Password' field is empty. A red error message states: 'The user name or password that you entered is not valid. Try typing it again.' Below this, the 'Security' section has two radio buttons: 'This is a public or shared computer' (unselected) and 'This is a private computer' (selected). A warning message reads: 'Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.' A 'Sign in' button is at the bottom right.

3. Once logged in, you will see folders for different applications. Select the folder you want by clicking on it.



4. After opening the selected folder, you will find links to available applications. To access documents, follow instructions according to the browser you are using.

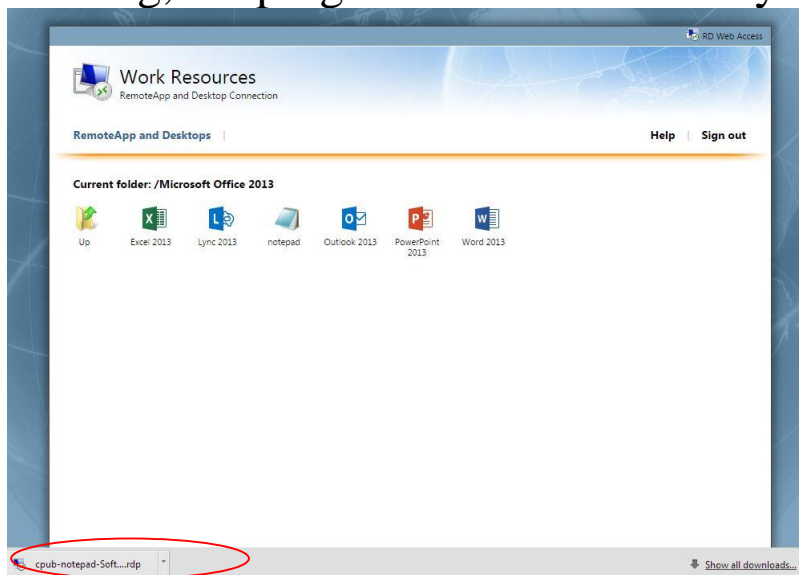
4.1 Internet Explorer

If you are using Internet Explorer as your browser, you can access the selected program by double clicking the icon.



4.2 Google Chrome

Click the icon of the application you wish to access. After clicking, the program will automatically download to your computer.



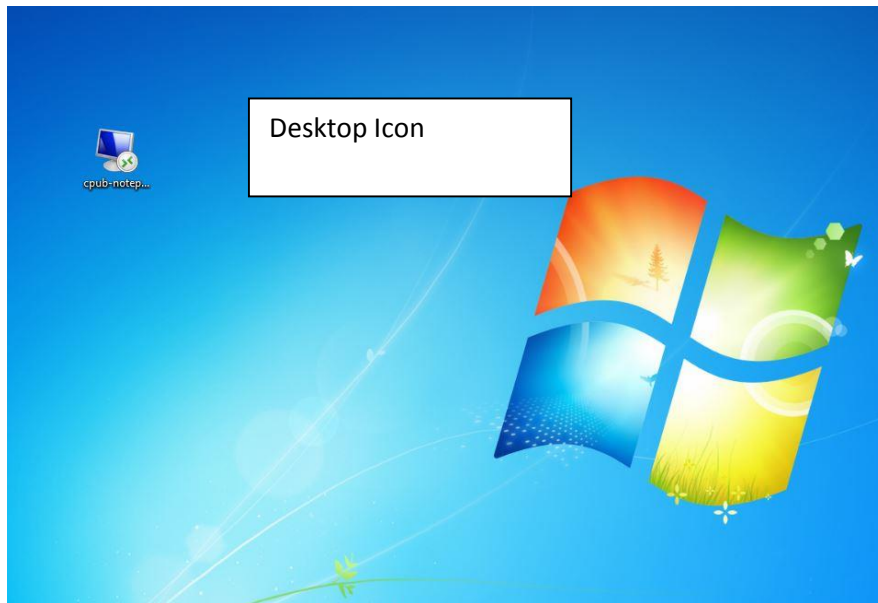
To open the program click the download box.

After downloaded, you can also find the application by clicking:

Start-menu > computer > downloads and selecting the application.

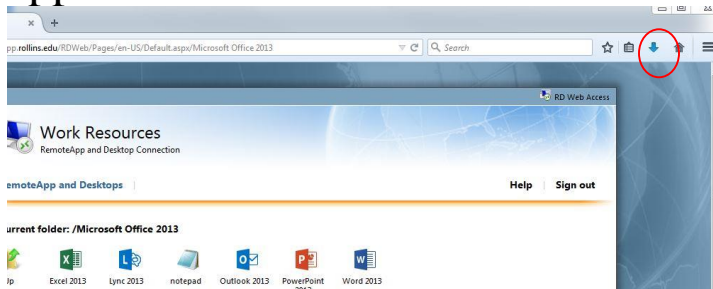
From this location, you can right click and “create a shortcut”, or drag-and-drop the application to your desktop, which will create a desktop icon.

*Right clicking the application will also enable you to “rename” the application

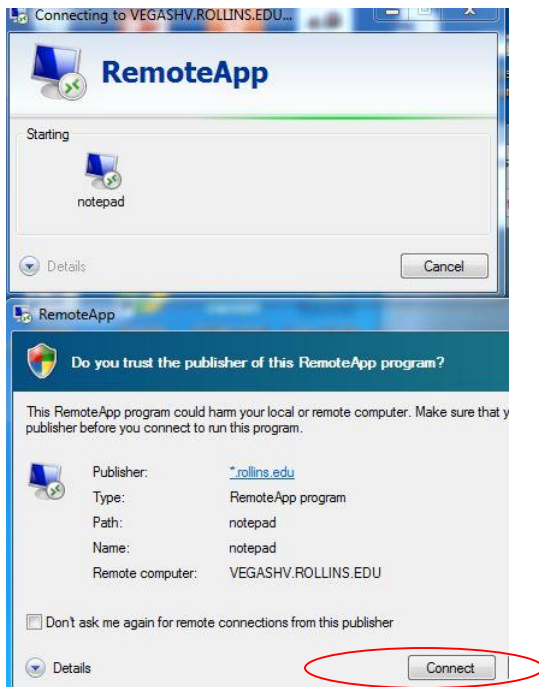


4.3 Firefox

Clicking the application in Firefox will download the application.



Click the blue arrow, and select the application to open it, or drag and drop to your desktop to allow for quick access (double click to open). After opening the program, you will be asked if you wish to run this program. Click “connect” to allow the selected application to run.

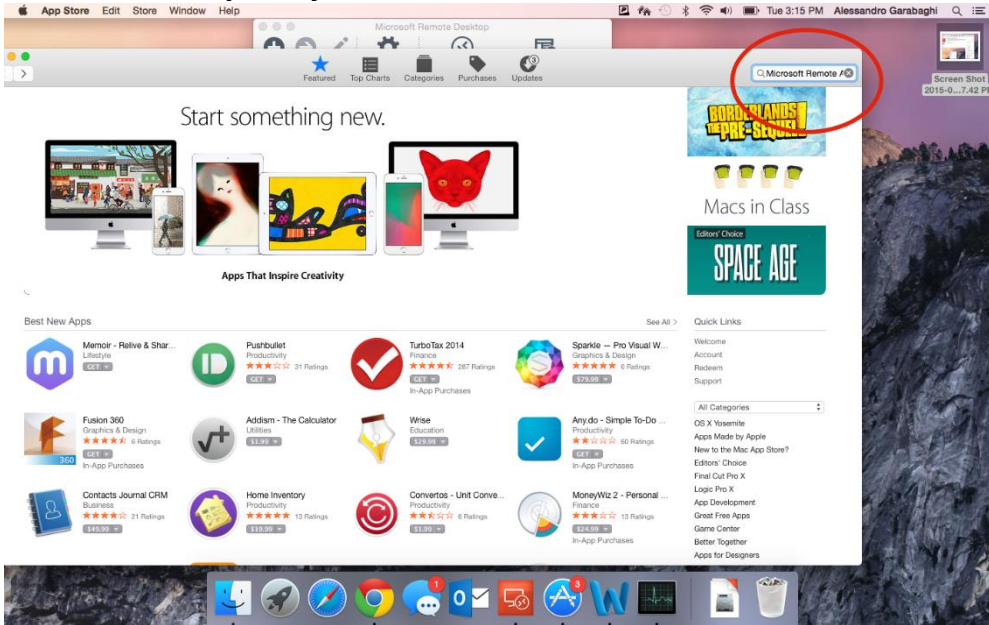


After connecting, you will be prompted to enter your Rollins user ID/password, and the application will open.

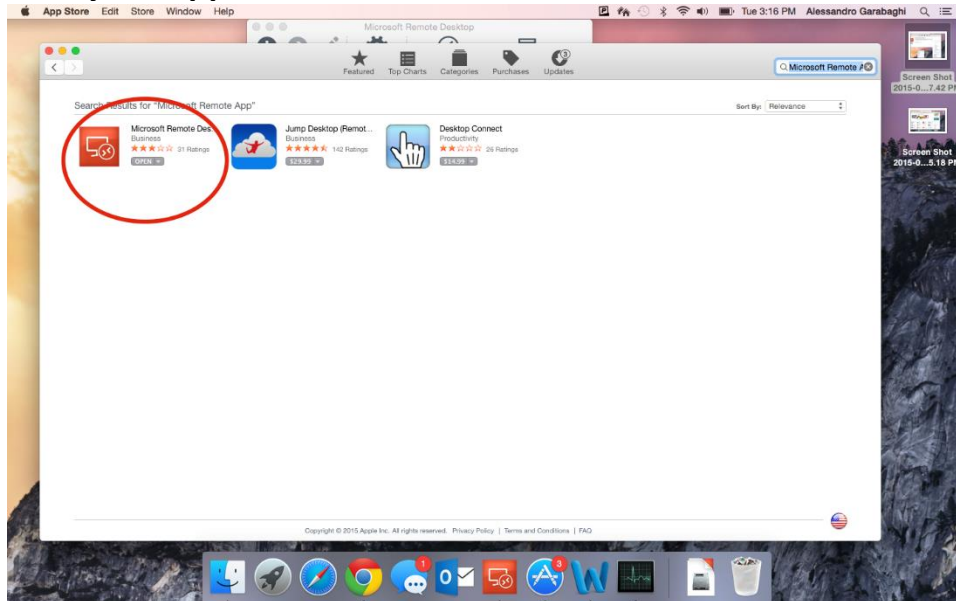
*If you do not see the application you are looking for, please contact the helpdesk at ext. 6363, or email: helpdesk@rollins.edu

Using Microsoft Remote Desktop For Mac Users

- 1- Go to the app store, and search for “Microsoft Remote”. You can include “App”, or “Desktop” in your search to narrow fields.



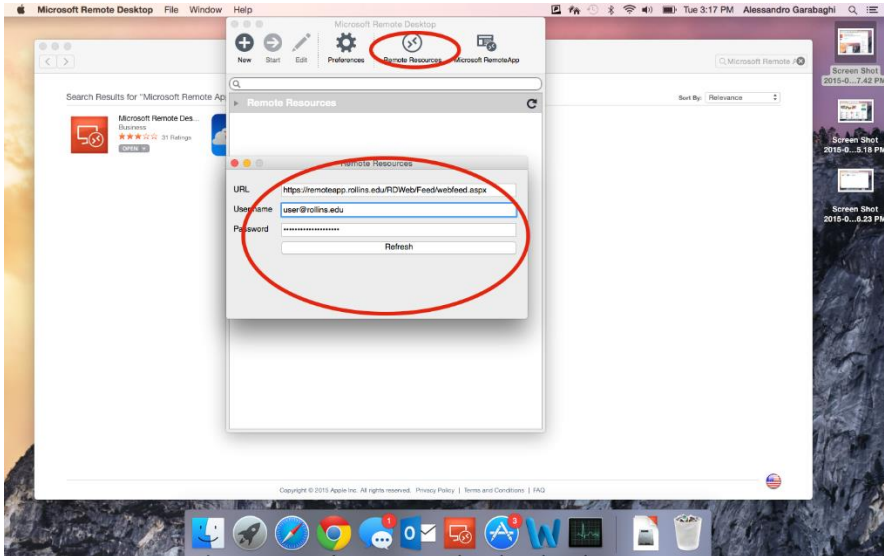
- 2- Select “Microsoft Remote Desktop”, and download app. You will be required to sign in to your App Store/iTunes Account.



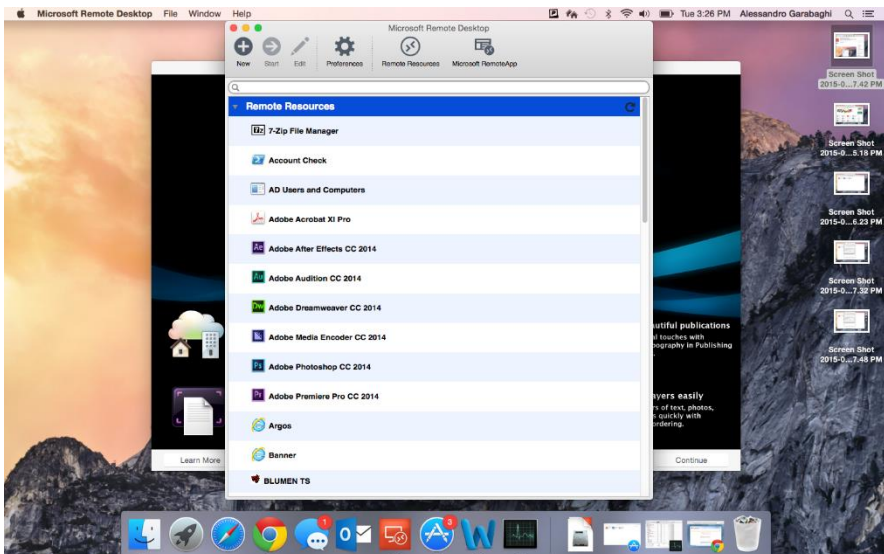
- 3- To Log into Microsoft Remote Desktop, click on “Remote Resources.” A new box will open. Copy and enter this link into the URL field:

<https://remoteapp.rollins.edu/RDWeb/Pages/en-US/login.aspx?ReturnUrl=/RDWeb/Pages/en-US/Default.aspx>

Use your Rollins Username and Password to log in. Be sure to include “@rollins.edu” after your username



- 4- You will find the available programs under Remote Resources. To launch a specific program, double-click anywhere in the box where the program is listed.



*If you do not see the program that you need to use, please contact the IT helpdesk at extension x6363, or by email at helpdesk@rollins.edu