Use a Sussex Windows 7 desktop remotely from any PC or Mac and some mobile devices. You can connect to a Sussex Windows computer, get access to your personal files and use powerful programs direct from any PC or Mac. You can also use the same service from some mobile devices including iPad and iPhone.

OPENING APPLICATIONS AND FILES

Use the Start menu to browse or search for programs.

MORE INFORMATION ONLINE

sussex.ac.uk/its/windowsremote

- optimising the performance
- changing the appearance
- transferring files
- suggested applications
- using the service on different computers
- disconnecting

ADDING A PRINTER

When using Windows Remote, you can print to local printers connected to the computer you are using. You also have access to printers on the Sussex network - to do so:

- from the Start button, choose Devices and Printers
- click Add a Printer in the grey bar at the top of the panel
- choose Add a network, wireless or Bluetooth printer
- find your printer on the list, click on it to highlight the name and then click Next

- if your printer is not in the list, click on The printer that I want isn't listed and then choose Find a printer in the directory and click Next to see a longer list. Double-click on your printer to install it.
- click Next and leave the box checked if you want this to be the default printer or uncheck it if not
- click Finish

CLICK ON THE WINDOWS EXPLORER ICON IN THE TASKBAR TO BROWSE FOR NETWORK FILES IN LOCATIONS SUCH AS YOUR HOME (N: DRIVE) AND GROUPS (G: DRIVE) DIRECTORIES.
HOW TO USE WINDOWS REMOTE ON A PC
If you have a PC with Windows XP or later, you can use the Remote Desktop Connection program which should already be installed:

- from All Programs choose Accessories and then Remote Desktop Connection
- you will be asked for the connection details - for Computer enter windows-remote.sussex.ac.uk
- for User name enter ad_us\ followed by your Sussex username. So if your username were ano23, you would enter ad_us\ano23
- if you’re using a Windows 7 PC, click on Use another account and then enter ad_us\ followed by your username
- click Connect and then enter your Sussex password when requested

HOW TO USE WINDOWS REMOTE ON A THIN PC
Some computers at Sussex are set up as “thin PCs”. This means they have very few programs installed on them - instead, you get access to all applications and services using Windows Remote.
- click on the Connect to Windows Remote icon to launch the service

WHY USE WINDOWS REMOTE?
Windows Remote you can use programs and services on your computer as if you were sitting at a Sussex computer using Windows 7. This means you can use the software installed on the latest Sussex desktop on your computer and:
- print to networked printers
- open and edit files stored in your Sussex document folder(s)
- transfer files
- use the latest software on your current computer without having to upgrade

This has a number of advantages for users who - for one reason or another - do not have access to Windows 7 on their own computer.

HOW IT WORKS
To use the service, you have to have a remote desktop program on your computer or device. Once the settings are in place, your computer will connect to a Sussex server which provides a desktop environment with access to printers, filespace and useful programs.

Staff and researchers should note that if they have a desktop computer at Sussex, this service does NOT connect to that, but to a generic Windows 7 desktop which will include any files they have saved to their profile but not any programs they may have installed.

USING THE SERVICE
When running, the service does look like a somewhat basic version of Windows, but nevertheless includes a lot of powerful and up-to-date software, including MatLab. Once set up and running you can just use it as if you had a Windows 7 computer on your desk.

MICROSOFT OFFICE
The latest version of Microsoft Office is available on Windows Remote, however the terms of the Microsoft licence mean that you are only permitted to use it if:
- you are a member of staff
- you are connecting from a University-owned device
- you have a valid licence for Microsoft Office on the machine for which you are connecting

If you do not fall into one of the above three categories an alternative, LibreOffice, is provided.

WINDOWS REMOTE ON A MAC
You can also use Windows Remote on a Mac:
- go to the ITS website sussex.ac.uk/its/windowsremote
- follow the link to download the Microsoft Remote Desktop Connection client for Mac
- double-click the downloaded file, then on RDC installer and follow the installation steps

Once the program is set up:
- open Remote Desktop Connection by clicking on the icon in the Applications folder or the Dock
- you will be asked for the connection details - for Computer, enter: windows-remote.sussex.ac.uk and click Connect
- in the credentials window, enter your Sussex username and password and make sure the Domain field is blank
- click Connect

WINDOWS REMOTE ON AN IPAD OR IPHONE
To use Windows Remote on an iPad or iPhone
- install a remote desktop app from the app store - such as 2X Client RDP/Remote Desktop
- tap the icon to open the app
- tap the + button (top right corner) to add a connection
- choose RDP Connection
- for Alias enter a name to identify the connection, such as Windows Remote
- enter Address: windows-remote.sussex.ac.uk
- check the Port is set to 3389
- in Username, enter ad_us\ followed by your Sussex username. For example, user ano23 would enter ad_us\ano23
- enter your Sussex password
- tap Save in the top right
- to use the service, open 2X Client and then tap on Windows Remote