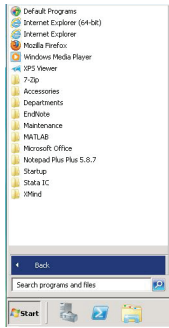
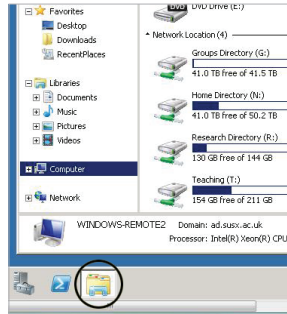


Opening applications and files



Use the Start menu to browse or search for programs.

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.



Using Windows Remote from home

The Windows Remote service is designed to be used primarily on the University campus. Although it may also be available from computers based off-campus, the licensing agreements for some programs may not allow them to be used outside University premises. Please respect any restrictions advised to you when you login to Windows Remote.

More information online

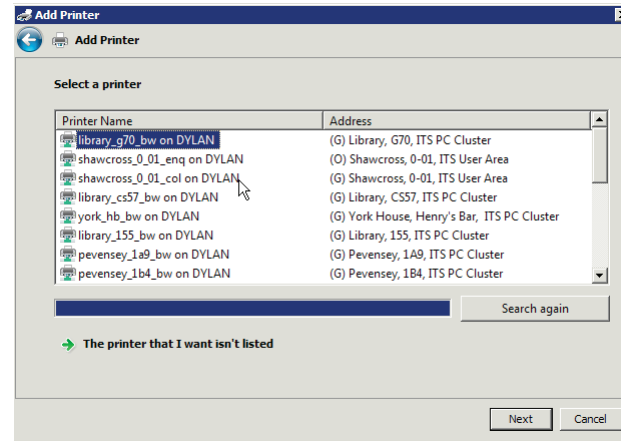
sussex.ac.uk/its/windowsremote

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

Adding a printer

When you are 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 add a networked printer:

- 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**



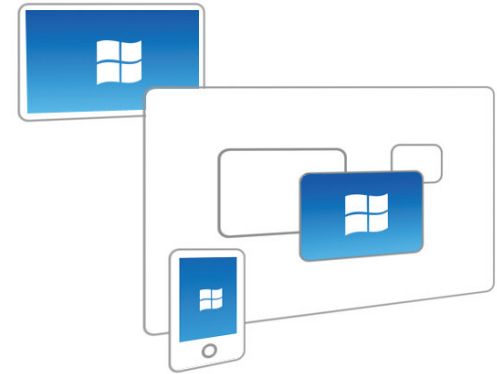
- if your printer is not in the list, click on **The printer I want is not listed** and then choose **Find a printer in the directory** and click **Next** to see a longer list (double-click on your printer to install it)
- click **Next**
- leave the box checked if you want this to be the default printer or uncheck it if not
- click **Finish**

University of Sussex IT Services

Visit the IT Service Desk at Shawcross, call 8090 (01273 678090) or email enquiries@its.sussex.ac.uk
sussex.ac.uk/its

Windows Remote

Use Sussex Windows 7 services with any PC or Mac and some mobile devices



With the Windows Remote service, 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.

To use the service, follow the instructions in this leaflet to connect to the Sussex Windows Remote service and take advantage of many of the features in Windows 7.



With **Windows Remote**, you can use programs and services on your computer as if you were sitting at a Sussex computer using Windows 7.

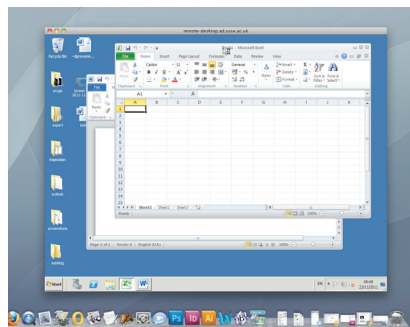
This means you can use the latest Sussex software on your PC even if you don't have Windows 7:

- use the latest version of Microsoft Office
- print to networked printers
- open and edit files in your N: and G: drives
- transfer files
- use the latest software on your current computer without having to upgrade

Why use Windows Remote?

Most staff PCs will be upgraded to Windows 7 but that isn't always appropriate. For example, if a PC uses specialist software which is not yet compatible with Windows 7, users may not be able to upgrade and some older hardware is not capable of running the latest version of Windows. Mac users are often unable to use Windows 7 software.

In these cases, staff can continue with their existing computer and software but use Windows Remote to get access to Windows 7 services as and when they are needed.



Windows Remote on a Mac

How it works

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

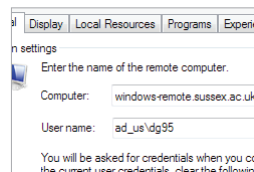
Using the service

The service looks a little like a basic version of Windows, but it includes a lot of powerful and up-to-date software including Microsoft Office and MatLab.

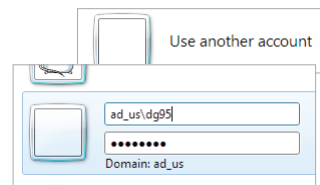
Once it's set up, you can just use it as if you had a Windows 7 computer on your desk.

How to use Windows Remote on a PC

IT Services may already have set up Windows Remote on your PC but if not, you can easily start using it with the Remote Desktop program which is already installed.

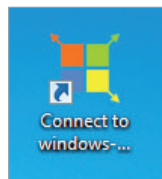


- go to **All Programs**, choose **Accessories** and then **Remote Desktop Connection**
- you will be asked for the connection details - for Computer, enter **windows-remote.sussex.ac.uk**
- for User name enter **ad_us** followed by your Sussex username. So if your username were ano23, you would enter **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



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 **Windows Remote icon** to launch the service

Set up 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 from the Microsoft website
- double-click on the downloaded file, then on RDC installer and follow the installation wizard to install

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**