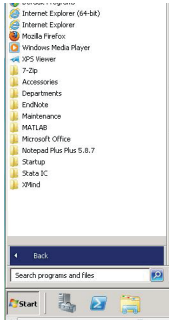
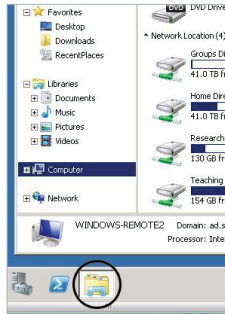


## OPENING APPLICATIONS AND FILES



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.



## MORE INFORMATION ONLINE

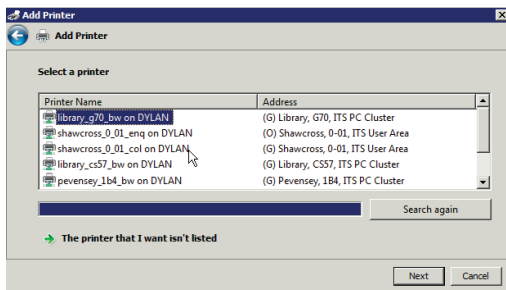
[sussex.ac.uk/its/windowsremote](http://sussex.ac.uk/its/windowsremote)

- 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:

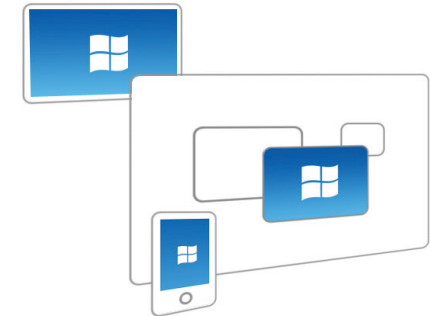
- from the **Start** button, choose **Devices and Printers**
- click **Add a Printer** in the grey bar at the top of the panel
- choose **Add a network, wireless or Bluetooth printer**
- find your printer on the list, click on it to highlight the name and then click **Next**



- 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**

## IT SERVICES

# Windows Remote



**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.

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VERSION 2.2, NOVEMBER 2015

**US**  
UNIVERSITY  
OF SUSSEX

## 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:

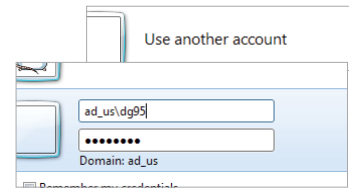
- you are a member of staff
- you are connecting from a University-owned device
- you have a valid licence for *Microsoft Office* on the machine for which you are connecting

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

## 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](http://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 **Connect to Windows Remote icon** to launch the service



## WINDOWS REMOTE ON A MAC

You can also use Windows Remote on a Mac:

- go to the ITS website [sussex.ac.uk/its/windowsremote](http://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](http://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](http://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**