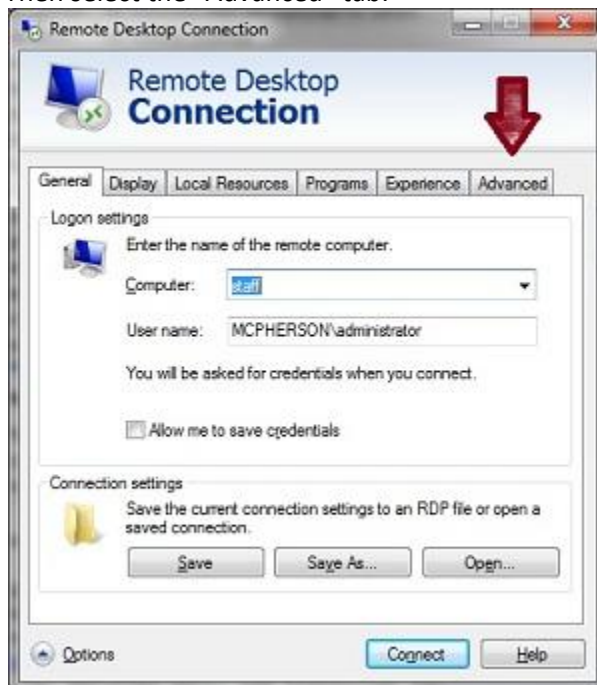


Windows users: You will need to open “Remote Desktop Connection”, probably as you normally do, but if you’re using a shortcut that you’ve created, you’ll need to right-click on that icon and choose “Edit”.

On the opening screen of the RD client, click “Options” in the lower-left corner of the property page:



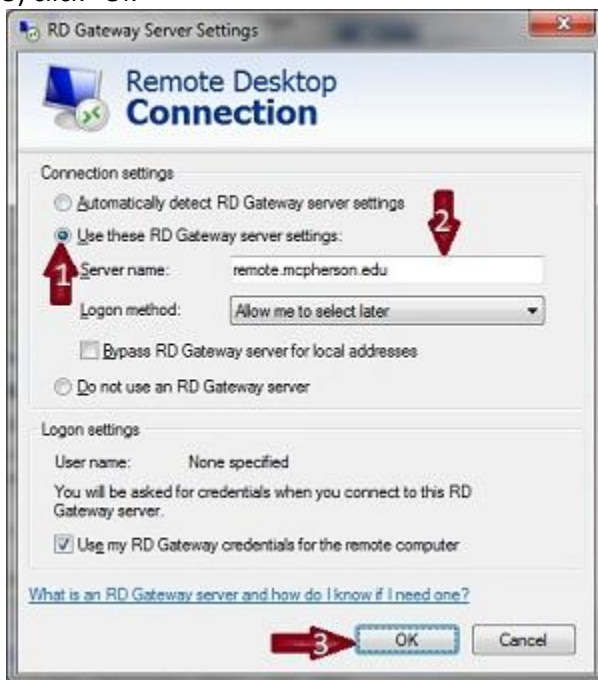
Then select the “Advanced” tab:



At the bottom of the page select “Settings”:



- 1) select Use these RD Gateway server settings
- 2) enter "remote.mcpherson.edu" for Server name.
- 3) click "OK"



- 1) select the "General" tab to get the display below
- 2) enter the computer name you want to connect to (full name, eg "staff.mcpherson.edu")
- 3) enter your loginid for User name. If it's a remote desktop server, use format "mcpherson\loginid"
- 4) If you'd like to not have to do the gateway settings each and every time you start a remote desktop session, click "Save As..." and create an RDP launch icon in your Documents or on your Desktop

5) Finally, click “Connect” to establish a connection to the server.

