

## Remote access to the BTC network from off-campus

Be aware that this is a secure connection from your computer into the BTC network. This is for work related use only and cannot be used by non-BTC users (e.g., family, friends, etc.).

### This is to connect to the BTC employee server

Do not copy BTC files to your computer. Work on them through the Remote Access connection

Avoid accessing internet websites through this server, it will be slow and the graphics may be limited. However, you will be able to access BTC websites and sites like canvas if needed.

When finished with your work, don't leave it logged in, but disconnect to prevent security intrusions and to free up resources for other users (The server is set up for 20 - 30 users at a time)

## Accessing the remote Client

### Windows 8, 8.1 and 10

- From the Windows Start screen, start typing "Remote" and you will see the suggestion for "Remote Desktop Connection"

### Linux

- This may vary depending on which distribution of Linux you have, but we tested it with Ubuntu, which allows you to access the Terminal Services client from the following menus.
- Applications – Internet – Terminal Services Client

### For Macs

- Go to the Apple App Store and search for and install the Microsoft Remote Desktop

## Using the remote Client on your computer

The client settings work with Windows, Macs and tablets and Linux with minor differences

Click the "New" button

### General Tab

Computer or PC Name – **btc-remote.btc.edu** or **btc-remote2.btc.edu**

**Do not** enter username, password, domain

**Do not** check "Save my password"

After you have made your changes in the tabs explained below, click "Save As" to save your settings. Make a note of the file created and use that shortcut to start your connection. Call it whatever you want, but don't change the extension.

Right-Click and "Edit" to edit the shortcut later on as needed.

### Display Tab

Can adjust screen size, color depth, etc. Set the Colors setting to High Color (16 bit). You can also use True Color (24 bit), but it may decrease the speed

### Local Resources Tab

For Security reasons most of these settings are blocked.

Check "Printers" to be able to print on your home printer

Once you connect to the server your printer will appear in the list of printers.

(e.g. HP LaserJet 5 (from <Home Computer Name>) in session x

### Programs Tab

Leave at the default settings

## Experience Tab

For better performance, **uncheck** the following  
Desktop Background  
Show contents of window ...  
Menu and window animation  
Themes

## Advanced Tab

Under the Server authentication in the middle use the arrow drop down box to select "Connect and don't warn me"  
Close the Options button

When finished, click "Cancel" on the General tab

Double-Click the shortcut/file created to start the connection. You can follow the steps listed above to make multiple shortcuts/files with different settings – just name them differently.

To edit the shortcut later on right-click on it and select "Edit"

### **Use the following steps to use your saved connection.**

1. Double-Click the shortcut/file created to start the connection
2. Your speed will depend on your internet connection
3. Once it connects it will ask you to login. Use your network login name and password
4. "Log on to" field should be Bell-Tech (You may have to click the Options button to display this field)
5. The remote server has Office installed, as well as Photoshop, Illustrator, Acrobat and Indesign
6. You will have access to your network drives, but not to the desktop on your office computer.
7. You can print to your local home printer (See instructions above) or we can set you up to print to your BTC printer. Be careful what and where you print and avoid printing confidential or sensitive information at home or on a public access printer.
8. The bar at the top of the screen allow you to minimize, maximize or shutdown the connection to the server
9. To logout click "Start" and then "Logout"

When finished with your work, don't leave it logged in, but disconnect to free up resources for other users, since we can only support 20 - 30 connections at a time.

### **For Mobile Devices (Android Tablets and phones/iPad/iPhone, etc.)**

1. Install the RDP app from Apps store  
There are many Remote Desktop (RDP) apps that can be used. We use the **2X** free app on BTC owned Android and iPad tablets. Microsoft also has an Android RDC app available
2. Add a new Connection  
You will get the following options
  - Choose RDP Connection
  - Alias = **BTC Network**
  - Address = **btc-remote.btc.edu** or **btc-remote2.btc.edu**
  - Port = **3389**
  - Leave Username and Password blank (Entering your information here will violate our security policies). If it requires a username, enter in one blank space

### **Display and Experience**

- Leave defaults for best performance

### **Save**

### **To run**

1. Make sure you are connected to the internet
2. Tap on the "BTC Network" profile that you have just created

3. Then login to the server. You can use the "Mouse" command from the toolbar to select small items.
4. A stylus can be helpful if your screen is small

## **Outlook**

The first time you use Outlook it will ask you for some basic configuration steps

Click on the Outlook icon in the Quick Launch bar at the bottom of the screen or on the Desktop

If the icon is not there then open Outlook using the following steps

- Click the "Start" Button
- Then "Programs"
- Then "Microsoft Office"
- Then "Microsoft Outlook 201x"

You may get the following message "The name could not be matched to a name in the address list"

- Click OK
- Click on "Start", "Settings" and click to open the "Control Panel"
- Double click on the "Mail" icon to open it
- Click the "Email Accounts" button
- In the "Email" tab, double click on "Microsoft Exchange" located in the white box
- In the "User Name" box, type your first and last name, separated by a space and then click the "Check Name" button to the right
- Your name should appear with an underline in the "User Name" box. Click the next button.
- A box will open congratulating you on setting up your account. Click "Finish".
- If you get a box asking you about RSS feeds, click "No"

These steps will only need to be done the first time you use Outlook.

Call Computer Services Helpdesk at 752-8417 if you have any questions.