Bob Penn

Subject: Remote Desktop Tutorial:64910

Below are the steps to login to your Remote Desktop. If you have any questions, please let me know.

- 1) Click 'Start' or 'Search' in bottom left corner of desktop
- 2) Search 'Remote Desktop Connection'
- 3) Open 'Remote Desktop Connection'



4) Insert URL in 'Computer' field

a. If OUTSIDE S. Arlington Office: oe.TheAmpersandGroup.com:64910

- b. If INSIDE S. Arlington Office: Tag-RDP1
- 5) If Username not present in 'username' field, click 'Show Options' in bottom left corner



- 6) Insert username into 'username' field. Your username should be formatted as seen below.
 a. TAG \ (backslash) First initial, Last Name (ex. TAG\RRussell)
- 7) You can save credentials for next time, then click 'Connect'

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8) Login as you would each morning on your office computer and click 'OK'

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	Click OK		

- 9) After clicking 'OK' in step 8, you should be logged in and have access to your Remote Desktop
- 10) To log off Remote Desktop, click 'Please Log Off Here' Shortcut Tab