Bob Penn
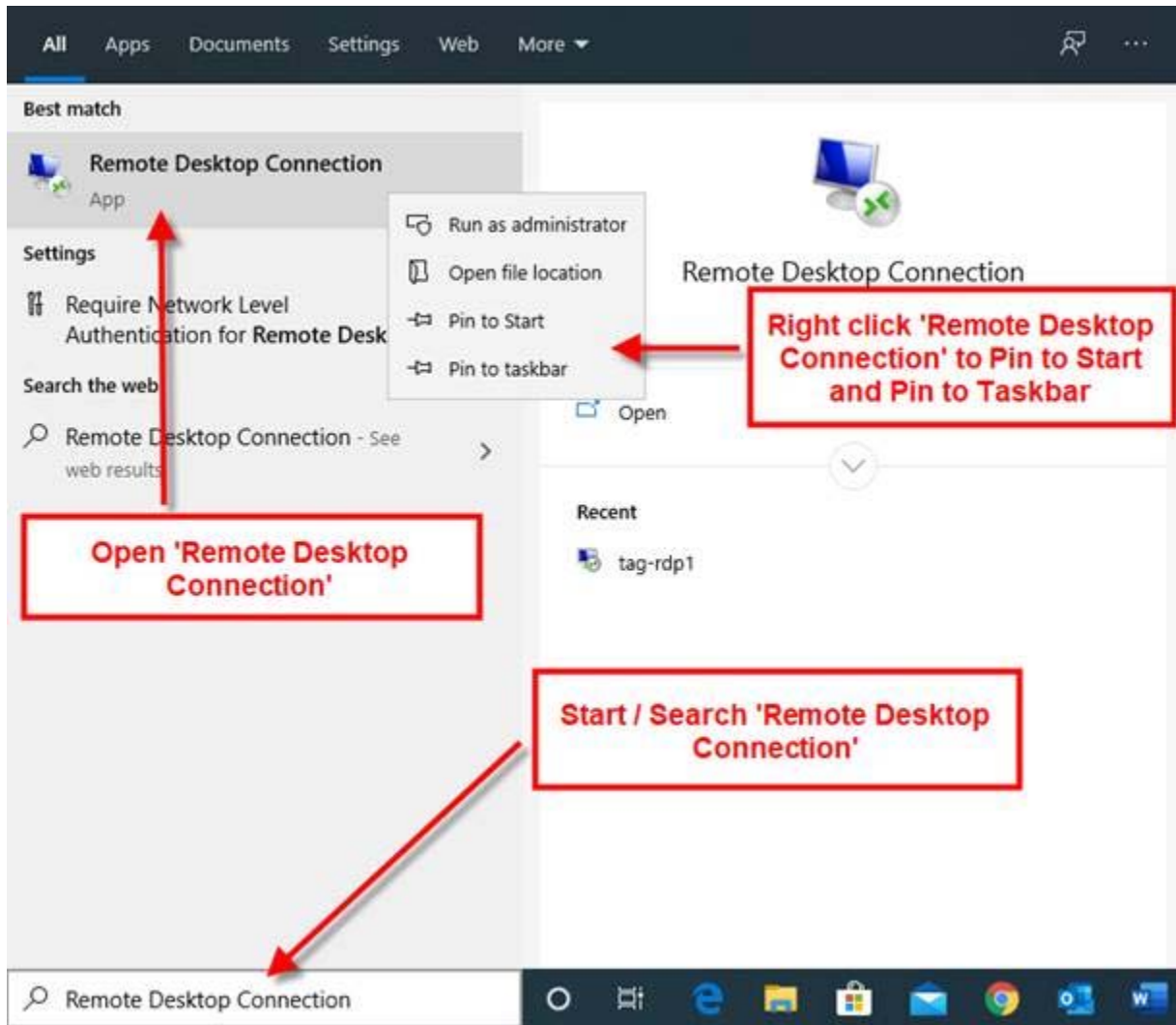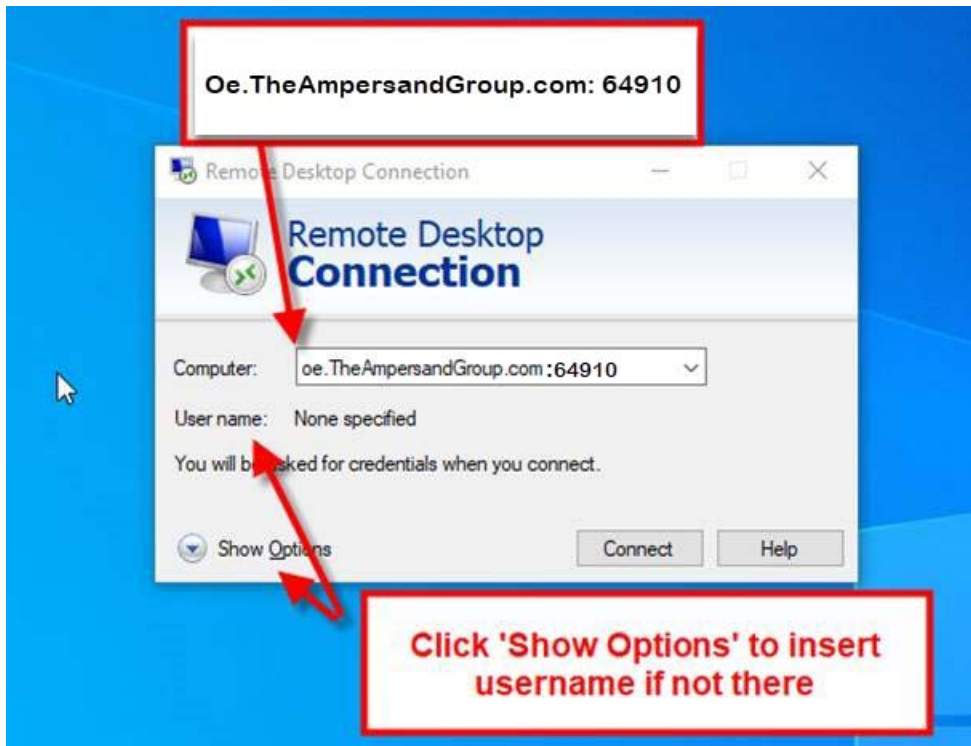
Subject: Remote Desktop Tutorial:64910

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'
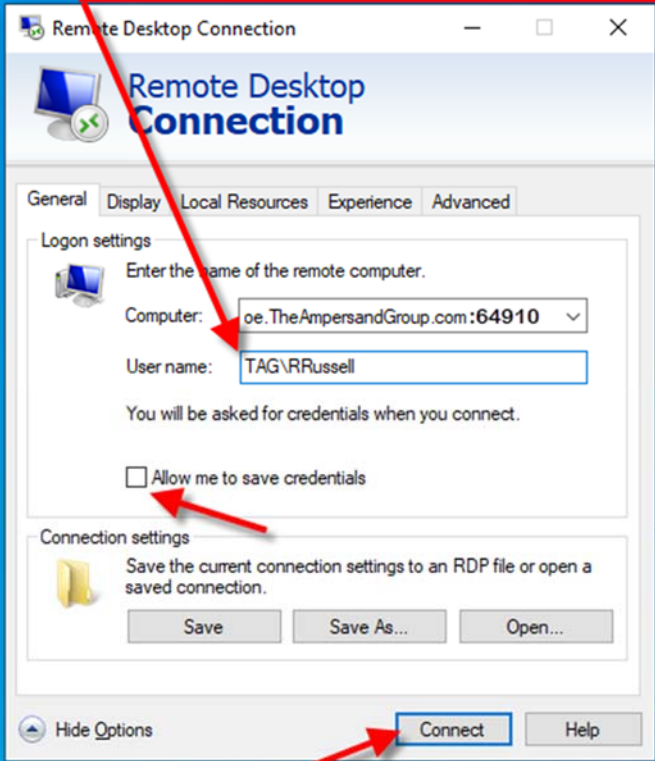3) Open 'Remote Desktop Connection'

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

Oe.TheAmpersandGroup.com: 64910
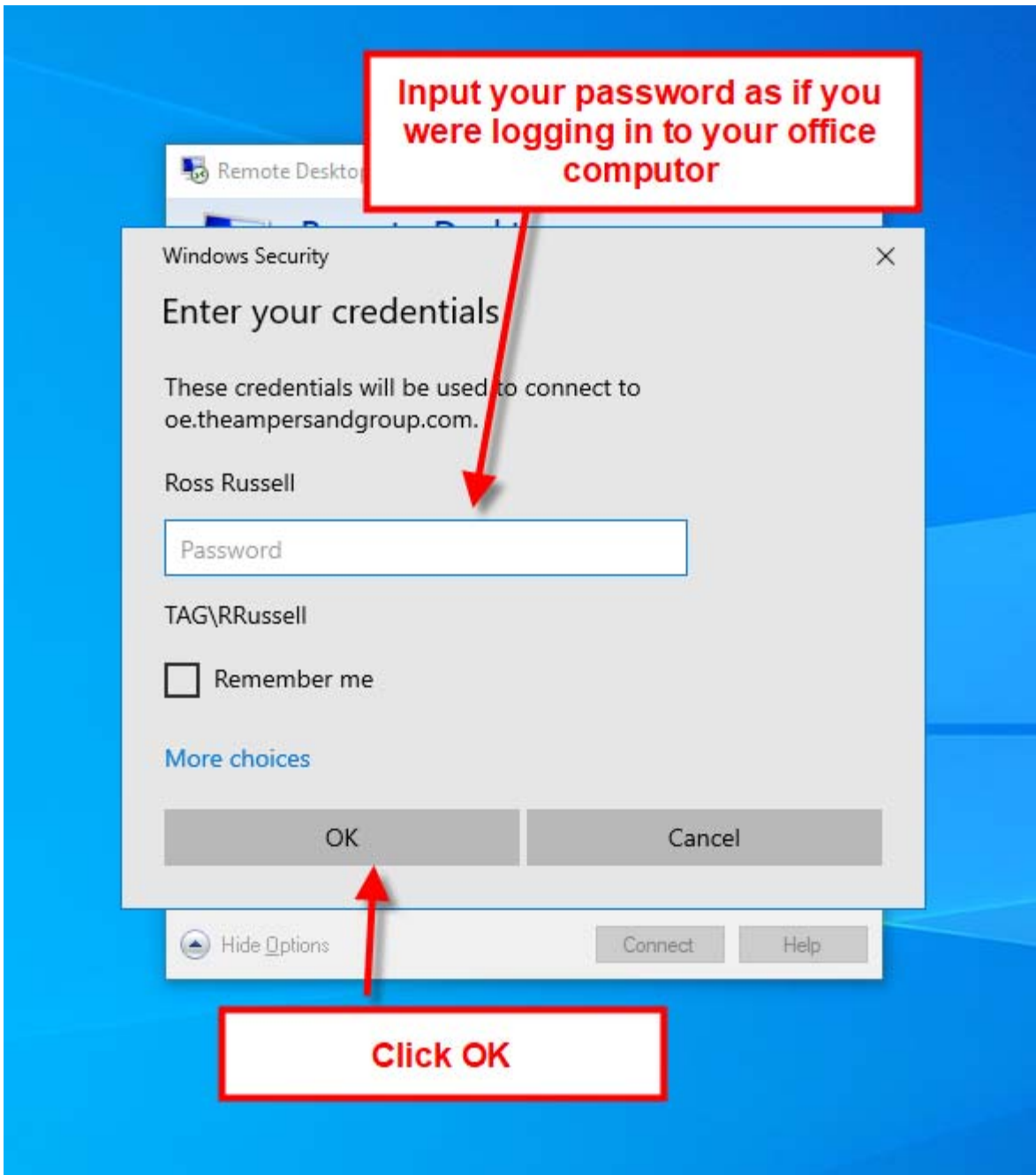
Click 'Show Options' to insert username if not there

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'

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