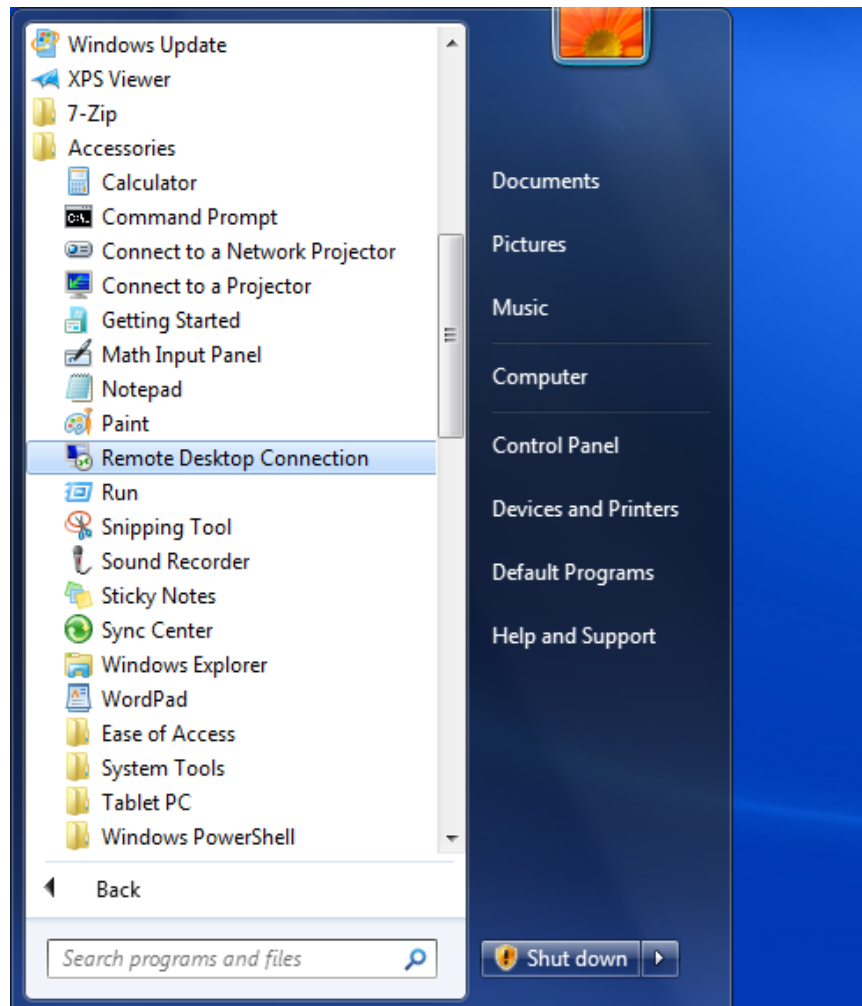
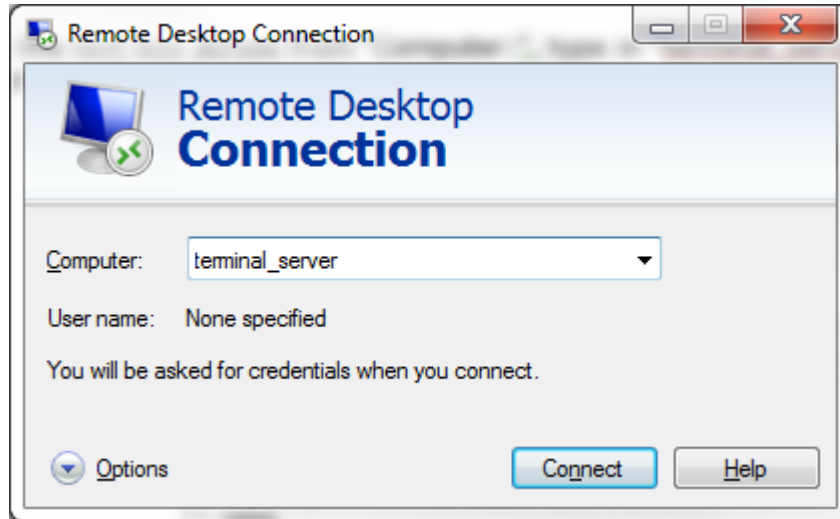


To log into terminal server using **Windows 7** operating system, follow the instructions below.

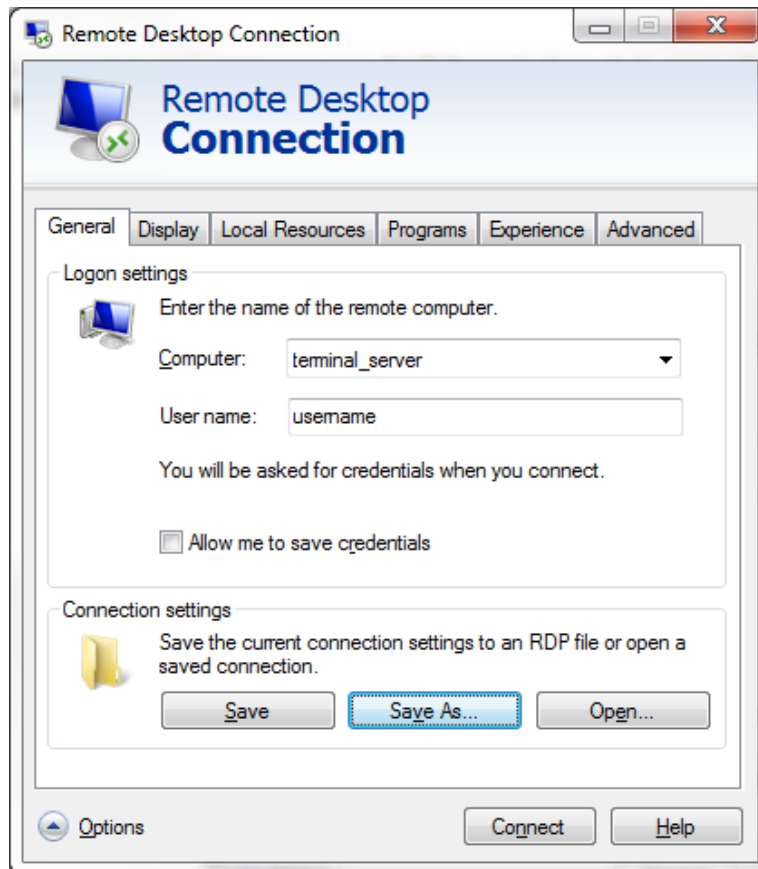
- Click "Start", then "All Programs", then "Accessories", and click "Remote Desktop Connection"



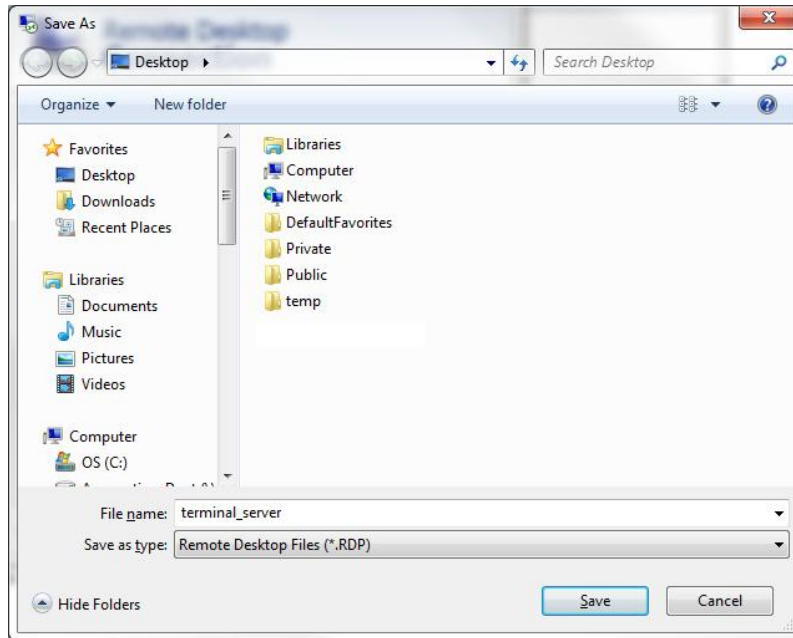
- In the text box across from "Computer:", type in "terminal\_server", where "terminal\_server" is the name or IP of the server you are trying to log into.



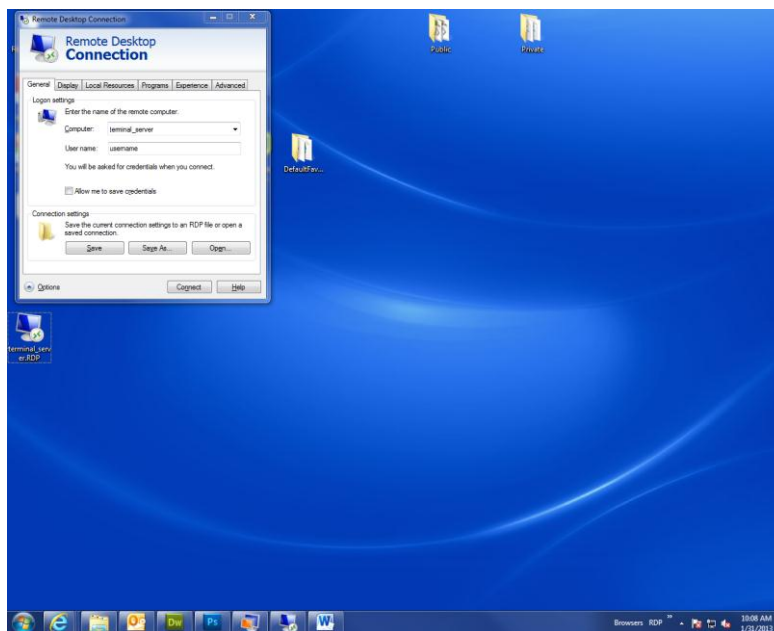
- To save your user name so you don't have to type it in every time, click "Options", on the "General" tab, type in your user name, then click "Save As"



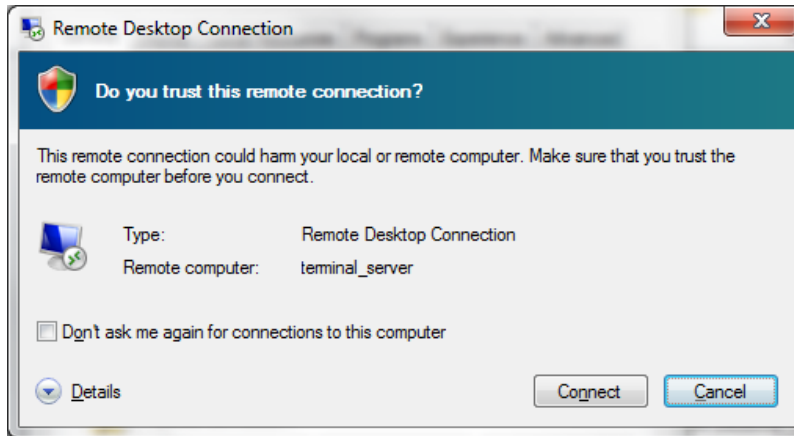
- Select "Desktop", then at the bottom across from "File name:" in the box type in "terminal\_server", where "terminal\_server" is the name of the server you are trying to log into, and click "Save"



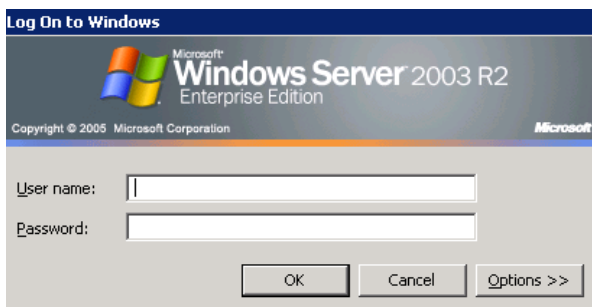
- This placed the "terminal\_server" remote login icon on your desktop. Click "Connect".



- If you are prompted with this window, put a checkmark in the box next to "Don't ask me again for remote connections to this computer" and click "Connect"



- Depending on the type of server you are trying to log into, you will get different log-in prompts. Type in your password and click "OK" (your user name would already be filled in)



Windows Server 2003



Windows Server 2008

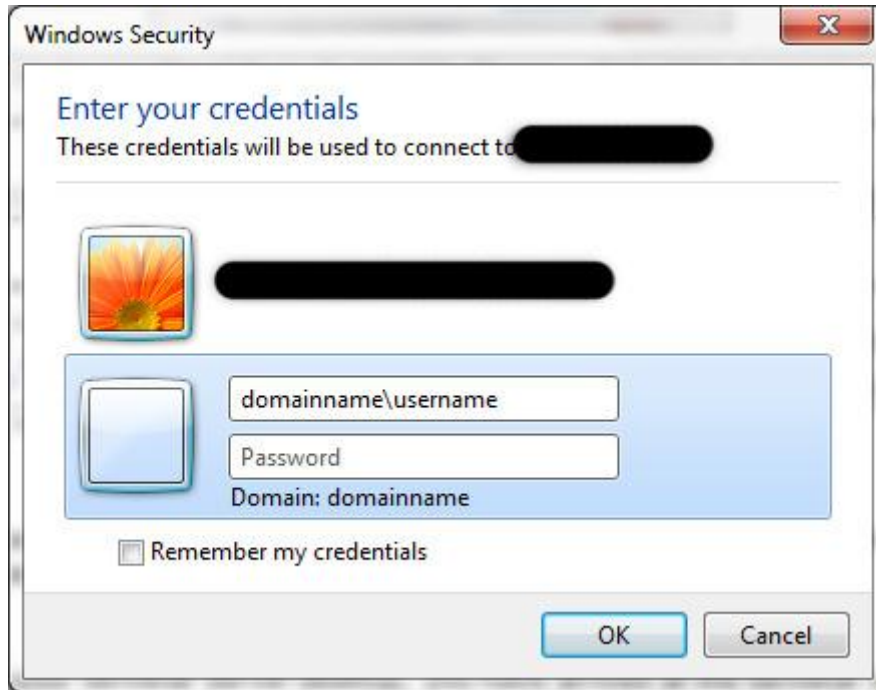


Windows Server 2011

- In Windows Server 2003, enter your password (your username would be already filled in), and click "OK" to log in.
- In Windows Server 2008 and Windows Server 2011, click "Use another account"



- Type in your user name starting with the domain name in this format: domainname\username, and type in your password



"Domain:" now should say the domain name you typed in before your username.

- Click "OK" to log in
- When you see your terminal server desktop, you have arrived at the terminal server.