How to Access the Remote Desktop

Audience: Students using applications from a remote server

Requirements: Windows or Mac computer, On-Campus Location (currently unavailable off-campus). Must be logged into network drives for access (I:, P:, etc.).

Warning: The speed of the remote desktop is variable, so loading time may vary from session to session.

Connecting to the Remote Desktop

Windows Users

1. Double click the stata.rdp or excel.rdp file provided on the Learn Stata site (www.depauw.edu/learn/stata).
2. Enter your network **username** and **password**
3. Click **OK**.

Mac Users

1. Download Remote Desktop Connection for Mac at http://www.microsoft.com/mac/products/remote-desktop/default.mspx
2. Click the download link, save the file to your computer (a .dmg)
3. Double click the file, and then double click the "package" to install the program. Follow the install instructions.
4. Double click the stata.rdp or excel.rdp file provided on the Learn Stata site (www.depauw.edu/learn/stata).
5. Enter your network **username** and **password**
6. Click **OK**. (You might see a warning. Click **Connect**.)

On either Mac or Windows, you should now be connected to Stata or Excel, meaning you see a window running the program. You are not running the program on your computer; you are running Stata or Excel on a remote computer.

Save your work on a network or flash drive (as explained below), NOT on the remote computer.

To **end** your session, simply shut down the application by clicking "X" at the top right of the window.

Using the Remote Desktop

Saving Files

It is not good for you or the server to save your files to the remote desktop; it is possible, but discourteous as it will show to other users and overload the systems. Save the files you created to **your own computer or network drive**. You do this by bringing up the Save dialog box (Save or Save As) and then clicking the My Computer option on the left side. This will expand the choices and your drives (I and P, most importantly) will be displayed. Click the one you want and the folders are displayed in the center of the dialog box.

NOTE: While you should not save files on the server, you can **configure** your programs to your needs, for example, by adding Microsoft Office Excel add-ins. Changes to configuration will be stored to **your** user account. Here is a quick review of how to install an add-in.

Installing an Add-In in Microsoft Excel
1. Open Microsoft Excel.
2. Click the Microsoft logo and choose **Excel Options**.
3. Choose the **Add-Ins** menu option.
4. Click **Go…** next to Manage: Excel Add-Ins.
5. Click the checkbox to add/delete add-ins from your Excel.
6. Click **OK**.
7. You will see a confirmation message. Click **OK**.
8. To access your Add-In from the menu, click the **Add-Ins tab** and choose the add-in you want to use.

Again, this add-in will be available next time YOU log into the remote desktop so it needs to be done only once.