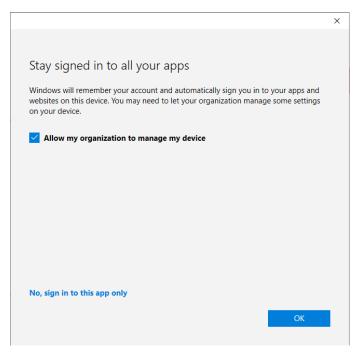
Connecting to VOCAL's Virtual Machine

Open Remote Desktop (orange application icon). You can search for this on your computer or pin it to your start menu or task bar to create a shortcut.

re 🔻	হিন্দ •
	S
	Remote Desktop
>	Арр
>	
>	📑 Open
	Run as administrator
>	Den file location
	-🎦 Pin to Start
	-🏳 Pin to taskbar
	🗓 Uninstall
	> > >

The first time you open Remote Desktop, follow these instructions:

- 1. Click Subscribe
- 2. Enter your username and password shared by Pa'lante Tech. The username should be <firstname>@vocalny.onmicrosoft.com. *This is not your normal VOCAL email!*
- 3. Click Next.
- 4. Uncheck "Allow my organization to manage my device" and click "No, sign in to this app only."



- 5. Click OK.
- 6. And then follow the instructions below.

For all future use of remote desktop, follow these instructions:

Double click "SessionDesktop" to connect to the virtual desktop. You may be prompted to enter your credentials. Then click OK.

Username: <first name>@desktop.vocal-ny.org or @vocalny.onmicrosoft.org Password: Contact <u>tech@vocal-ny.org</u> if you've forgotten yours.

🥵 Remote Desktop	- 🗆 X	
	د النام Settings 🗄 Tile ۲۰۰۰	
~ VOCAL	janine@VOCALNY.onmicroso Windows Virtual Desktop	
SessionDes	Windows Security	×
ktop	Enter your credentials	
	These credentials will be used to connect to VOCAL.	
	janine@desktop.vocal-ny.org	
	Password	
	Remember me	
	More choices	
	OK Cancel	

You should now be connected to your remote desktop. Please don't use this desktop to access anything besides AIRS or FundEZ! Do not save documents to the desktop or folders.

You can also access your remote desktop via a web browser on any computer at <u>https://rdweb.wvd.microsoft.com/arm/webclient</u> and entering the same credentials as above.

Once connected:

To access AIRS for the first time: Open File Explorer, and enter "<u>\vocalappserver\airs</u>" to navigate to the AIRS shared folder. Scroll down until you see "urs – Shortcut(2)" and drag that to the Desktop to copy the shortcut there. You should then be able to use AIRS normally.

SessionDesktop								- 0	>
0									
ayele Bin									
7	🦺 🗹 📕 =	Manage Manage	airs				- 🗆 X		
ND E-Z 12	File Home Share	View Shortcut Tools Application Tools					~ 🕐		
	← → ∽ ↑ 💄 > Netv	vork > vocalappserver > airs			v U	,○ Search airs			
a s		Name	Date modified	Туре	Size		^		
1	🖈 Quick access	Control.urs	12/3/2020 7:54 PM	URS File	1 KB				
	🗖 Desktop 🛛 🖈	control.urs	12/3/2020 7:54 PM	Text Document	0 KB				
	Downloads *	ePDFDirector.dll	12/3/2020 7:54 PM	Application extens	496 KB				
	🖹 Documents 🛷	ereports.dll	12/3/2020 7:54 PM	Application extens	311 KB				
	Pictures 🖈	GLAI0520	12/3/2020 7:54 PM	Compressed (zipp	1,257 KB				
		GLAI1120	12/3/2020 7:54 PM	Compressed (zipp	1,377 KB				
		GLPEMS2URS1112	12/3/2020 7:54 PM	XML Document	63 KB				
	3D Objects	msvcr71.dll	12/3/2020 7:54 PM	Application extens	340 KB				
	C on BABYOCTOPUS	🛎 setup	12/3/2020 7:54 PM	Application	15,917 KB				
	Desktop	n Setup	12/3/2020 7:54 PM	Windows Installer	13,684 KB				
	Documents	supportURL.dat	12/3/2020 7:54 PM	DAT File	1 KB				
	Downloads	SYRINGES 2	12/3/2020 7:54 PM	PDF File	21 KB				
	Music	Thumbs	12/3/2020 7:54 PM	Data Base File	18 KB				
	E Pictures	UCI_Generator.dll	12/3/2020 7:54 PM	Application extens	17 KB				
	Videos	upg_conf.frx	12/3/2020 7:54 PM	PDF File	18 KB				
	Sindows (C:)	upg_conf_7-2-14	12/3/2020 7:54 PM	PDF File	20 KB				
	Temporary Storage	urn32.dll	12/3/2020 7:54 PM	Application extens	84 KB				
		🔊 urs - Shortcut	12/3/2020 7:54 PM	Shortcut	2 KB 25,697 KB				
	🥩 Network	Urs X_AIRS_utilities_reports_upg_conf.frx	12/3/2020 7:54 PM	Application PDF File	25,697 KB 19 KB				
		urs - Shortcut (2)	12/3/2020 7:54 PM 12/14/2020 9:06 PM	Shortcut	19 KB				
	160 items 1 item colored		12/14/2020 9:06 PM	Shortcut	ZND				
	168 items 1 item selected	1./9 ND					8==		

To access FUNDEZ, simply click on the FEZ12 shortcut on the desktop.

Please remember to log out when you are done using the remote desktop!