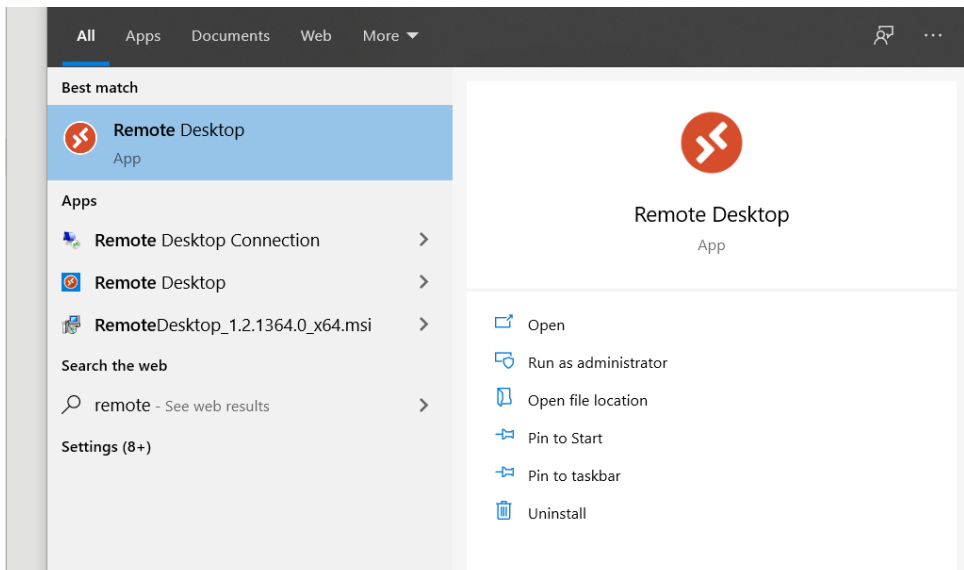


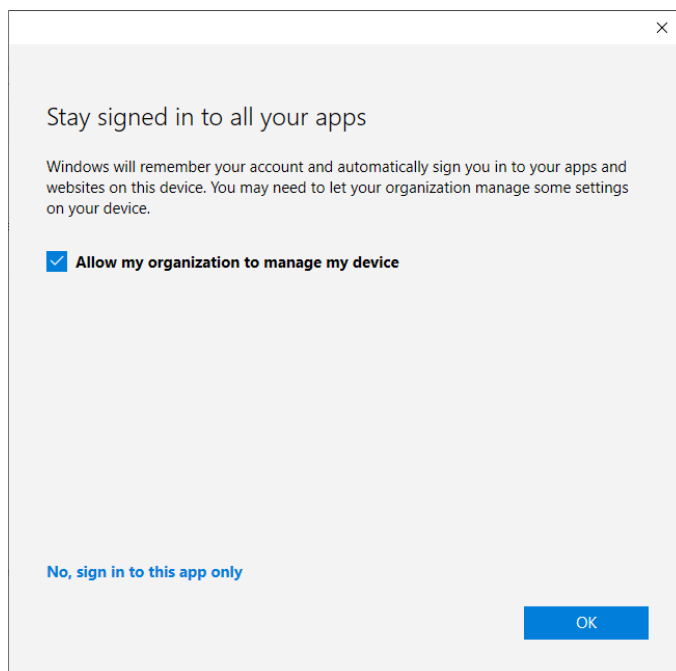
Connecting to VOCAL's Virtual Machine

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.



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."



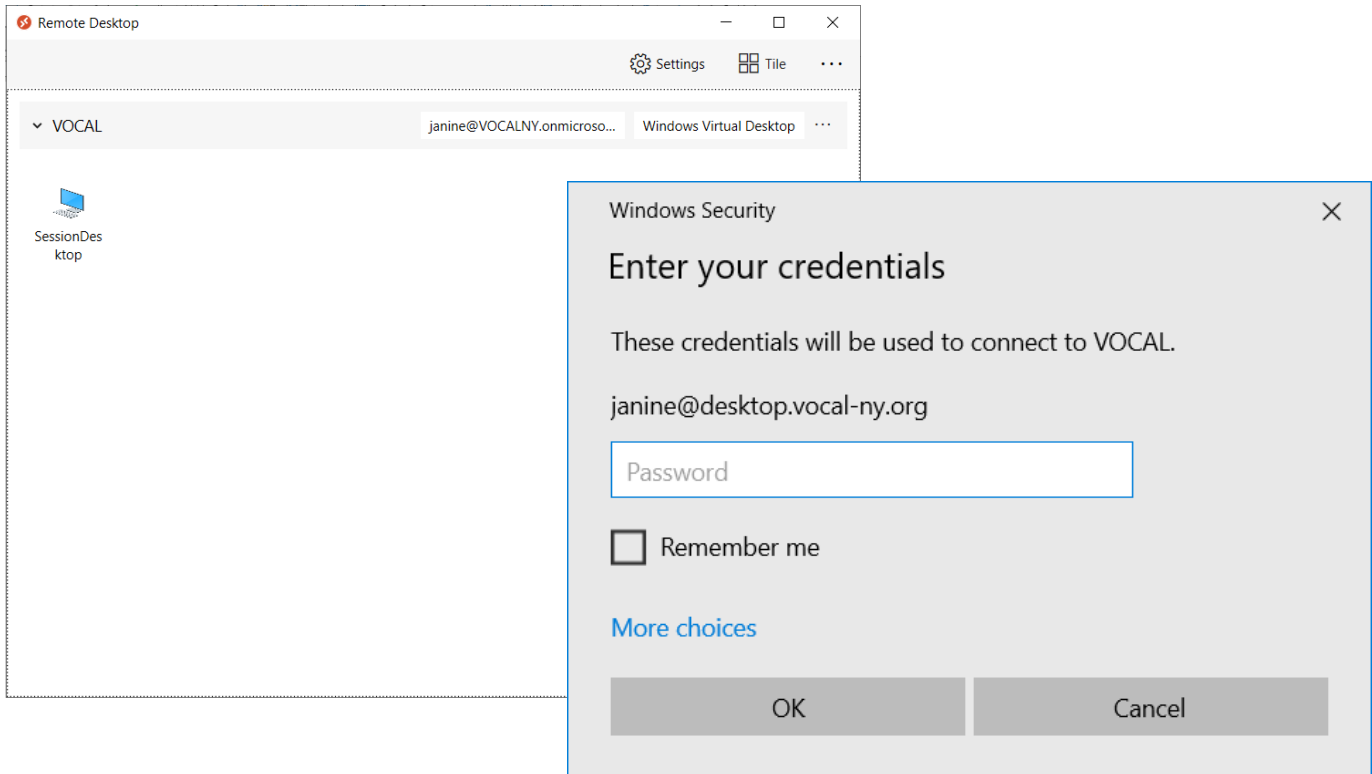
5. Click OK.
6. And then follow the instructions below.

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 tech@vocal-ny.org if you've forgotten yours.

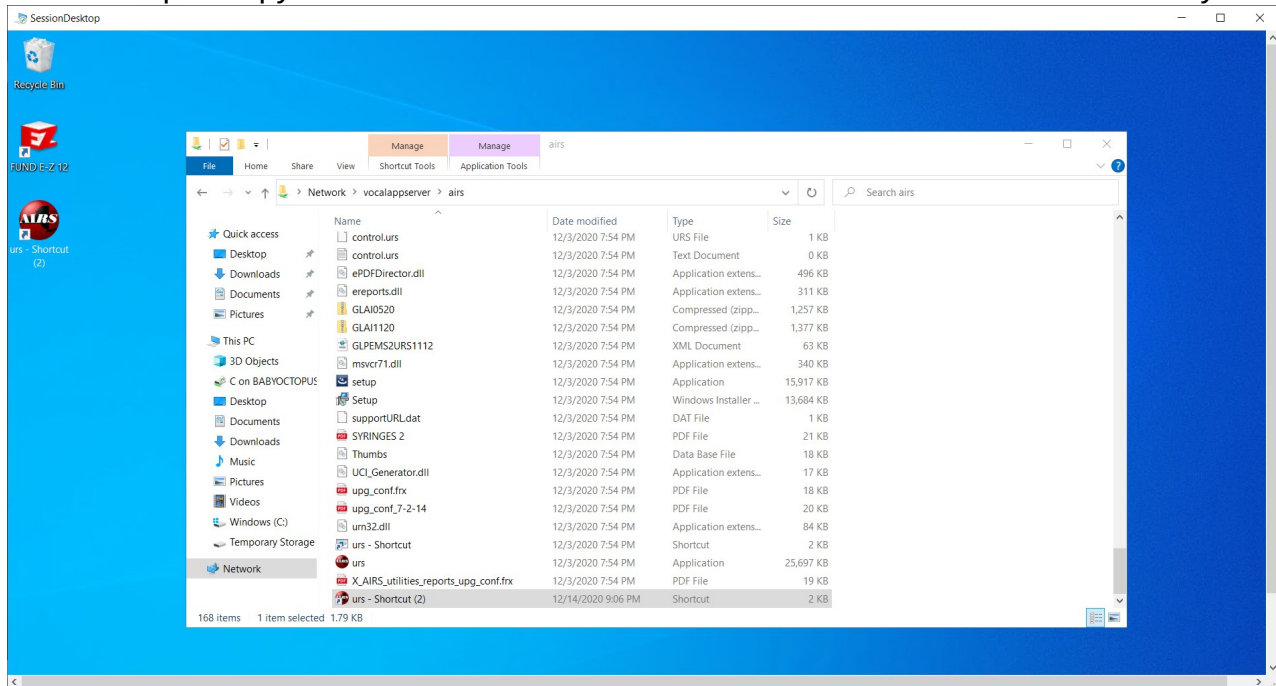


You should now be connected to your remote desktop. Please don't use this desktop to access anything besides AIRS or FundEZ! Do not save documents to the desktop or folders.

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

Once connected:

To access AIRS for the first time: Open File Explorer, and enter “\\vocalappserver\airs” 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.



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!