WebStore Remote App Instructions.

Thank you for using the WebStore Remote Application service. Please read through the information below completely. You will find answers for many questions or issues that might arise as you use the service. If you have received these instructions, it means we have created your account on the server.

1. You must use Microsoft Remote Desktop to connect to the server. If you are using a Windows computer you already have Remote Desktop installed. If you are using a Mac, you can download and install Microsoft Remote Desktop for Mac from this link, Microsoft Remote Desktop for Mac. Make sure you have this installed before you attempt to use the connection file to connect to the server.
2. In order to connect to the server from off campus you must use the campus VPN. The VPN connects you to the campus network and allows your computer through the server firewall. If you skip this step, you will get an error telling you that the connection cannot find the computer you are trying to connect to. Visit VPN Configuration for the information you need to connect via VPN. Take note of the section that shows you how to configure the connection to send all of the traffic over the VPN.
3. Save the RDP connection file from your WebStore order history in a handy place on your computer. You will use this file each time you connect to the server.
4. **Open the file with Microsoft Remote Desktop. In most cases, double-click the file to do this. You can also right-click the RDP file and choose "Open with" from the pop up menu. It is important that you use this file to connect to the server. It is pre-configured to open the application you will be using and to create a connection back to your local computer that enables you to access your data files. If you are using a Mac you may need to take the extra step to enable Redirection to the hard drive on your computer. See this KB article for help.**
5. Enter your user name and your password as follows for your campus.

Campus	Username	Password
Urbana	UOFI\netID (example: UOFI\gwpig2)	netID password
Chicago	AD\netID (example: AD\gwpig2)	common Ad Password
Springfield	UISAD\netID (example: UISAD\gwpig2)	netID password

   An example of what this looks like can be found here.
6. Once you are connected, the application will open in its own window. It will look as though it is running on your computer. To exit the application, simply close the window.

Now that you can connect to the server, the instructions below will help you work with your data. As mentioned, the RDP file we send you creates a connection back to your local computer. This will allow you to open and save your files from and to your local computer. You do not need to copy them to the server or email them to yourself. Here is how it works. (If you are using a Mac you may need to take the extra step to enable Redirection to the hard drive on your computer. See this KB article linked above for help)

1. From inside of your application, Select, File > Open.
2. In the next window click the Network icon along the left.
3. Next, double-click on Tsclient to the right.
4. What you will see next is the drive, or drives on your computer. You will recognize your drives by the name of your computer.
5. Now browse to the location of the file you want to open on your computer.
6. To save a file back to your computer, repeat the same steps using File > Save.

(The RDP file also enables the clipboard, if your application allows you to copy data, you can use this tool.)