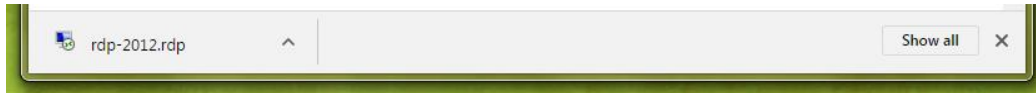


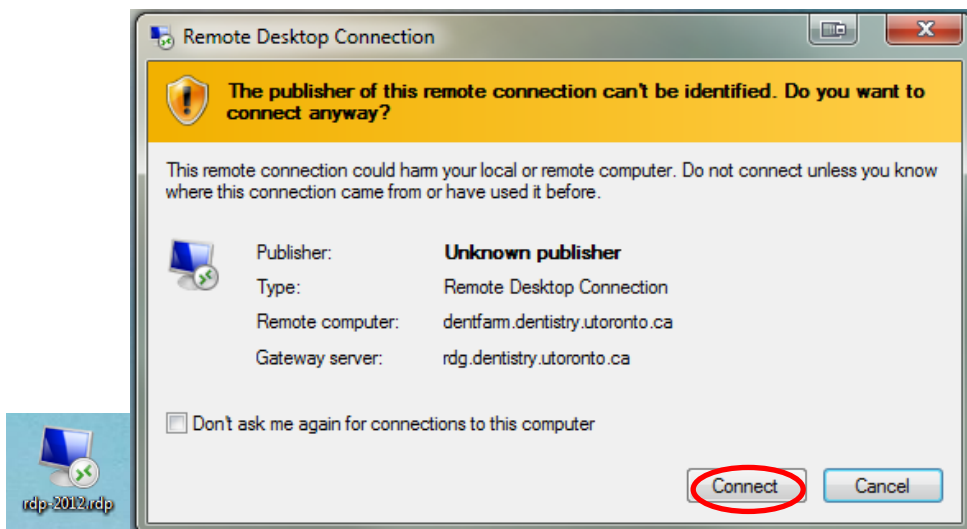
Staff & Faculty Microsoft Remote Desktop for Windows

Step 1: At the bottom of this page where the attachments are, click the “**Remote desktop access for Staff/Faculty only**” to download the remote desktop file and save it to your desktop, (or if it downloads to the bottom of your web browser (as below), drag it to your desktop).

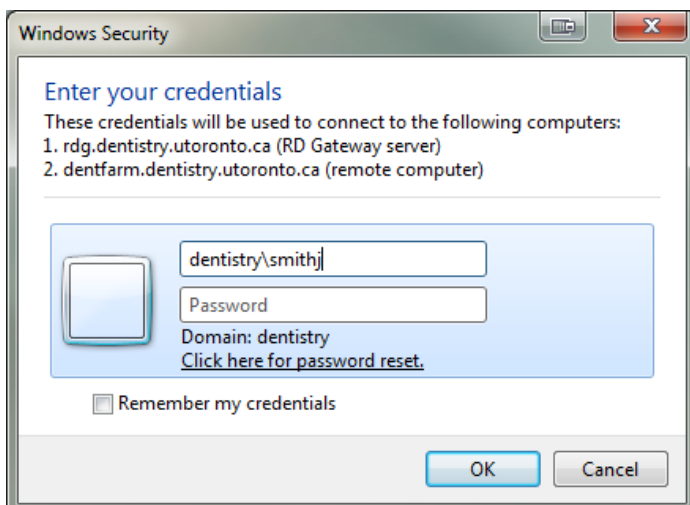


This will be how you will access the system every time you want to access the Dentistry desktop from your personal computer.

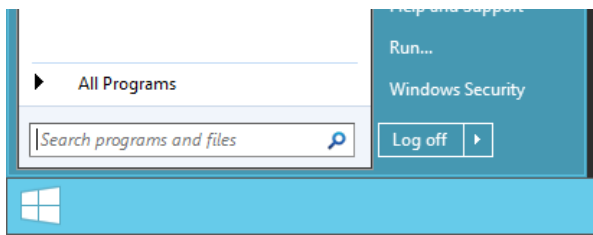
Step 2: Double click the icon to begin. This dialogue box should appear. Click Connect.



Step 3: For your username, enter: “**dentistry\<your Utor ID>**” and the same password you use to log in to computers in the school. Once you have logged in, you may use Windows as you would on your Dentistry computer.



Step 4: To end the remote session, log off your account using the option inside the remote session.



****Please Note****

Your remote connection will automatically terminate after 15 minutes of inactivity.
The maximum session time is 3 hours.
Do not copy and paste any information from Axium to your local computer.