

Remote Desktop: How to Log into the College Network from Home

You can access all the college software and network drives away from college using our Remote Desktop

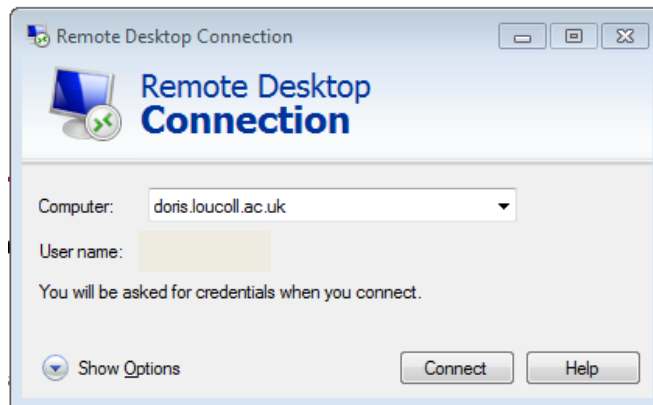
Start the Remote Desktop Connection

Windows 10: type **Remote Desktop** in the 'Search' box and click to select.

(see below for other ways to start Remote Desktop including for Windows 7 and 8.1)

Remote Desktop Connection

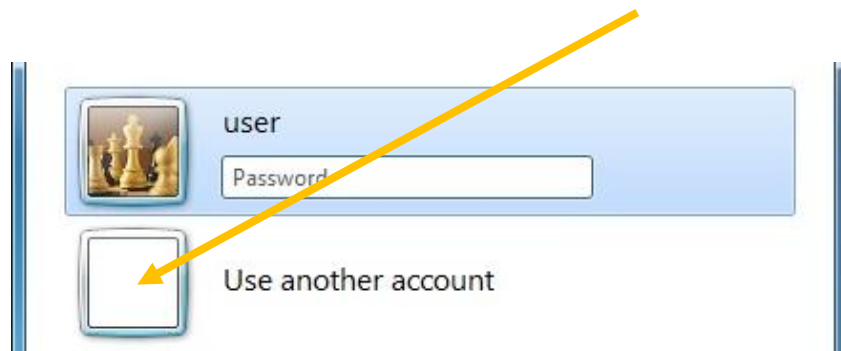
Type **doris.loucoll.ac.uk** in the box and click **Connect**.



If you get a box asking you to verify the computer you are connecting to click "connect".

Log on

To enter your college user name **and** your password click the **Use another account** box



Or if you do not see this option, click **More choices** and then **Use a different account** so you can enter both a username and password.

You will now need to enter:

- **charnwood\user name** (the student number on your college card) in the first box
- your **college password** in the second box:

Students enter:

charnwood\ <i>User name</i>
<i>Password</i>


This will give you access to the college network including your P:drive and Learnzone.

Staff enter: **epinal\user name** and *college password*.

Log off

Please remember to log off from Remote Desktop by clicking the **Start** (Windows button) and the '**Log Off/Sign out**' option. This will disconnect your session, leaving it free for other users.

Other ways to start the Remote Desktop

Press the Windows key on your keyboard  and the **R** key at the same time and type **mstsc** and click "**OK**"

Windows 7 and Vista:

Click Start (windows) button > All Programs > Accessories > Remote Desktop

or click the windows button  and type **mstsc** into the *Search programs and files* box

Windows 8.1:

Click 'Start' (box appears when the pointer is over the bottom left corner of the screen), then start typing 'remote' on the screen and click the Remote Desktop box that appears.

or if you do not have the remote desktop client:-

download the software for your operating system using the links on the Remote Desktop page on the college website: <http://www.loucoll.ac.uk/> click the **Menu** button in the top right hand corner and select Remote Desktop.

If You Need Help

Phone: 01509 618318

Email: Library@loucoll.ac.uk