RemoteApp and Remote Desktop Non-Academy Devices – Windows OS

How To Guide

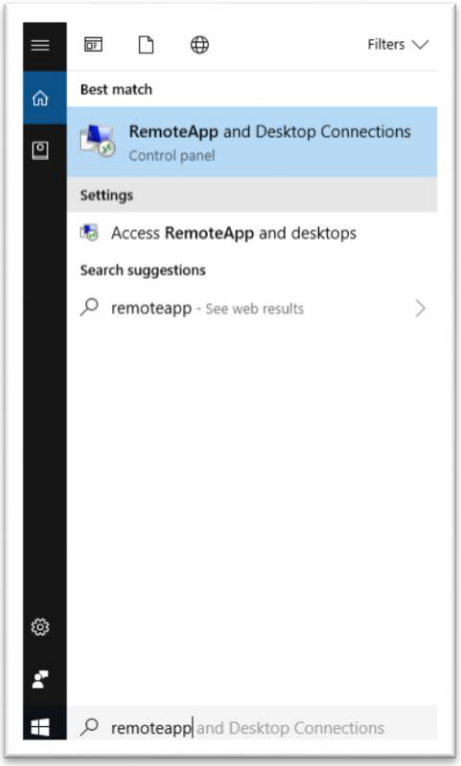
RemoteApp and Remote Desktop – Microsoft Windows OS

Landau Forte provides two methods for connecting to our remote access solution.

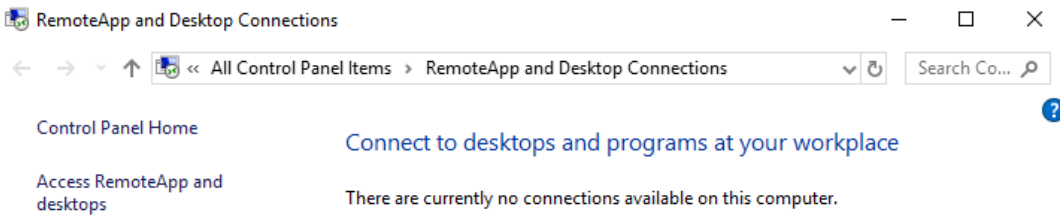
- **Recommended Method:** Add RemoteApp permanently to your computer for quick access.
- **Alternate Method:** Access via the web for on the go access – See Page 5

Initial Setup – Recommended Method

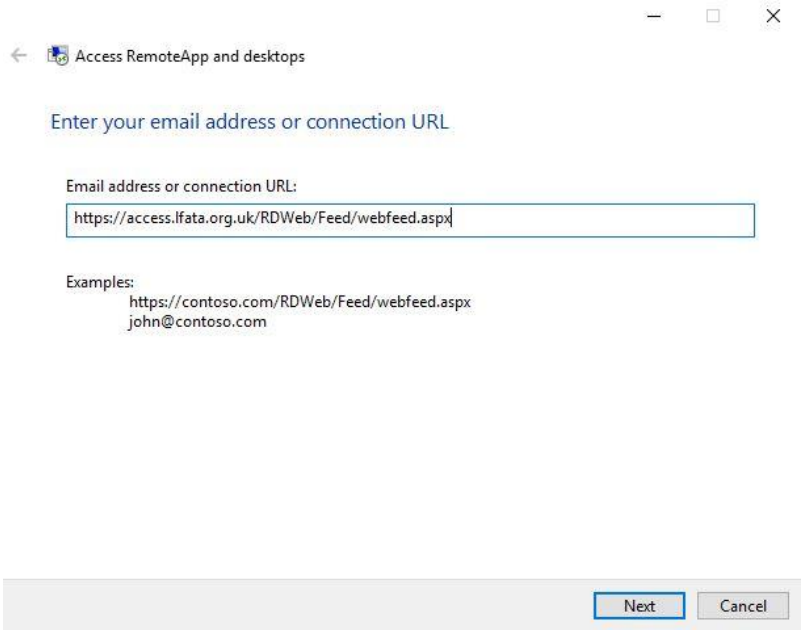
1. On your start menu search for RemoteApp and click on “RemoteApp and Desktop Connections”. Alternatively, this can be found in your Windows Control Panel.



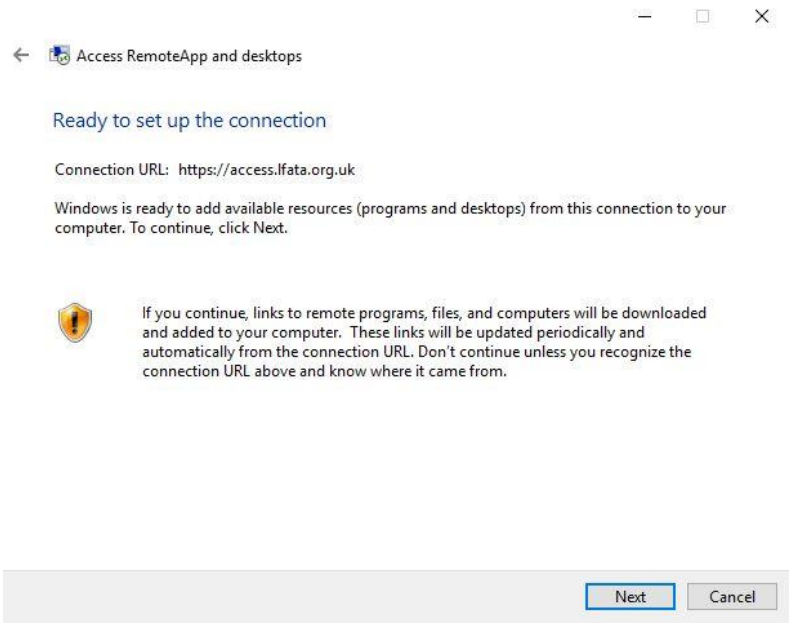
2. Click the link for “Access RemoteApp and desktops” on the left hand side.



3. In the “Access and RemoteApp and desktop” dialog box, enter the address as show below and then click Next.



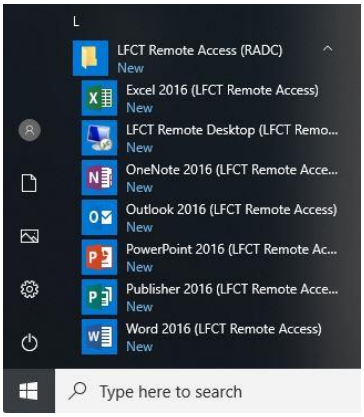
4. Click Next on the “Ready to set up the connection” dialog box.



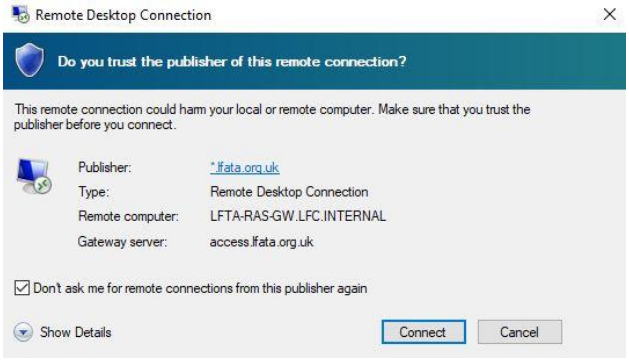
5. When prompted enter your Academy login details as **LFC\USERNAME** followed by your password.
6. You will receive confirmation after successful setup. You are now ready to use RemoteApp and Desktops.

Using RemoteApp and desktop

1. On your start menu you will now have a permanent set of links to access RemoteApp and desktop. Click one of the resources to run it.



2. You can choose to either access the full Remote Desktop app or just individual applications e.g. Microsoft Outlook.
3. After selecting one of the applications you will be asked to verify that you trust the publisher. Check the box “Don’t ask me again for remote connections from this publisher” and click Connect.

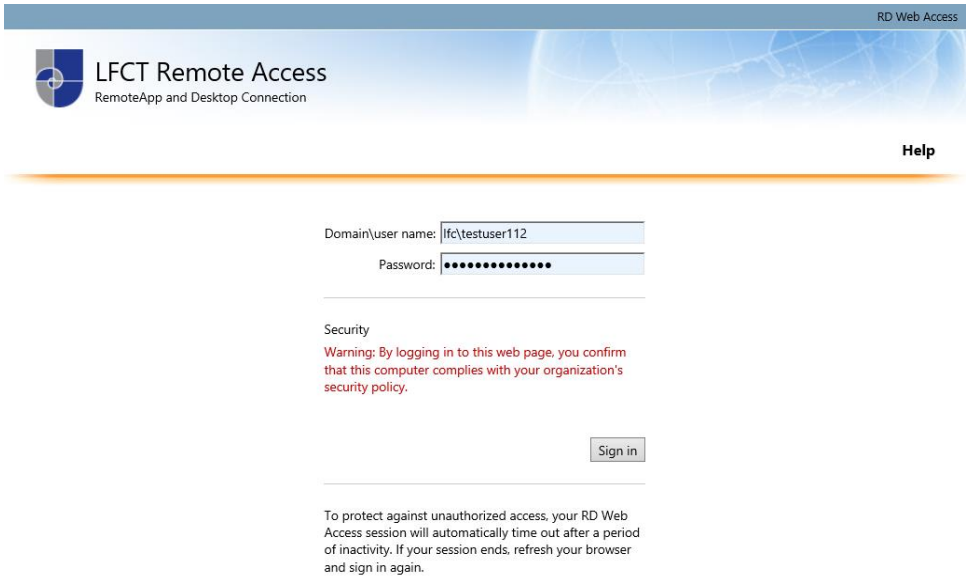


4. You have now successfully completed the setup.

Connecting via the Web – Alternate Method

This method is useful where you are unable to establish a permanent connection as specified above.

1. In your web browser go to **https://access.lfata.org.uk**

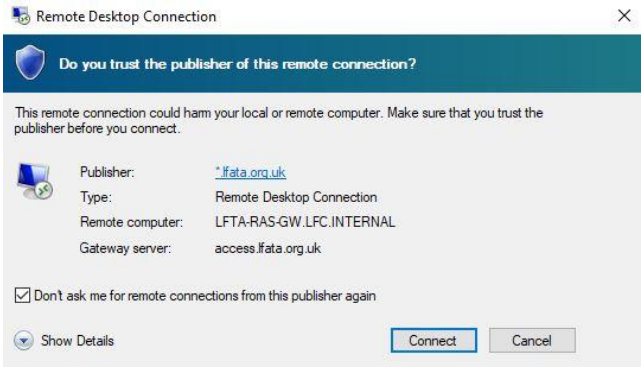


2. Log in with your Academy username and password to access the remote apps. The username must in the format **of LFC\USERNAME**.

3. Clicking on one of the applications will prompt you to open a connection file. Open this file to initiate the connection.

NOTE:- Some web browsers may require you to save the file first.

4. Check the box “Don’t ask me again for remote connections from this publisher” and click Connect.



5. When prompted enter your Academy login details as **LFC\USERNAME** followed by your password.