

	GILES CHEMICAL A DIVISION OF PREMIER CHEMICAL LLC		
	INFORMATION TECHNOLOGY Giles Chemical Remote Desktop Protocol access-(RDP) access from out of office		
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Policy and Instructions on connecting to
Giles Office (RDP) while out of the office
Created by Beth A. Martin

INSTRUCTIONS

Goto Start>Programs>Accessories>Communications>Remote Desktop Connections (click that).
If you do not see it there, go back one step to Accessories and look there.
The following window will open.



Type in 12.69.33.211 for the Computer and click Connect.
It should log you into the server just like it does from your machine here.
You will not have access to your Outlook e-mail unless you have a thin client.
Any printers at your home will not work.

POLICY

By access to and use of Giles network and systems from out of the office, the employee is expected to follow all policies and guidelines that have been set forth as a Giles employee and user as in the office. Giles cannot and will not be held responsible for computer related problems on any personal equipment used to access Giles network/systems. Technical support is limited to Giles equipment only, so use of personal equipment is at your own risk. Do not connect to Giles network/systems if you have any viruses or malware. Ideally, you should have your own protection, and it should be updated and actively running.

It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles network/systems to management or Information Technology immediately or as soon as possible when one of these situations occurs. Giles files or data should never be downloaded on to or saved to any equipment that is not the exclusive property of Giles without prior approval from management and IT.

As a representative of Giles you are expected to use Giles network/systems professionally and responsibly. If you are found to have misused Giles network/systems disciplinary action and possible termination could be a result. Please use good judgment, professional, legal and ethical behavior when using Giles network/systems. Giles also reserves the right access data and logfiles or anything else associated with its network/systems at anytime without notice.