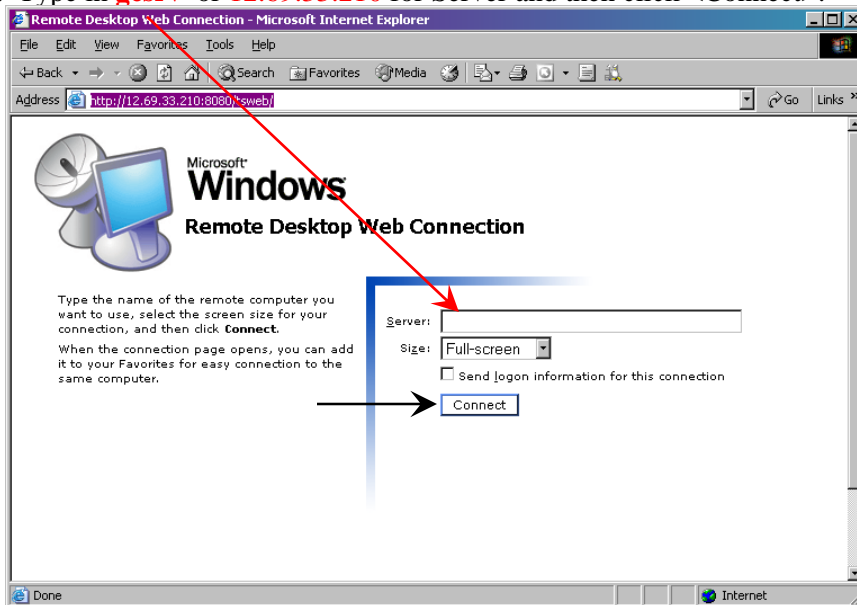




Instructions on connecting to Giles Office (RDP) while out of the office

Created by Beth A. Martin

1. Open any web browser such as: Internet Explorer, Netscape, or Mozilla and type in <http://12.69.33.210:8080/tsweb/>
This will be known as Remote Desktop Protocol (RDP).
A page similar to the following will open.
2. Type in **gcsrv** or **12.69.33.210** for Server and then click <Connect>.



Then a Log On to Windows Server 2003 login window will open.

3. Type in your **user name** and **password**
4. Leave Log on to: as **GCPREMIER** and click <OK>.



You should now be connected to the Giles network and your desktop.