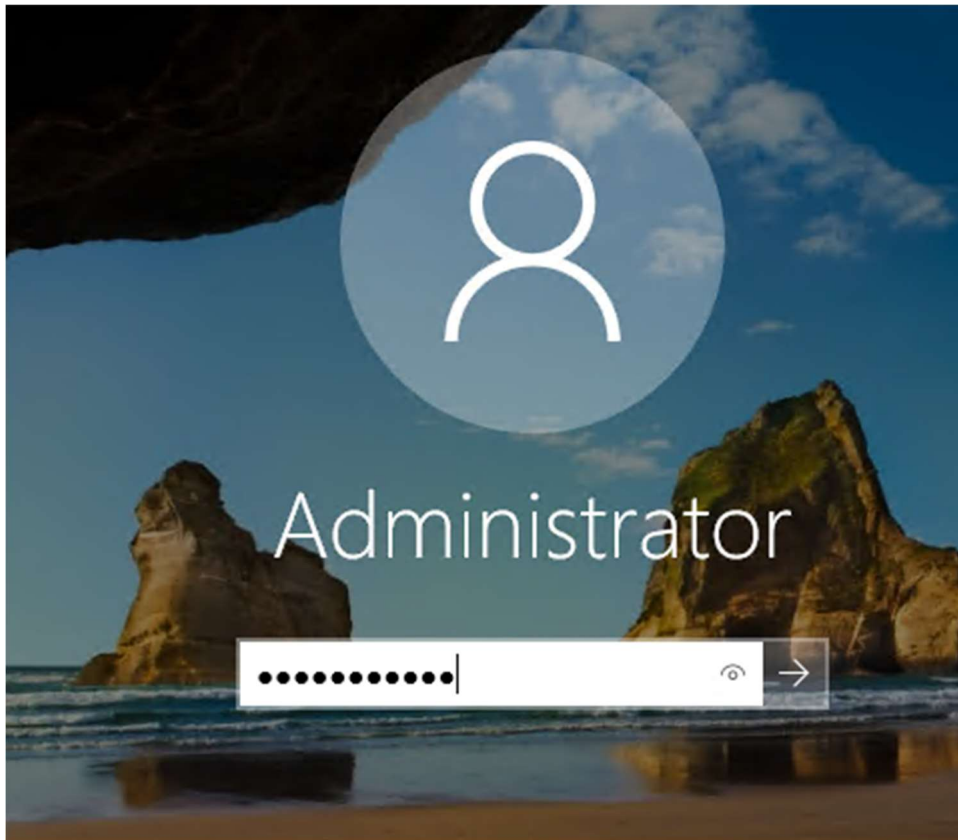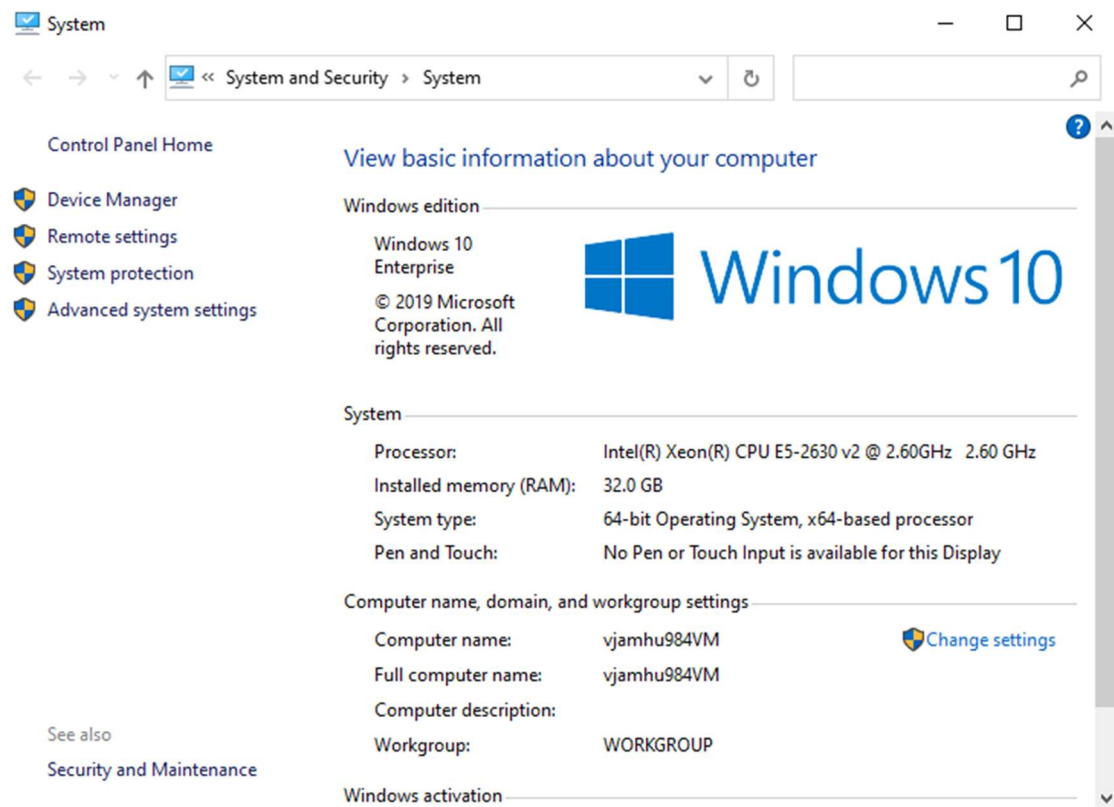1、 Launch RDP session and enter the IP address of your VDI machine, setup options according to instructions on section two and click **Connect**.


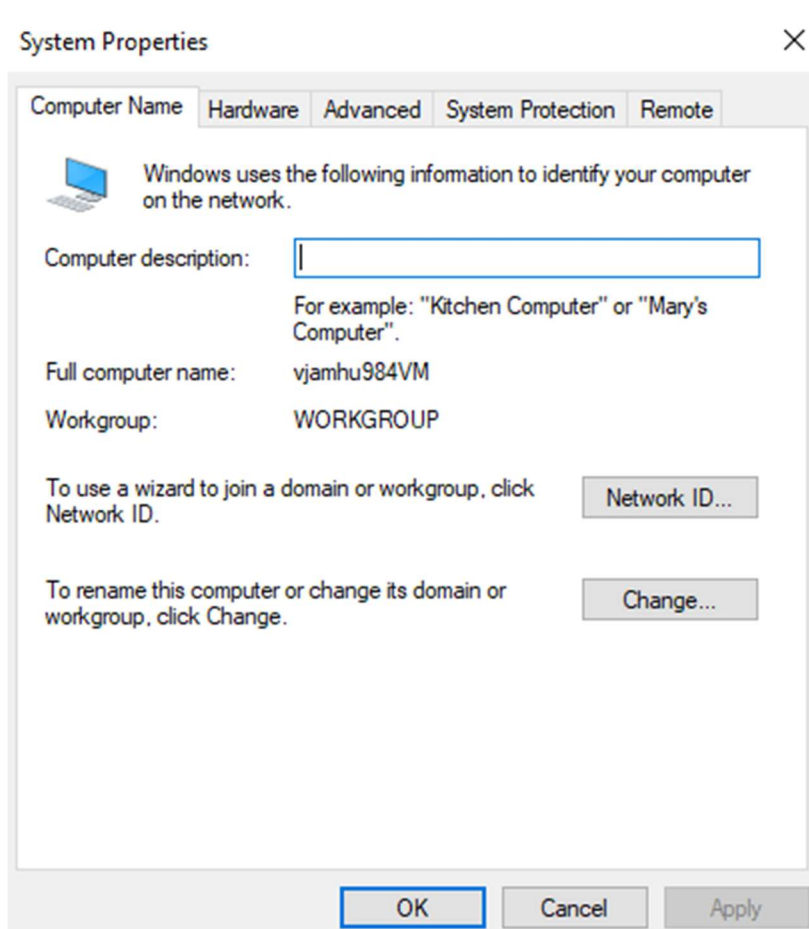
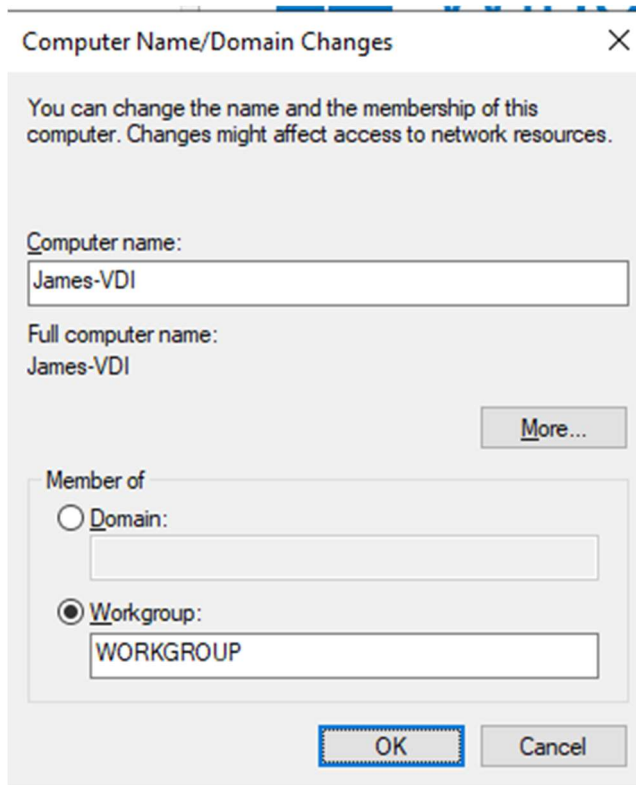2、 Login as Administrator, enter the password you set when creating VDI.

3、Open **System** control panel and click **Change settings**.



4、On **Computer Name** tab, click **Change**

5、 Define an appropriate Computer Name (make sure not conflict with others in domain), please remember and use this computer to start RDP session instead of IP address later, Click **OK** and **Restart Now** to reboot your VDI.

**Computer Name/Domain Changes**  ✕

You can change the name and the membership of this computer. Changes might affect access to network resources.

Computer name:
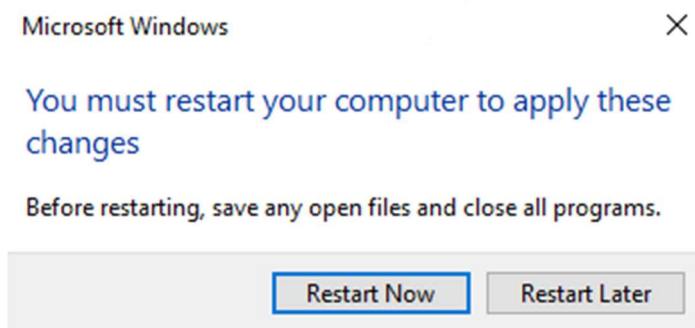
James-VDI

Full computer name:
James-VDI

More...

Member of

◯ Domain:

◉ Workgroup:
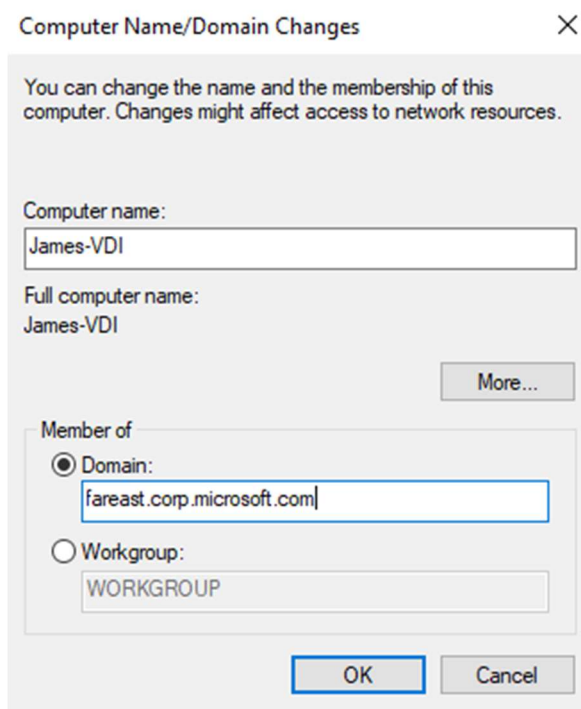
WORKGROUP

OK        Cancel

**Microsoft Windows**  ✕

You must restart your computer to apply these changes
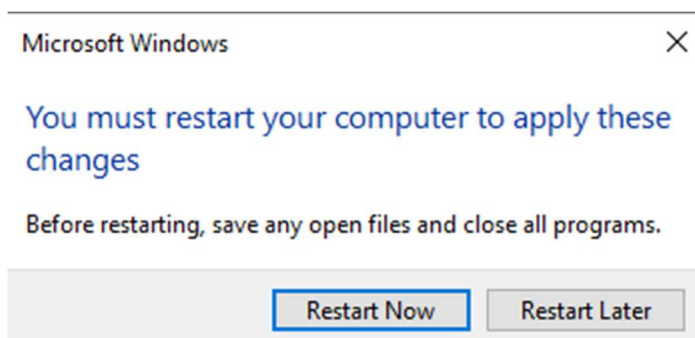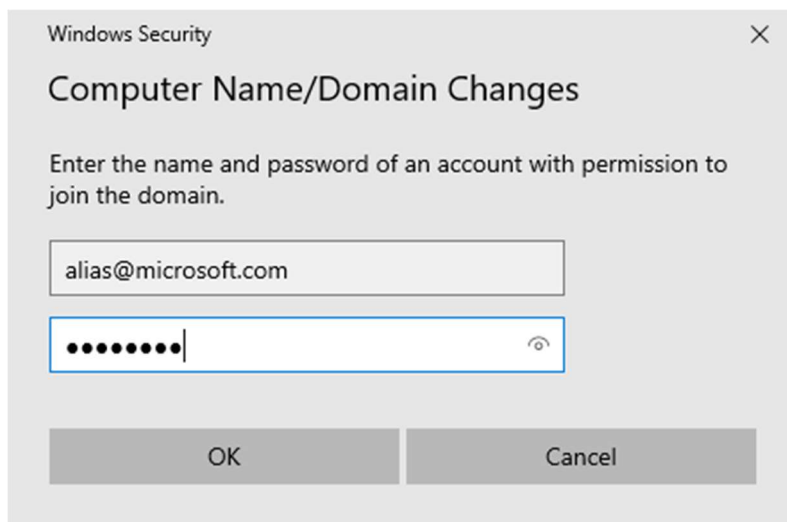
Before restarting, save any open files and close all programs.

Restart Now        Restart Later
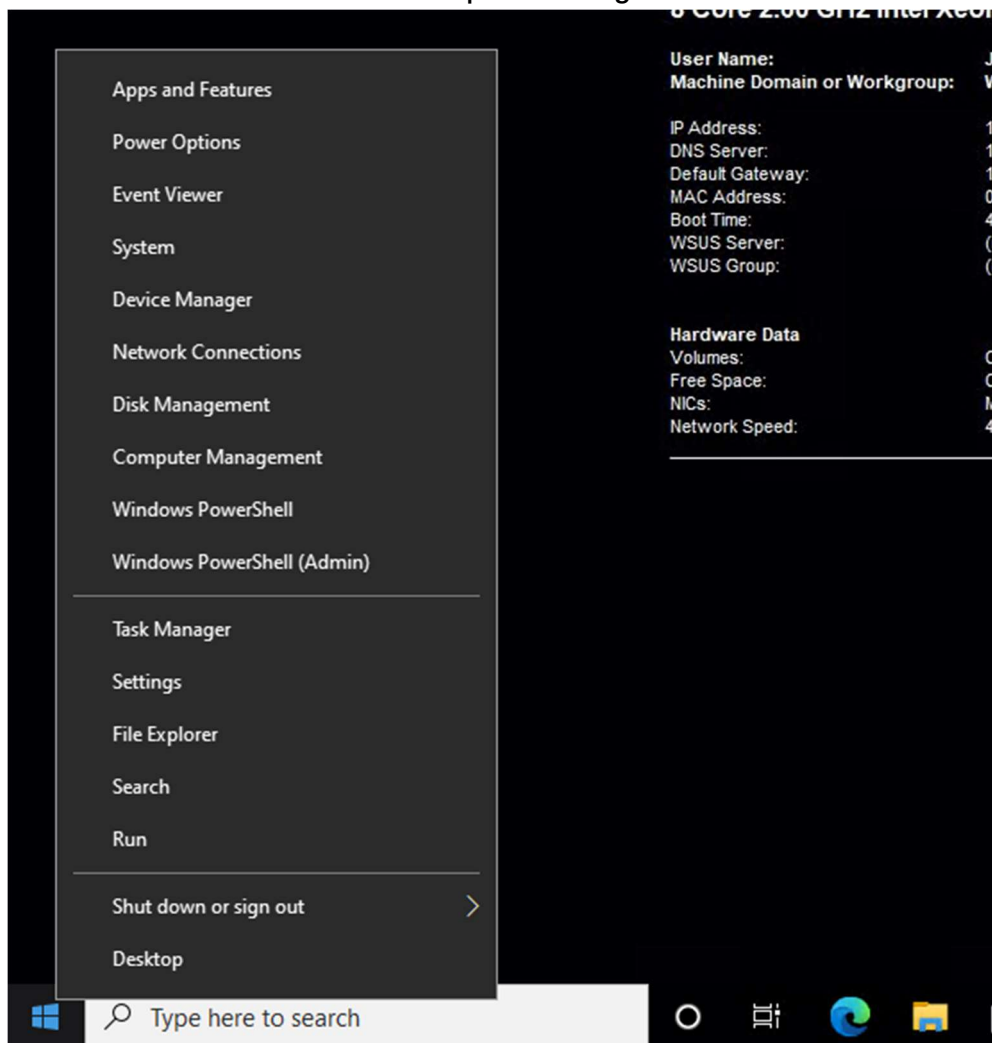
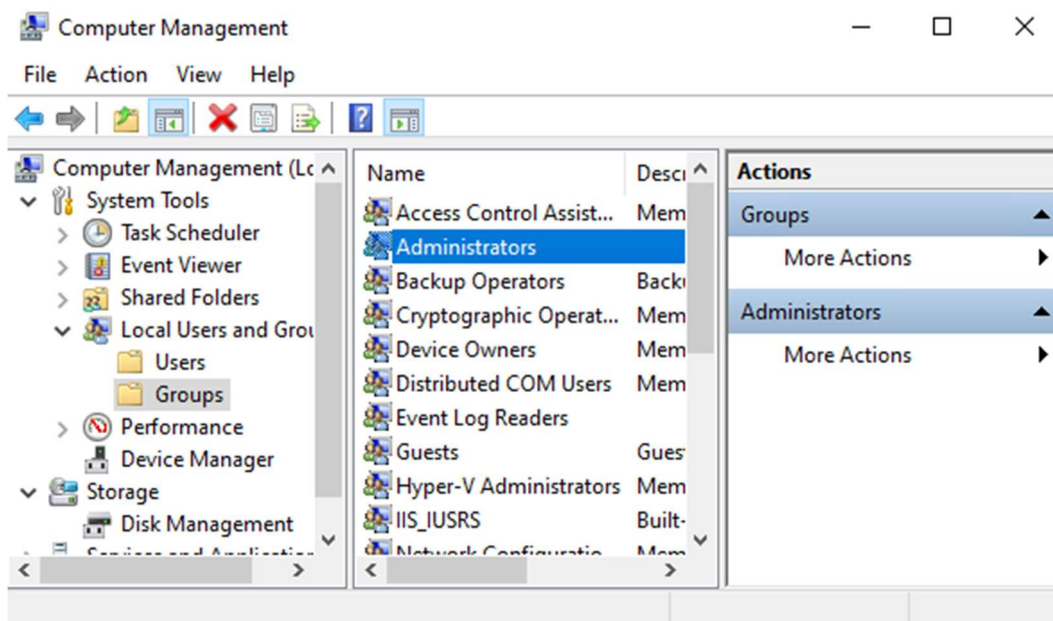6、 Once rebooted, repeat steps 1~4. On **Member of**, enter **fareast.corp.microsoft.com** and click **OK**.



7、 Enter your Microsoft account as the following format(<alias>@microsoft.com), click **OK** and **Restart Now** to reboot your VDI.
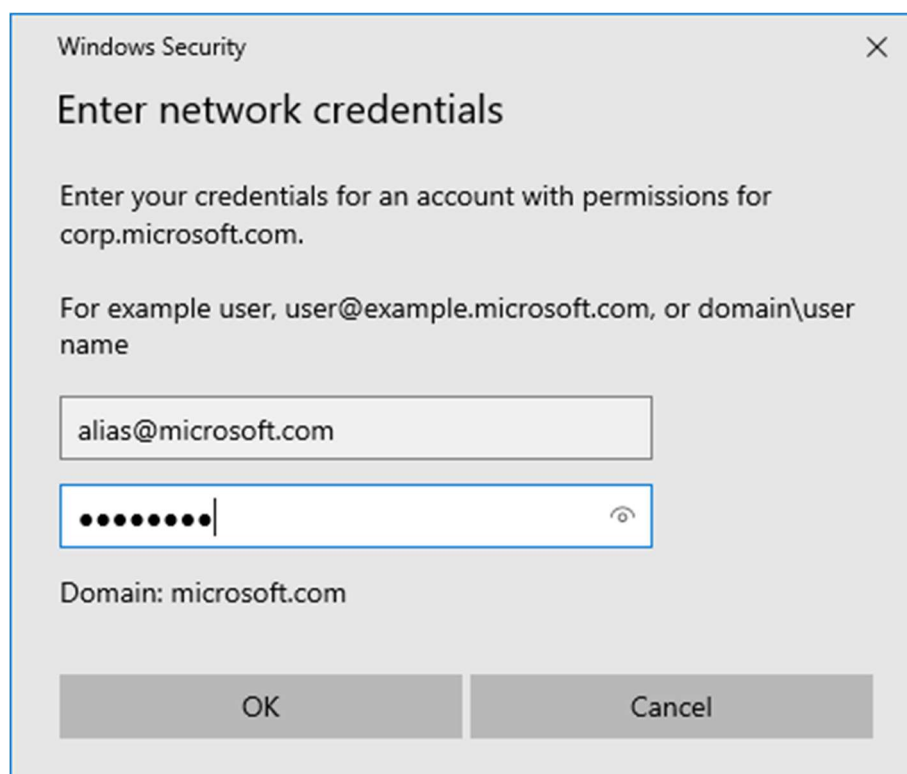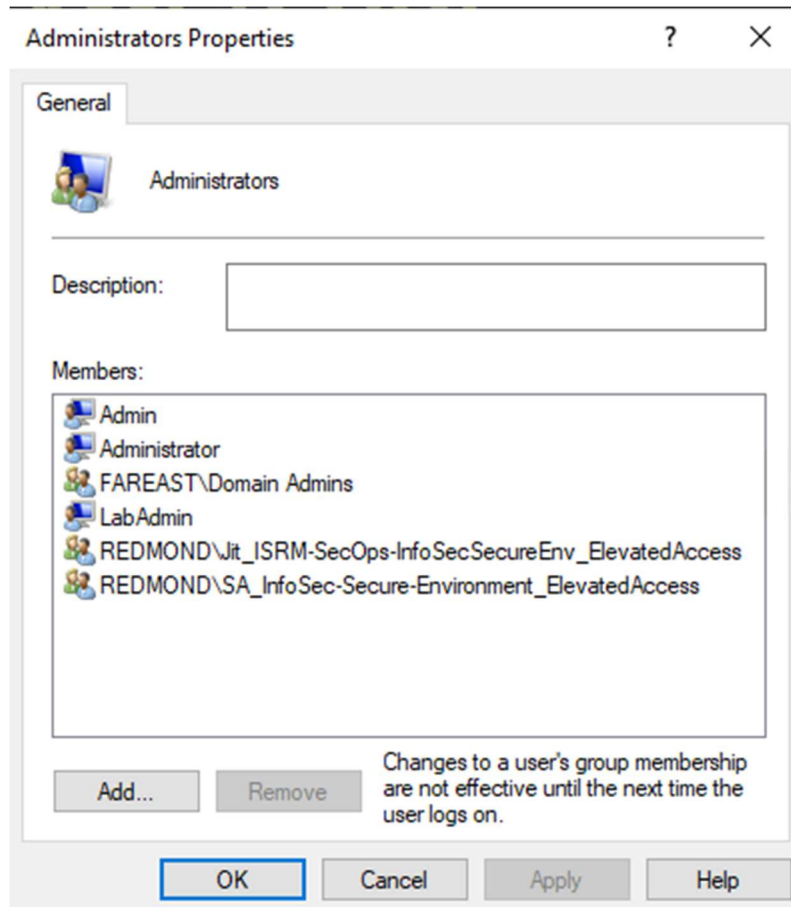
8、 Once rebooted, use Administrator account to RDP your VDI again. Then right click on the Windows Start button and select **Computer Management**.
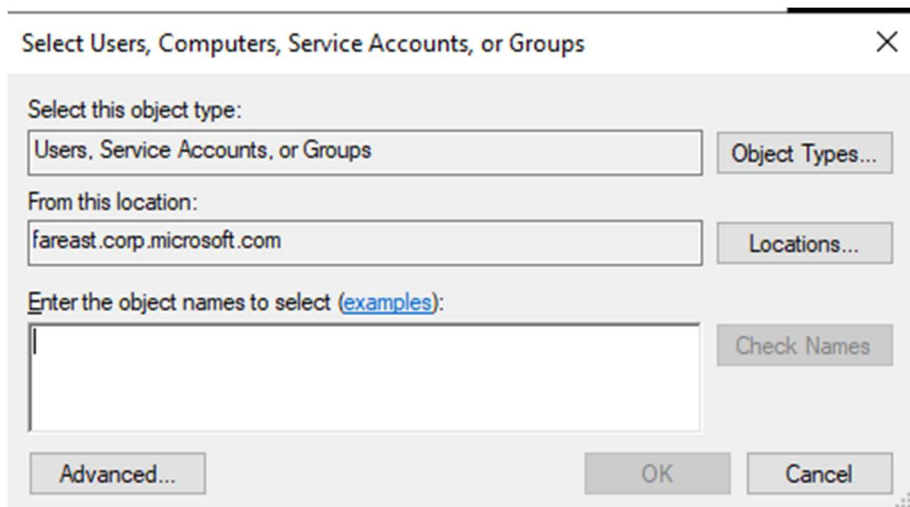


9、 Expand **Computer Management** > **System Tools** > **Local Users and Groups** > **Groups**. Double click on **Administrators** group.
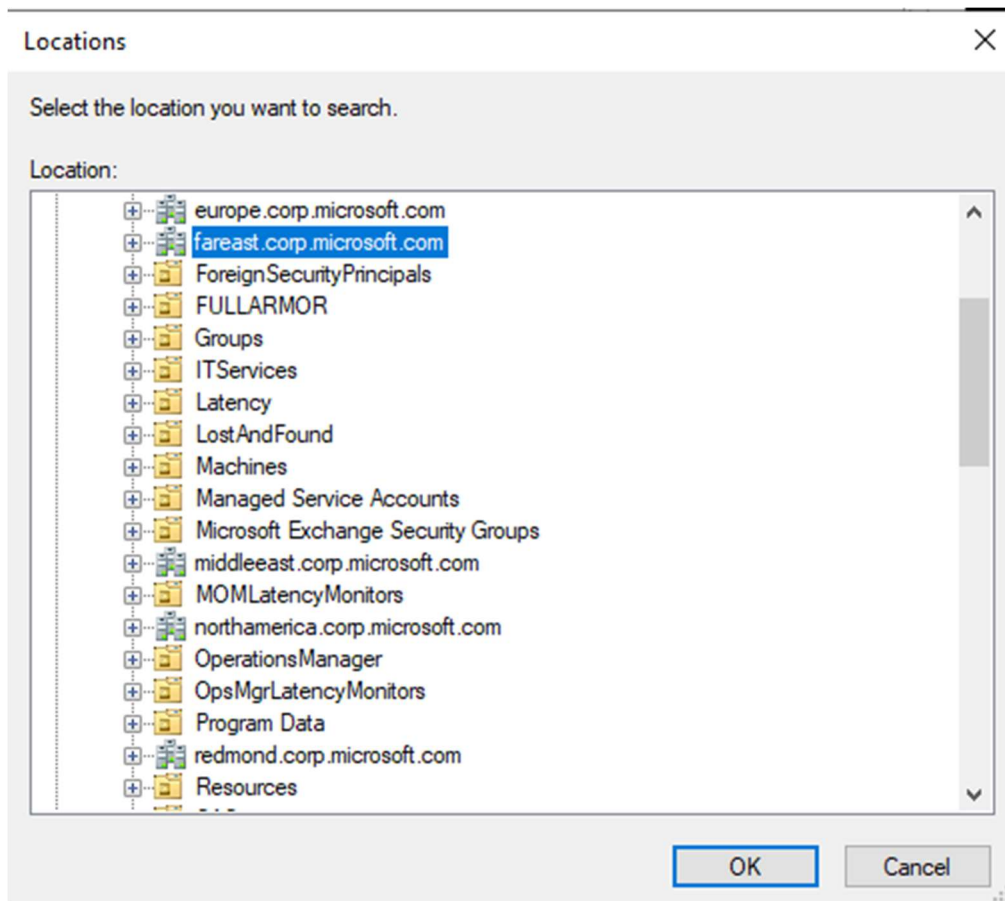
10、 Click **Add**, enter your Microsoft account and credential, click **OK**.

Administrators Properties                                    ?    ×

General

Administrators

Description:

Members:

Admin
Administrator
FAREAST\Domain Admins
LabAdmin
REDMOND\Jit_ISRM-SecOps-InfoSecSecureEnv_ElevatedAccess
REDMOND\SA_InfoSec-Secure-Environment_ElevatedAccess

Add...        Remove        Changes to a user's group membership
                            are not effective until the next time the
                            user logs on.

OK        Cancel        Apply        Help

Windows Security                                            ×

Enter network credentials

Enter your credentials for an account with permissions for
corp.microsoft.com.

For example user, user@example.microsoft.com, or domain\user
name

alias@microsoft.com

••••••••
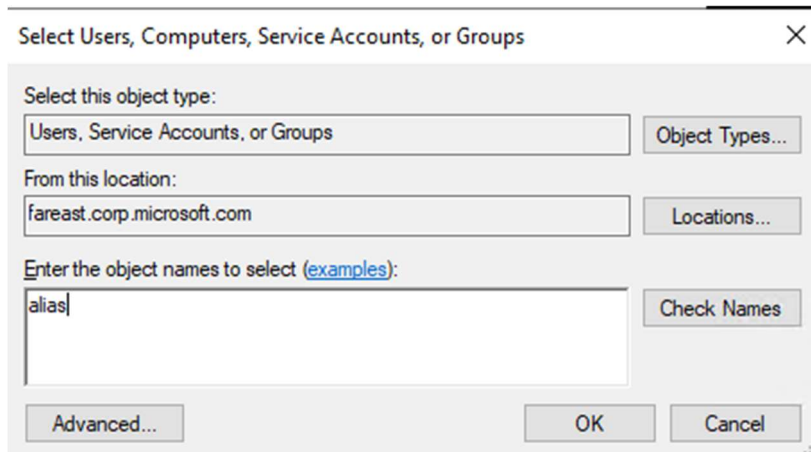
Domain: microsoft.com

OK                          Cancel

11、 Click **Locations...** button



12、 On **Locations**, select **fareast.corp.microsoft.com** or **redmond.corp.microsoft.com** based on the region of your account.

13、 Enter your alias here and click **Check Name**.
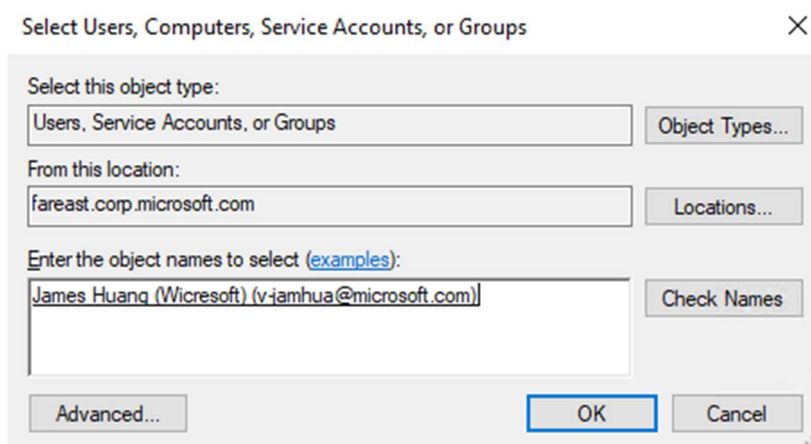


14、 Check the display name and click **OK**.
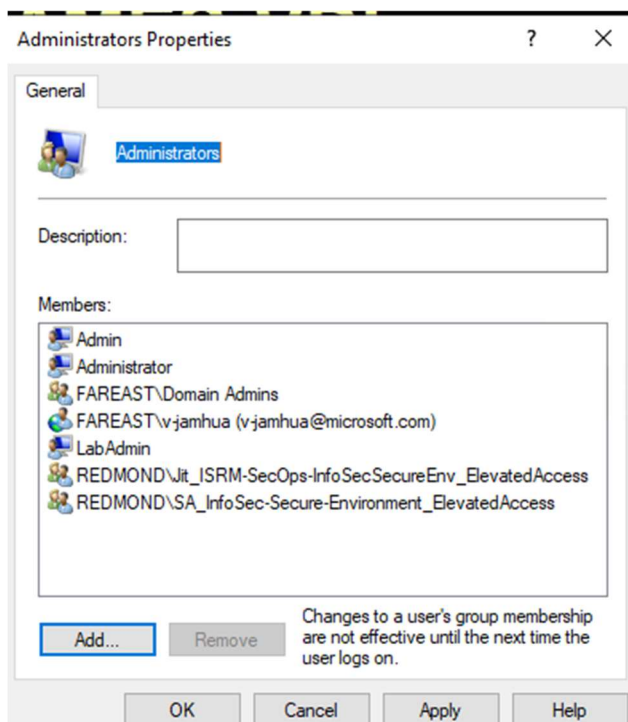


15、 Click **OK** to add your domain account into local administrators group of your VDI, after that you have full control permission on the VDI machine. Click **OK**. Then logout from your VDI.

16、 Launch Remote Desktop Connection again, replace computer name with IP address and login use your Microsoft account.
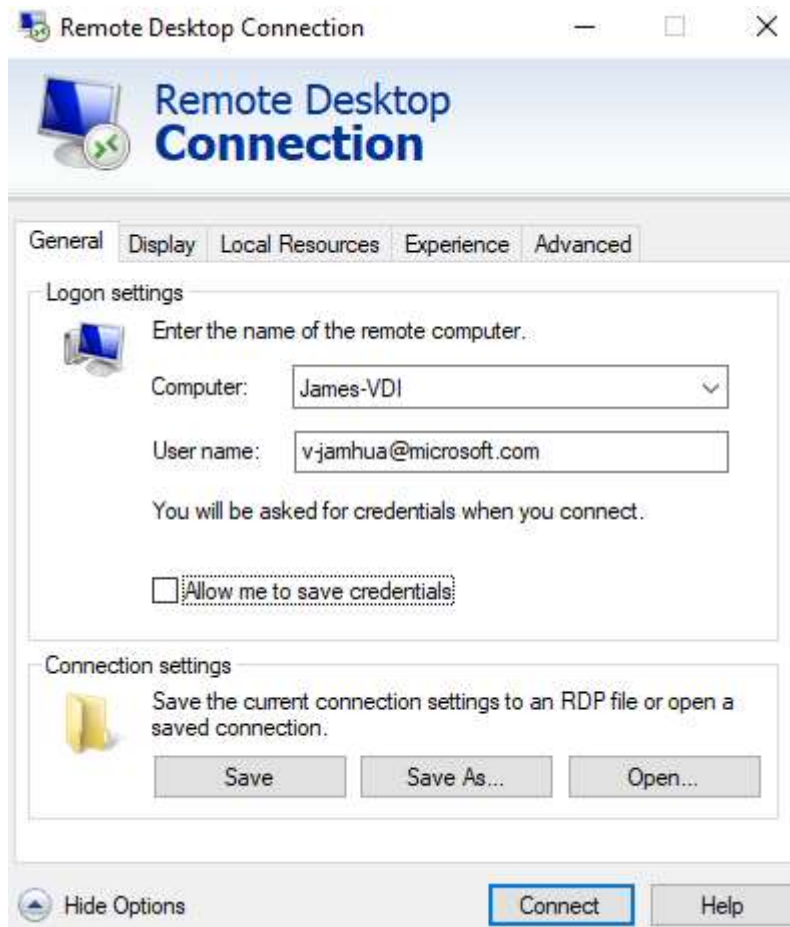


17、 Your VDI machine is ready now, you can start to install essential applications for daily work such as office, teams, case tools and so on. Please call 85000 and contact IT if you need support with how to install these applications or have questions on your work environment.

**Some additional tips:**

18、 Once login, the local drivers are attached to VDI. Thus provide convenience to exchange files between local machine and VDI machine with acceptable speed.
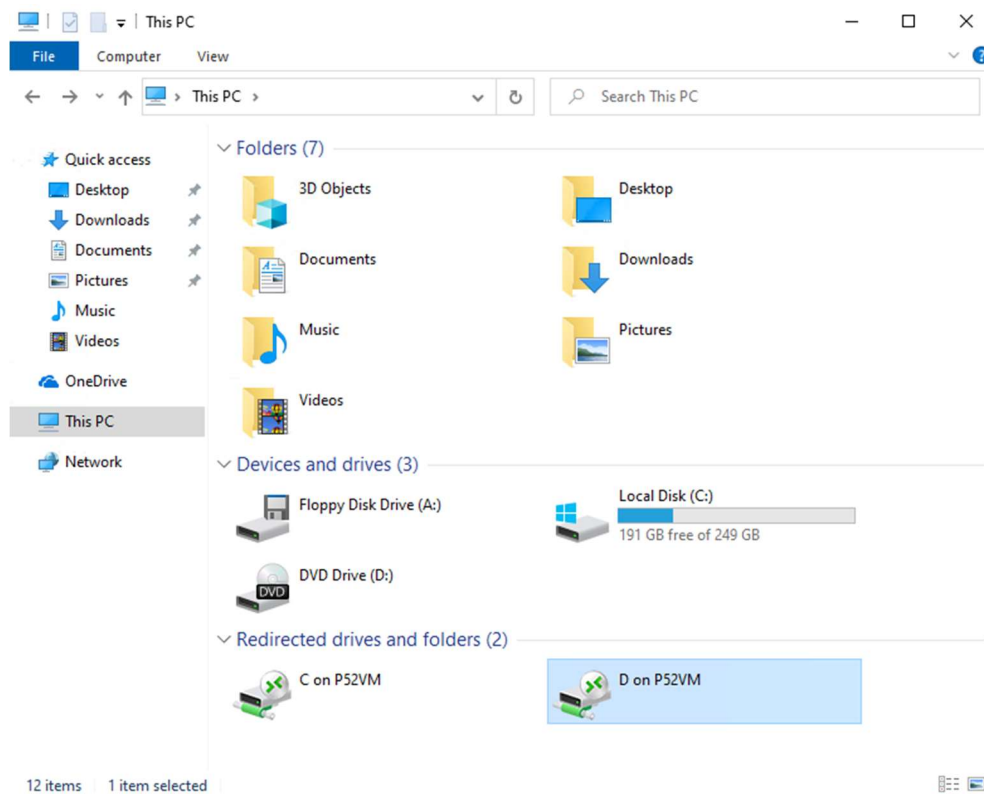


19、 VDI machines are located at Shanghai Zizu Campus Datacenter, connected to MSIT core network directly. VPN is no longer needed when you start working on VDI machine. You will benefit from the high bandwidth and low latency from VDI Datacenter to Corp Net resources, which improve work efficiency.
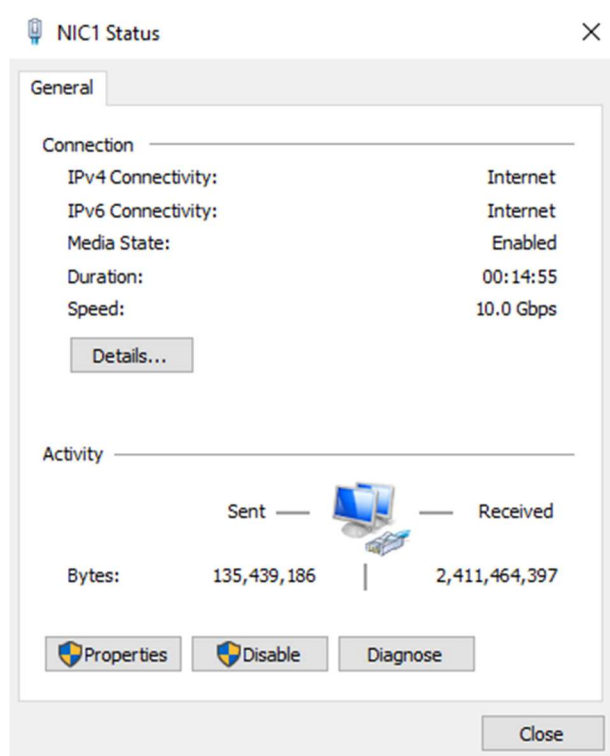
20、 Meanwhile, Teams audio and video call are supported on VDI machine. You will have the same experience as a local laptop when attending audio or video meetings with team members. Headset, microphone and camera should be enabled on your local laptop when using Teams audio and video.
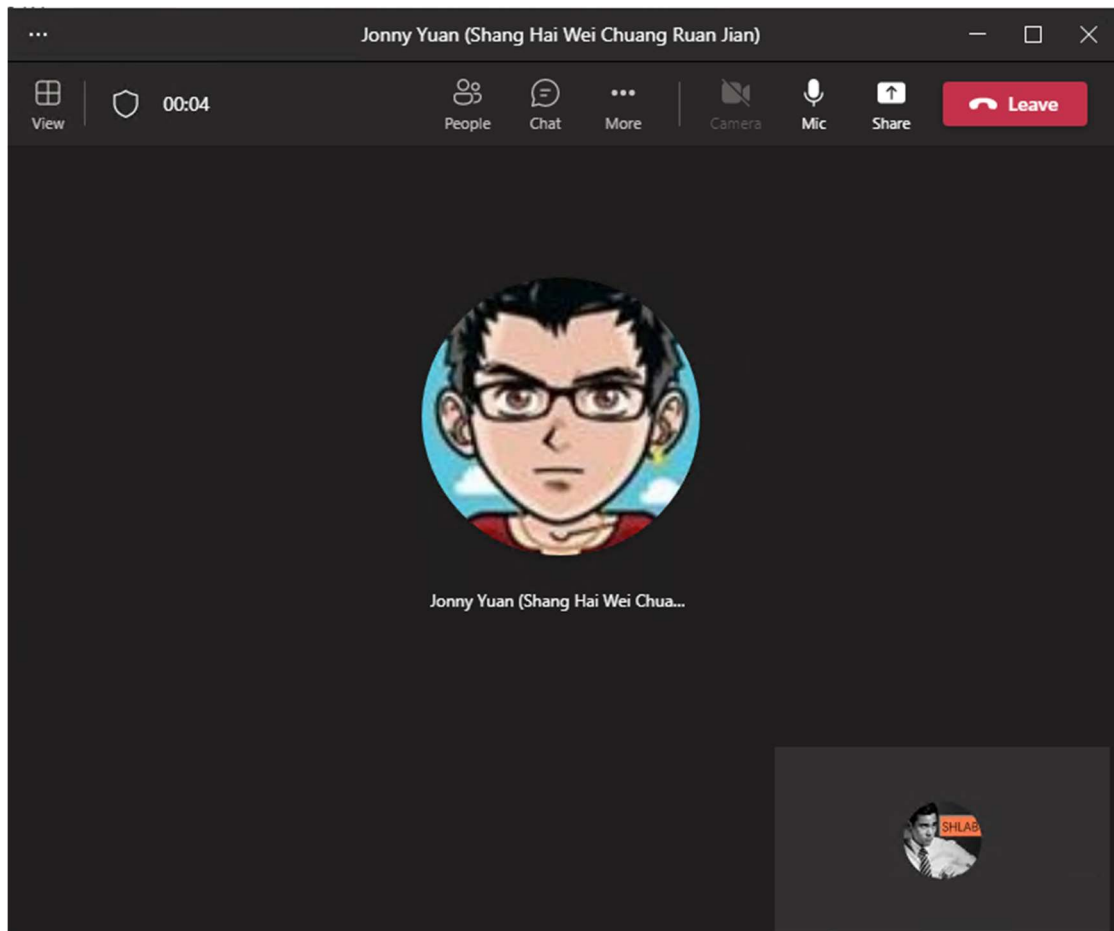


21、 Importance: Please do not store large files or logs on VDI machine since it's limited in disk space. It's recommended to store large files on your team's file share folder or OneDrive. (Please ask your TA to get the share folder path of team.)