

Virtual Desktop User Instructions - Remote Desktop Windows Client

Saturday, March 14, 2020 2:45 PM

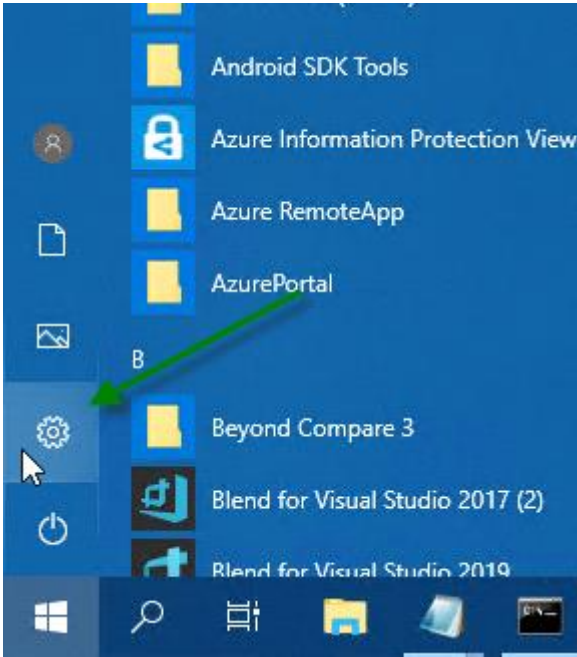
The following are instructions for using a virtual remote desktop to connect to your Publix workstation when working remotely.

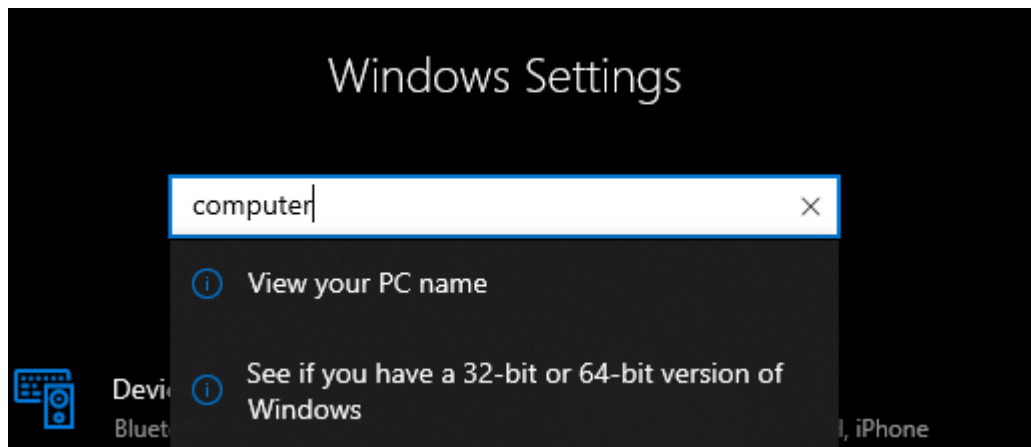
These steps will allow you to connect to your Publix work computer remotely so that you can continue to do your job while not in the office.

Pre-requisites

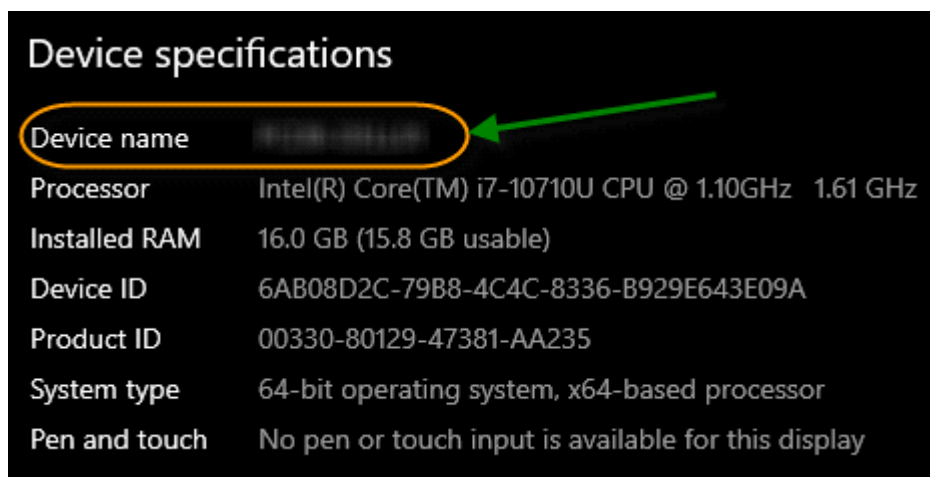
1. You must know the name of your Publix work computer and must be obtained prior to following these instructions (see below).
2. You must have internet access.
3. Must be configured with Microsoft Authenticator on your mobile device. Find instructions here: <https://www.publix.org/work-resources/work-remotely/office-365-setup/two-step-verification-for-office-365>.
4. Must have a computer at your desk that is turned on.
5. Microsoft Remote Desktop Client install (see below).

The following are instructions to get the name of your Publix work computer on Windows 10.

Step	Description
1	<p>Click the Start button and click the settings icon</p>  A screenshot of the Windows 10 Start menu. The menu is open, showing a list of applications. The Settings icon, which is a gear, is highlighted with a green arrow. The applications listed include Android SDK Tools, Azure Information Protection View, Azure RemoteApp, AzurePortal, Beyond Compare 3, Blend for Visual Studio 2017 (2), and Blend for Visual Studio 2019. The taskbar at the bottom shows the Start button, Search, Task View, File Explorer, and several pinned applications.
2	<p>In the settings screen, in the search input type "computer" and select View Your PC Name.</p>



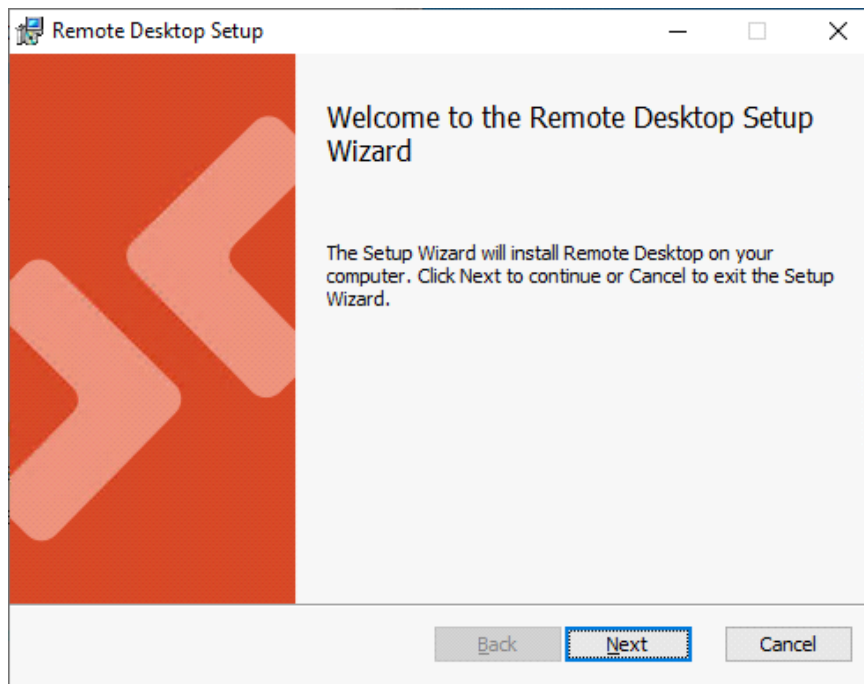
- 3 In the About screen, look in the Device Specifications section, and Device Name.



- 4 The Device Name value is your computer name.

Below are instructions for install the Microsoft Remote Desktop Client

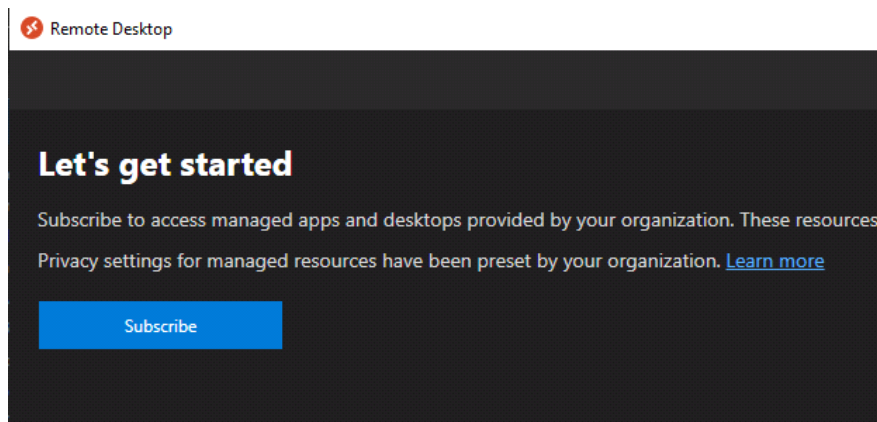
Step	Description
1	<p>To use multiple monitors requires a different Microsoft Desktop Client from Microsoft. It can be downloaded from this site: https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/windowsdesktop#install-the-client</p> <p>Download the appropriate client for your computer (32bit or 64bit). Double click to start the installation and select the default values.</p>



Connect with the Microsoft Remote Desktop Client for Windows (see instructions provided)

2

Launch the Remote Desktop client. Click the Subscribe button.



3

Login with your Publix login (same as Office 365)



Sign in

×

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next



Publix®

Publix Login

Sign in with your Publix userid and password.

Sign in

Sign-in with your Publix userid and password.




Approve sign in request



Microsoft account

Approve sign in request

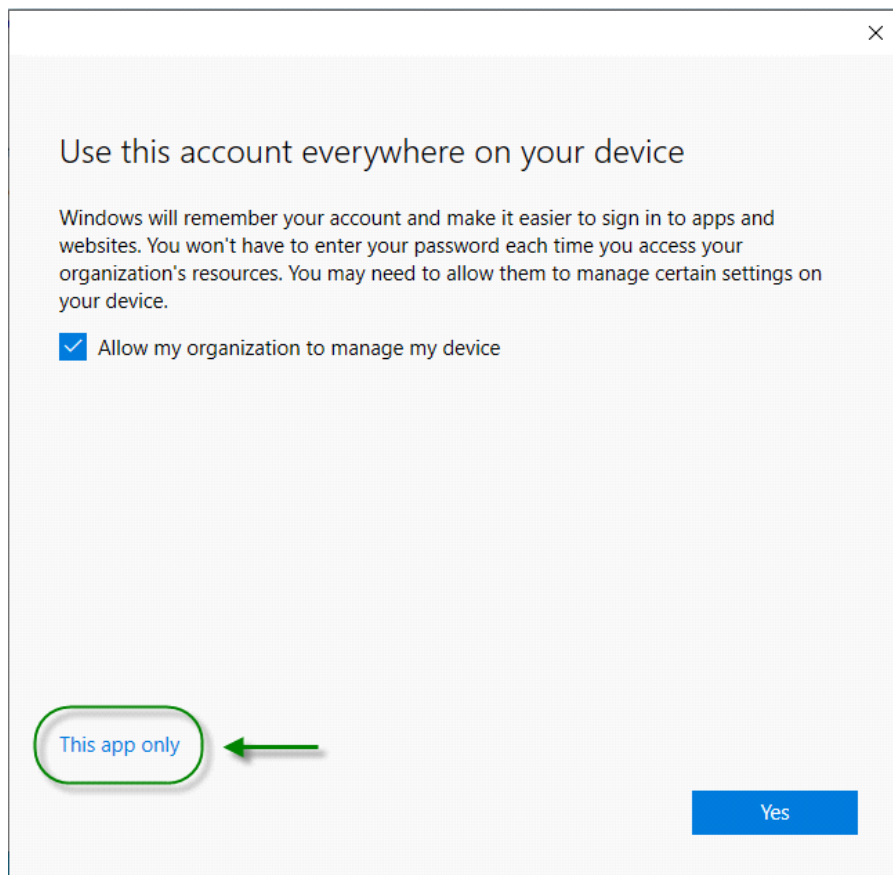
 We've sent a notification to your mobile device. Please open the Microsoft Authenticator app to respond.

☐ Don't ask again for 5 days

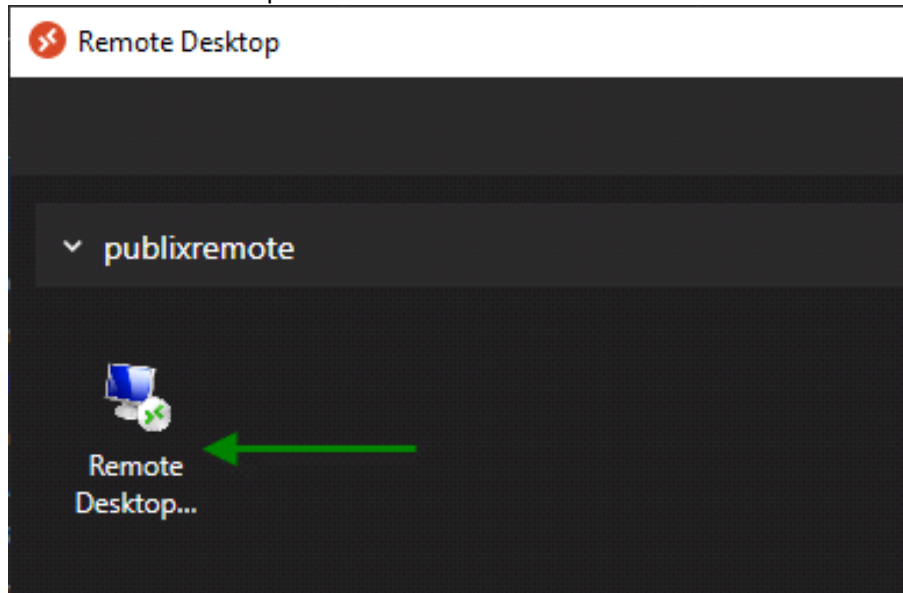
Having trouble? [Sign in another way](#)

[More information](#)

- 4 If a prompt is displayed about using this account everywhere on your device, select "This App Only"

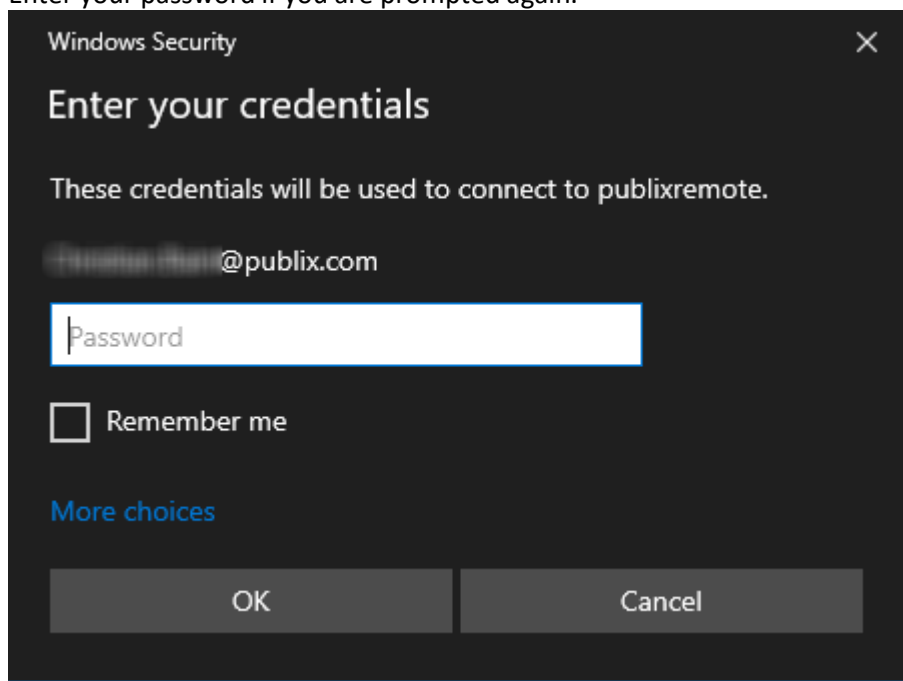


- 5 Upon successful connection, you should a Remote Desktop Connection icon. Double click it, start a remote desktop session.

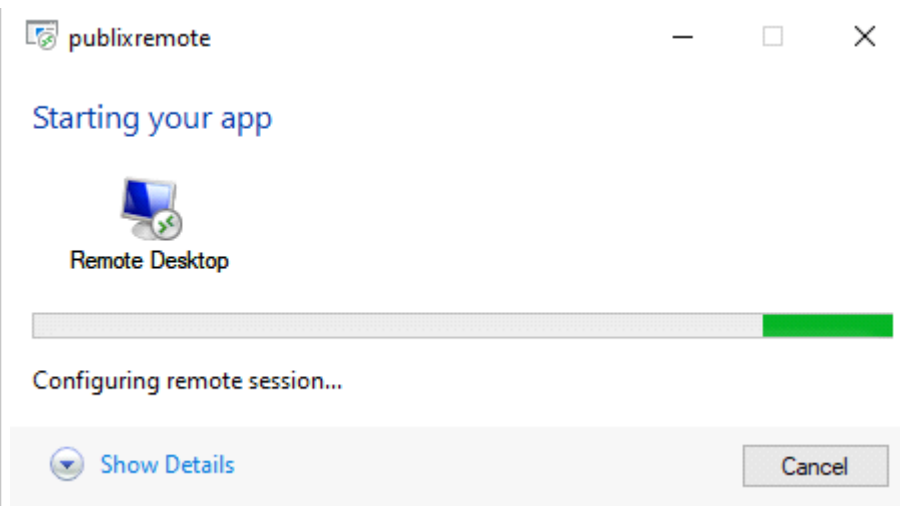


It might take a few minutes to establish your connection and session.

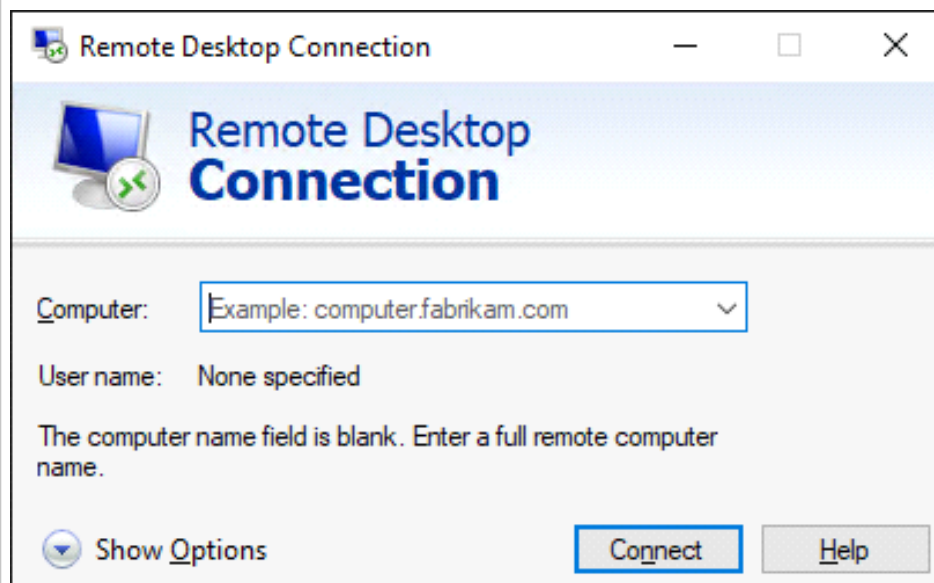
- 6 Enter your password if you are prompted again.



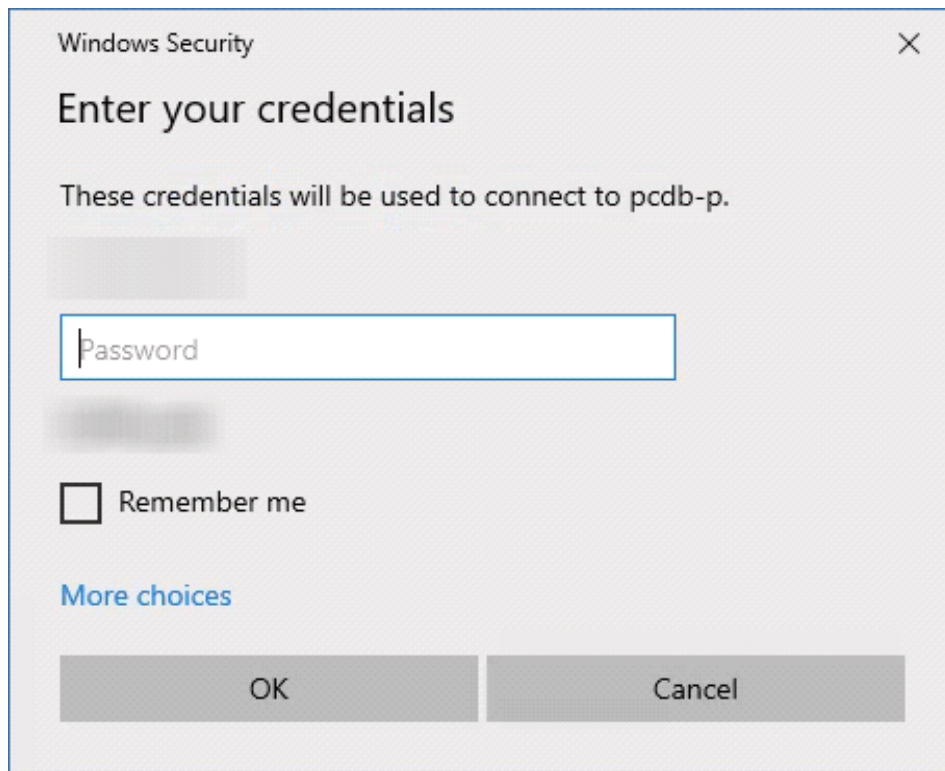
Click OK to continue. It might take a few minutes to establish your connection and session.



- 7 The Remote Desktop Connection application should start. You must provide the computer name or IP you wish to connect to.



- 8 Again provide your password to login.



- 9 Upon entering correct credentials, and successful connection, you should be presented with your work computer desktop.

