

# Remote Access Server

**Purpose:** Remote Access Server will enable you to have access to your X:/Drive, Personal Folders in Email and other shared drives when you are away from campus.

**Requirements:** *Your Computer will need Windows XP.*

*Windows XP has the "Remote Desktop Connection" built-in under Programs\Accessories\Communications.*

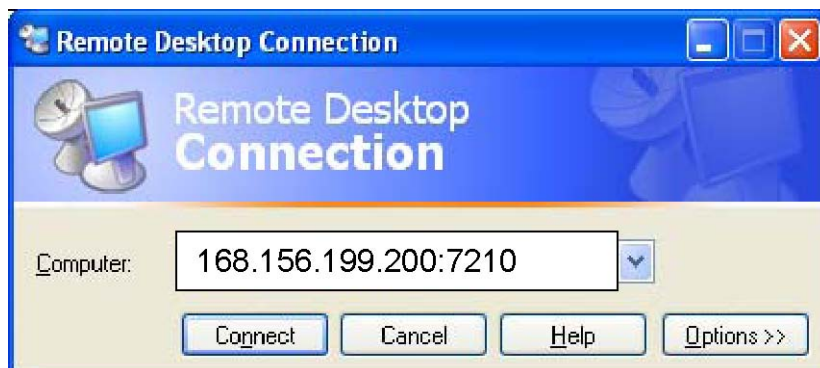
*Or, for all other operating systems you need to install a small program that will insert the Remote Desktop Connection utility into the same place. This program will be available in a folder on the Intranet as well as thru our TLC website ([www.lwtc.ctc.edu/tlc](http://www.lwtc.ctc.edu/tlc) under the "Resources" link)*

*If you are already using Windows XP follow the instructions below. If not then install the program you acquired from the Intranet or TLC and then follow the instructions below.*

## To Connect:

From the remote computer: (such as, at your home)

- 1 Click on Start
- 2 Programs
- 3 Accessories
- 4 Communications
- 5 Remote Desktop Connection
- 6 Type in the numbers as shown below and then Click Connect.
- 7 Then Login with the login you use here at the college that accesses your email.



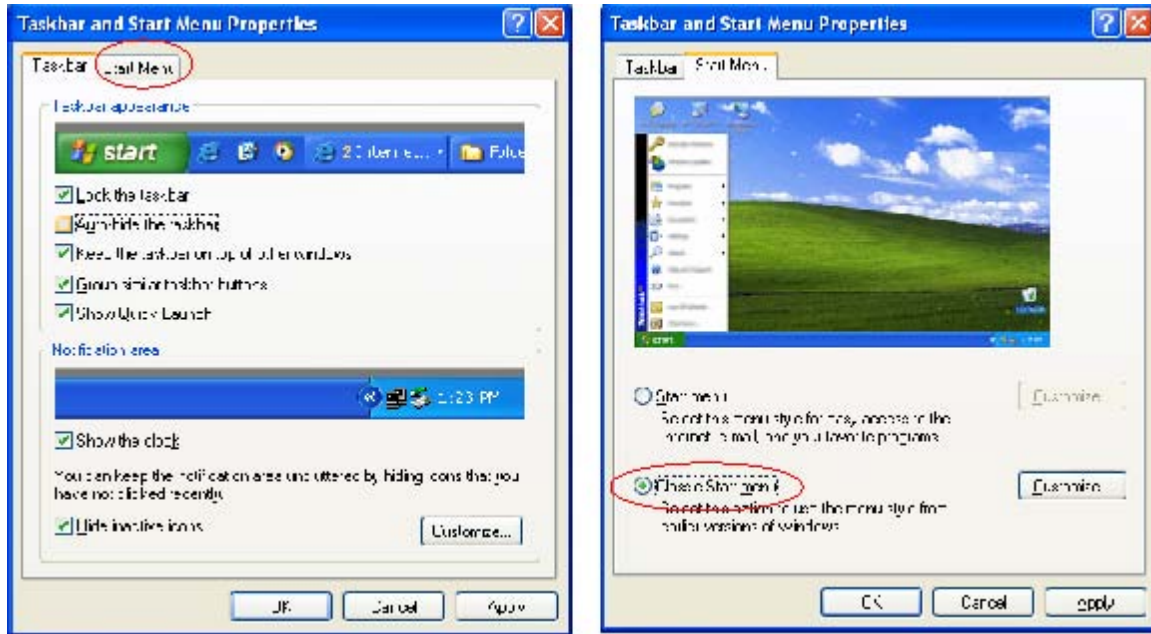
User name:	<input type="text" value=""/>
Password:	<input type="password" value=""/>

first.last

Now that you are logged in it will take about a minute for the system to setup your profile. (After this initial setup is completed future logons will occur much faster.)

### To get the Standard Desktop Icons:

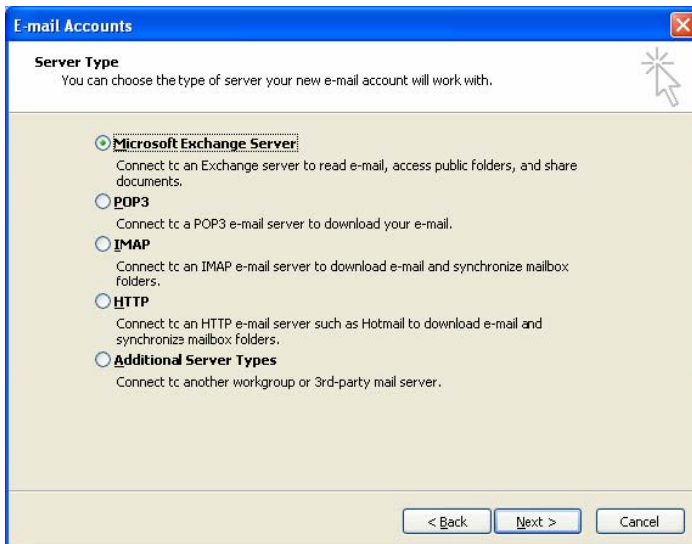
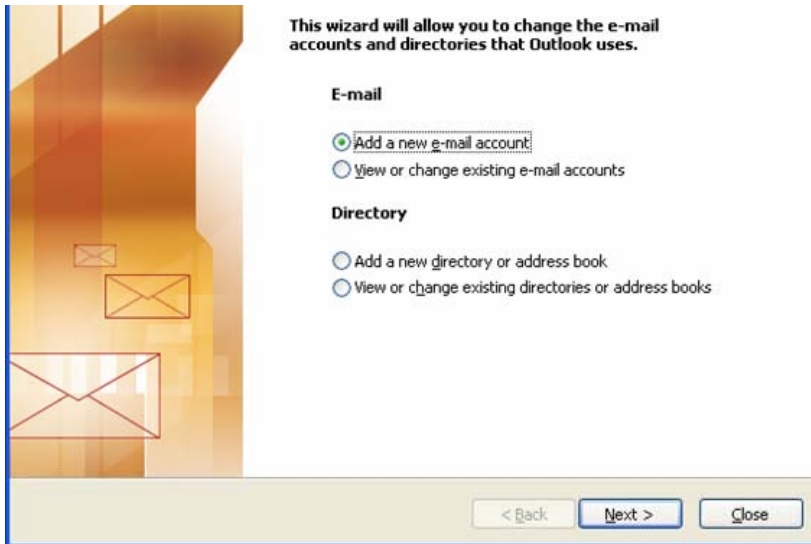
- 1 Right-click on the toolbar on bottom of your screen and select "Properties".
- 2 You will see the dialogue box below. Click on the "Start Menu" tab and then click on the "Classic View".
- 3 Now just click on Apply and then click OK.

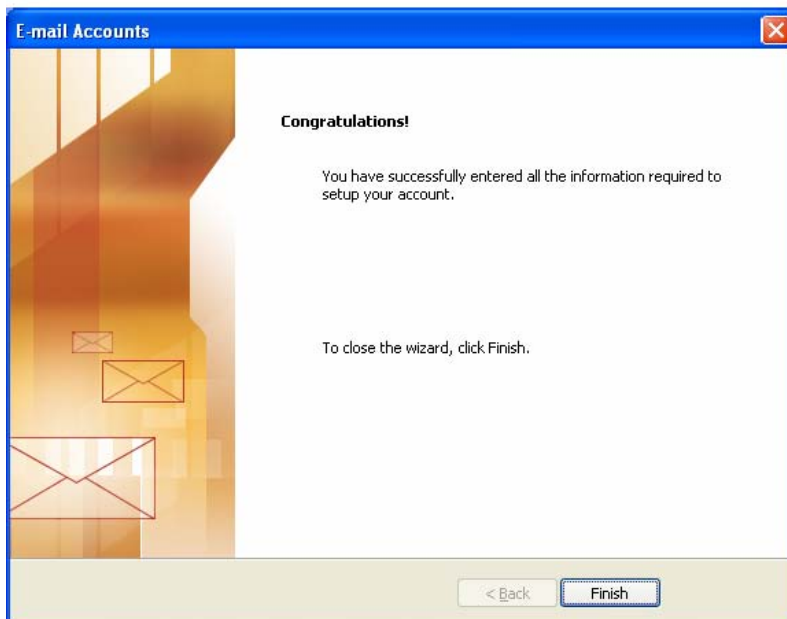
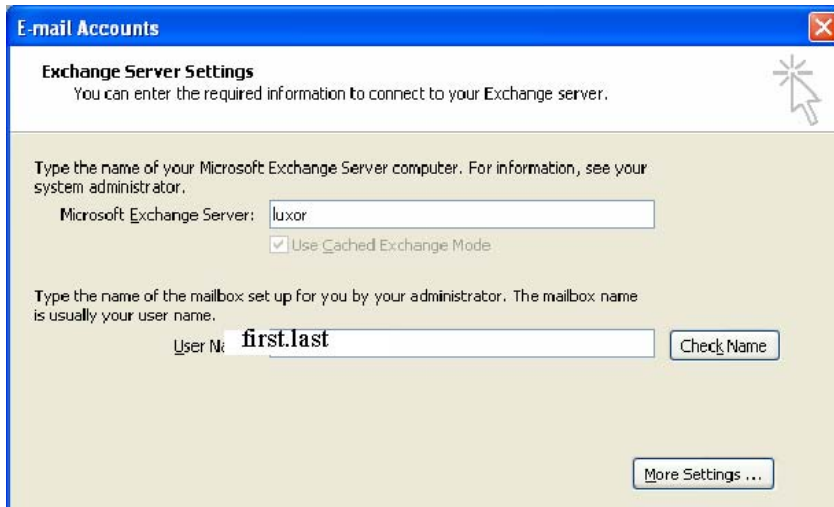


Now you should see the My Computer icon & the My Network Places icon on your desktop. If you open My Computer icon you will see your X-Drive folder with all your files inside it.

### To Setup Your Outlook Mailbox:

- 1 Click on the Start button (bottom left) click on Programs,
- 2 Then Microsoft Office, then Microsoft Outlook 2003. The screen shots below will guide you thru the Outlook setup.
- 3 When the first screen shot appears (see below) click NEXT.
- 4 Click on Microsoft Exchange Server as the next screen shot shows. Then click NEXT
- 5 On the next screen (see below) you need to enter in the server name LUXOR.
- 6 Then enter in your firstname.lastname
- 7 Click NEXT, and then click FINISH on the next screen as indicated on the last screen!

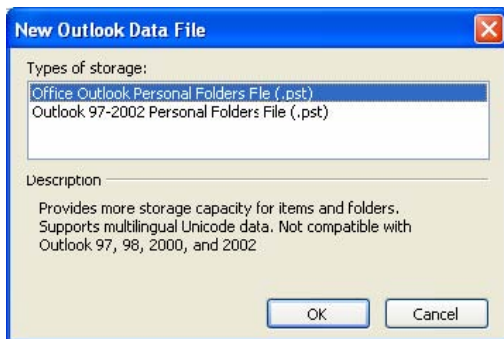
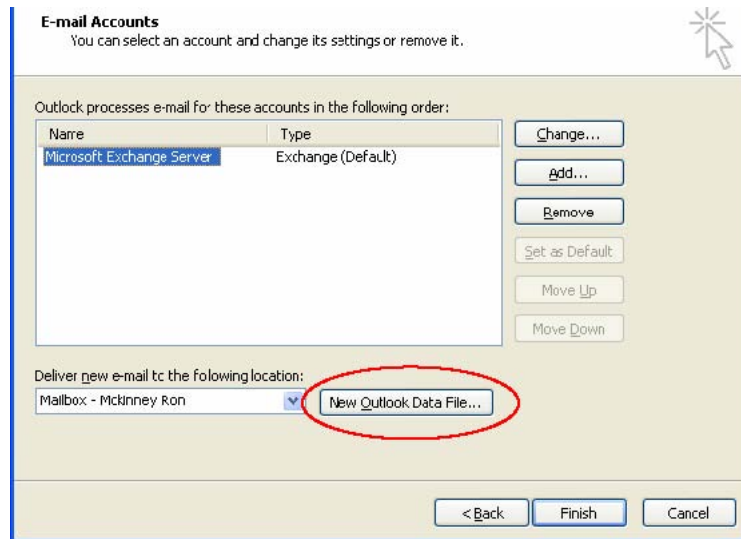
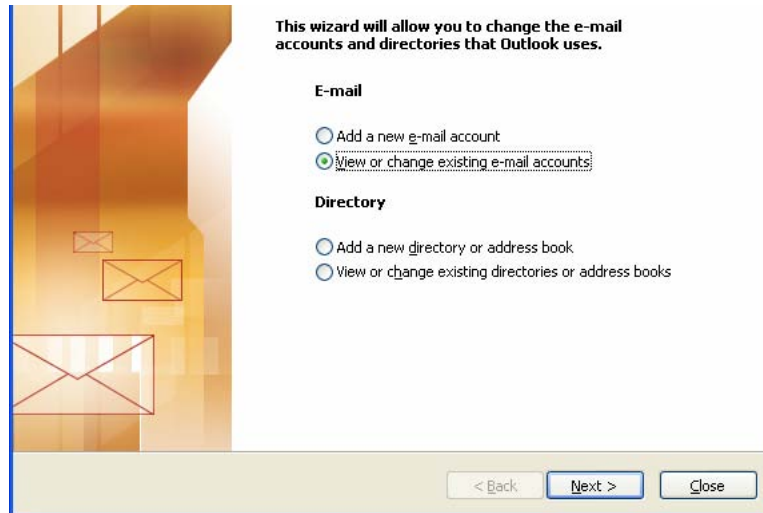




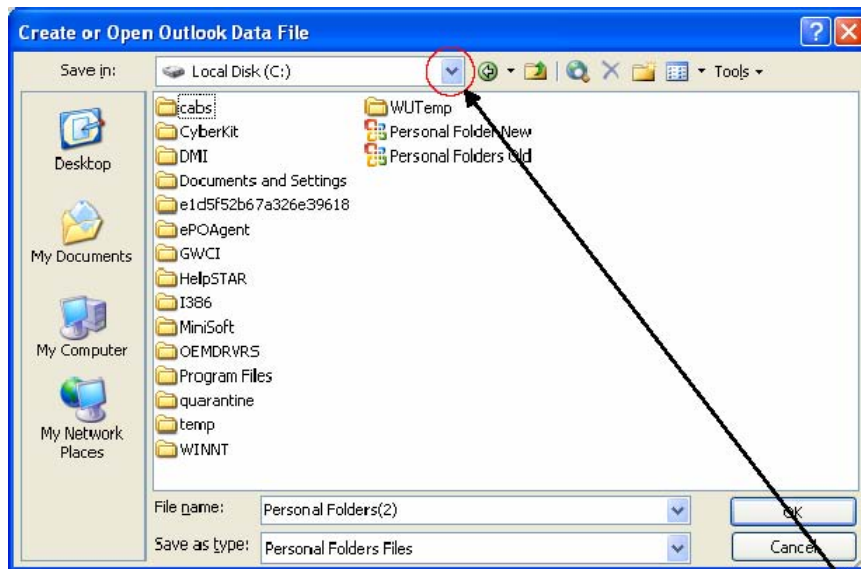
Congratulations! Your mailbox is now setup *except* for your personal folders.  
**To Access Your “Personal Folders” (these are the personal folders you might have at work within your Email in Outlook)**

To add your personal folders, follow the series of screen shots below!

- 1 Click on TOOLS from the menu in Outlook,
- 2 then select E-Mail Accounts and you will see the dialogue box below.
- 3 Click NEXT and you will see the dialogue box below.
- 4 Click on the “New Outlook Data File” button and you will see the next dialogue box.



5. Just click "OK". Another dialogue box appears (see below).



This is where we go to find your personal folders.pst file which could be yourname.pst or personal folders.pst or something similar to this respect.

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- 1 Now click on the drop down window (arrow down) in the (Save In:) field
- 2 Select the X drive, and then your name on Adminn X-Drive. You should see your .pst file right away or it could be under your MyData folder. Once you have found and selected your .pst file just click OK and Finish and you will see your personal folder in your Outlook listing.

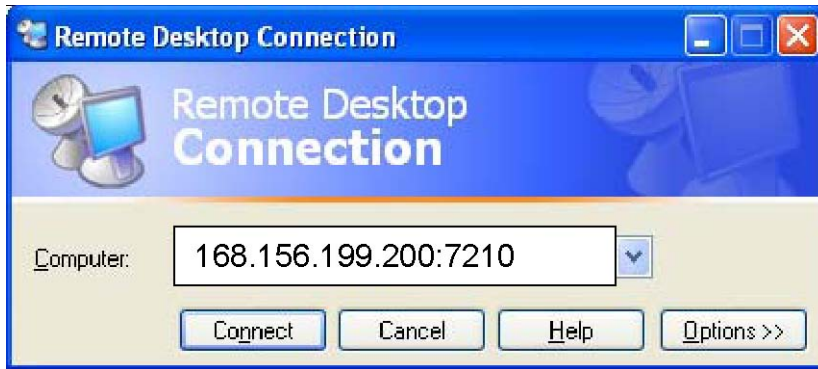
### To Log Off

When you close everything out and are back to your desktop, you will see at the top a bar with the numbers 168.156.199.200:7210 in it.

Click on the "X" that is on the far right of that bar and you will be logged off of the Remote Server.

### To Access the Remote Server again: (basically same steps as before)

- 1 Click on Start
- 2 Programs
- 3 Accessories
- 4 Communications
- 5 Remote Desktop Connection
- 6 The numbers will probably still be there from before, but if not retype them and then Click Connect.
- 7 Then Login with the login you use here at the college that accesses your email.



**For Support with the Remote Desktop Server:**

Email: [tech.support@lwtc.edu](mailto:tech.support@lwtc.edu) and/or [Sukirti Ranade](#) or call Tech Support @ X603 or 425.739.8100X603