

University of Oxford

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*From Cheryl Bresnark
IT Officer*



12 October 2007

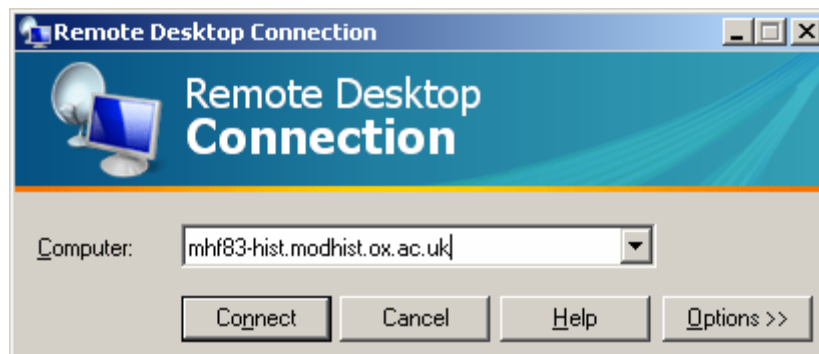
Instructions for Using the Terminal Server

Did you know that you can access your work from elsewhere which has an internet connection? We use a 'Terminal Server' – a central unit that runs all of your computer programs (Stata, SPSS, Office and so forth) and stores all of your files. The terminal server is what you log into when you log into the computers in the GRR and Research Hall. You can also log into it from another office or from home. In fact, you can use all of these programs and edit all of yours files from any computer with an internet connection. *What you when you log in is identical to what you see when you log in here.*

Instructions for accessing the terminal server from within the Oxford network

Go to Start -> All Programs -> Accessories -> Communications and select 'Remote Desktop'.

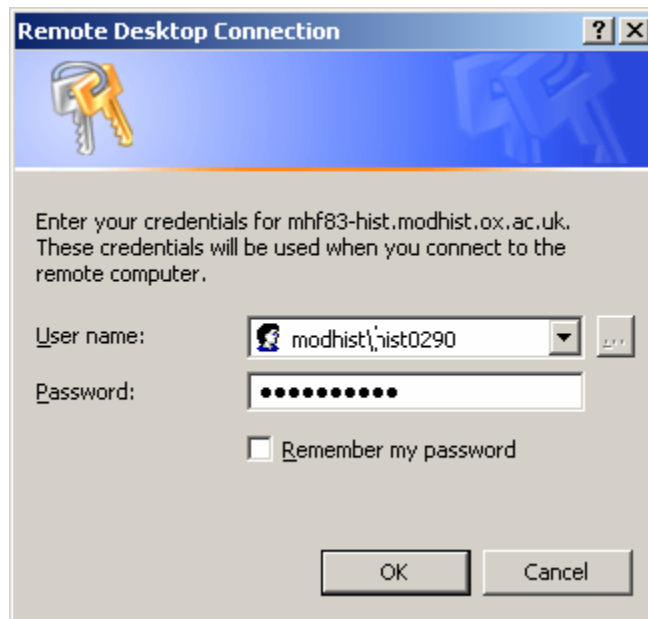
The screen that comes up looks like this:



The name of the Computer (the Terminal Server) is
mhf83-hist.modhist.ox.ac.uk

Click Connect

In the next window, type in 'modhist*<yourusername>*' and your password. Click OK.



And you are connected!

If you are unable to connect (or get past the previous window without a timeout or an error), then please contact me at itsupport@history.ox.ac.uk, giving the location from which you are trying to connect. Their firewall may be blocking your access.

Instructions for connecting from outside the Oxford network

In order to connect from home / anywhere else with an internet connection, you will need to register for a Remote Access account and download the VPN software (found under the link 'Register for and download...'). Find this information:

<http://register.oucs.ox.ac.uk>

Find further information about VPN including how to configure it in the following location:

<http://www.oucs.ox.ac.uk/network/vpn/oucs-service/>

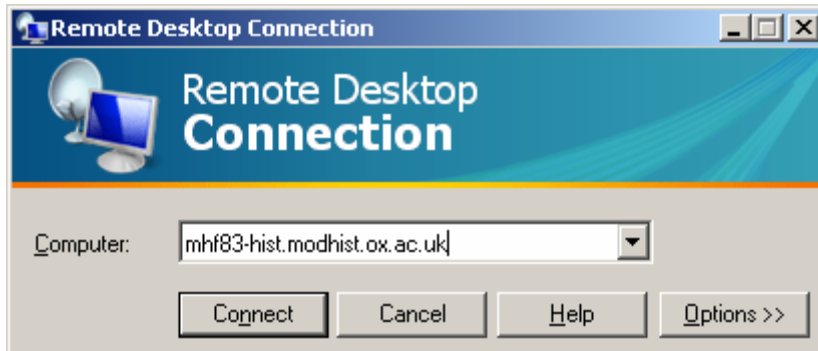
To connect, run the VPN software and click connect, and then follow the instructions from the beginning.

To share your local hard drives and printers:

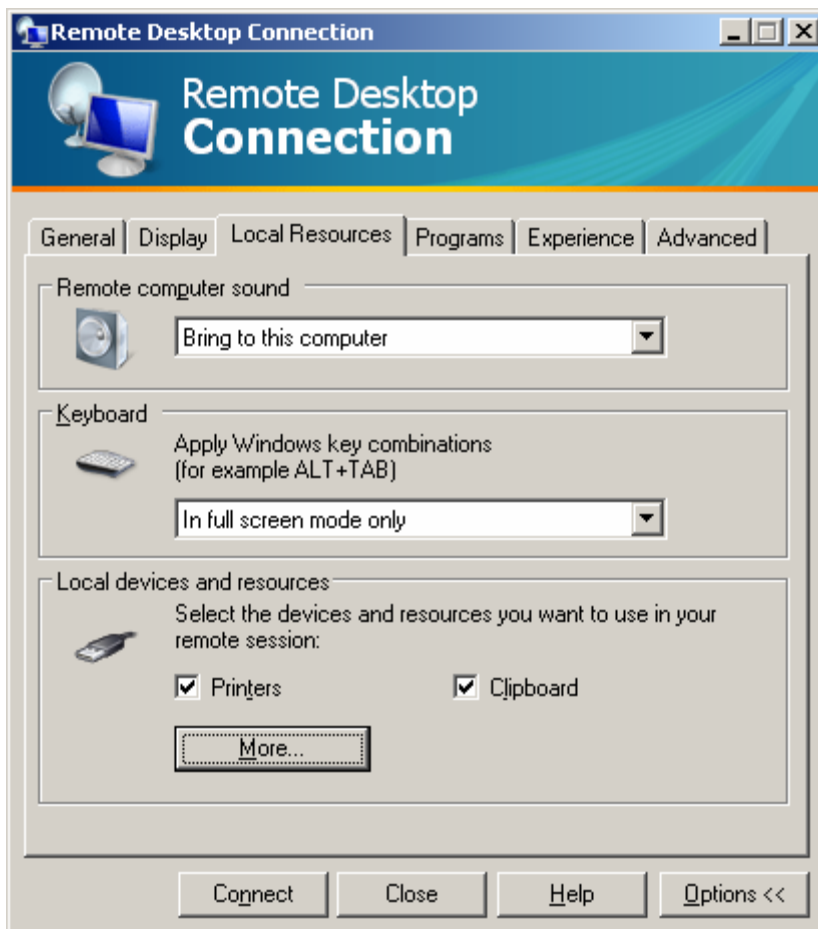
You will even be able to access files on your own hard drive or flash drive. To turn on this setting:

Go to Start -> All Programs -> Accessories -> Communications and select 'Remote Desktop'.

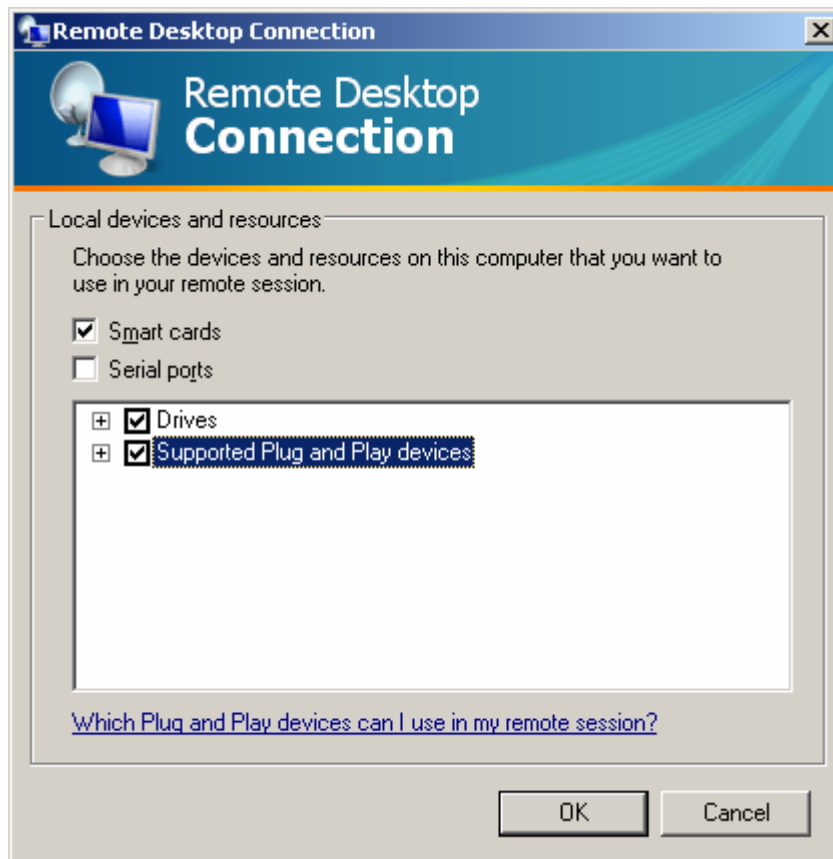
The screen that comes up looks like this:



Click 'Options >>' and select the tab 'Local Resources'



Click on 'More' and select 'Drives' and 'Supported Plug and Play Devices'. Click 'OK', and then connect to the Terminal Server as usual.



MAC users – instead of using ‘Remote Desktop’, you will need to download and install a program from the Microsoft website.

For more instructions and information:

<http://www.microsoft.com/mac/otherproducts/otherproducts.aspx?pid=remotedesktopclient>

Again, the Computer / Terminal server name is

MHF83-hist.modhist.ox.ac.uk