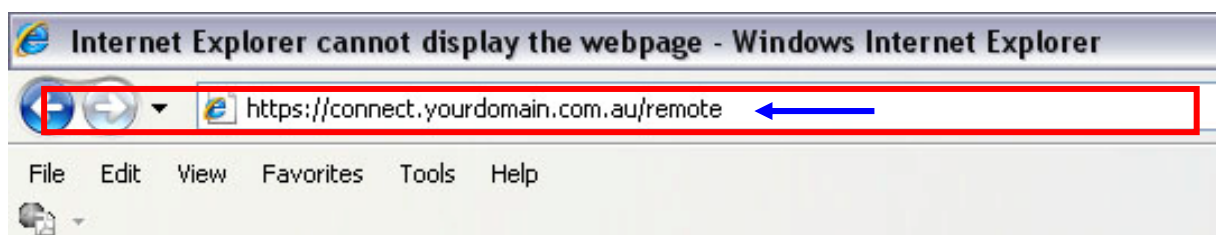


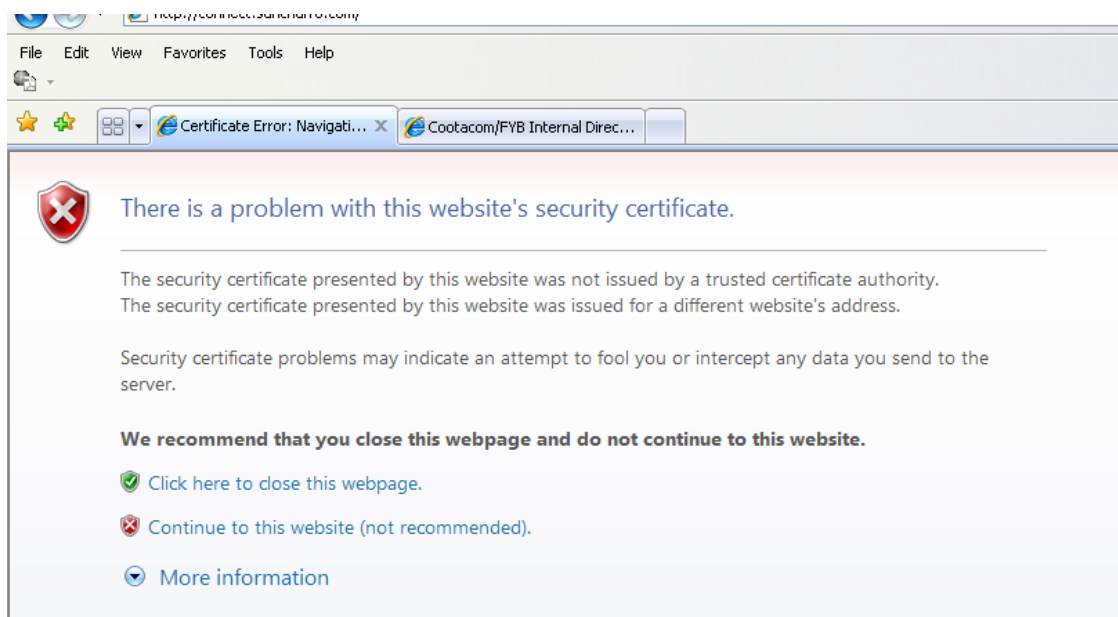
REMOTE ACCESS PROCEDURE

This document contains instructions on how to log onto your Workstations remotely. It allows you to work from home, an internet cafe, or anywhere in the world, and use your direct PC in the office. It is as though you are sitting in front of your work PC

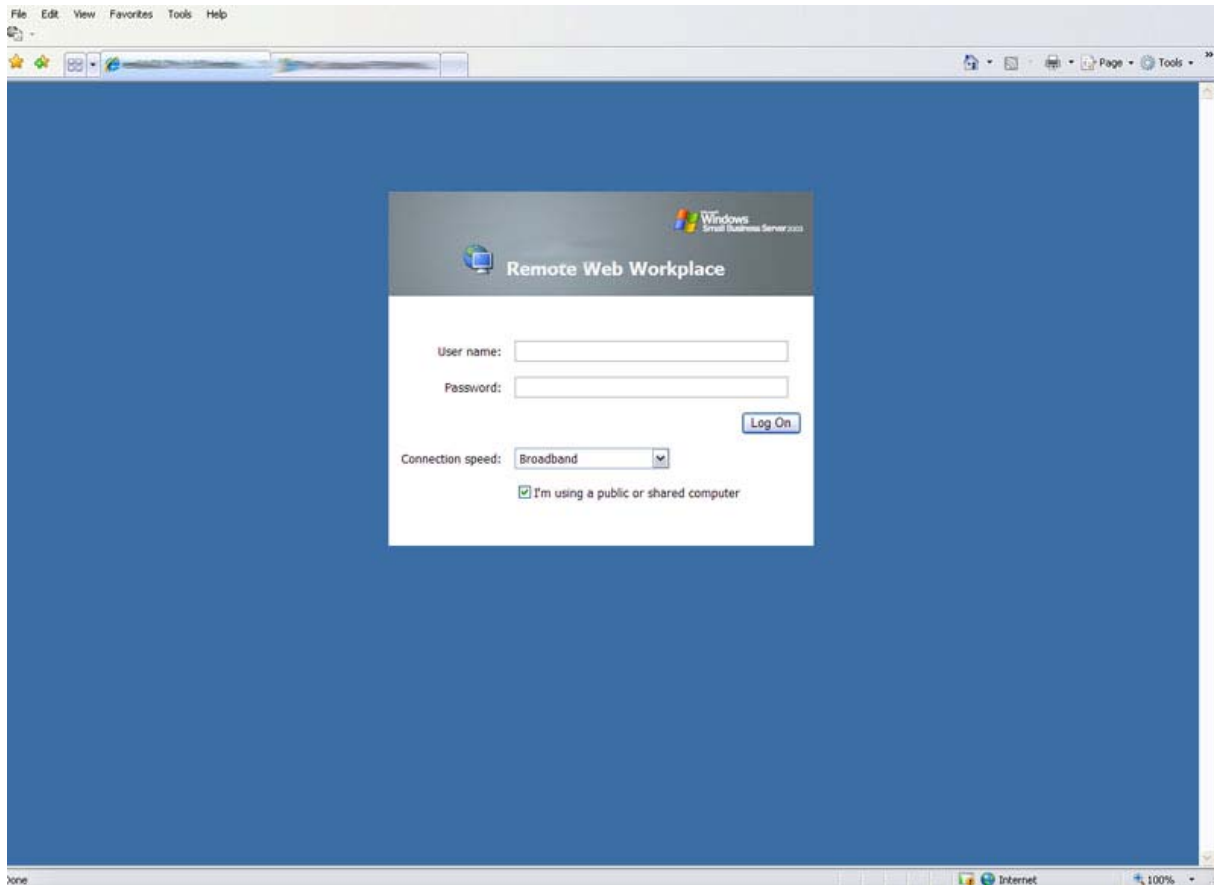
- Open Internet Explorer and type <https://connect.yourdomain.com.au/remote> (replace *yourdomain* with your own domain name) into the *Address Bar* as demonstrated below, then hit the ENTER key.



A security prompt will appear as shown below. Please ignore & click on the "Continue to this website" link.



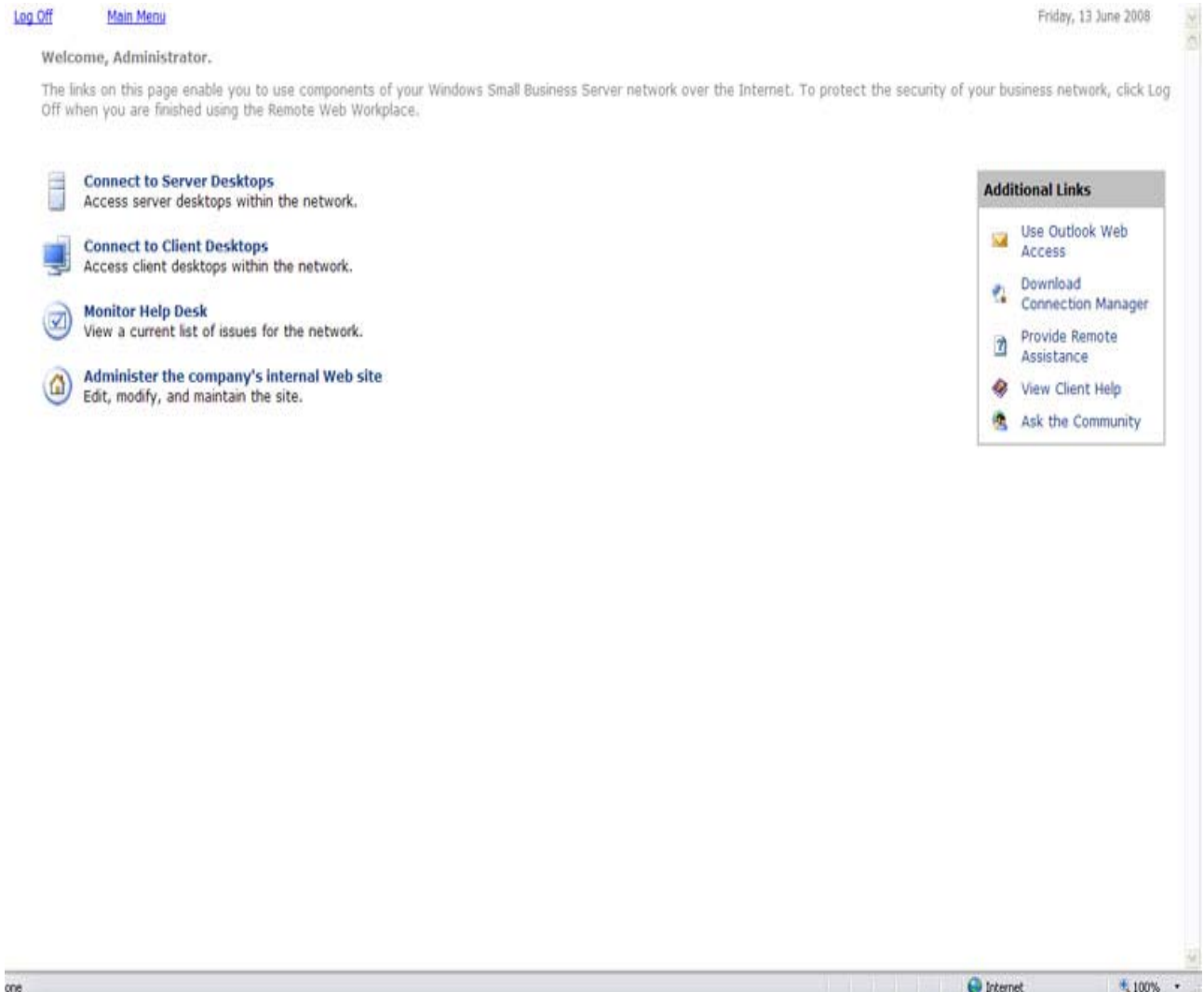
- A Remote login window will appear, as demonstrated below.



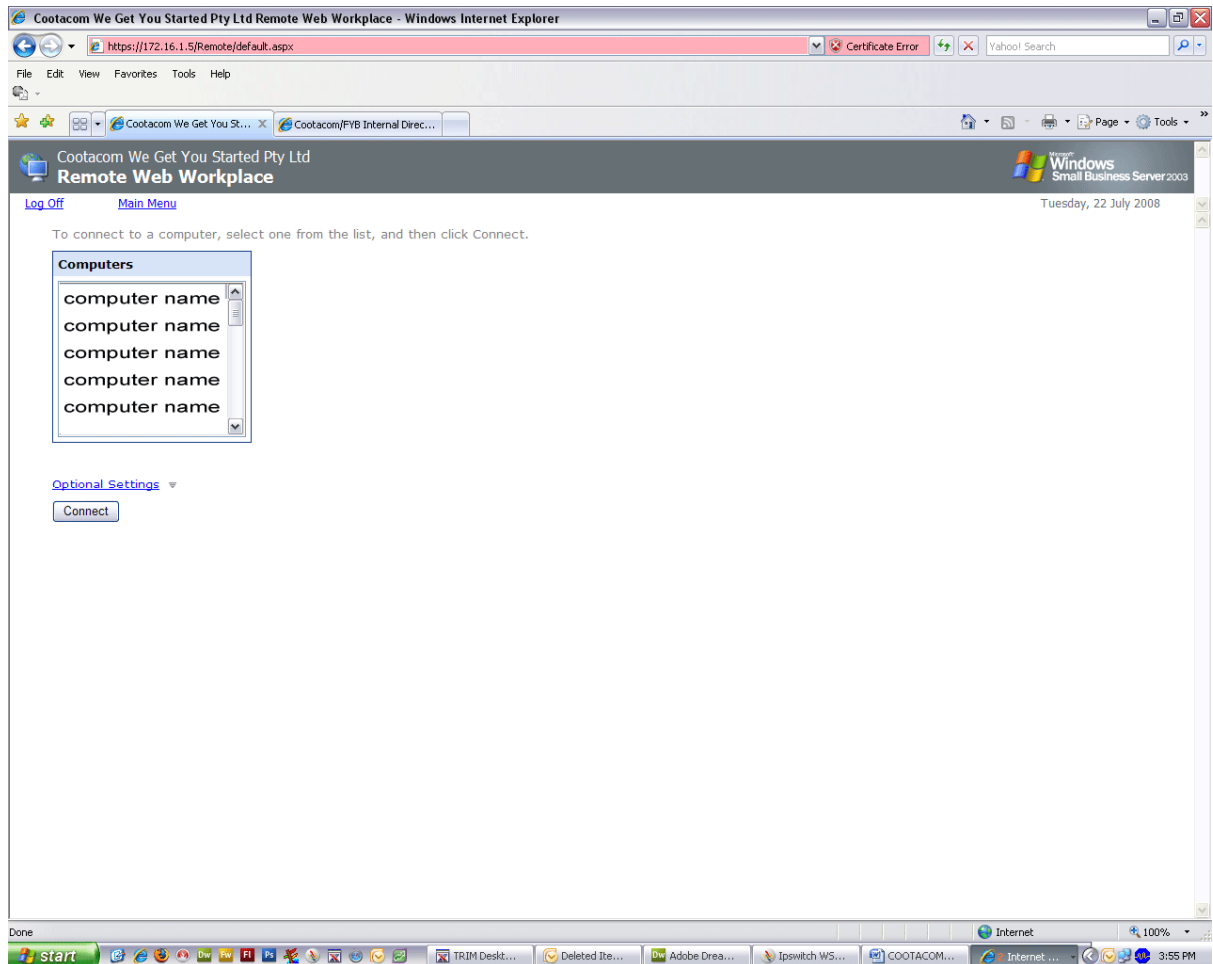
- Type your username and password into the two fields provided and then click the Log on button.

You can then choose if you want to do from the list of options shown below.

To access your PC, Click on 'Connect to Client Desktops'



The following screen will appear which lists all computers in your office. Locate your PC and click: Connect



- When done working on a server or workstation, always be sure to **LOG OFF**, and **never shutdown**.