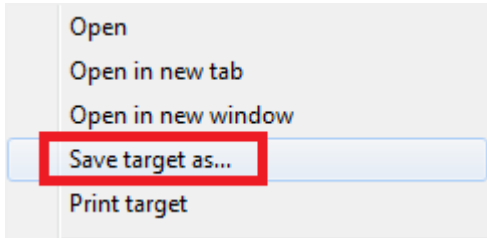


Advance-RDS (Remote Desktop Services) – QuickStart Guide

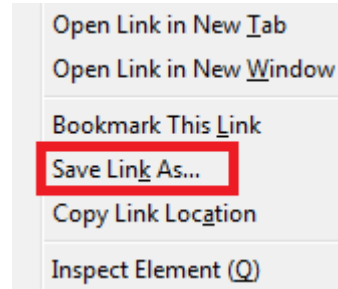
Step 1 – Save the Attached “zip” File From Your Email to Your Desktop

In Zimbra Web, right-click on the file to invoke the Save option.

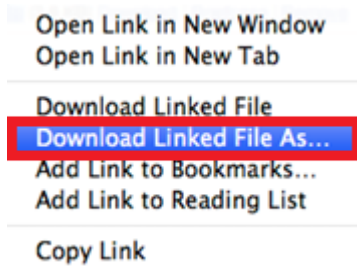
Internet Explorer



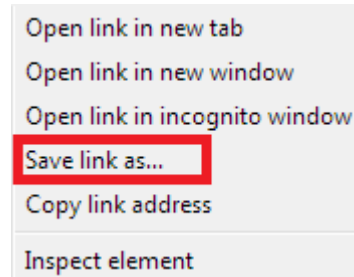
Firefox



Safari



Chrome



Step 2 – Expand the “zip” File and Move “Advance-RDS.rdp” To Your Desktop

The majority of computers on campus are configured to “double-click” for expanding zip’d files. If you need assistance, please contact your [LAN Coordinator](#).

Step 3 – Double-click to Launch the “Advance-RDS.rdp”

Click the “Connect” button.

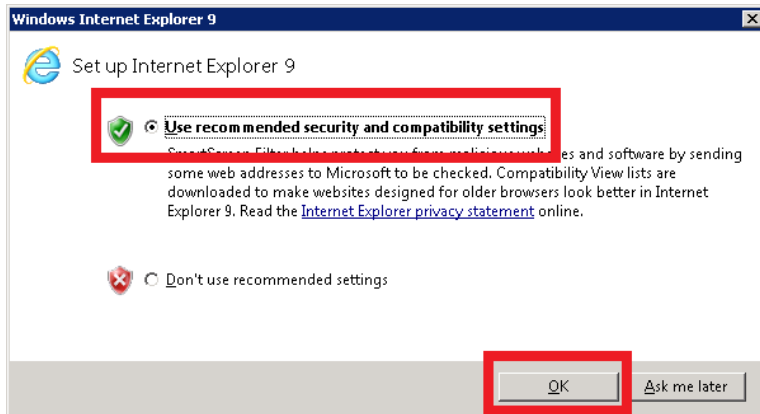
Your username (e.g. jmustang) is pre-populated.

Simply log in as you have in the past.

If you need assistance, please contact Craig Schultz at x6-6117 or cschultz@calpoly.edu.

Internet Explorer — One-Time Configuration Settings

Some users *may* need to perform the following steps, to ensure standard IE settings.



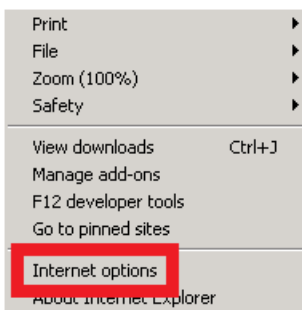
This screen appears for first-time users or if you have previously clicked “Ask me later”.

Click on the recommended settings button, then OK.

Set the default Web page to “Advancement Web”.



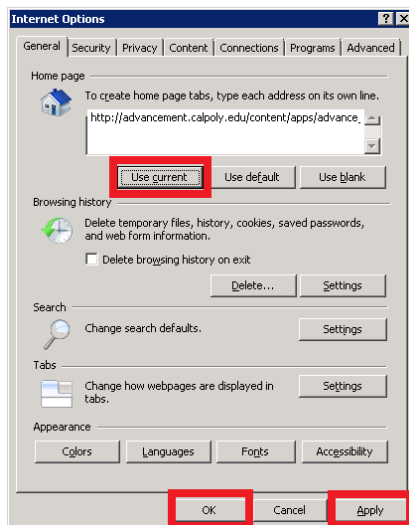
then



Visit the Advancement Web “home page” at http://advancement.calpoly.edu/content/apps/advance_web

Click on the Internet Explorer “Tools” icon in the upper right-hand corner of the screen.

Select “Internet Options” from the pull-down menu.



Click on “Use Current”.

Click on “Apply”.

Click on “OK”.

The next you launch Internet Explorer, Advancement Web will be your home page.