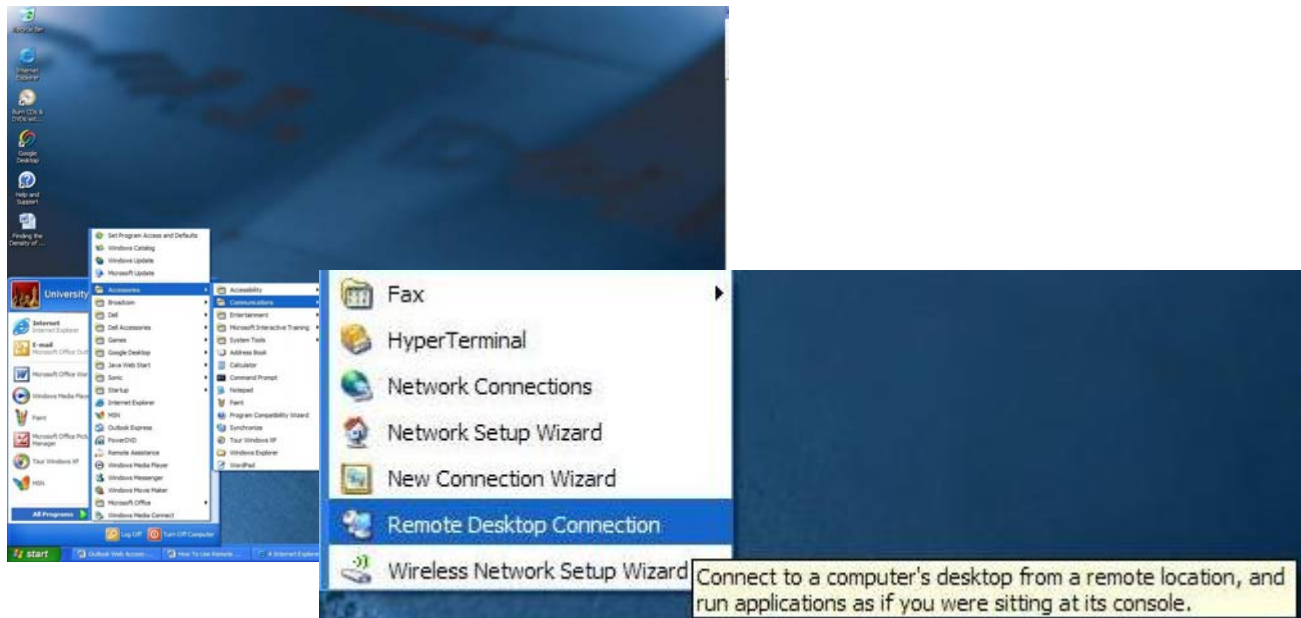


How to access your Network Files through Remote Connection (Windows)

Getting Connected

Start the Remote Desktop Connection with Windows XP by following instruction. Click on **Start > Programs > Accessories > Communications > Remote Desktop Connection**. For any prior versions of Windows (i.e. 2000, 98, 95) you will need to download and install the software from [here](#).



Type **remote.law.miami.edu** into the Computer box.

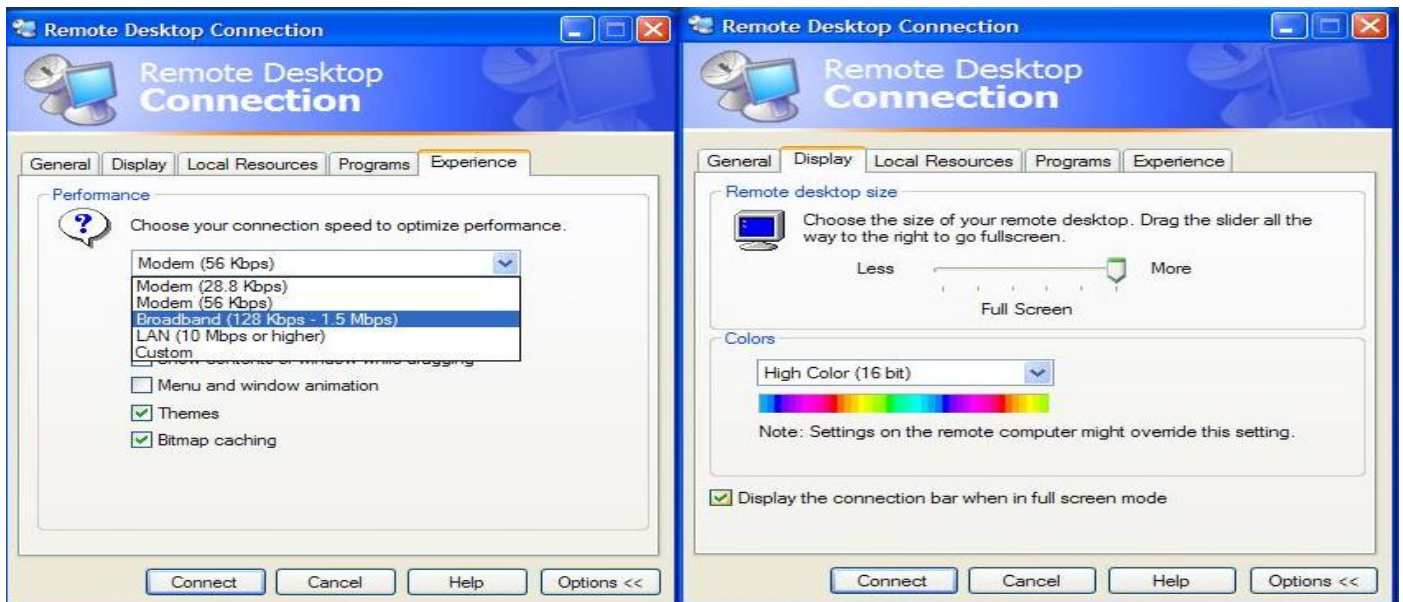


Click the **Options** button before clicking the **Connect** button in order to configure connection options.

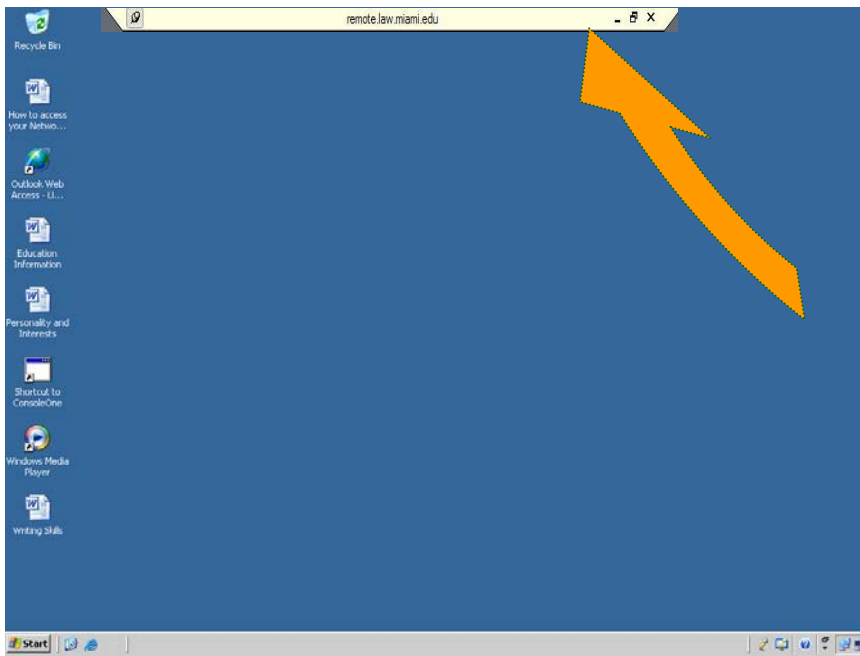


Make sure the Disk Drive is checked in the **Local Resources** tab. By selecting Disk drives and Printers, the drives that you have on your physical computer will be accessible by the remote connection.

Choose the connection being used in the **Experience** tab and click on the **Connect** button. You can also adjust the size of the desktop and how vivid the colors of the desktop will be, on the **Display** tab. If you are accessing remote on Dial Up, we recommend, lowering the color resolution.

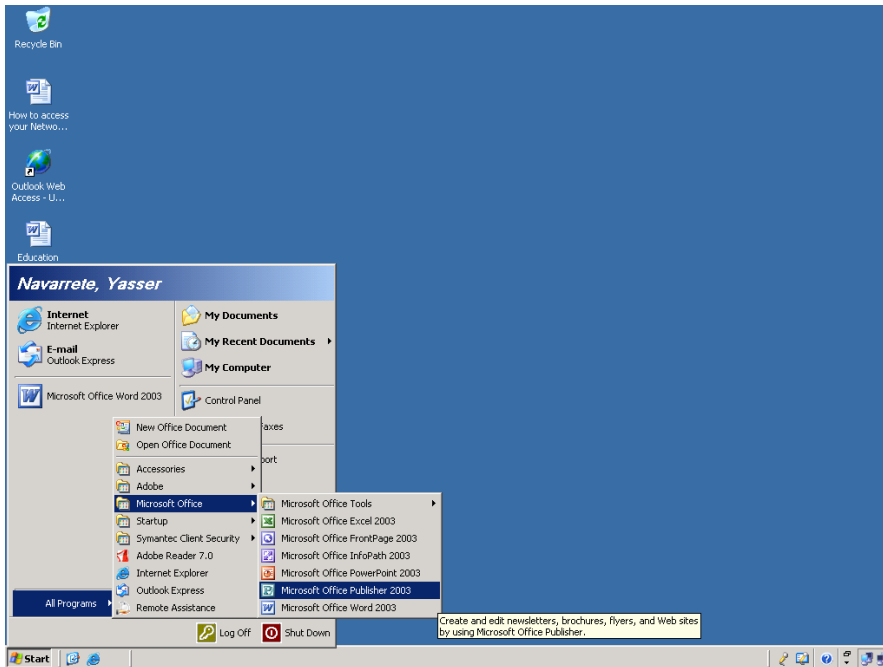


Type your **UM LAW username and password** when the login prompt appears and click okay.

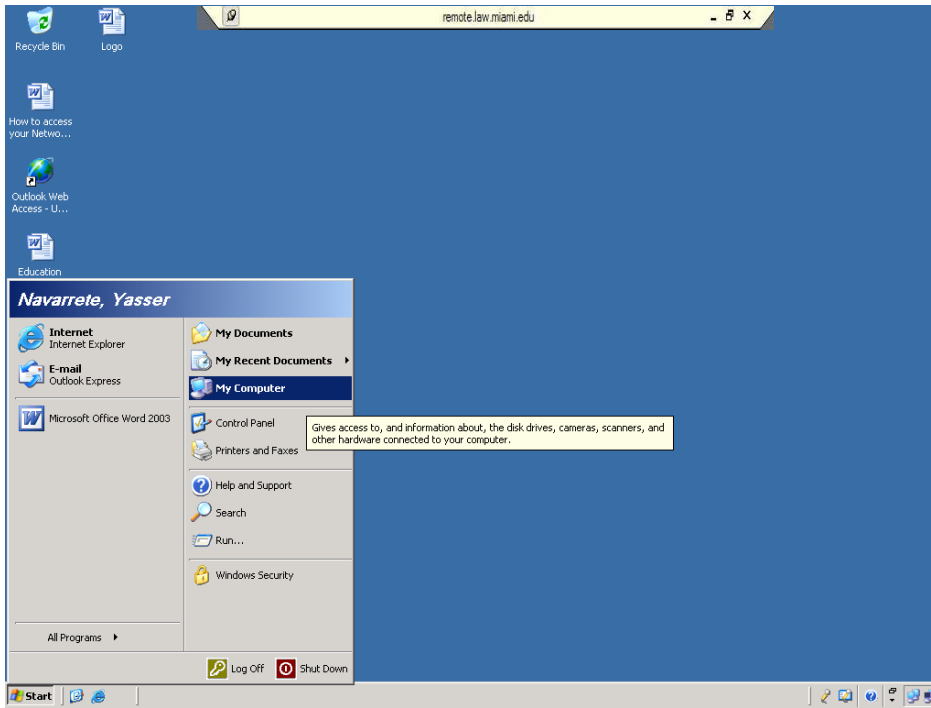


You will see your Desktop once you successfully login.

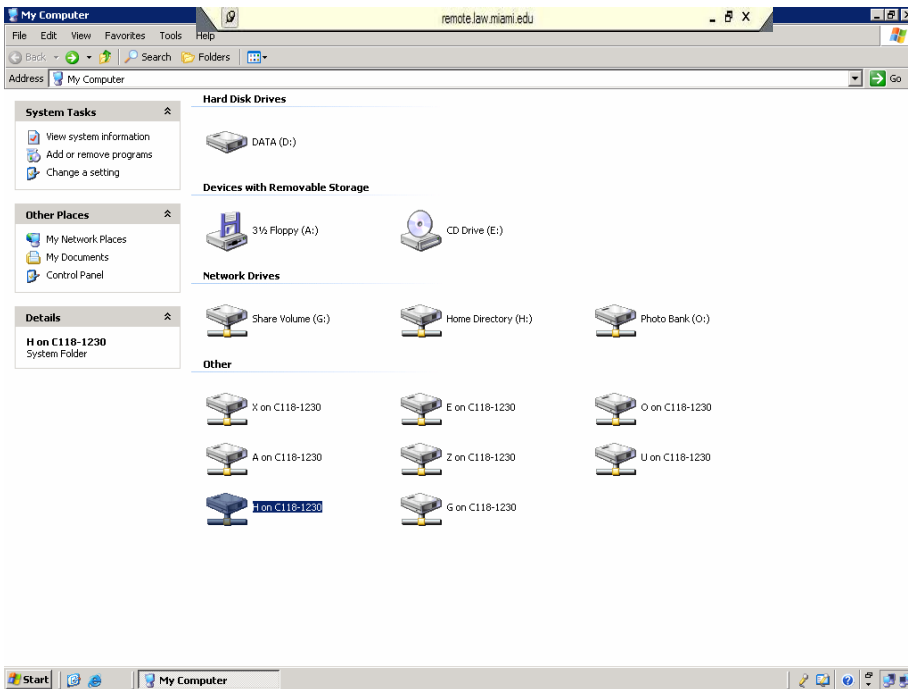
At the top, you will find the remote desktop toolbar. You can use the standard Windows bars to minimize, maximize, or close your connection.



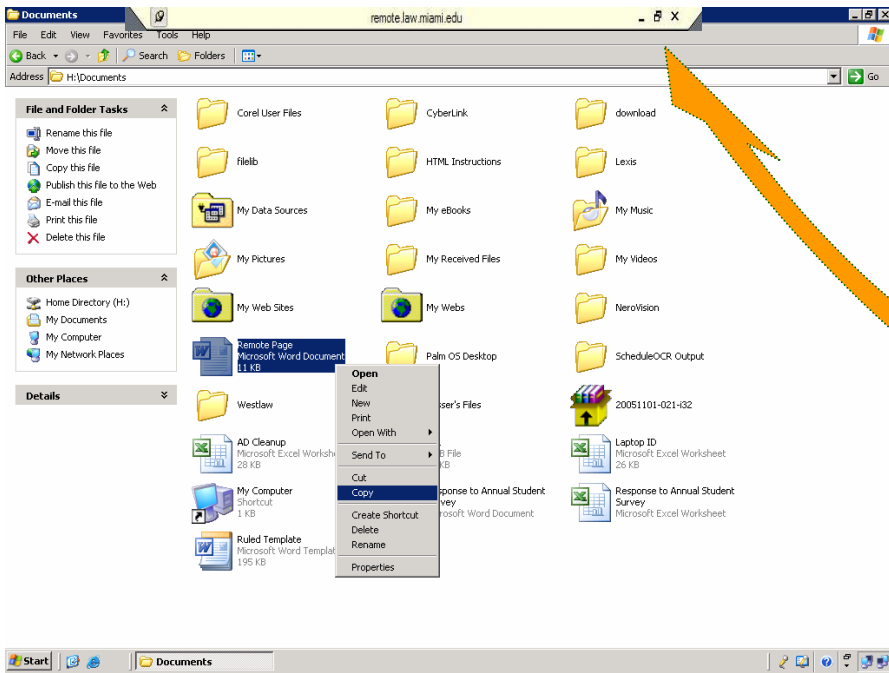
To find your programs, click on **Start** then **All Programs**. Key programs will be available using the Remote Desktop Connection. (Note: not all programs which are in your computer will be accessible.)



Your network drives will be found on **My Computer**. To access it, click **Start**, then **My Computer** on the right hand side.



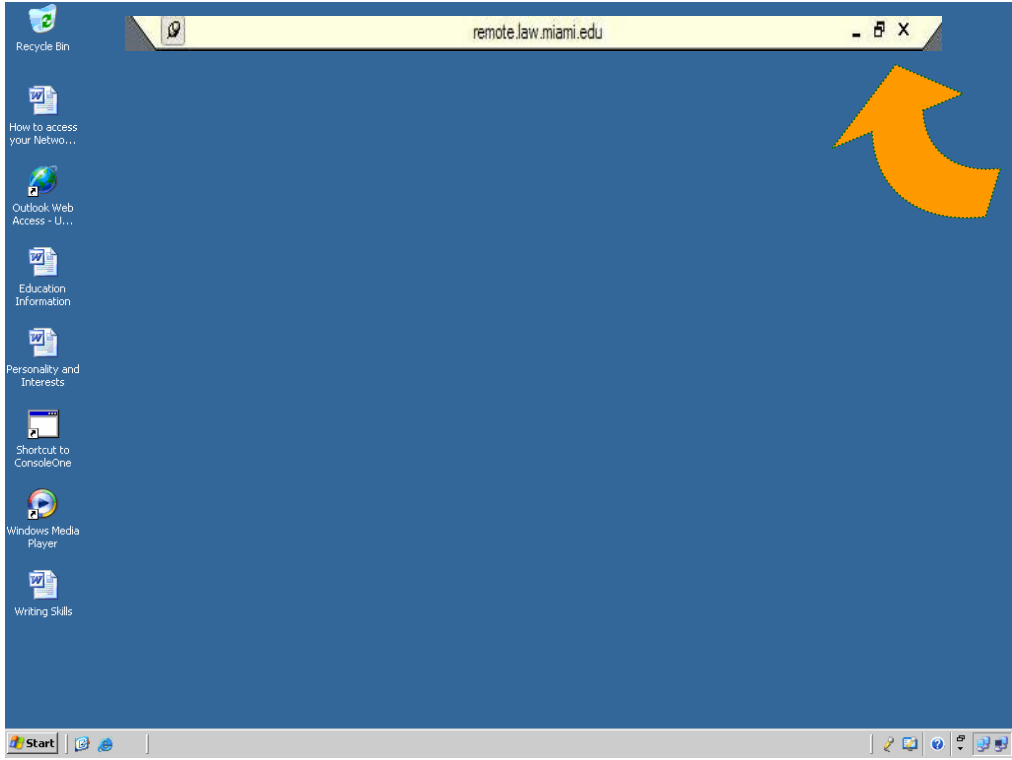
Network Drives associated with your account are found in **My Computer**. There are the standard (G:) **Share Volume**, (H:) **Home Directory** and (O:) **Photo Bank** drives. Under **Other** you will find drives associated with your local workstation. Some are copies of your network drives, others are locally attached.



To copy files from the remote connection to your personal desktop, search for the file in the drive where it is located, right click on it, and click **Copy**.

Then you minimize the remote connection, which will return you to your personal desktop and you can right-click where you want to **Paste** the file.

You can also work on a file from the remote connection with changes to it being saved.



To exit from the remote connection, just click **X** on the top menu. Your connection will then be terminated and you will return to your own desktop.