



Remote Desktop Service



What is the Remote Desktop Service (RDS)?

The Remote Desktop Service, or RDS for short, is a service provided by the Legislative Services Agency that provides our users with the ability to work from a remote location, such as your home. The RDS allows access through the internet browser of your choice and requires no further software installation. Using the Remote Desktop Service will allow you to access all the network files and folders as well as programs such as the Microsoft Office Suite (Word, Excel, Outlook, etc.), Acrobat Reader, and others without installing additional software on your computer.

How do I use the RDS?

To use the Remote Desktop Service:

1. Open your internet browser and navigate to the State House website at www.scstatehouse.gov.

You can use any internet browser you prefer. RDS works in all the most common internet browsers like Chrome, Firefox, Internet Explorer and Edge.



2. In the upper right-hand corner of the website, click on the link labeled "Staff Portal."

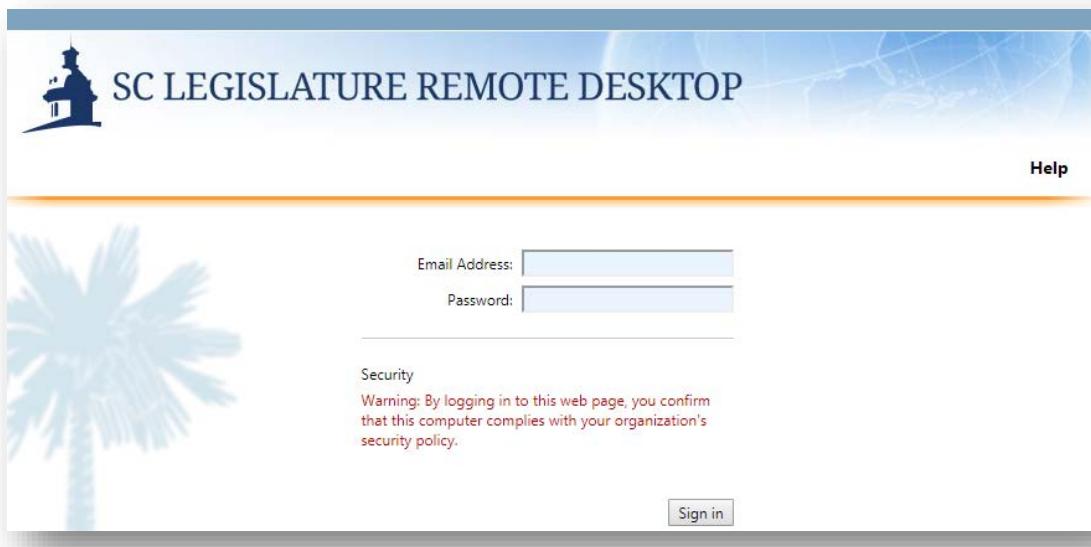


3. This link will direct you to a new page. On this next page, choose the "Remote Office" option.

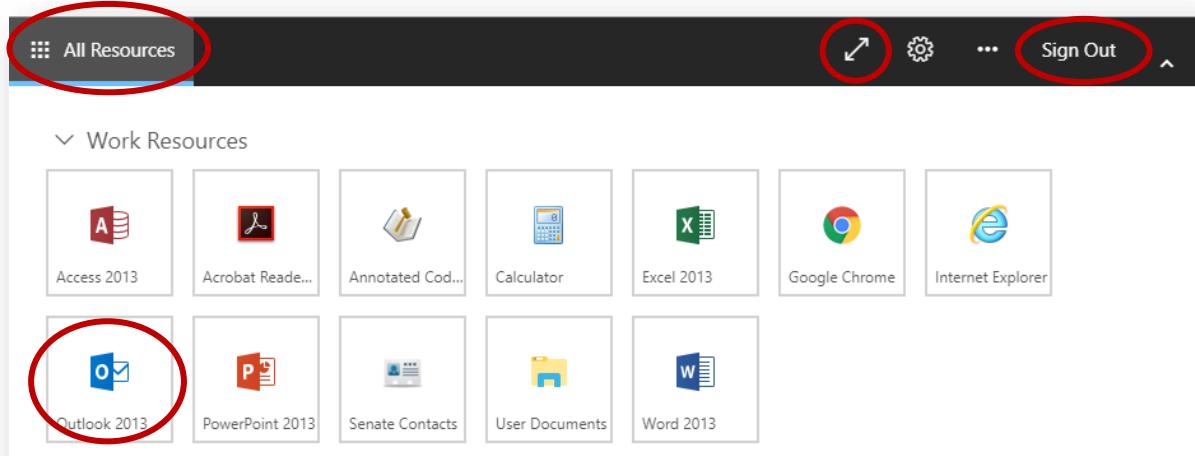




4. On the following screen, fill in fields with the appropriate information and click the Sign In button.
In the email address field, please use your full email address (ex. johndoe@scstatehouse.gov).
In the password field, use the current password you use to login to your computer.



5. This will take you to the initial desktop. Key features about this section include:
 - While in the Remote Desktop, the menu in the upper left-hand corner labeled “All Resources” will return you to this screen.
 - To expand this desktop to full screen, click on the double-ended arrow.
 - To sign out, click on “Sign Out” in the upper right-hand corner.
 - Clicking on any of the squares under “Work Resources” will open that program.



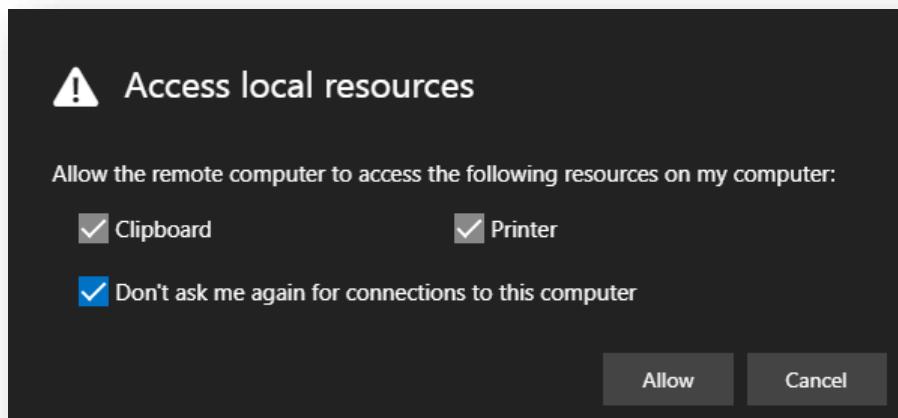


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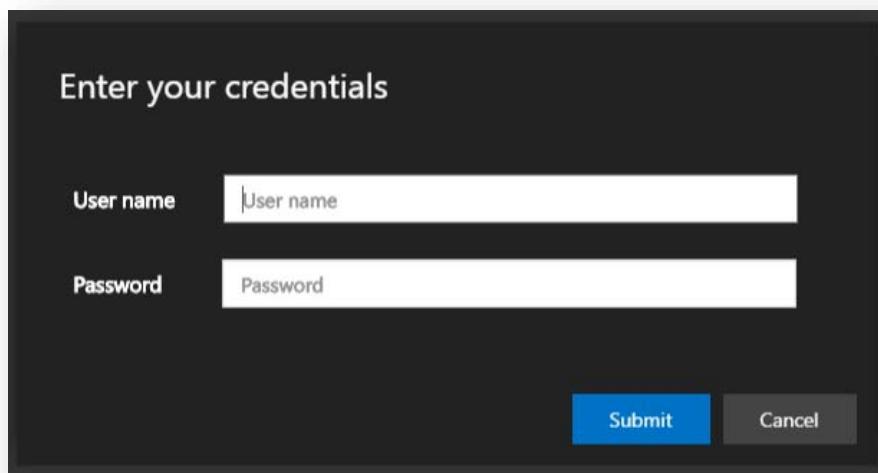
6. Once an initial program is selected, it will ask to access local resources. (It is recommended that at least the Clipboard and Printer options are selected.) The options are:

- **Clipboard** - Check this box to enable cut/copy/paste from your local computer to/from the Remote Desktop.
- **Printer** - To be able to print to a local printer, this option must be checked.
- **Don't ask me again for connections to this computer** - If you are not on a shared computer, check this box. It will hide this selection screen in subsequent logins on this machine.



7. It will then ask you to enter your credentials. (This is normal.)

- **User Name** - Your email address up to the '@' sign. For example, janedoe@scstatehouse.gov would enter janedoe.
- **Password** - The password you currently use to login to your computer.



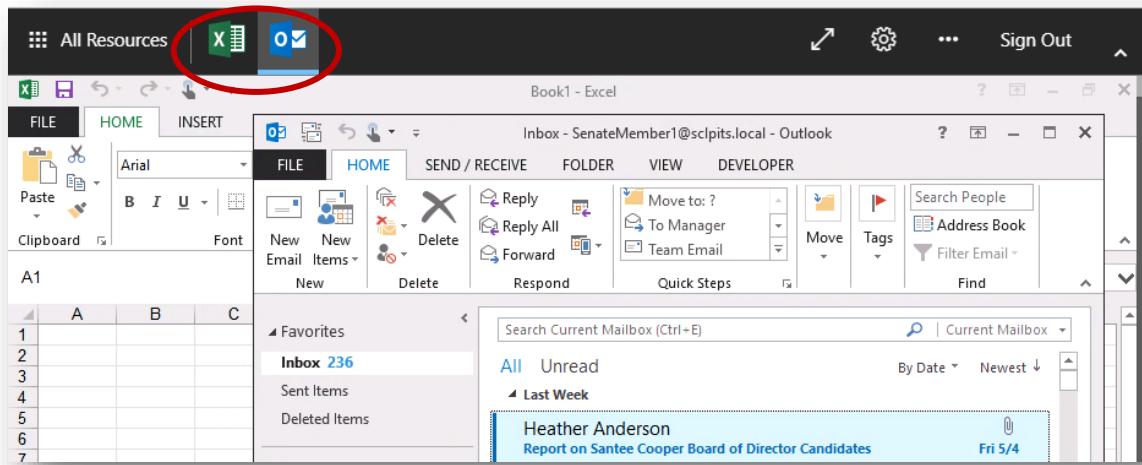


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8. Multiple programs can be opened simultaneously within the Remote Desktop. The programs can be displayed as multiple “floating” windows, or they can be displayed to the full size of the remote desktop.

The first image below demonstrates the floating screens. Notice how Excel can be viewed behind the open Outlook window. The Outlook window can be moved around within the frame. In the next image, the programs are displayed as full size. In both versions, switching between the programs can be accomplished by clicking on the “tabs” in the top bar. When using floating windows, clicking on an area of desired program will also bring it to the forefront.



When using full screen, only one program is displayed at a time. Use the tabs to switch between programs. To change between full size and floating windows, double click the header bar of the program (circled below).

