

Using Terminal Services and Accessing Local or Networked Drives for Mac or Windows Workstations

To use Terminal Services you must have the Remote Desktop application installed on your workstation. Installation and configuration guides are available at the following Web site address: <http://software.calpoly.edu/CMS-WTS.html>.

Login



Start Terminal Services from the icon on your desktop.

The Log On Window will appear.

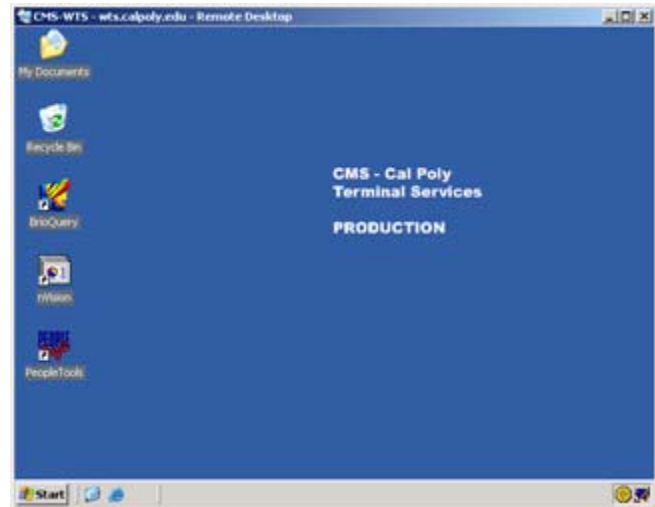
Enter your Cal Poly Username and Password, then click the OK button.



The Terminal Services window will appear.

Double-click one of the icons from the desktop to use BrioQuery, nVision or PeopleTools.

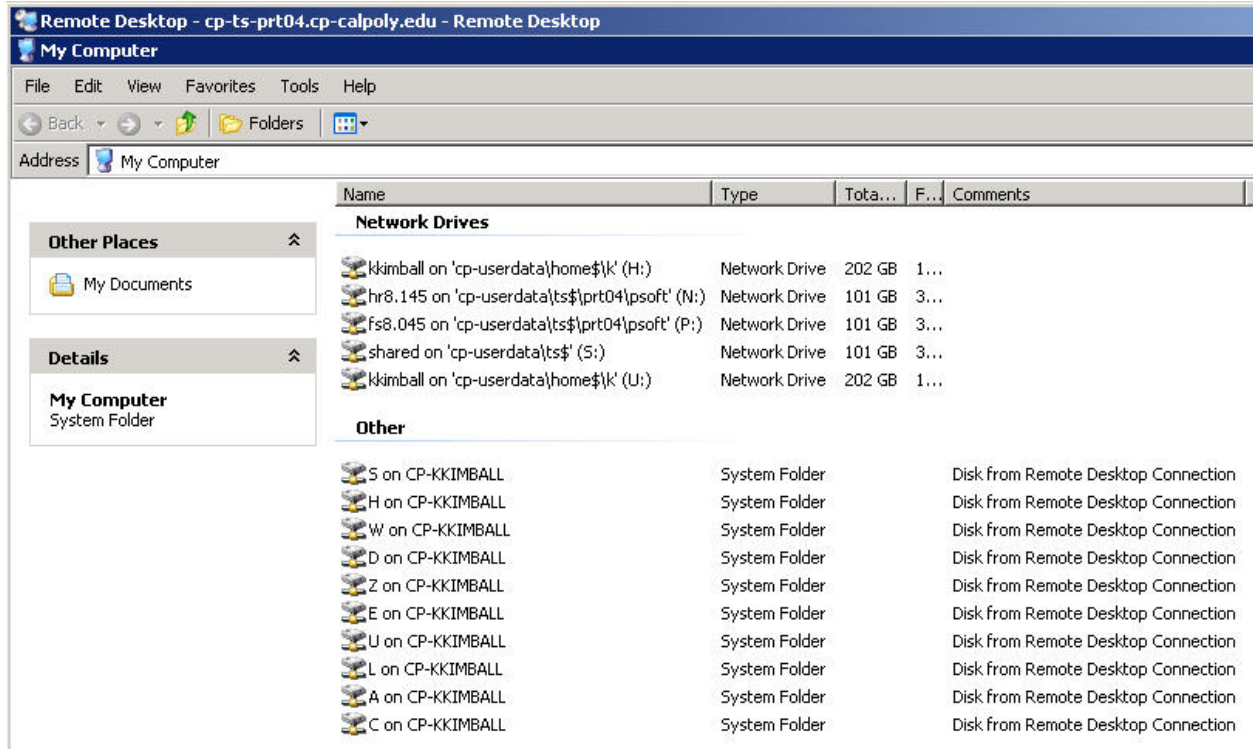
Other applications are available from the **Start** menu... **All Programs**.



Network and Local drives

Windows and Mac workstations will show the available drives similar to the picture displayed below. The number of drives listed will depend on the type of CMS access you have and how your workstation is configured on the Cal Poly campus.

To view available drives select My Computer from the Start button.



Citrix Legacy Data

Files stored on the Citrix server Home drive will be moved to the Terminal Services server and placed into a folder called Citrix Legacy Files. This folder is viewable in the My Documents folder in inside your Terminal Services session.

You can access Citrix Legacy Data in multiple ways:

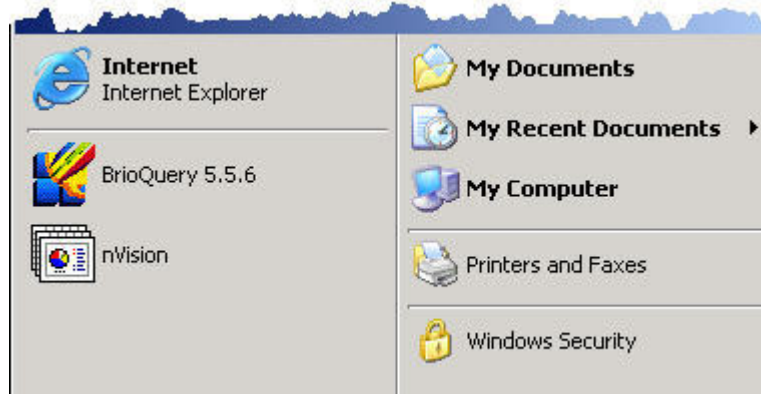
Double-click the **My Documents** icon on the desktop.



To add a new folder, click the Make a new folder item



Or select **My Documents** from the **Start** button.



Or from the **My Computer** window, double-click the **U:** drive that appears in the list of Network Drives.

Name	Type	Total Size
Network Drives		
\\kkimball on 'cp-userdata\home\$\k' (H:)	Network Drive	202 GB
\\hr8.145 on 'cp-userdata\ts\$\prd\psoft' (N:)	Network Drive	101 GB
\\fs8.045 on 'cp-userdata\ts\$\prd\psoft' (P:)	Network Drive	101 GB
\\share\$ on 'cp-userdata' (S:)	Network Drive	252 GB
\\kkimball on 'cp-userdata\home\$\k' (U:)	Network Drive	202 GB
Other		

Local Drives via Terminal Services

Local drives will appear differently depending on whether you use a Mac or Windows workstation.

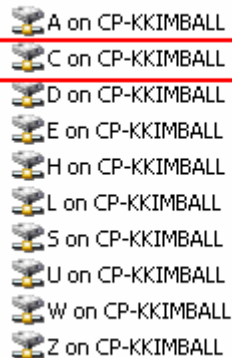
Windows Users:

To access or save files to your local computer, from the My Computer display, select the drive labeled **C on CP-username** listed in the **Other** category.

If you are connected to a department network, those drives will be listed here as well.

If you are working from home the drives listed in the **Other** category will be the drives on your home computer.

Other



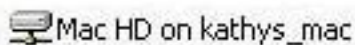
Mac Users:

To access or save files to your local computer, from the My Computer display, select a drive listed under the **Other** category

If you are connected to a department network, those drives will be listed here as well.

If you are working from home the drives listed in the Other category will be the drives on your home computer.

Other



System Folder

Close the Terminal Services Connection

It is important that you close active applications and shutdown the Terminal Services connection properly.

1. Exit all active applications.
2. Select the Start button in the lower left corner.
3. Click the **Log Off** button.
4. When prompted, click the **Log Off** button on the Confirmation message.