TERMINAL SERVER USER'S GUIDE

TERMINAL SERVER CONNECTIONS V1.0

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Table of Contents

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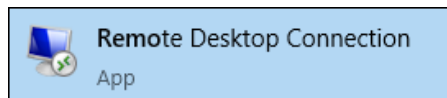
Terminal Server Connections v1.0

Purpose

A Microsoft Windows Terminal Server is a service that allows users to remotely connect to a Windows operating system by opening a remote terminal session. Think of it as logging in to a conference room computer. You will get the basic services like Outlook, Microsoft Office and your drive mappings. What you may not see is specific software you may have on your normal workstations (e.g. Visio, MS Project, etc.).

Prerequisites

1. VPN Connection to the UF Intranet. Please see the VPN documentation for client install.

2. Two-Factor Authentication (2FA). Make sure if you are enrolled that you have your 2FA device handy. We recommend having multiple methods of 2FA defined as alternates. For help with 2FA please contact UFIT at helpdesk@ufl.edu or by phone at 392-HELP (4357).

3. The "Remote Desktop Connection" application which is part of a standard Microsoft Windows system. This application is also available for Mac users (for free from the Mac App Store).
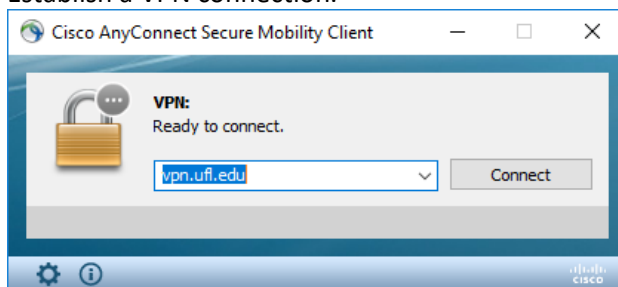   a. Windows:

   b. Mac:
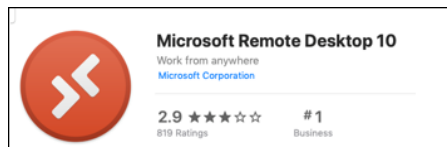
Connecting to the terminal server

1. Establish a VPN connection.

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a. Make sure "vpn.ufl.edu" is in the textbox and select 'Connect'.
b. Enter your username: <your username> (e.g. algator)
c. Password: <your UF password>

2. Launch "Remote Desktop Connection (RDC)" client.
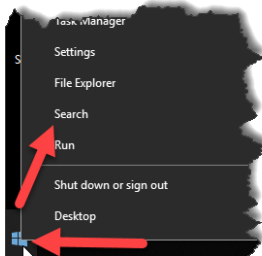   Below are two different methods to start the RDC client (shortcut keys or windows search)
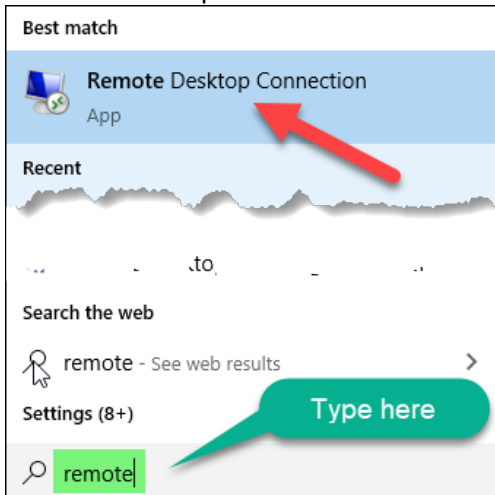   a. **Shortcut keys**

    Note: The "Win" key is between the left "Crtl and Alt" keys on your keyboard.
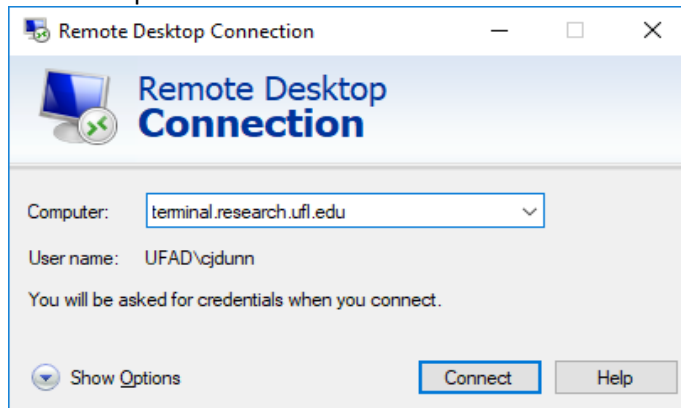

    b. Or use "**Windows Search**" to find the application in your start menu.
        1. Right-Click on the "Windows" icon in the start menu and select "Search" from the context menu.

        2. Start typing the word "remote" and the application list should filter and show "Remote Desktop Connection" as a choice.

3. Enter Computer name: "terminal.research.ufl.edu"

4. You will be prompted for user credentials.
   ==Take special note of the required format== for the username.
   ==It is **preceded with "ufad\"**==
   a. Username: **ufad**<your username> (e.g. ufad\algator)

5. Please note, the terminal sever has a limited number of simultaneous logins. At the end of your session, please sign out to free up a connection for someone else.
   To logout, Click "Start | <your profile picture> | Sign Out"