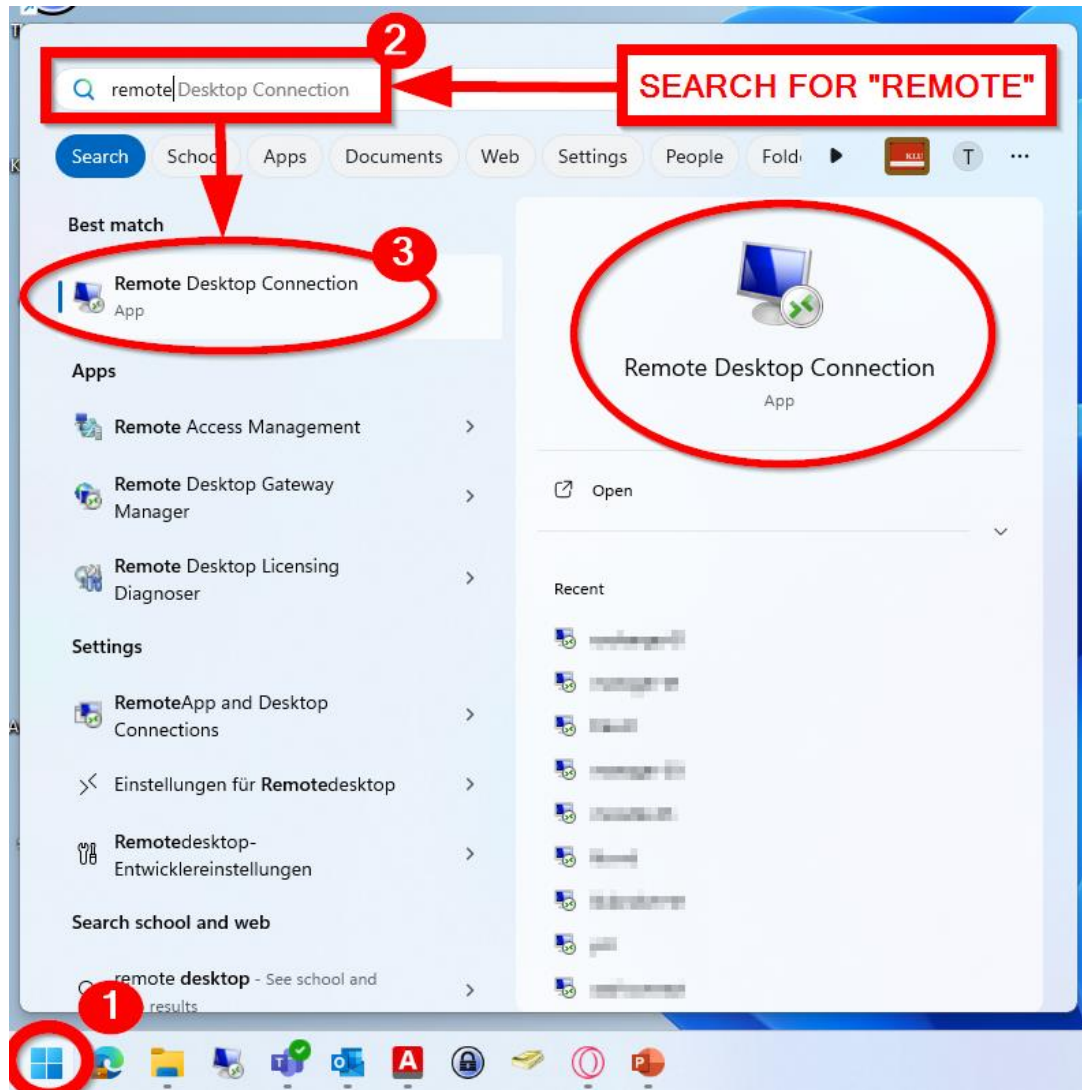


# ACCESS TO THE KLU HOSTED INSTANCE (RDP)



**STEP 1:** To connect to KLU's remote instance, you will need Microsoft's **Remote Desktop**. On most Windows computers this should be pre-installed.

Check for Remote Desktop (Screenshot):  
In the lower left of your Windows desktop(1), type „remote“ into your system search window(2). If „Remote Desktop Connection“(3) shows up, your computer has the app.

**Note:** If you don't have the app, please search for it in the Microsoft App Store. (It is free to download)

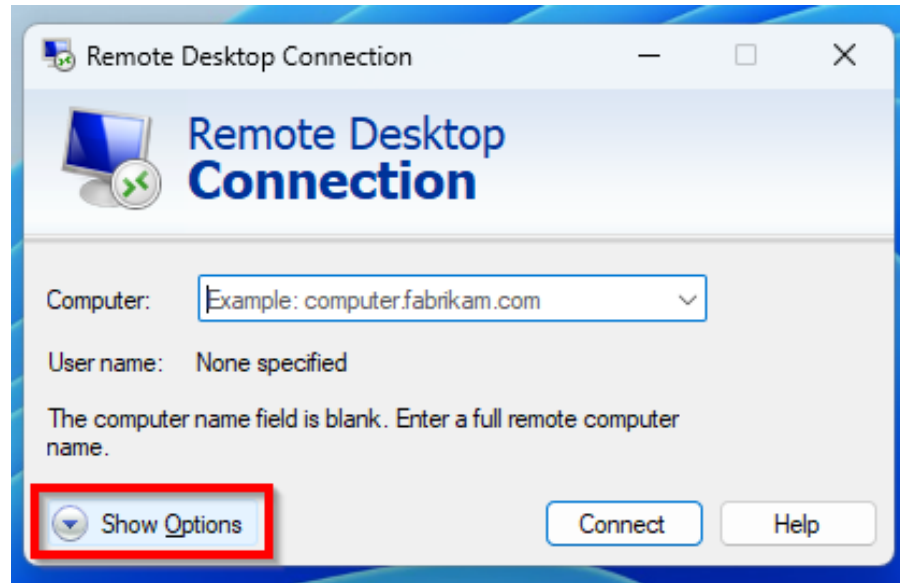
**Direct Link English:** <https://www.microsoft.com/en-us/store/p/remotedesktop/9wzdnrcfj3ps>

**Direct Link German:** <https://www.microsoft.com/de-de/store/p/remotedesktop/9wzdnrcfj3ps>

# ACCESS TO THE KLU HOSTED INSTANCE (RDP)

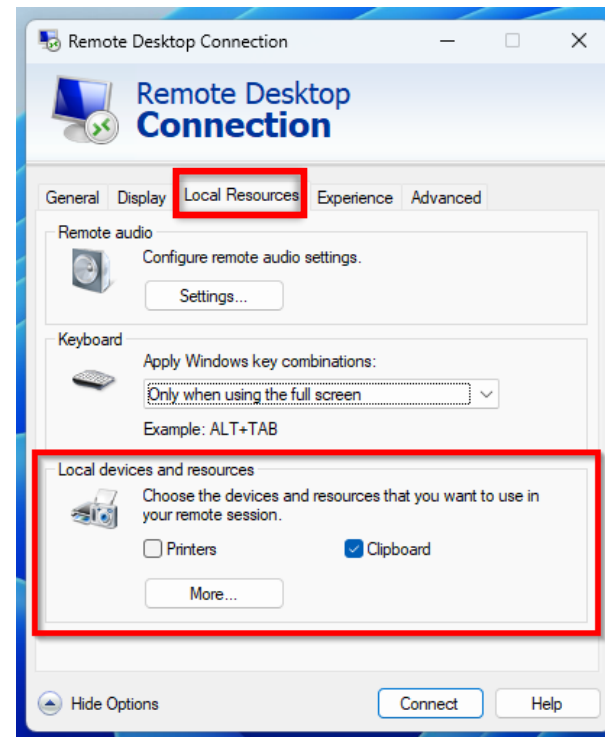
**STEP 2:** Launch Remote Desktop Connection. There is an empty field called „Computer“.

We want to configure the app first.



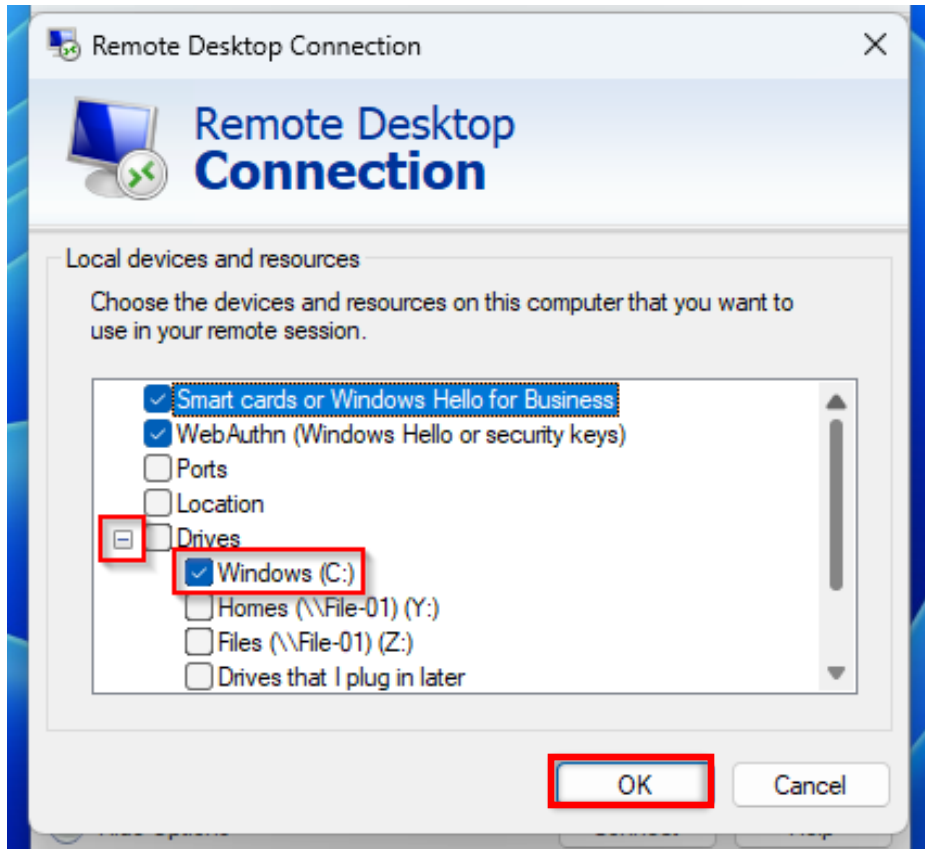
Click on „**Show Options**“ in the above dialogue and then open the tab „**Local Resources**“ (right screenshot)

Do the following: **Check Clipboard**, **uncheck Printers**. This setting will allow to Copy&Paste files between local volume on your computer and KLU’s remote instance.



**Note:** You may not be able to use quick-keys (Cntrl+C, Cntrl+V) but Copy&Paste from menus will work.

# ACCESS TO THE KLU HOSTED INSTANCE (RDP)

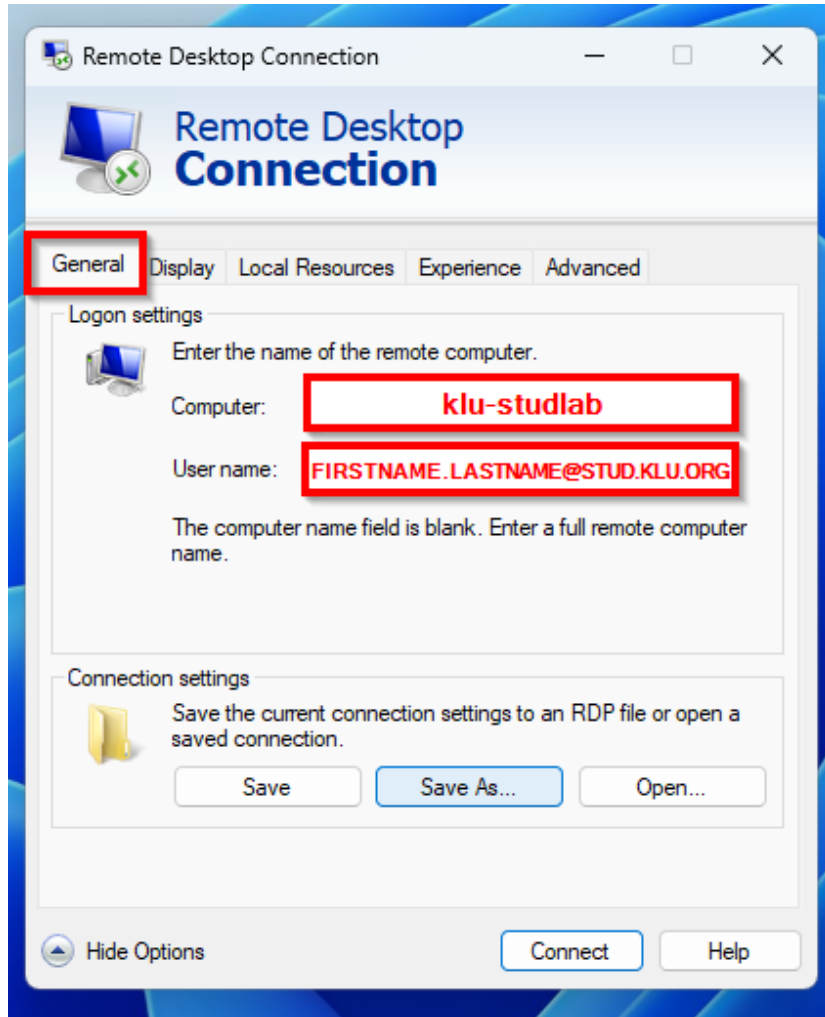


**STEP 3:** When you click „More“, you will see the following dialogue. (Screenshot)

Tick the checkbox for your local volume. It is probably your (C:) drive.

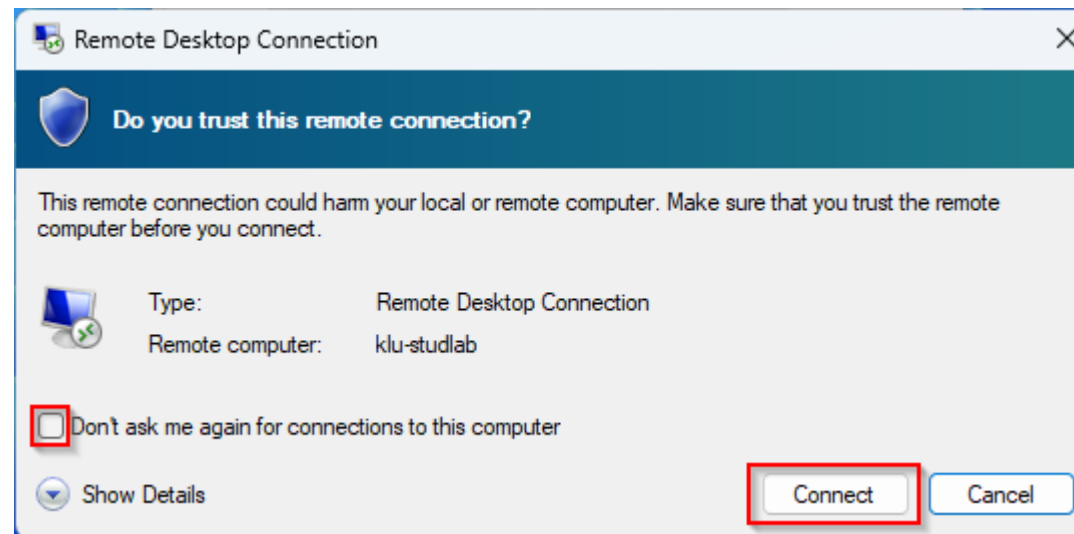
Click on „OK“. When you connect to the KLU remote desktop, this setting will allow you see and access your local volume from within KLU’s remote desktop. It’s another way to move files between the local volume on your computer and KLU’s remote instance.

# ACCESS TO THE KLU HOSTED INSTANCE (RDP)



**STEP 4:** Return to the „General“ tab and use for Computer „klu-studlab“ and for User name your KLU login details „FIRSTNAME.LASTNAME@STUD.KLU.ORG“.

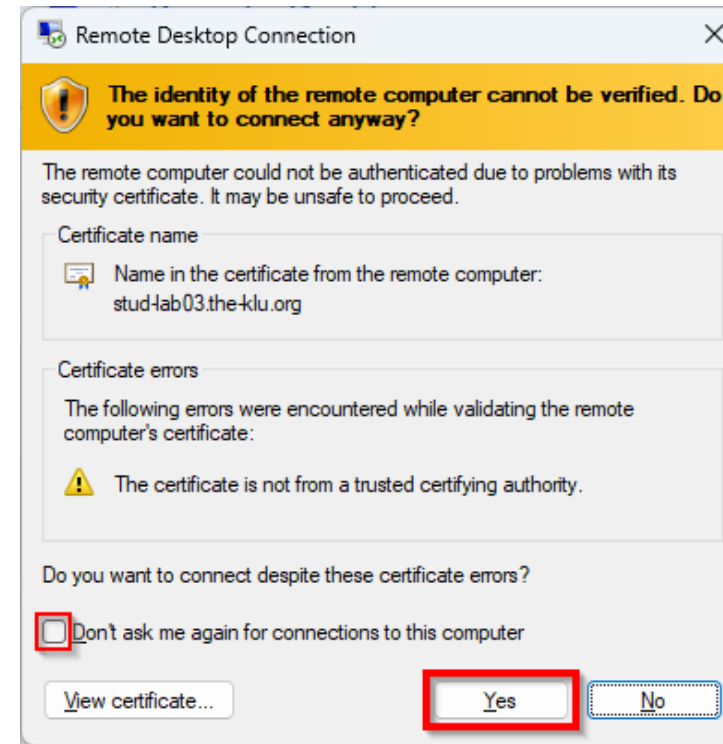
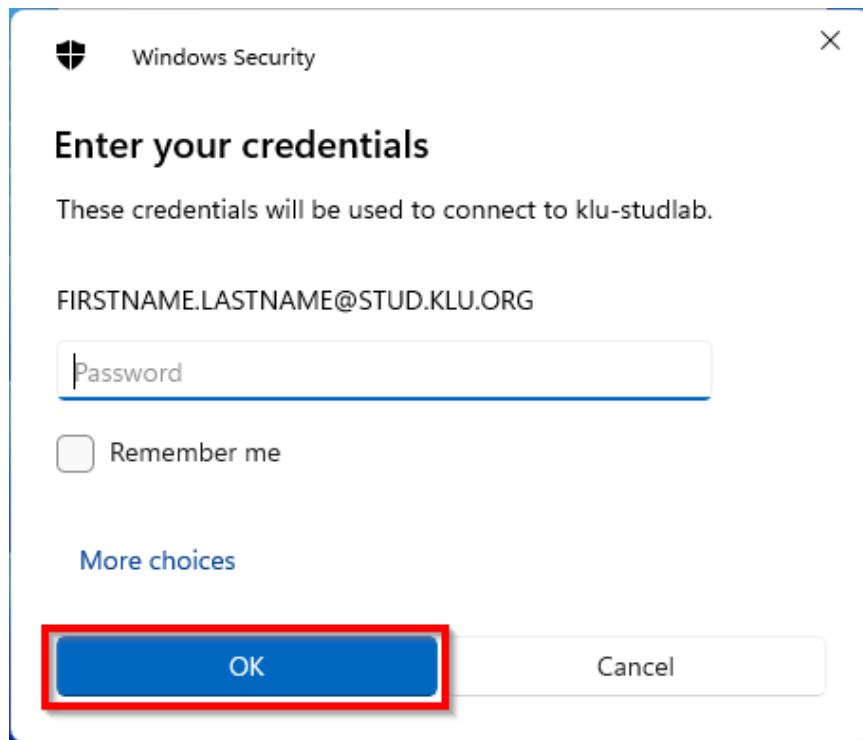
You will be asked if you trust the remote connection. Since the source is trustworthy, you can proceed by clicking „Connect“.



# ACCESS TO THE KLU HOSTED INSTANCE (RDP)

**STEP 5:** Use your password and click on „OK“.

If you run into certificate errors, proceed by ticking the checkbox and clicking „Yes“.

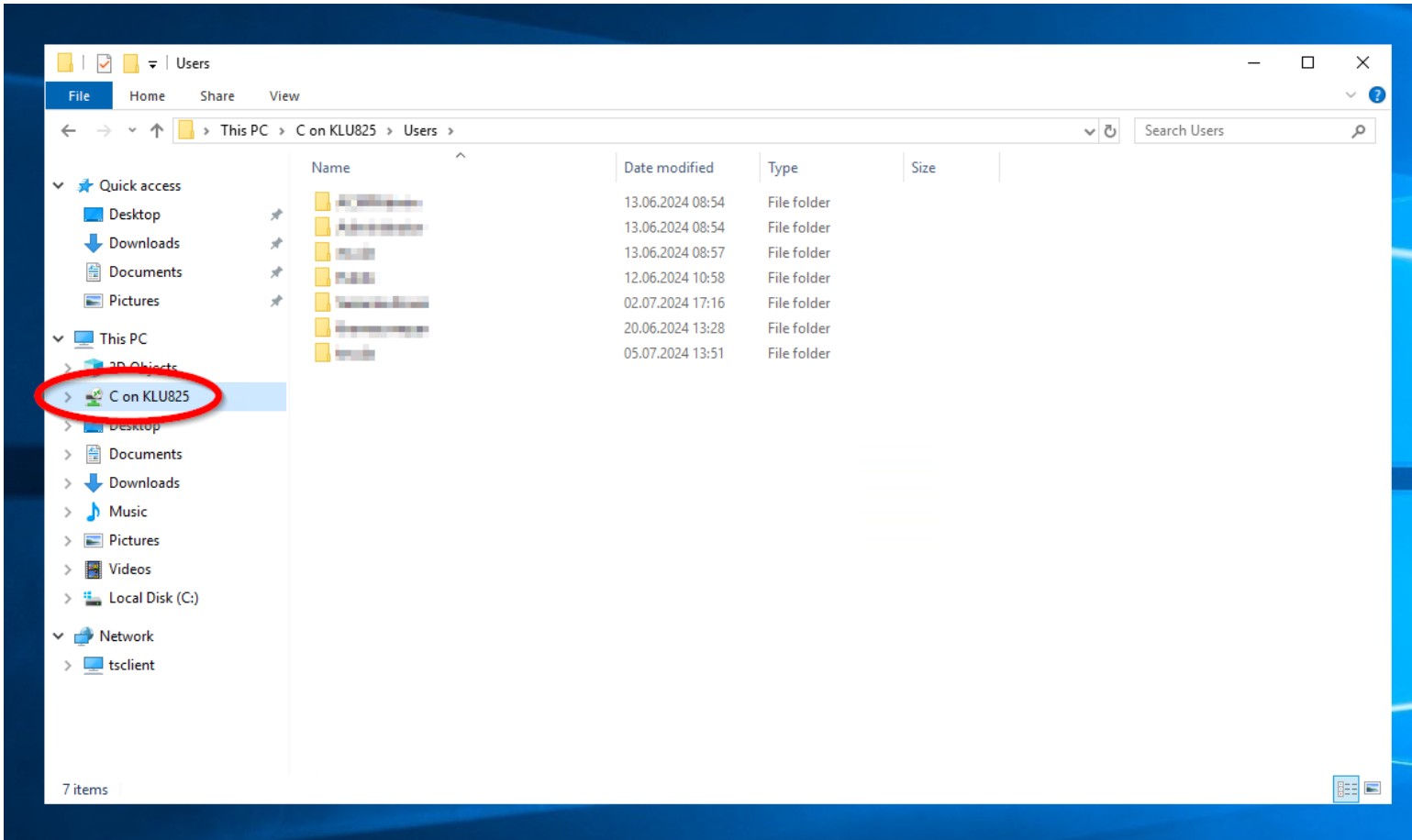


# ACCESS TO THE KLU HOSTED INSTANCE (RDP)



**STEP 6:** The screenshot shows a successful connection with the remote instance „klu-studlab“.

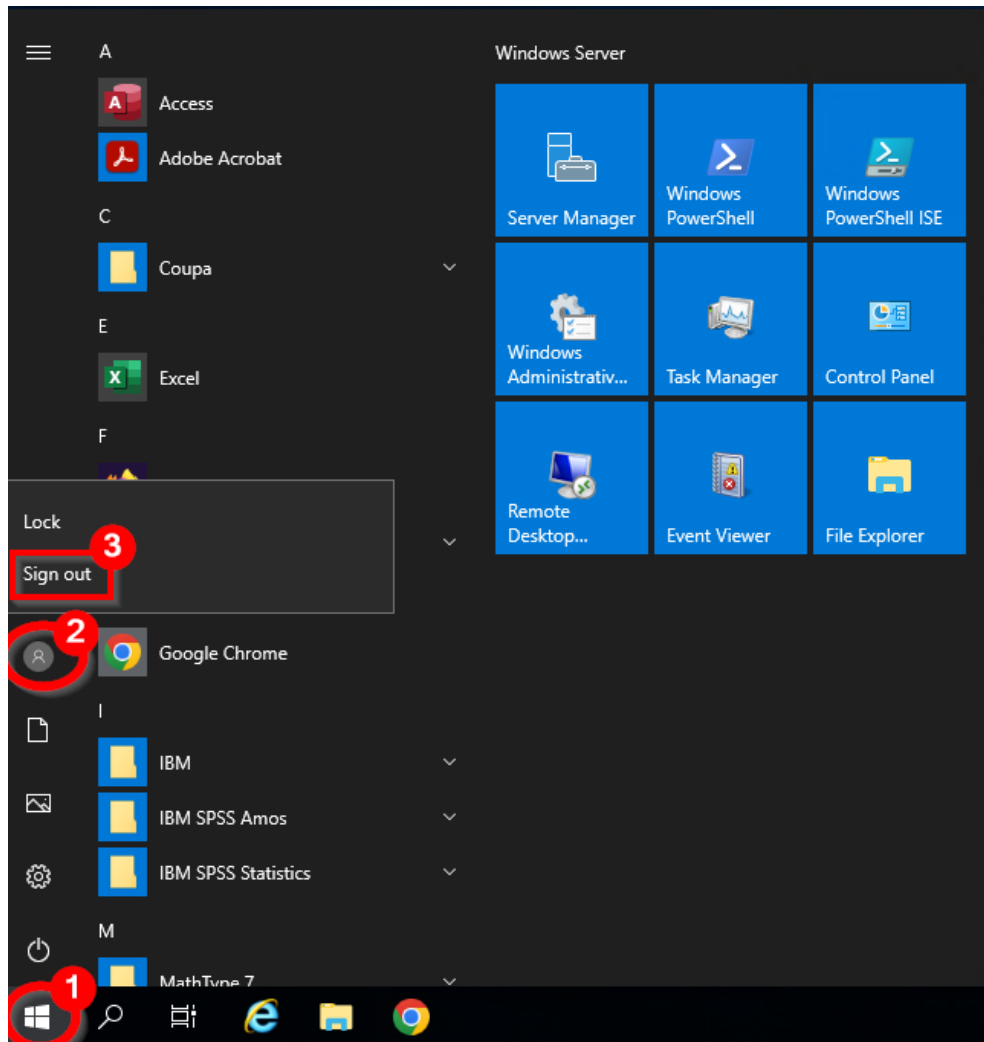
# ACCESS TO THE KLU HOSTED INSTANCE (RDP)



**STEP 7:** If you open the explorer, you should be able to see your local volume (from Step 3) while using the remote instance.

(In this example our local volume (C:) is called „C on KLU825“)

# ACCESS TO THE KLU HOSTED INSTANCE (RDP)



**STEP 8:** To prevent future login errors, we strongly advice you to close the remote desktop session by clicking on Start(1), your user(2) and „Sign out“(3).

**Note:** If you click on the „Off/Shutdown“ button and choose „Disconnect“, your session will still be active which may end up conflicting with your next login attempt.