

**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/enus/store/p/remotedesktop/9wzdncrfj3ps Direct Link German: https://www.microsoft.com/dede/store/p/remotedesktop/9wzdncrfj3ps



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.

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

We want to configure the app first.



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

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**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. KÜHNE LOGISTICS UNIVERSIT



**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**".





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

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

Windows Security	×	Remote Desktop Connection X
Enter your credentials		The identity of the remote computer cannot be verified. Do you want to connect anyway? The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.
These credentials will be used to connect to klu-studlab.		
FIRSTNAME.LASTNAME@STUD.KLU.ORG		Certificate name Name in the certificate from the remote computer: stud-lab03.the-klu.org
Password		Certificate errors
Remember me		The following errors were encountered while validating the remote computer's certificate:  The certificate is not from a trusted certifying authority.
More choices		Do you want to connect despite these certificate errors?
OK Cancel		Don't ask me again for connections to this computer         View certificate

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





**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")

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**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.