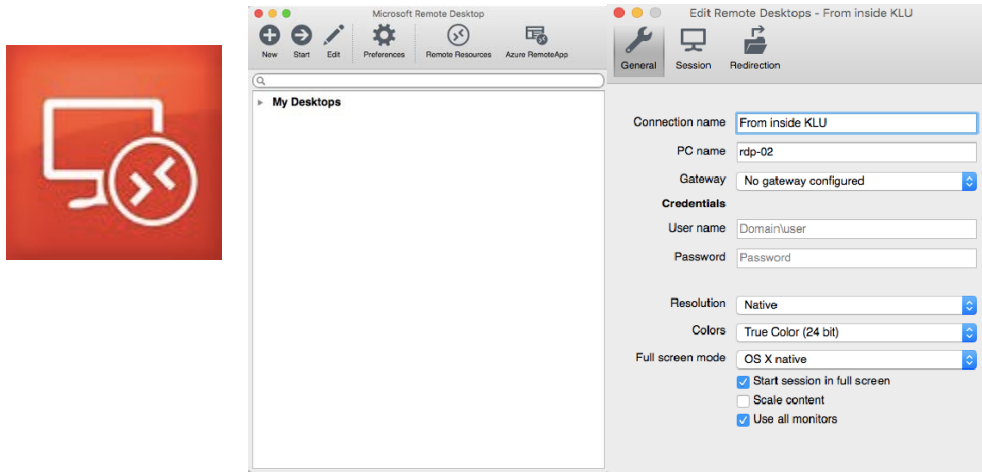


Access to the KLU Hosted Instance

1. Mac Users: How do I access the KLU hosted instance when I am at KLU?

From the App Store, download and install “Microsoft Remote Desktop” client.



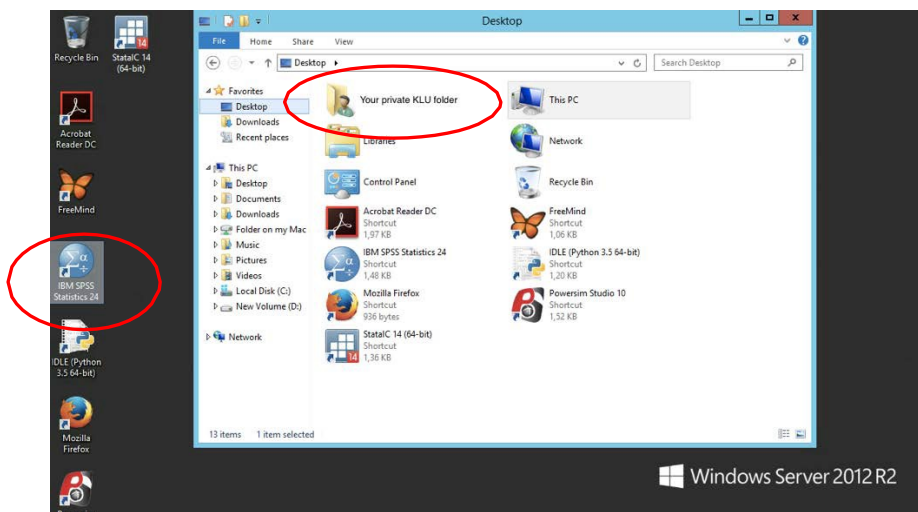
Launch Microsoft Remote Desktop and configure it as follows:

- Click ‘New’ to create a new remote desktop.
- In the ‘Edit Remote Desktop’ dialog box, enter ‘**rdp-02**’ into the field ‘PCName’.
- Leave ‘Gateway’ set to ‘no gateway configured’. All other settings in this dialog are optional.
- For User name & Password, either enter your VPN login from your login credentials document, which you received in Welcome Week; or leave them blank to login when you actually connect.
- Close the ‘Edit Remote Desktop’ dialog box.

Either double-click the newly created desktop or click ‘Start’ to connect to KLU’s remote PC.

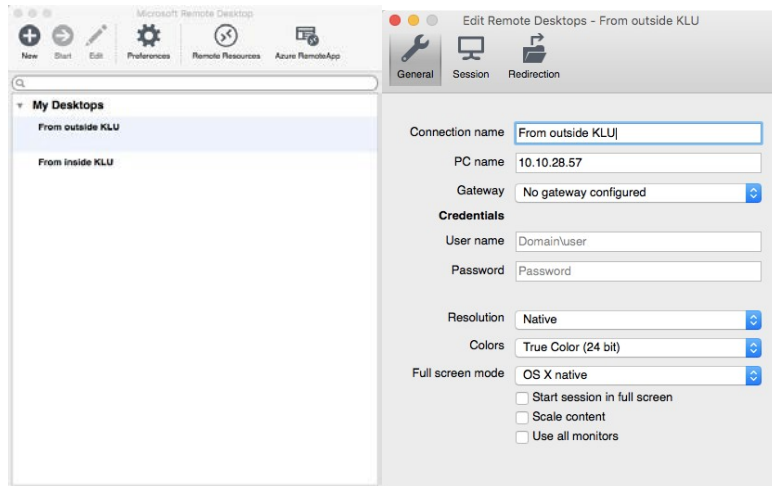
If a ‘Verify Certificate’ alert displays, click ‘Continue’.

A Windows desktop will display. On the desktop is an alias for the application. Double-click on it to launch it.



2. Mac Users: How do I access the KLU instance when I am outside of KLU?

Set up VPN for KLU access. Instructions are on moodle and refer to your login credentials document, which you received during Welcome Week. Launch VPN and login to KLU's network.



Download, install, and configure Microsoft Remote Desktop. See above for instructions.

However, in the 'Edit Remote Desktop' dialog box, enter '**10.10.28.57**' into 'PC Name'.

You may want to set up two desktops – one for connecting within KLU, and one for outside connections.

Connect to KLU's remote PC.

Tech notes:

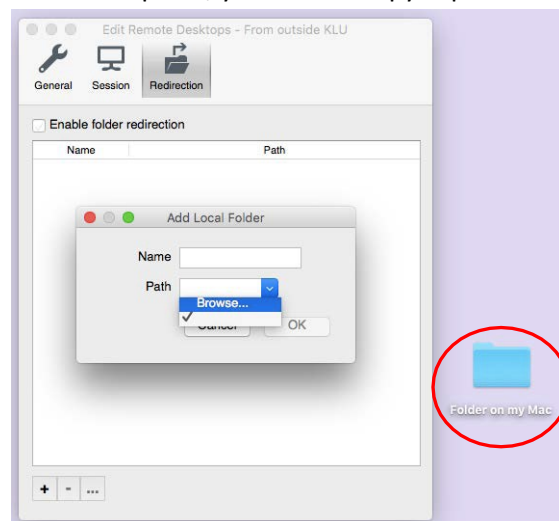
- ❑ The performance speed of connecting inside KLU appears to be significantly faster than the speed of connecting from outside KLU.
- ❑ For VPN connections, you enter an IP address in Microsoft Remote Desktop. For KLU-internal connections you enter a domain name. The reason for this difference is that VPN assigns an IP address that cannot be resolved to a domain name.

3. Mac Users: How do I move files between my computer & the KLU instance?

Each KLU student has a private folder in KLU's servers. You can save up to 20 GB inside your folder, and it cannot be accessed by others, unless they have your login information.

To move your files from your KLU-private folder to your local computer, you cannot copy & paste this way. Instead, do the following:

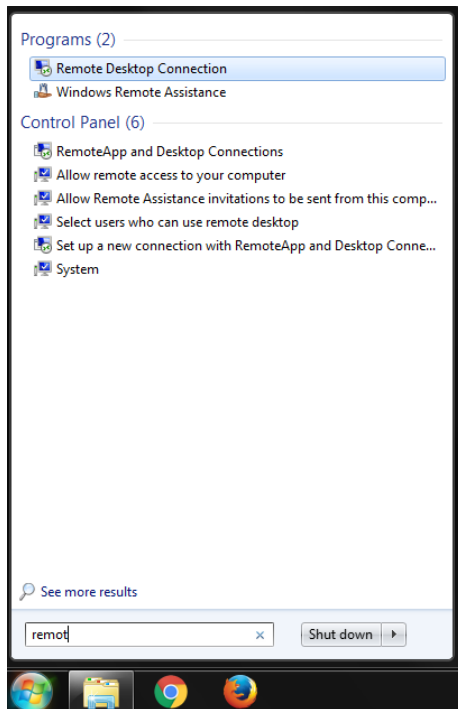
- ❑ In Microsoft Remote Desktop, select the desktop you have created for KLU connection.
- Click 'Edit', and in the 'Edit Remote Desktop' dialog box, click 'Redirection'.
- Check 'Enable Folder Redirection'.
- Check '+' and select a folder that is in your computer.
- The folder that you selected will be visible when you access KLU's remote desktop.
- ❑ You can drag files from your KLU-private folder to your redirection folder, and vice versa.



4. Windows Users: How do I access the KLU hosted instance?

To connect to KLU's remote instance, you will need Microsoft Remote Desktop. This is an app that should be pre-installed in most Windows computers.

To check if you have the app installed, type "remote" into your system search window (lower left of your Windows desktop). If you hit 'Remote Desktop Connection', then your computer has the app.



If you do not have the app, please search for the Microsoft Remote Desktop on the Microsoft App Store (links below). It is free to download.

In English:

<https://www.microsoft.com/en-us/store/p/remotedesktop/9wzdncrfj3ps>

In German:

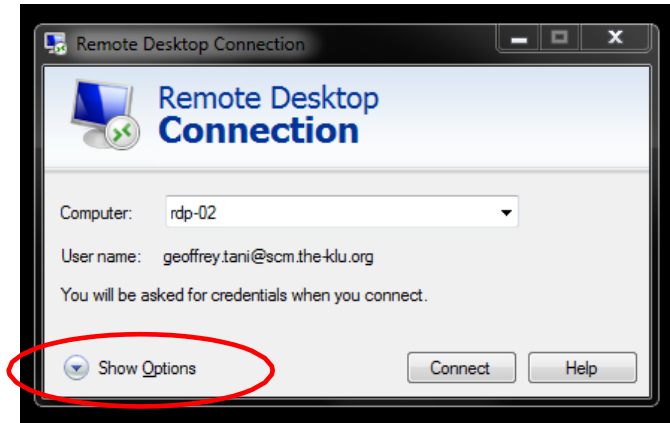
<https://www.microsoft.com/de-de/store/p/remotedesktop/9wzdncrfj3ps>

After downloading the app, repeat the system search above. Then launch Remote Desktop Connection.

Access to the KLU Hosted Instance

Next steps

- Launch Remote Desktop Connection. You should see an empty field 'Computer'.
- If you are connecting from **inside** KLU, enter "rdp-02".
- If you are connecting from **outside** KLU (for example, from your flat) enter, "10.10.28.57"

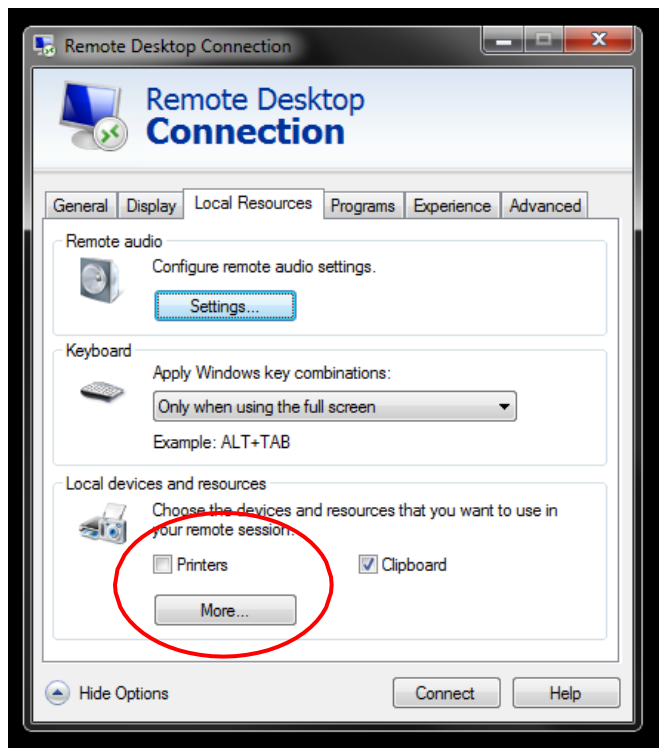


Note:

If you are outside KLU, you must connect via VPN before launching Remote Desktop.

Set up VPN for KLU access. Instructions are on moodle and refer to your login credentials

Click on 'Show Options' in the above dialog and then the tab 'Local Resources' below.



Do the following:

1. Check 'Clipboard'
2. Uncheck 'Printers'

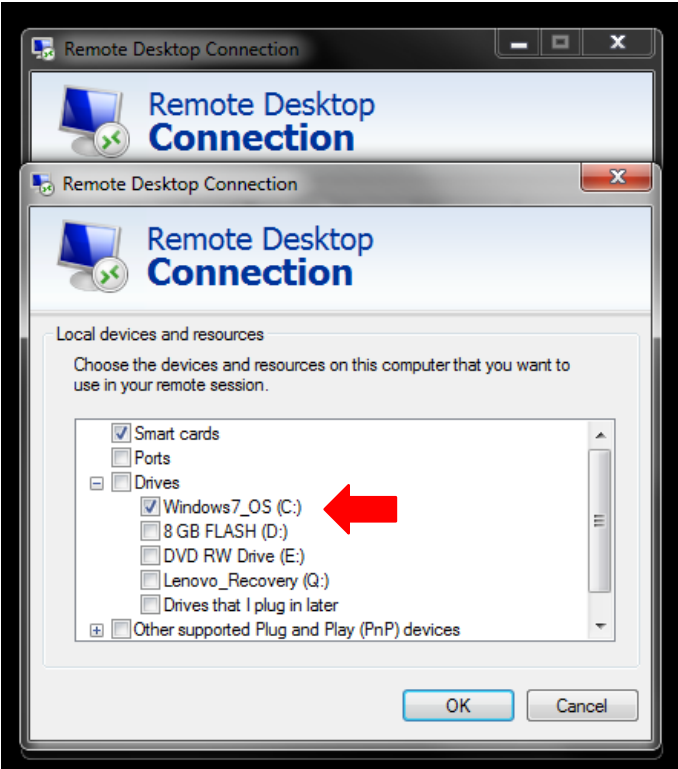
When you connect to the KLU remote desktop, this setting will allow you to Copy & Paste files between the local volume on your computer and KLU's remote instance.

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

3. Click 'More'

Access to the KLU Hosted Instance

When you click 'More', you will see the below dialog.

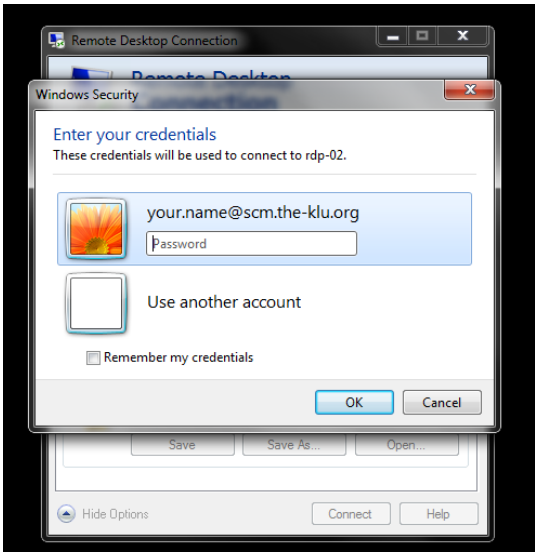
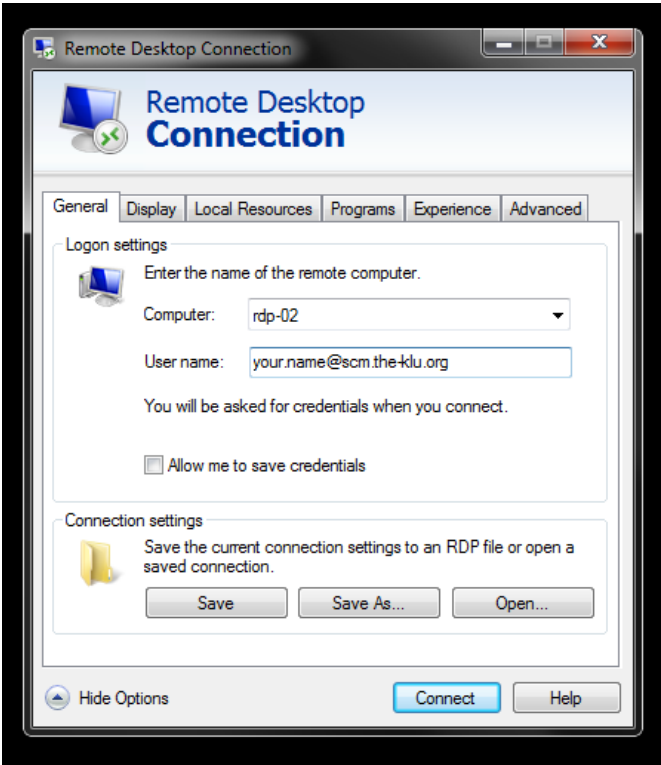


Do the following:

- 1. Check your local volume. It is probably your C drive.
- 2. Click '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. This is another way to move files between the local volume on your computer and KLU's remote instance.

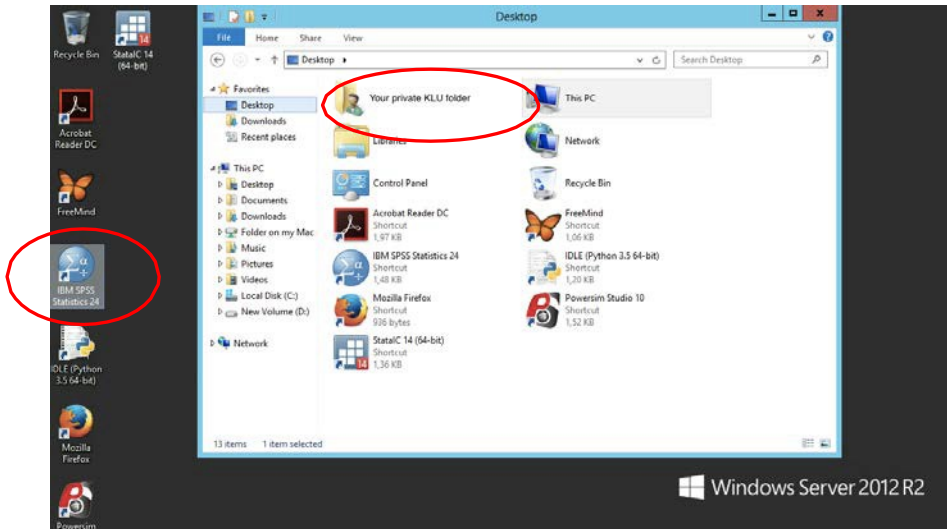
- 3. Return to the 'General' tab and click 'Open' to connect to KLU's remote instance. Enter your password.



Access to the KLU Hosted Instance

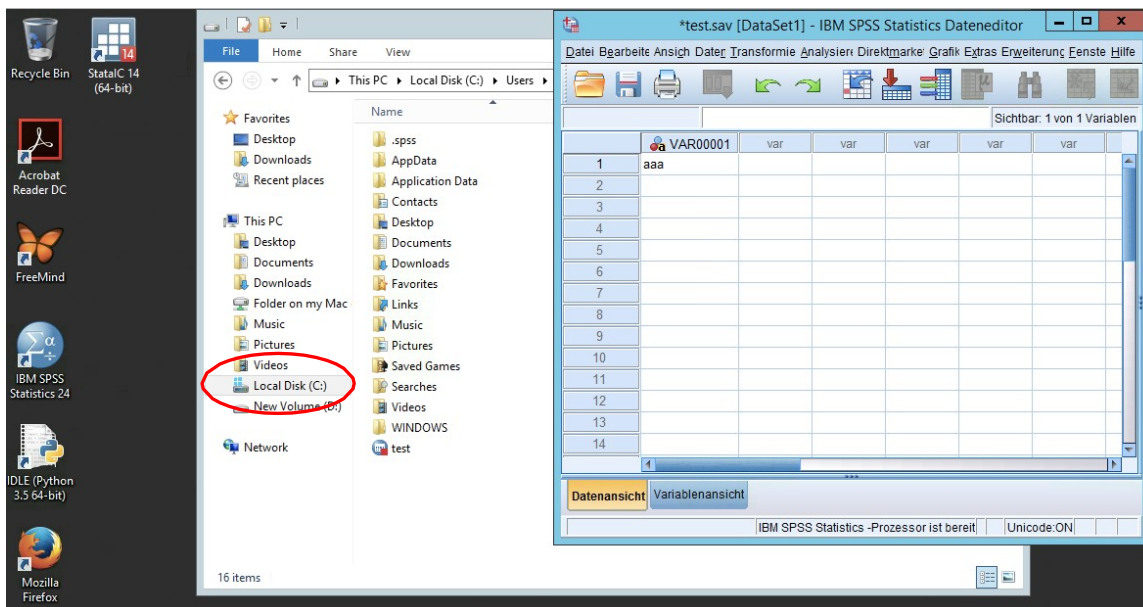
When you connect to the KLU remote instance, a Windows desktop will display. On the desktop is an alias for the application. Double-click on it to launch it.

When you create files, you can save them to the remote desktop. Each KLU student has a private folder in KLU's servers. You can save up to 20 GB inside your folder, and it cannot be accessed by others, unless they have your login information.



Alternatively, you can transfer files between the remote desktop and your local computer.

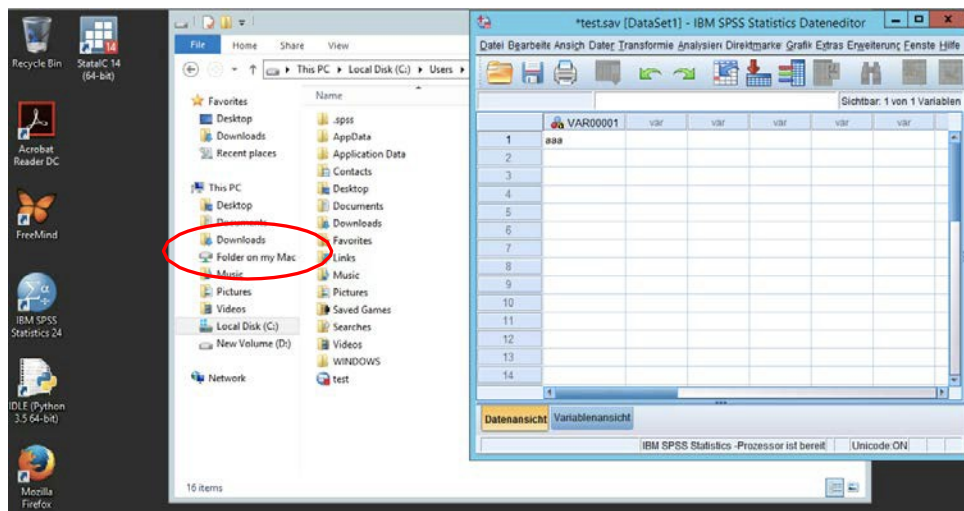
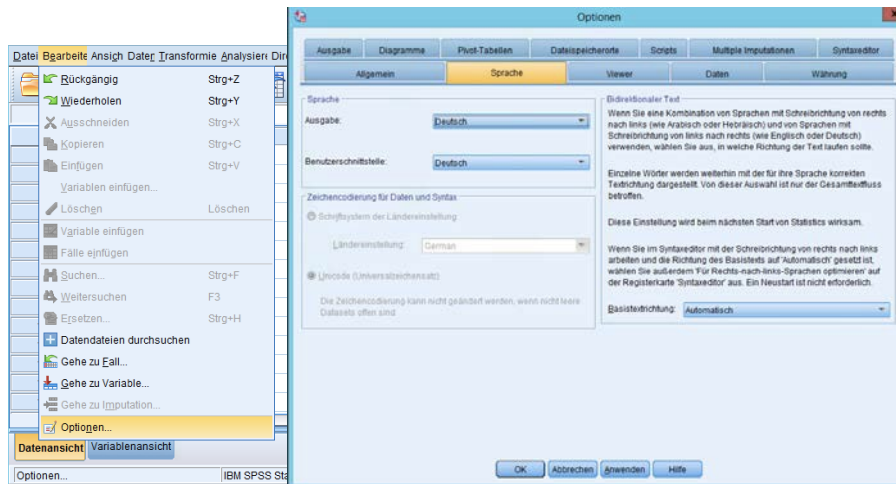
If you checked your local drive while configuring Remote Desktop Connection (see above), then you should see your local drive in the remote desktop. You can move files in that local drive to the remote desktop; and you can drag files on the remote desktop into your local drive.



5. The hosted instance of SPSS is in German. How do I change the language?

In SPSS, select: Bearbeiten / Optionen, and in the dialog, select the 'Sprache' tab.

Set your desired language in both drop-down menus and click 'OK'. Click 'Ja' to confirm changes.



6. Can I access the hosted instance of SPSS via iOS or Android?

Probably yes. Microsoft Remote Desktop exists for these platforms, so it should be possible. However, we have not tested it.

7. What other software is on the KLU hosted instance, and can I use it?

In addition to SPSS, the KLU hosted instance has installed such software as PowerSim and Visio. You can use these applications, just as SPSS. For a complete list of software on the hosted instance, see KLU IT.