

## Remote Shutting down / Rebooting Small Business Server 2003 Version 1.00

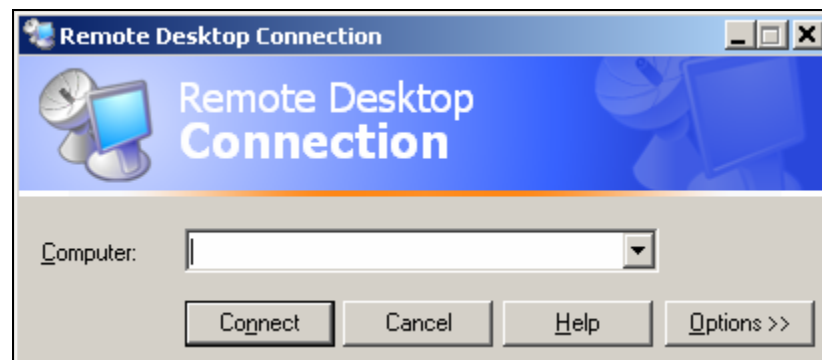
It may be necessary at some stage of the life of Small Business Server 2003 that it be shutdown or rebooted. In many cases it is good practice to reboot your server occasionally to free up lost memory and clear out any misbehaving applications. Note that during the reboot process users should not have any open files. It is best practice to get all users to log out of their workstations before commencing a reboot of your server.

In some cases it may be easier to shutdown the server remotely by logging into it from a workstation. You will also have to use this method if there is no monitor on your server. Microsoft's Remote Desktop is a tool that enables you to connect to another machine and use it as if you were physically sitting at it.

### Using Windows Remote Desktop

1. From your workstation on the network, click on the **Start** button, highlight **Programs -> Accessories -> Communications**, and then click **Remote Desktop Connection**.

**NOTE:** You may want to make a shortcut for your desktop if you will be using Remote Desktop frequently. To do so, right-click on **Remote Desktop Connection** and select **Create Shortcut**. The Remote Desktop Connection window is displayed.



### Open a Remote Desktop Session

2. In the **Computer** box type the name of your server ( usually SBSERVER ), **NOTE:** If you have used Remote Desktop service before, this identifying information is already displayed.

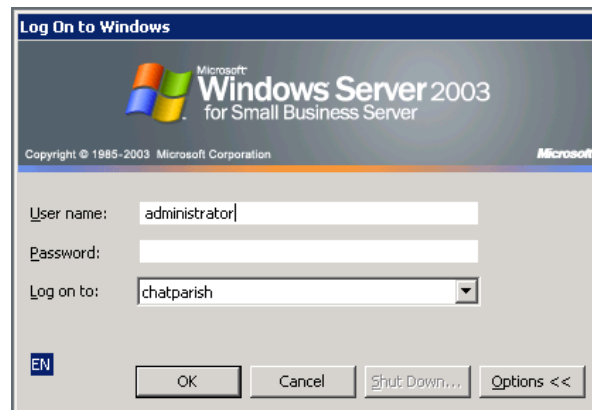
The first time that you connect you may see the following message.



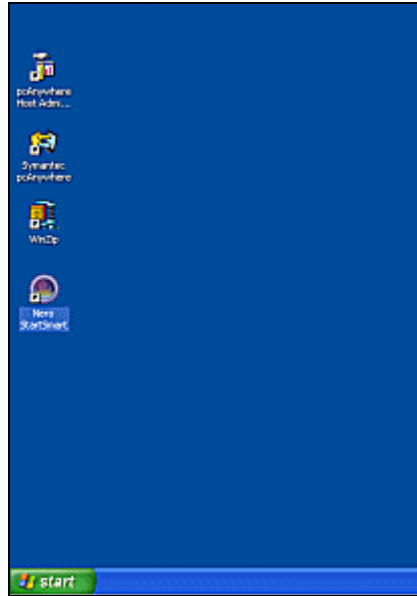
This simply indicates that since the local disk drives will be available to the remote machine so your local drives will be available to the remote machine while you are using Remote Desktop. Simply click the “Don’t prompt” box to remove the message from future sessions.

### Logging on to the server

3. After a few moments you should see the *Logon to Windows* dialog box



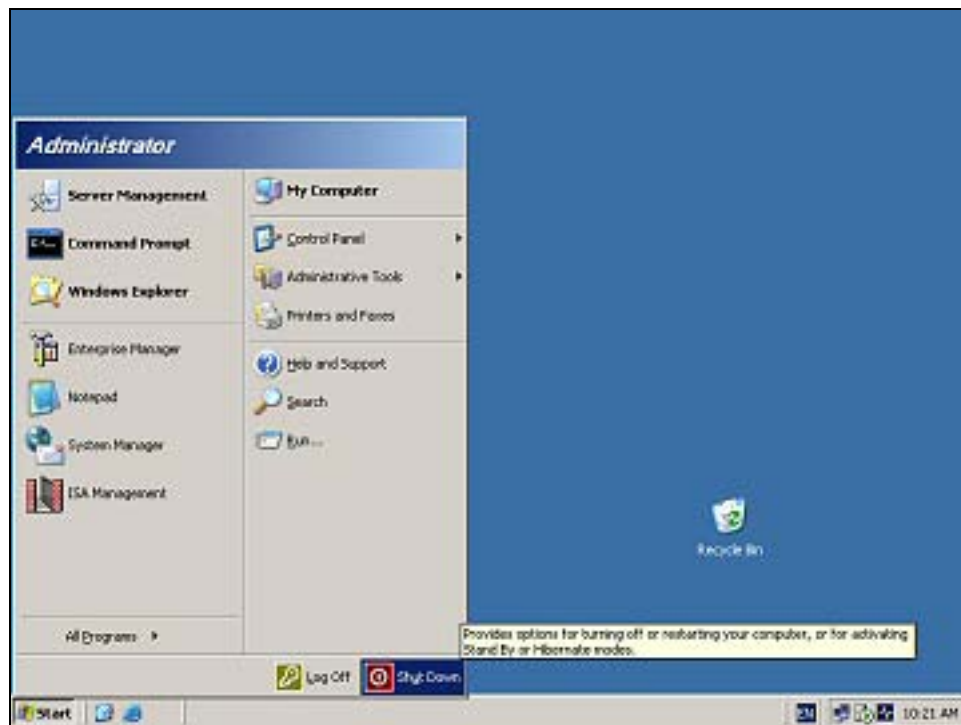
4. If your unique login name is not displayed in **User Name**, type it. To shut down the server you will normally login as the administrator. Type the Windows password in **Password**. Make sure your domain name is displayed in **Log on to**. If it is not, use the pull down arrow to select your domain from the list. Then click **OK**. You will now be logged into the server.



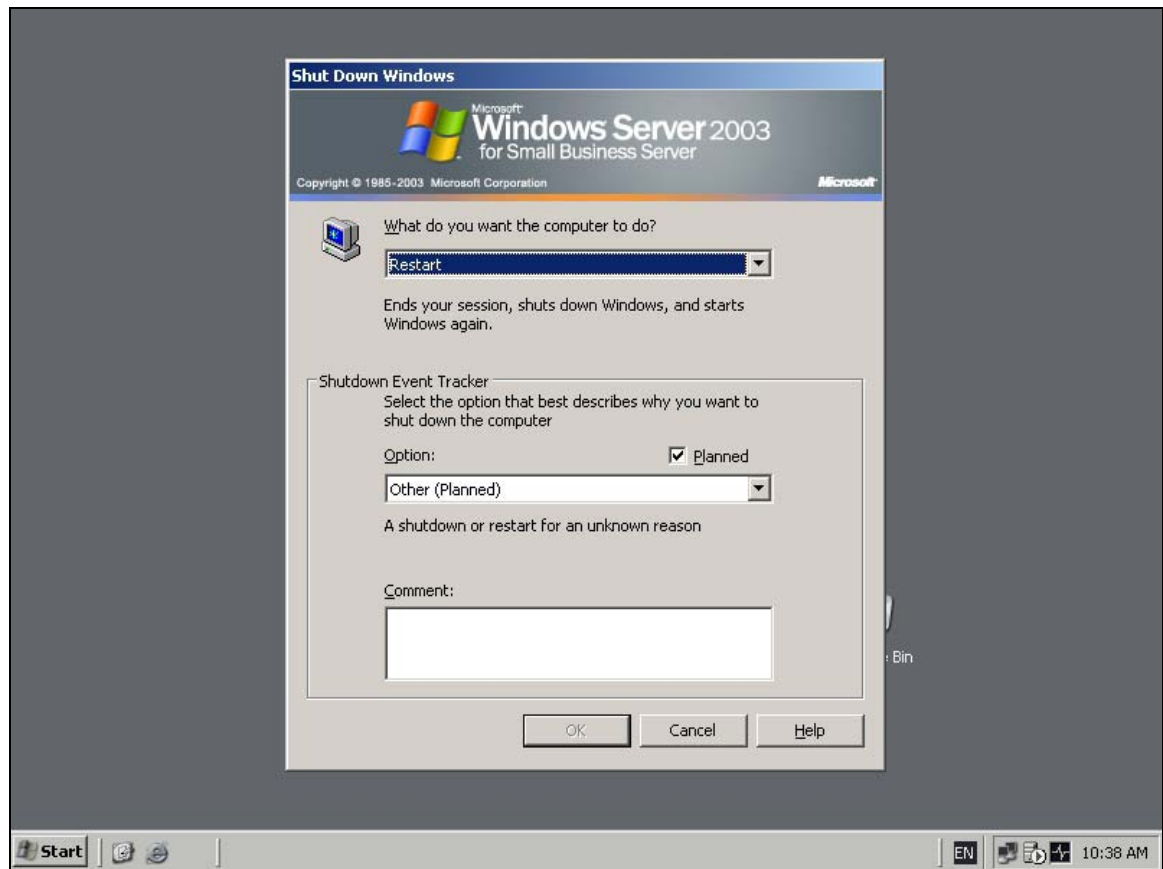
The desktop that is displayed is not your local machine's desktop, although it may look like it, you are now in fact logged on to your server.

### Shutting down / Rebooting

5. Now that you have logged into the server console as administrator or a user with administrator privileges to shutdown or reboot the server press the **Start** button like so :

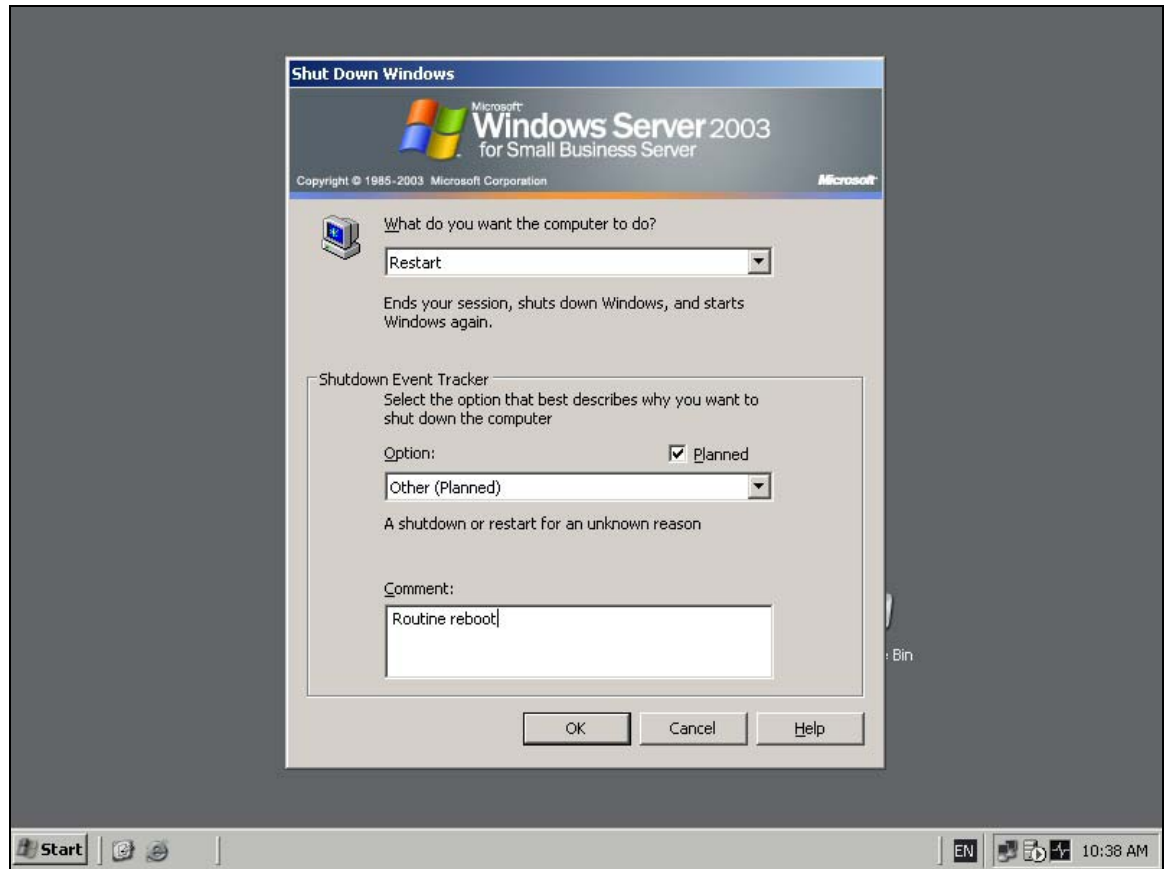


6. From the bottom of the menu select **Shutdown**. Now you should see the following screen.



You will note that the **OK** Button is grayed out. The reason for this is that you need to insert information into the Comment field at the bottom of the screen. Until you place something in here the **OK** button will not be available.

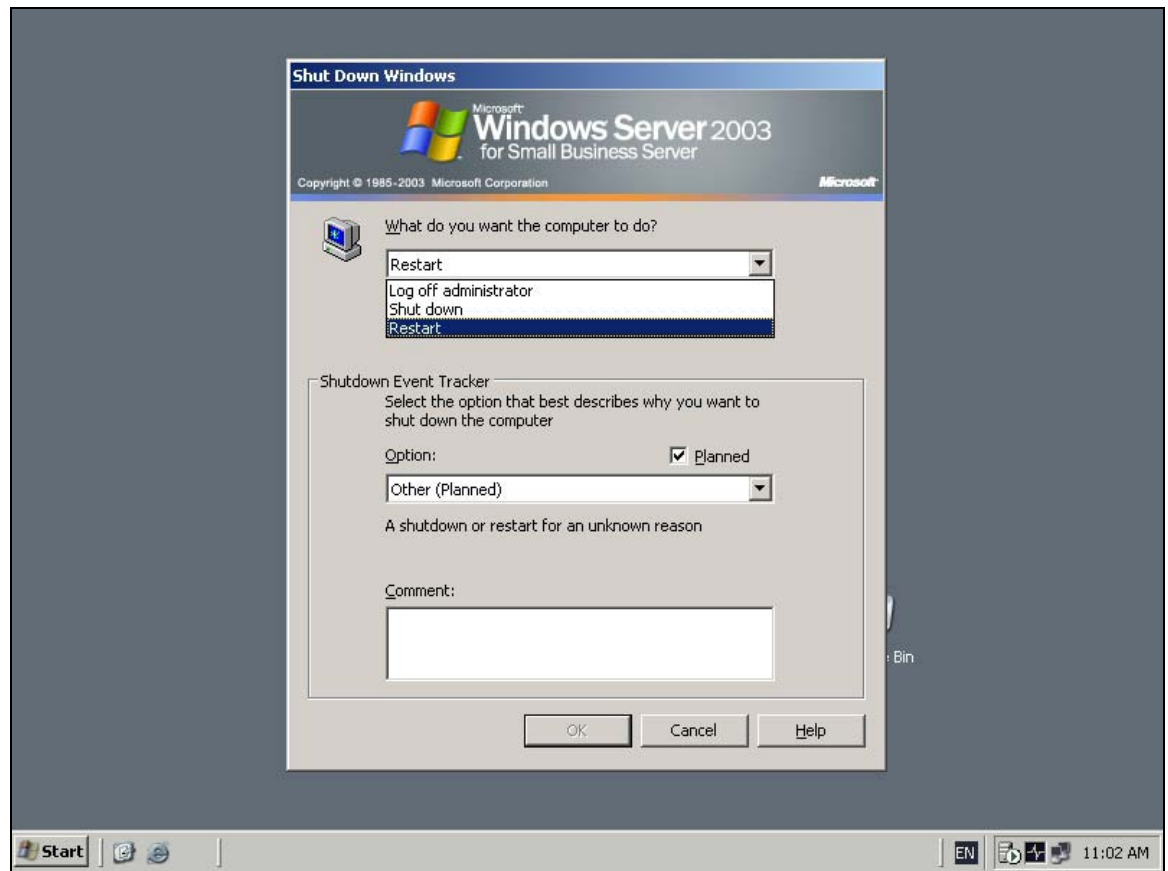
7. Enter some meaningful text into the comment window like so and the **OK** button will become available like so :



Once you press the **OK** the server will commence restarting. It may take a few seconds to commence this process. During the shutdown procedure you should see the following screen that confirms your server is restarting :



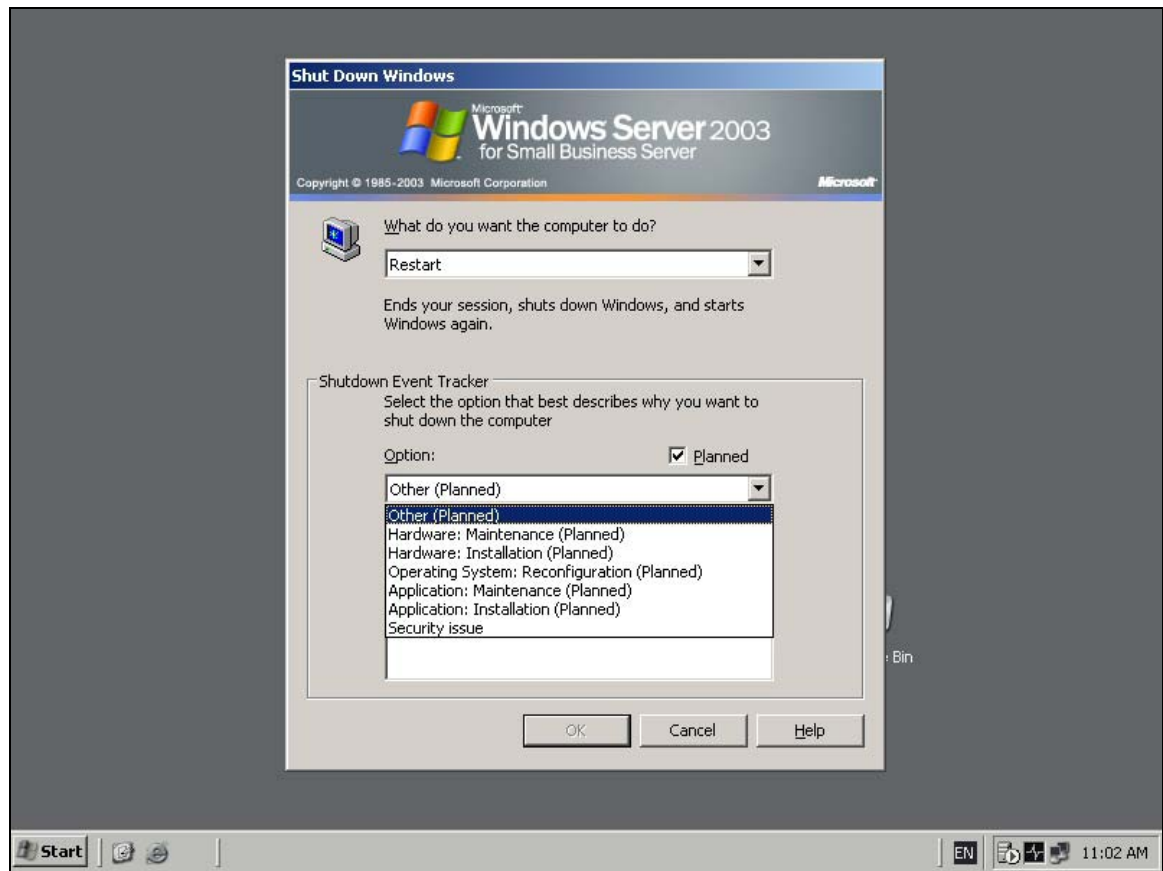
8. During this stage your remote desktop connection session will log you out of the server and return you to your standard desktop.
9. There are number of different options available for the computer when you get to the shutdown screen :



You can either :

- *Log off administrator* – This will close your windows session and log you off the server but not shut it down or reboot. You should always log off the server when you have completed tasks.
- *Shut down* – This will close down the server to the point where you can safely power it off. Most modern servers will actually turn themselves off once they have been shutdown.
- *Restart* – This will power down the server and automatically restart the machine as though it was being powered on. You will use this option in most cases if you need to reboot the server.

10. Once you have made a selection of what you want the server to do you can also select a number of options of the Shutdown event tracker in the lower part of the screen like so :



The default option is *Other (Planned)* and with this option you will need to specify a reason in the Comments box at the bottom of the screen before the **OK** button becomes available. You can however select from a number other different options such as *Operating System Reconfiguration (Planned)* which don't require you to enter information into the Comments box.

The reason and comments that you specify during the server shutdown are recorded the events logs for future reference. There are no problems with shutting down the server and specifying something like *Operating System Reconfiguration (Planned)* it makes no difference to the shutdown procedure.

11. After approximately 10 minutes. Your server should have rebooted and you can commence operations again.