

Using Remote Web Workplace Version 1.01

Remote web workplace allows you to access your Windows XP desktop through Small Business Server 2003 from a web browser.

1. Connect to the Internet in your remote location as normal.
2. Open Internet Explorer web browser and type your Remote Web Workplace address in. Normally this address will be something like <https://server.domain.com/remote> or <https://213.34.56.123/remote>. Note that you must type ***https*** not http because you are connecting via a secure connection to the Small Business Server.
3. If everything is correctly configured you should now be asked to accept a security certificate from your Small Business Server like so :



The reason you see this certificate is that it was created by the Small Business Server and can't be verified online by people like Verisign. In this we don't need to worry, simply press the Yes button to accept the certificate.

4. You should now see the login to your Remote Web Workplace on the screen like so :

Windows Small Business Server 2003

CIAOPS Remote Web Workplace

User name:

Password:

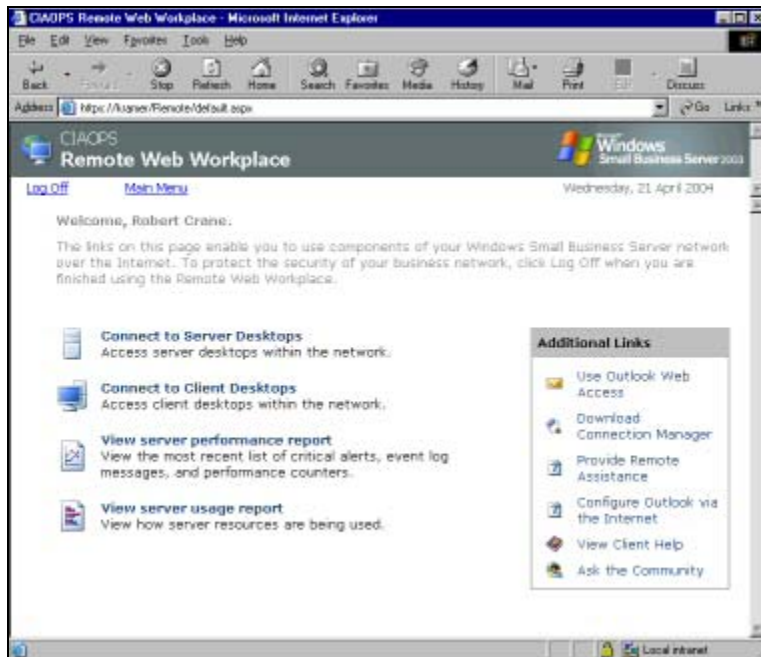
Log On

Connection speed:

I'm using a public or shared computer

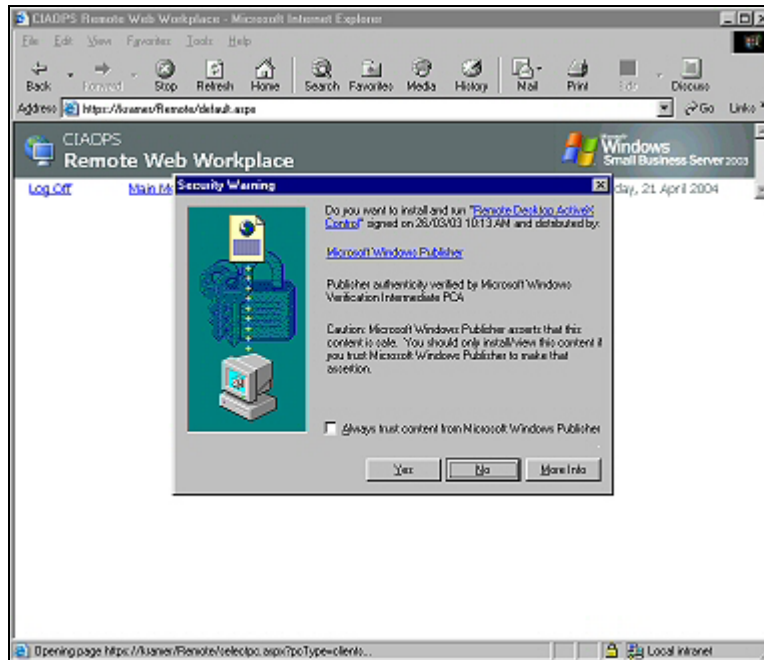
Now enter your normal network login and password as you do if you were connected to the Small Business Server in your office and press the “Log On” button.

5. If you successfully logged in you should now see a menu screen like that below :



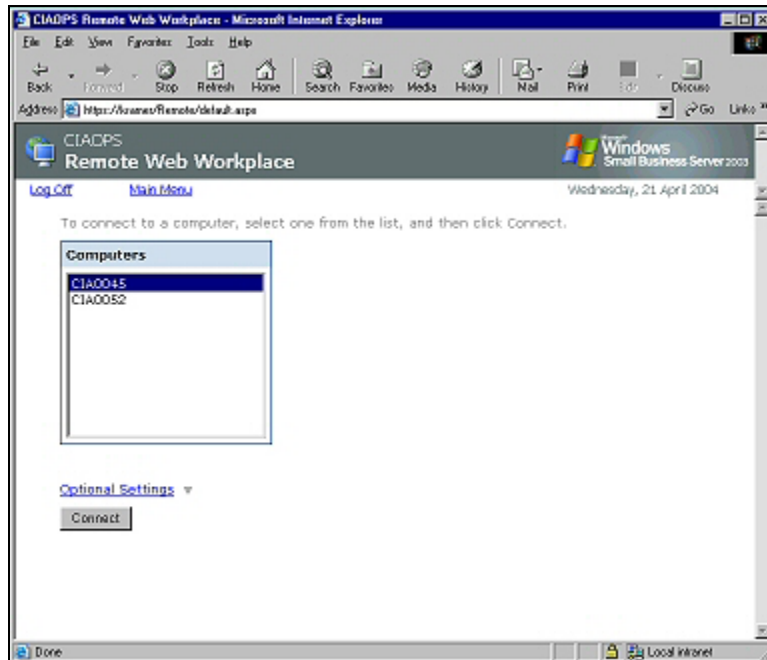
From this menu select the link “Connect to Client Desktops”.

6. When you run Remote Web Workplace for the first time you will need to download a small piece of software to allow connection to your desktop. When this happens you should see a message on the screen like so :



Press the “Yes” button to allow the software to be downloaded and installed on your machine. This process will only happen when you go into Remote Web Workplace for the first time on a machine.

7. When this process is complete you should now see a list of computers that you can connect to displayed like so :

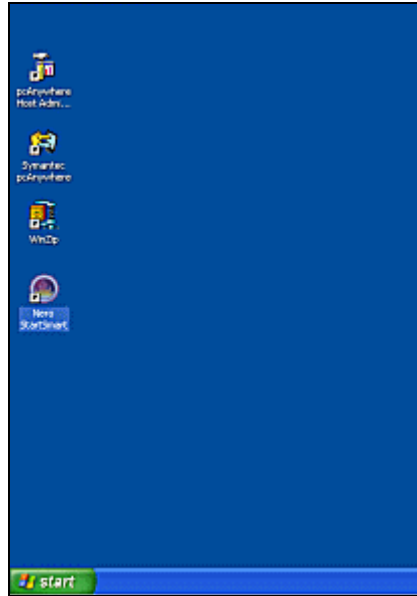


Simply select the name of the computer you want to connect to and then press the “Connect” button. Note that you can only connect to Windows XP machines that are currently switched on and connected to your Small Business Server.

Once you have selected which computer you wish to connect to you will do so via Microsoft’s Remote Desktop. Through Remote Desktop, you will also be able to work with applications and files as though you were logged directly onto the network.

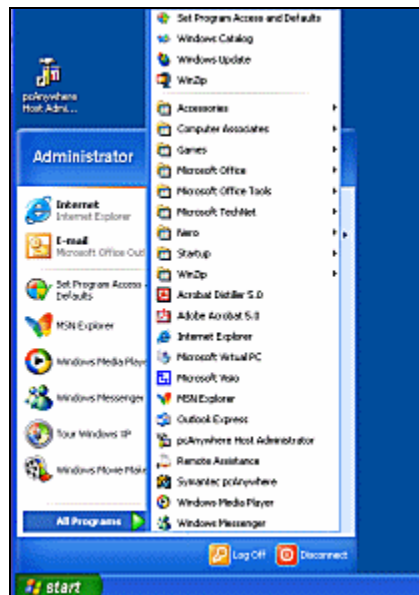


8. If your unique login name is not displayed in **User Name**, type it. Type your Windows password in **Password**. Make sure your domain is displayed in **Log on to**. If it is not, use the pull down arrow to select your domain name from the list. Then click **OK**. The Remote Desktop is displayed.

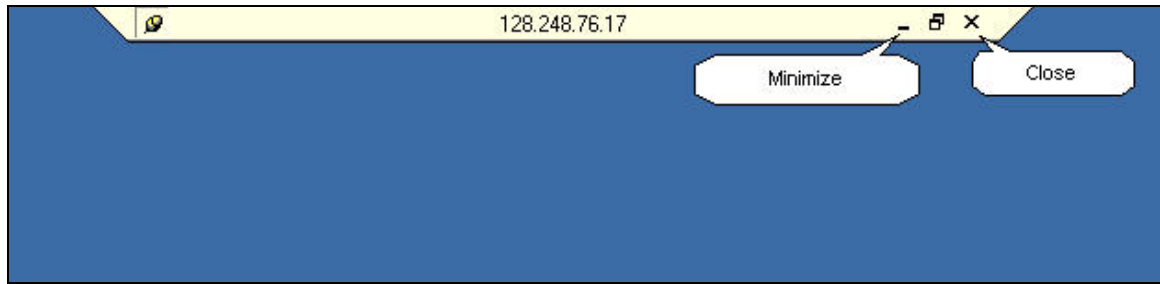


The desktop that is displayed is not your local machine's desktop, although it may look like it has replaced it.

You can now run any of the applications installed on this workstation. Installed programs are found under the **Start | Programs** area like so :



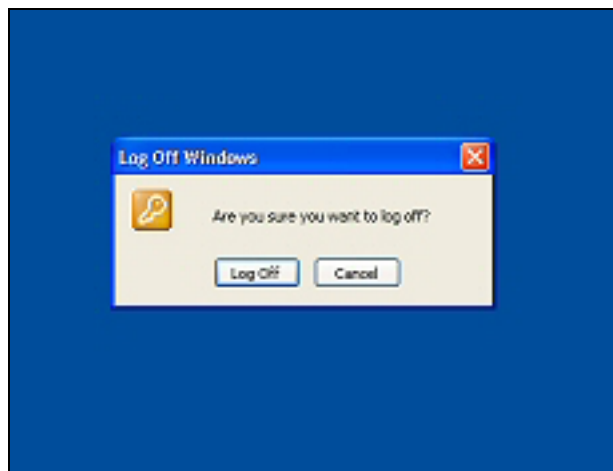
The desktop you see is a “virtual” desktop and is actually a window. Its size can be adjusted/minimized via the buttons in the strip at the very top of the remote desktop. When you minimize this window, you see your local desktop behind it.



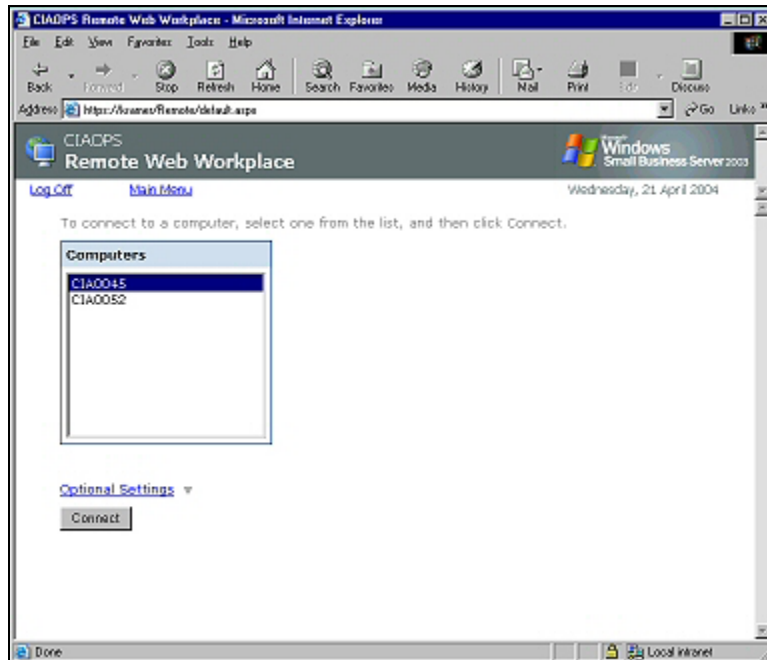
Working with Files

You can work with files on the remote desktop as you would normally on a workstation. When you double-click on the My Documents folder on the Remote Desktop, you will see the contents of your home space and can work with all the files stored in it.

9. When you have finished working close all windows, files, and applications in your Remote Desktop session.
10. Click on the Start button in your Remote Desktop session. NOTE: If you minimized the Remote Desktop, the Start button and task bar do not appear. Maximize the Remote Desktop so that the Task Bar and Start button appear.
11. Click on the Log Off button in the bottom right corner. **DO NOT DISCONNECT**. Disconnecting via the X in the upper right corner of the window is not the same as logging off and does not fully terminate your session. A window asks you to confirm that you want to log off.



12. Click on Log Off in the confirmation window.
13. You will now be returned to the Remote Web Workplace page like so :



Select the “Logoff” link in the top left of the screen to end your session. You know that your session is finished when you see the following :

