The following steps will help you connect to the Remote Desktop Server (RDS) using a computer with Windows 7. Connecting to the RDS server allows you access your UNF Outlook email and network drives securely.

1. Click on the Start button located on the bottom left hand of your screen.

2. In the search box right above the Start button, type the words “remote”. Choose “Remote Desktop Connection” for the list that appears.

3. In the window that appears, type rds.unf.edu and click on the “Connect” button.
4. In the new window that appears type in UNF’s domain, your user name, and password as shown below. Then click “OK”

![Windows Security](image)

**VERY IMPORTANT:** When you are ready to disconnect, click on the start button and then click on the “Log Off” button.