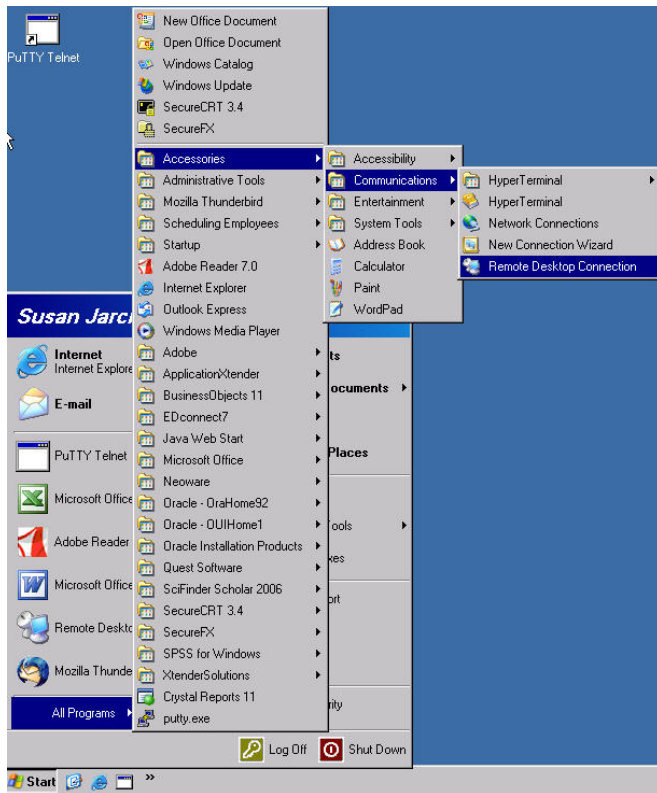
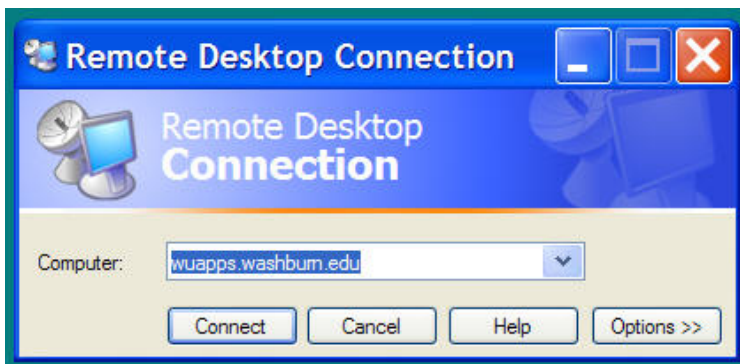


Using Windows Remote Desktop Connection to Access wuapps.washburn.edu from Remote Location



A. Click **Start**, point to **Programs** or **All Programs**, point to **Accessories**, point to **Communications**, and then click **Remote Desktop Connection**



B. In **Computer**, type:
wuapps.washburn.edu.
Click **Connect**.



C. The **Log On to Windows** dialog box appears. In the **Log On to Windows** dialog box:

Type your Active Directory username

Type your Active Directory password

Enter the domain name:
wuad

Click **OK**.

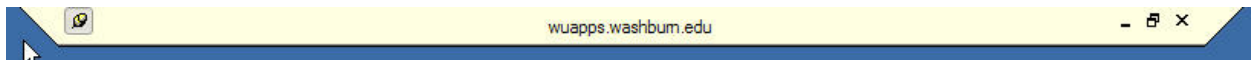
Using Windows Remote Desktop Connection to Access wuapps.washburn.edu from Remote Location



D. Two windows will appear while the connection is being made:



E. While working on the wuapps server, you will see the following banner across the top of the screen.



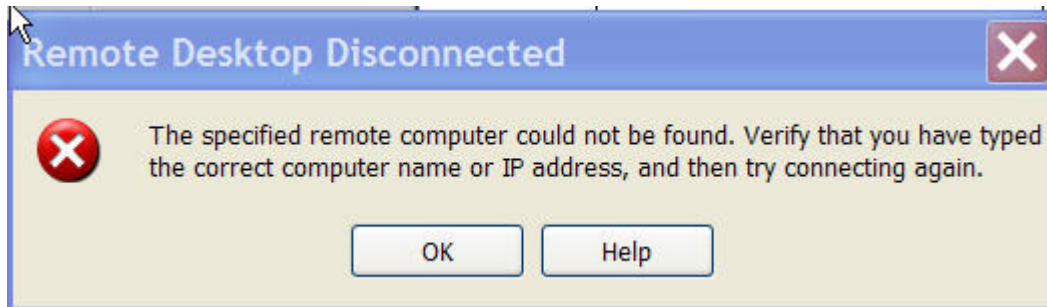
F. Important:

When your work on wuapps is complete, be sure to log off.

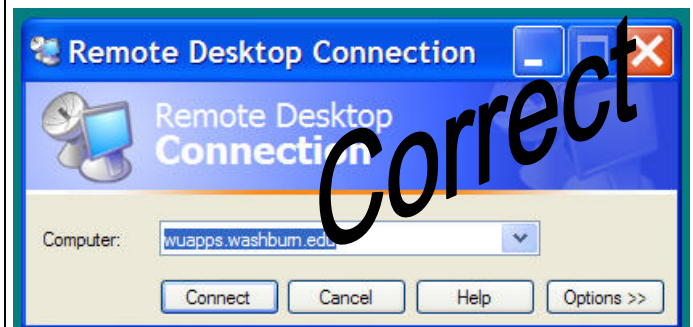
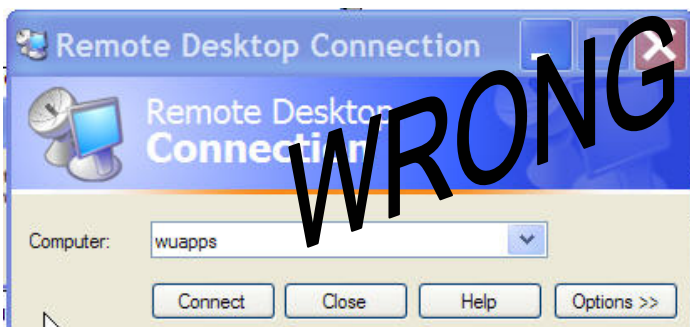
When you do so, any changes made to your Active Directory profile (bookmarks, etc.) will be saved and available to you when you return to campus.

Troubleshooting

ERROR 1: If you receive the following error:



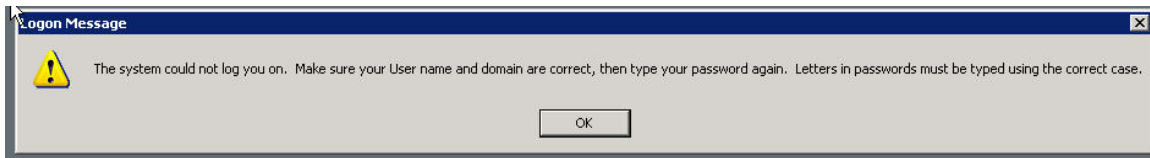
Did you use a computer name of **wuapps.washburn.edu**?



If you used the correct computer name and still receive ERROR 1, check to see if your Internet connection is working. Without a working Internet connection, you will not be able to connect to wuapps.washburn.edu.

Using Windows Remote Desktop Connection to Access wuapps.washburn.edu from Remote Location

ERROR 2: If you receive the following error:



Make sure you are using your Active Directory username and password, NOT your MyWashburn username and password.



Use Active Directory username not MyWashburn username.



“Log on to:” should be
WUAD