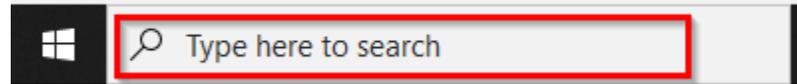


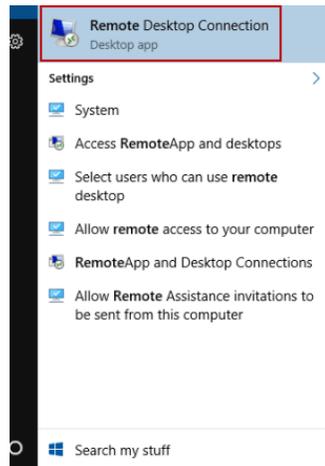
## REMOTE DESKTOP CONNECTION HAMILTON/EDMONTON/MONTREAL/TORONTO

**Note: Connection will only work if connected to FortiClient**

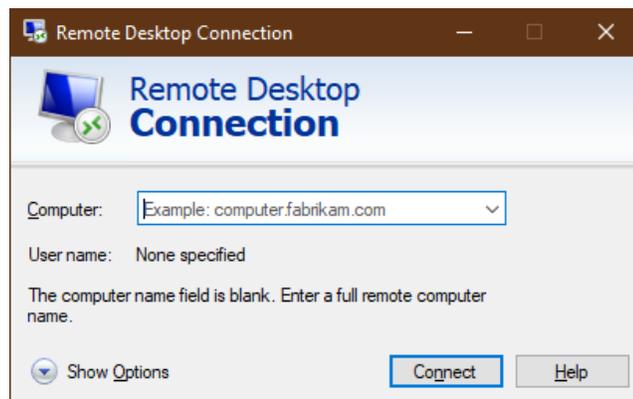
1. In the search box on the taskbar, type **Remote Desktop Connection**, and then select **Remote Desktop Connection**



2. Select Remote Desktop Connection



3. The following screen will be presented

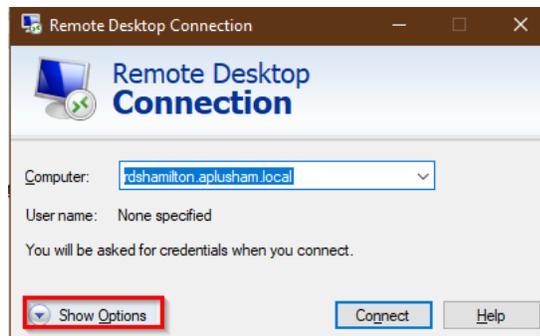


4. In the computer box as shown below type:
  - **Hamilton/Edmonton** office rdshamilton.aplusham.local
  - **Toronto/Montreal** office rdstoronto.aplustor.local

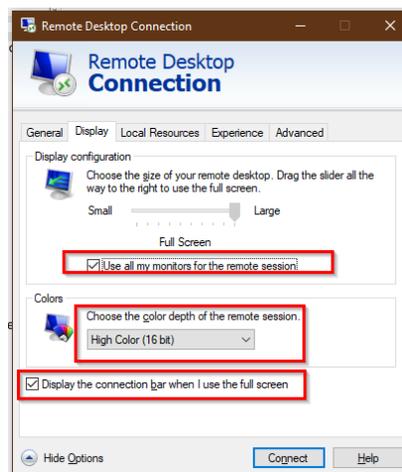
We will use Hamilton as an example



5. Select Show **O**ptions to setup advanced additional settings

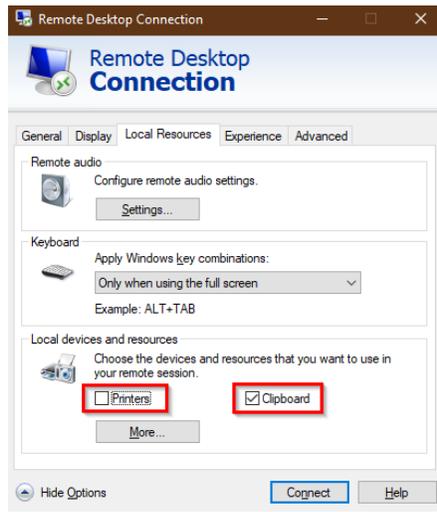


6. Select the **D**isplay tab and select the option and complete as shown:
  - a. Use all my monitors for the remote session
  - b. High color (16 bit)
  - c. Display connection bar when I use full screen



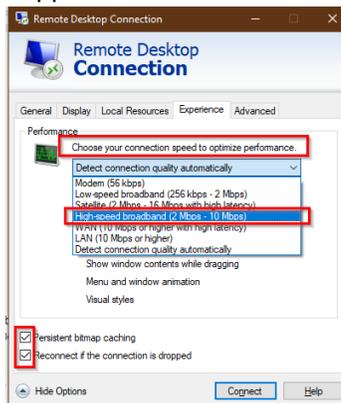
7. Under the **Local Resources** tab

- Uncheck Printer
- Check Clipboard

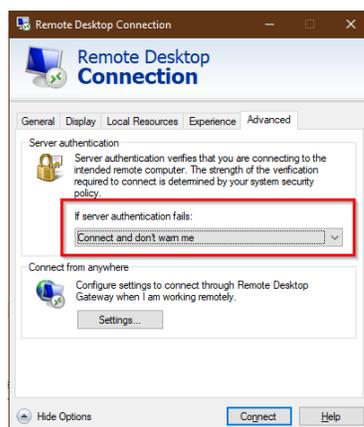


8. Select the **Experience** tab and complete as shown bellow

- Under the performance, select High Speed broadband
- Persistent bitmap caching
- Reconnect if the connection is dropped

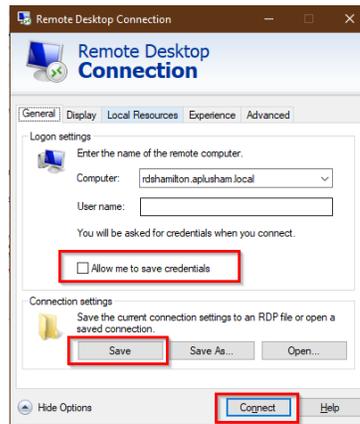


9. Select the **Advanced** tab and in the setting “If server authentication fails”, Select “Connect and don’t warn me”

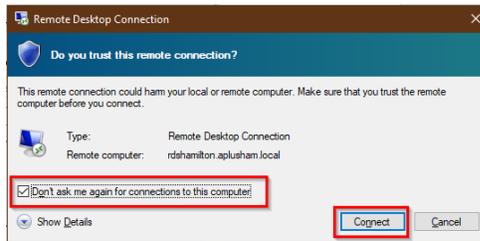


10. Select the General tab,

- Do NOT check the “Allow me to save credentials”
- Click Save
- Click Connect

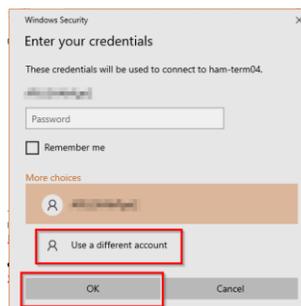
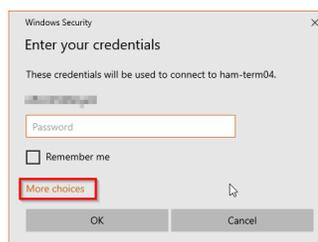


11. You will get the following prompt



- Checkmark the” Don’t ask me again for connections to the computer”
- Click Connect

12. At the next screen Select “More Choices” and “Use a different account”



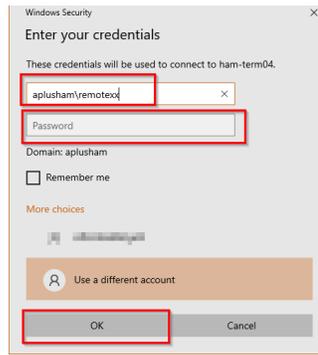
13. Enter as shown:

**For Hamilton/Edmonton users enter:**

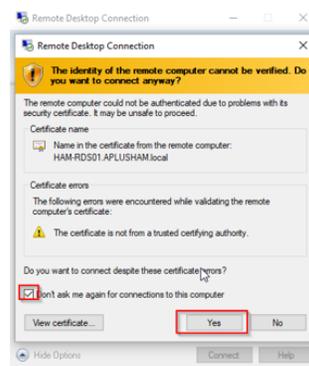
aplusham\remoteXX ( the remote number you were assigned)

**For Toronto/Montreal users enter:**

aplustor\remoteXX ( the remote number you were assigned)



14. You may be prompted by this certificate window 2 times, please click YES. You can click the box to ensure it does not always prompt you.



Done. You are now logged into remote server

