

Steps to logging into the LW's computer system remotely using Windows 7, Vista, or XP

1. Go to All Programs in the Start Menu.
2. One of the folders here should be called Accessories.
3. If you click on that folder, you should be able to find Remote Desktop Connection
4. A window should pop up that will allow you to type in a computer name. Type in virtual.lutheranwest.com:3390 and hit "Connect"
5. Windows Security will now ask you for your credentials. Use:

Username: lhw\[username]

Note that you use the "backslash" not the "forwardslash": ie: "\ " not "/".

Password: [password]

Click "OK"

6. A pop up window will now tell you that "The identity of the remote computer cannot be verified. Do you want to connect anyway?"
7. On the bottom, check the box that says "Don't ask me again..."
8. Then click "Yes"
9. The computer will then pop up a few windows and *viola!* you are logged into a server located at Lutheran West.