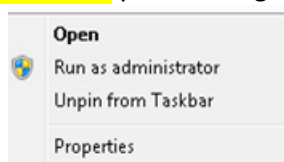


Accessing Remote Desktop From Outside the District Network

1. Launch Internet Explorer

NOTE: If you have **Windows Vista or Windows 7** you **must** right click on Internet Explorer Icon (IE icon) and choose “Run As Administrator”.



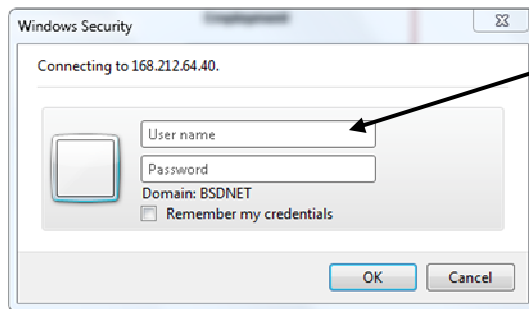
2. Type the following into the address bar.

<http://168.212.64.40/tsweb>

or click the “Alternative Link” at <http://bellingshamschools.org/department-owner/computer-and-network-services/microsoft-office-2007>)

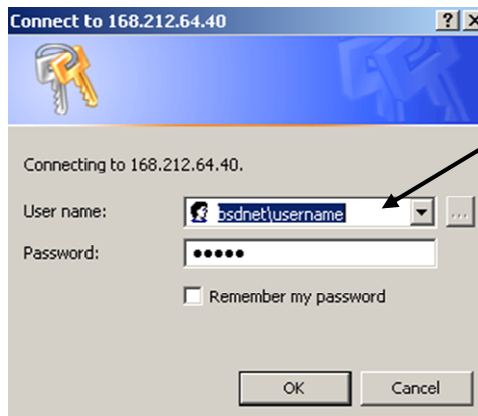
3. You'll be prompted for your logon and username. (This validates you are authorized to use remote logon).

- a. Windows Vista & Windows 7



NOTE:
You must type “bsdnet\
in front of your username

- b. Windows XP



NOTE:
You must type “bsdnet\
in front of your username

4. First time connections MAY get the ActiveX warning. If you do, you need to right click the yellow bar to install ActiveX.

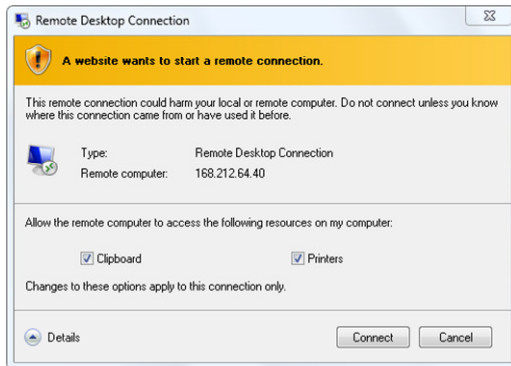


If you get the ActiveX warning, you must right click and install ActiveX.

5. Click the connect button



6. Click the connect button if this dialog box appears



7. Log on again just as you would if sitting in your office or classroom. (This is logging onto a computer).



Now you should be on the desktop of a computer inside the Bellingham School District.