

Remote Access to Business Library Databases

The following procedures may be used to connect to the Phoenix server and access the Business Library databases from any location.

Note: You must have Remote Desktop Connection installed on your computer in order to connect to the Phoenix server. Computers with the Windows XP or Vista operating systems already have this program installed as part of the Windows program.

Note: You may check to see if you have this program by clicking on the **Start** button. Click on **Run** to open the *Run* window. Type *mstsc* into the **Open** data field and click on the **OK** button. This will open the *Remote Desktop Connection* window.

Note: **MAC users.** See page three for information about a Remote Desktop Connection program for Mac.

Remote Desktop Connection Set Up

To set up Remote Desktop Connection so that there is an icon on your desktop for easy connection, follow these steps:

1. Click on the **Start** button.
2. Click on **Run**.
3. Type *mstsc* into the **Open** data field and click on the **OK** button.
4. This opens the *Remote Desktop Connection* window.
5. Click on the **Options** button.

Note: There are several versions of Remote Desktop Connection. One has two data fields with the various tabs and one has four data fields. Follow the instructions below for the various types of programs.

6. For Remote Desktop Connection with two data fields (this version cannot be set up for automatic logon, your password will have to be entered each time you log on):
 - a. Ensure the **General** tab with the **Logon settings** section is displayed.
 - b. In the **Computer:** data field, enter "phoenix.mason.wm.edu" without the quotation marks.
 - c. In the **User Name:** data field, enter your user name (i.e., FirstName.LastName).
 - d. Click on the check box next to **Allow me to save credentials**.
 - e. You now must save this set up so it can be used more than once. To save it as an icon on your desktop, click on the **Save As** button.
 - f. In the *Save As* window, select **Desktop** from the selections in the drop down menu in the **Save In** data field.
 - g. In the **File Name:** data field, type in a name for your icon (i.e., Phoenix).
 - h. Click on the **Save** button and an icon should appear on your desktop.
 - i. After the icon appears on your desktop, double click on the icon.

Note: You may receive a warning window that the publisher of Remote Desktop Connection cannot be identified (even though it is a Microsoft product). If so, click on the check box for the line **Don't ask me again for remote connections to this computer** so

that a check mark appears in the check box. Click on the **Connect** button. This window should not appear again.

- j. A logon screen should appear with your name already entered in the **User Name** data field. Enter your password in the **Password** data field. The **Log on to** data field should have “business” entered.
 - k. Click on the **OK** button. The Phoenix desktop should appear after the logon.
Note: The Phoenix desktop will appear similar to the regular Windows desktop but will have a blue background. It will cover your desktop. This desktop will have its own **Start** button.
 - l. Click on the **Business Library Databases** icon on the new desktop to open the Business Library Databases screen.
 - m. The Business Library Databases screen will list all the databases available. Clicking on one of the database selections will open the database.
7. For Remote Desktop Connection with four data fields (this version of the program will allow automatic logon each time you use Phoenix):
- a. Ensure the **General** tab with the **Logon settings** section is displayed.
 - b. In the **Computer:** data field, enter “phoenix.mason.wm.edu” without the quotation marks.
 - c. In the **User Name:** data field, enter your user name (i.e., FirstName.LastName).
 - d. In the **Password:** data field, enter your password.
 - e. In the **Domain:** data field, enter “business” without the quotation marks.
 - f. Click on the check box next to **Save my password** below the **Domain** data field.
 - g. You now must save this set up so it can be used more than once. To save it as an icon on your desktop, click on the **Save As** button.
 - h. In the *Save As* window, select **Desktop** from the selections in the drop down menu in the **Save In** data field.
 - i. In the **File Name:** data field, type in a name for your icon (i.e., Phoenix).
 - j. Click on the **Save** button and an icon should appear on your desktop.
 - k. After the icon appears on your desktop, double click on the icon and the Phoenix desktop should appear after the automatic logon.
Note: The Phoenix desktop will appear similar to the regular Windows desktop but will have a blue background. It will cover your desktop. This desktop will have its own **Start** button.
 - l. Click on the **Business Library Databases** icon on the new desktop to open the Business Library Databases screen.
 - m. The Business Library Databases screen will list all the databases available. Clicking on one of the database selections will open the database.

For MAC Users

Microsoft has a Remote Desktop Connection program for Mac users. To get this program do the following:

1. Go to <http://www.microsoft.com/mac/default.msp>
2. Click on the **Downloads** selection in the header.
3. On the Downloads page browse for downloads at the bottom of the page and select **Remote Desktop**. The download selections will be displayed in the column next to the selection list.
4. Click on the **Microsoft Remote Desktop Connection Client for Mac** selection. Follow the instructions in the details column.