

Windows Remote Gateway Setup

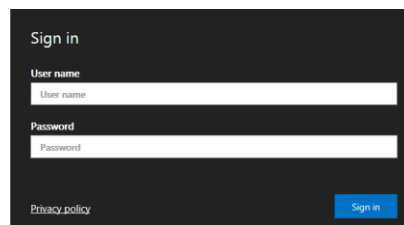
These instructions will walk you through how to access the Larner College of Medicine Remote Gateway. This Remote Gateway will allow you to access College of Medicine resources while off campus and away from the College of Medicine network.

Step 1: Open a Web Browser

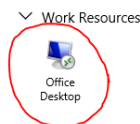
Open a web browser of your choice and navigate to <https://gateway.med.uvm.edu>

Step 2: Sign in using your College of Medicine credentials

Sign in using your College of Medicine username and password. If you do not know your password, you can reset it [here](#) and if you are unsure of your username please contact the service center at the number listed at the end of this document.

A screenshot of a 'Sign in' form. It has a dark background with white text. The form includes a 'User name' label and a text input field, a 'Password' label and a password input field, a 'Privacy policy' link, and a blue 'Sign in' button.

Step 3: Select “Office Desktop”

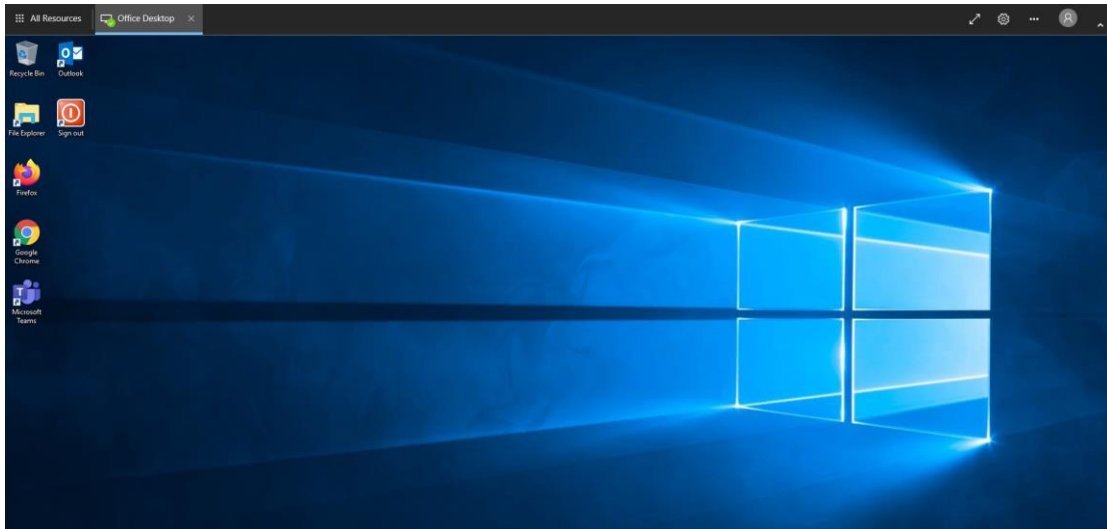


Step 4: Choose resources and allow access

Choose if you would like the remote gateway to access your computers clipboard (copy & paste) and your printer (if applicable). Then select “Allow”.

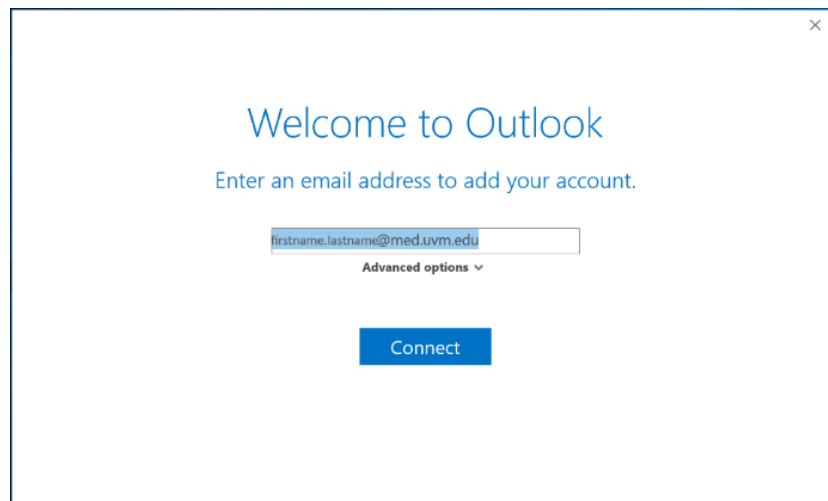
Step 5: Allow Desktop to load

At this point, the remote gateway will sign you in and you will see the desktop.



Step 5: Set up Outlook

When you open Outlook for the first time, you will see this window.




Make sure your email address is correct and click **Connect**. Enter your password if prompted. Uncheck the box next to “Set up Outlook Mobile on my phone, too”, and then click **OK**.

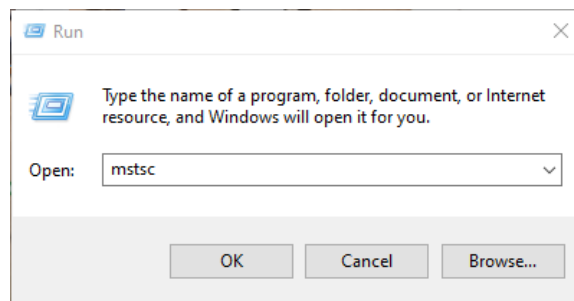
Alternate Option for Windows

If the Remote Gateway does not work, you are using an older version of Windows, or you would prefer to connect via the Remote Desktop tool. Please use the following steps:

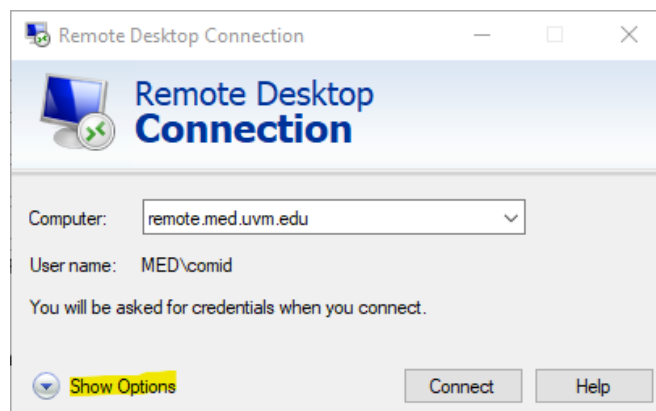
Step 1: Open and Configure the Remote Desktop Connection Tool

Press the “Windows Key”  and the “R” key at the same time. The Run dialogue box will appear in the lower left corner of the screen.

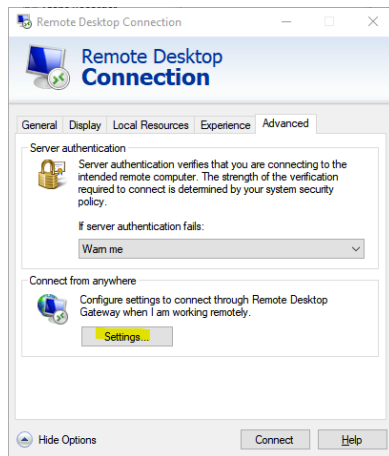
Enter “mstsc” into the dialogue box and then hit **OK**



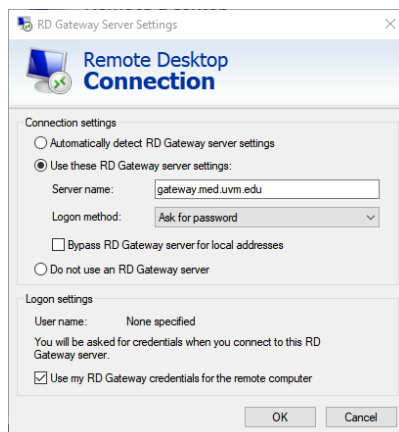
A “Remote Desktop Connection” box will appear. Enter “remote.med.uvm.edu” into the **Computer** selection and then select **Show Options** as shown highlighted below.



On the **advanced** tab, select **Settings**.



Type **gateway.med.uvm.edu** into the “Server Name” box.



Then select **OK**.

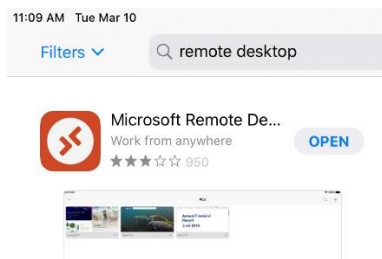
Step 2: Log in (If Prompted)

Click **OK**, and then click **Connect**. At this point, you may be prompted to log in. Please enter your College of Medicine password. (If needed, your username should be in the format of “MED\username”.)

Instructions for iOS and Mac Devices

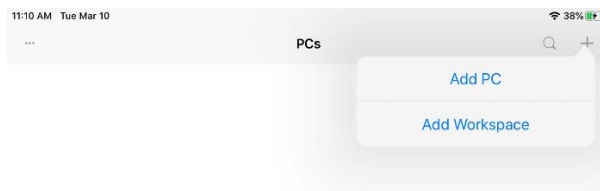
Step 1: Download Remote Desktop Add from Apple Store

Download the Microsoft Remote Desktop app from Apple's App Store as pictured below. After the app finishes downloading, open it. The app will ask for access to Bluetooth devices and to your microphone and camera. You can allow access to Bluetooth devices if you use a wireless keyboard with your iOS device. Otherwise, choose "Don't Allow" for these prompts.

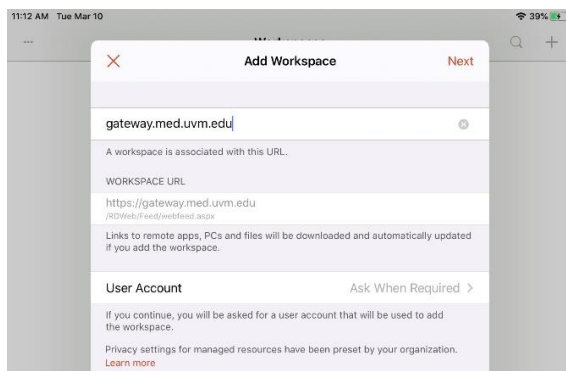


Step 2: Add and Configure a Workspace

Once inside the app tap the plus "+" sign in the upper right corner, then tap **Add Workspace**



In the Add Workspace screen, fill the top line asking for an email or workspace URL with the following: **gateway.med.uvm.edu** - After this, tap on **User Account** below the URL.

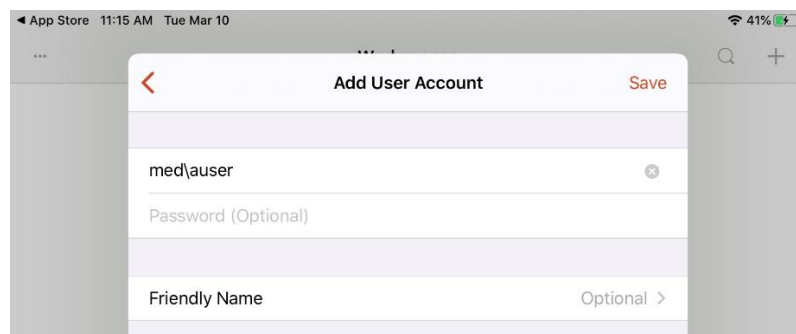
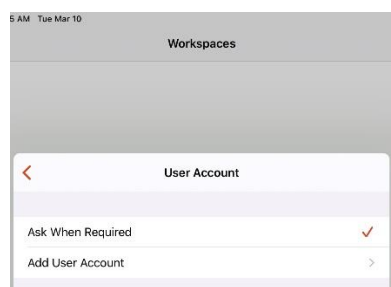


Step 3: Add User Account

Tap **Add User Account**.

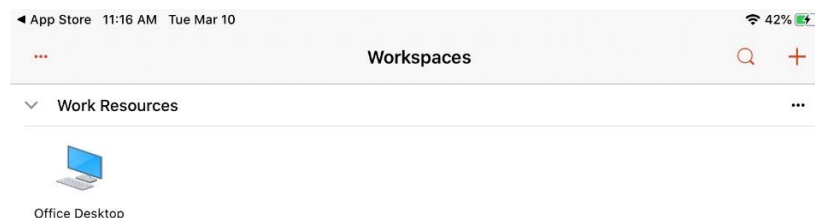
On the next screen, type in your College of Medicine user ID as **med\username** as well as your corresponding College of Medicine password (even though the password is listed as optional).

Select **Save** in the upper right corner, then press the arrow in the upper left to get back to the Add Workspace screen. Tap **Next** in the upper right corner here to finish setting up the virtual workspace.



Step 4: Launch the Remote Desktop

From this Workspaces screen, tap Office Desktop and your virtual remote desktop connection will begin.

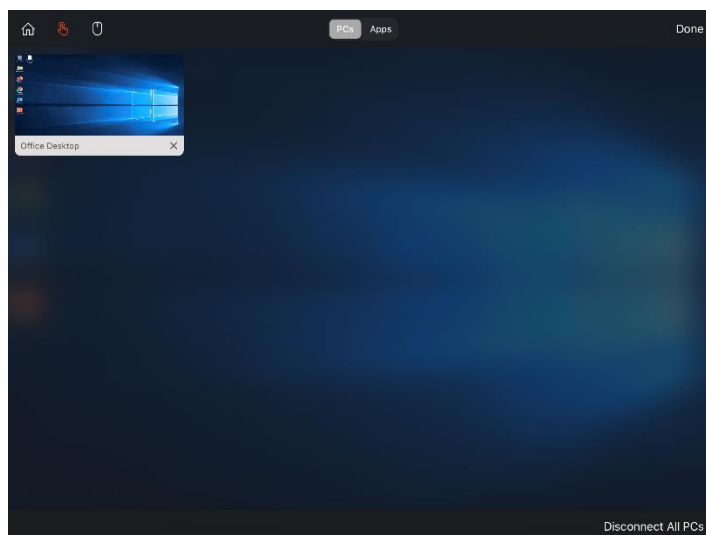


Step 5: Navigating the Remote Desktop

Once you are looking at the Windows desktop, you can tap the **Remote Desktop icon** in the top center of the screen.



On this new screen, tapping the **finger icon** in the upper left corner will allow you to click by tapping on the screen rather than moving around a cursor on the screen. You can tap **Done** in the upper right corner to return to the virtual Windows desktop. You can also exit Remote Desktop from here by tapping “Disconnect All PCs” in the lower right corner.



Note: Now you can open the Remote Desktop by opening the app, tapping on Workspaces, and then selecting Remote Desktop to log in.