

Accessing EndNote from home using the Remote Desktop Connection

What is the Remote Desktop Connection?

The Remote Desktop Connection allows you to access services and programs that are normally only available on-campus from anywhere in the world, as long as you have access to the internet.

What do I need to know?

This guide will show you:

- How to log in to the Remote Desktop Connection (Task 1);
- How to access EndNote from the Remote Desktop (Task 2);
- How to set up the Remote Desktop so you can still access files stored on your own PC (Task 3).

Task 1: Logging in to the Remote Desktop Connection

1. Click on **Start > Programs > Accessories > Communications > Remote Desktop Connection**

2. In the **Remote Desktop Connection** box, under **Computer** enter the following:

For students:

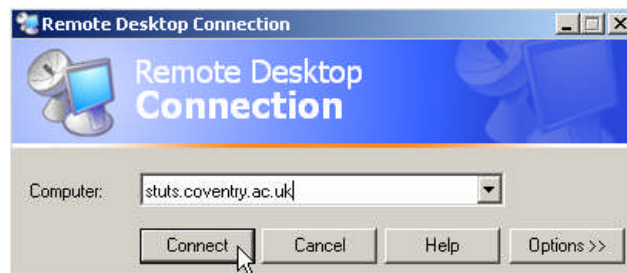
stuts.coventry.ac.uk

For staff:

itsts.coventry.ac.uk

(Note: if you want to access any files stored on your PC whilst you use EndNote see Task 3)

Click **Connect**.



3. You will now be asked to enter your username and password.

Your username must be in the form of your email e.g.

abc123@coventry.ac.uk

Your password is your normal email password.

Click **OK**.



4. When asked 'Do you trust the computer you are connecting to?', click Yes.



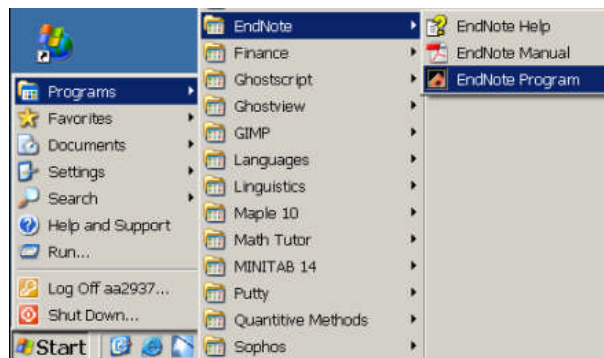
5. After a short delay your normal PC desktop view will be replaced by the Remote Desktop.

Task 2: Accessing EndNote

Once you have logged in to the Remote Desktop you can access EndNote in the same way that you do when you are on-campus.

1. Click on **Start > Programs > EndNote > EndNote Program** to open an EndNote library.

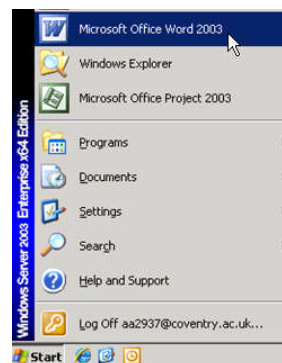
Note: You will be able to access your campus H: drive through the Remote Desktop



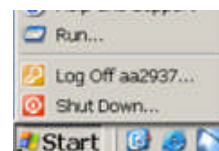
2. Open Word from the **Programs** menu.

Note: You will **not** need to run the **Configure EndNote** command. The EndNote toolbar should automatically open in Word.

If it does not, click on **View > Toolbars > EndNoteX1**

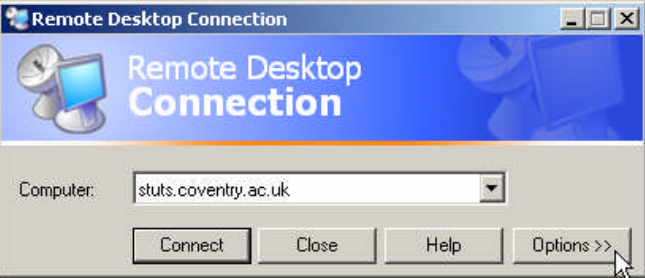
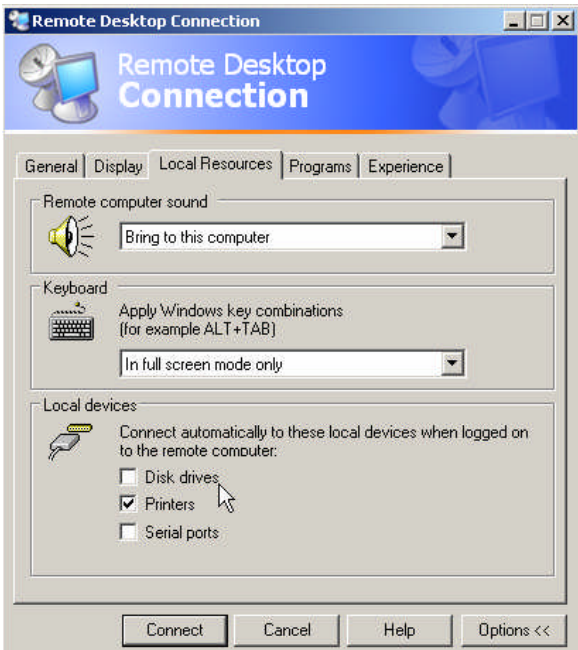
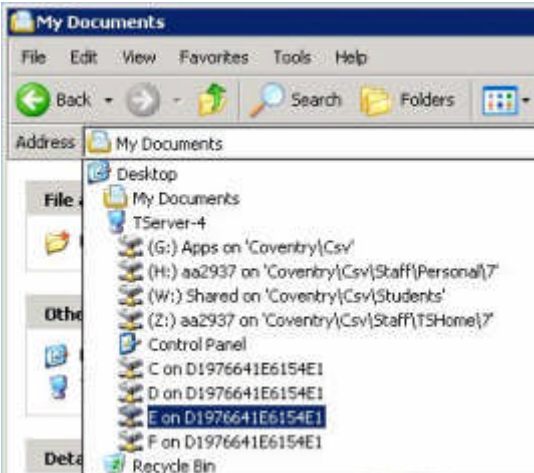


3. Once you have finished using the Remote Desktop make sure that you logoff by going to **Start > Log Off**



Task 3: Accessing files stored on your own PC through the Remote Desktop

You cannot access your own PC and the Remote Desktop Connection simultaneously. This can be frustrating if you have files stored on your own PC that you want to use with EndNote. One way around this problem is to save the files to a memory stick. Alternatively you can set up the Remote Desktop to allow you to view your own PC's drives.

<p>1. From the Remote Desktop Connection login window, select Options. (You must do this before you click Connect.)</p>	
<p>2. Click on the Local Resources tab. Under Local devices select Disk drives. Click Connect.</p>	
<p>3. Your own PC's drives will now be visible in the My Documents window of the Remote Desktop.</p>	

More Help

If you need any help accessing EndNote through the Remote Desktop Connection then please contact me. IT Services also produce a general guide to the Thin Client Service for students, which is available from their website (<http://www.coventry.ac.uk/cu/its/liw/client/a/4761>)

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