

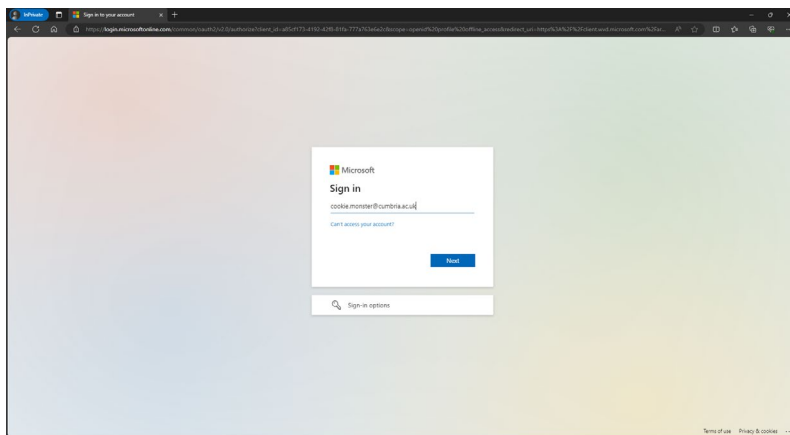
Technology Development

Title:	Connecting to Azure / Windows Virtual Desktop
Service Category:	
Number:	TDV071
Date Authorised:	9th October 2023
Review Date:	TBC
Team:	Technology Development

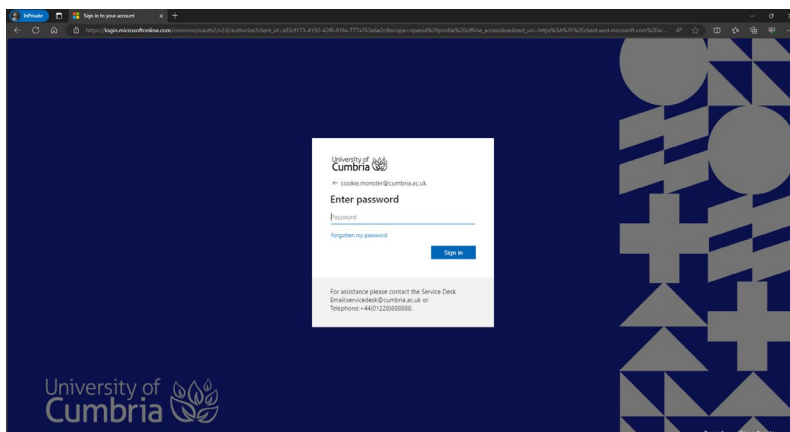
Scope (Optional):

Procedure:

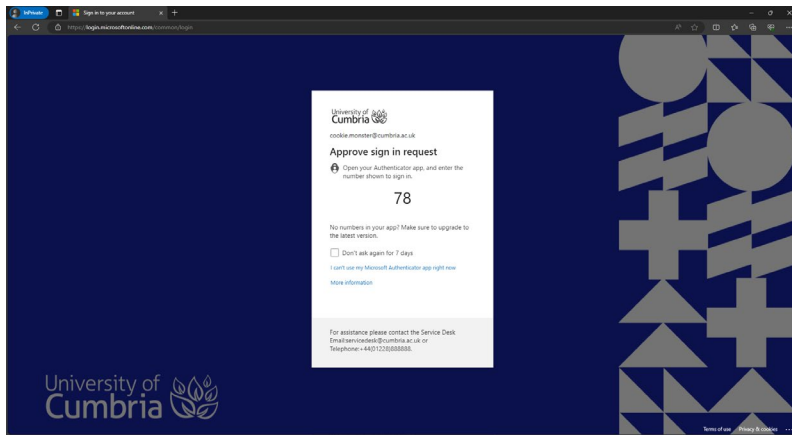
1. Either click on the following link <http://remoteaccess.cumbria.ac.uk> or enter the URL into your web browser of choice. The system is compatible with most common HTML 5 capable browsers, see [Microsoft documentation](#).
2. When prompted to sign in, enter your university email address.



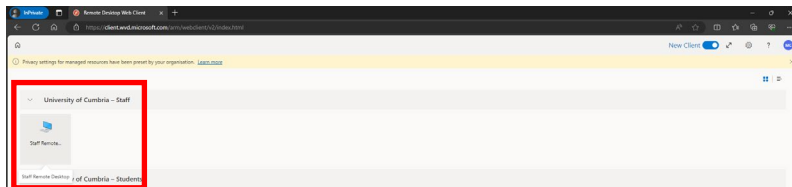
2. Enter your password



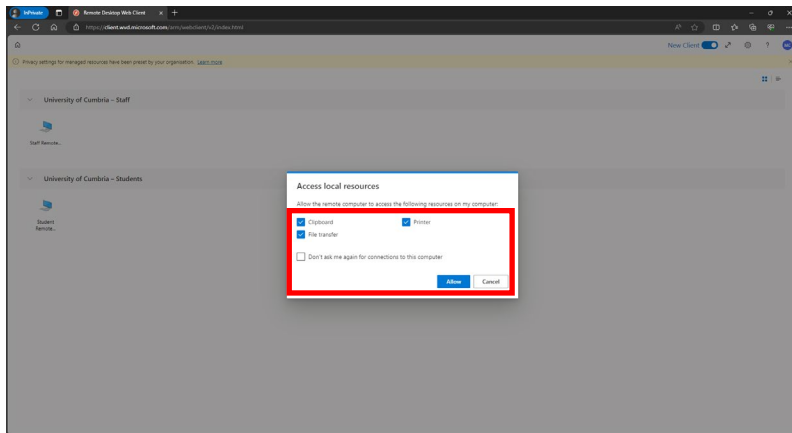
3. If accessing from off campus as you most likely will be, you will be required to use MFA (Multi Factor Authentication) so approve the sign in request. This may vary if you have configured the Authenticator app (our preferred method) or have opted to receive an SMS code.



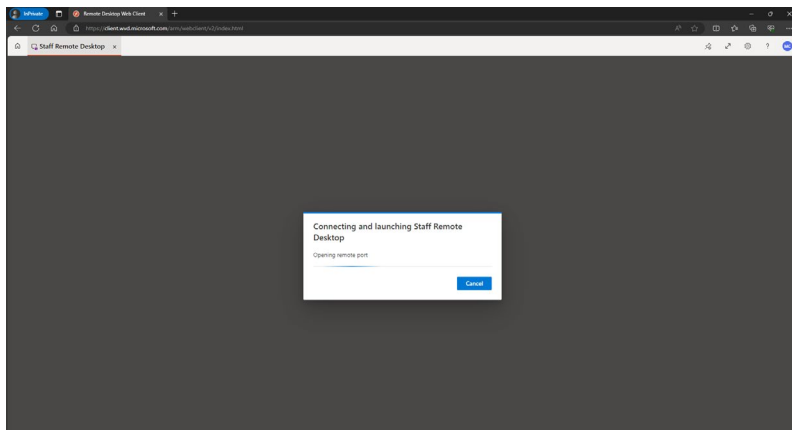
4. Click on 'Staff Remote Desktop' under 'University of Cumbria - Staff' to start the remote desktop session.



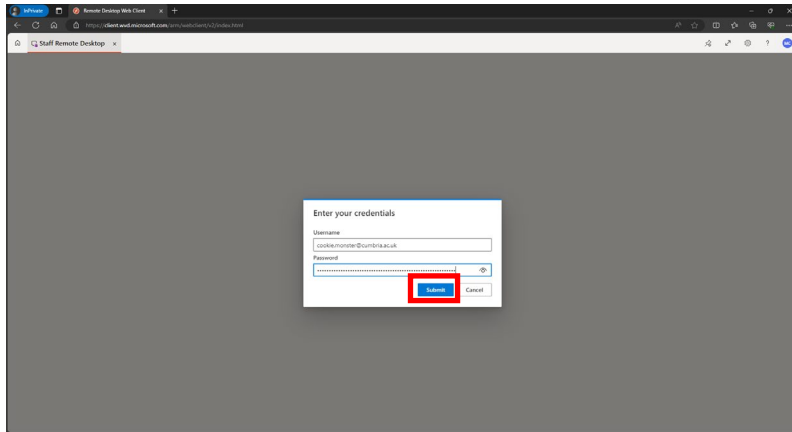
5. You are then prompted to confirm if you want your local clipboard, printer or file transfer available in the remote desktop session. By default, they are ticked so you can untick if required and then click 'Allow'.



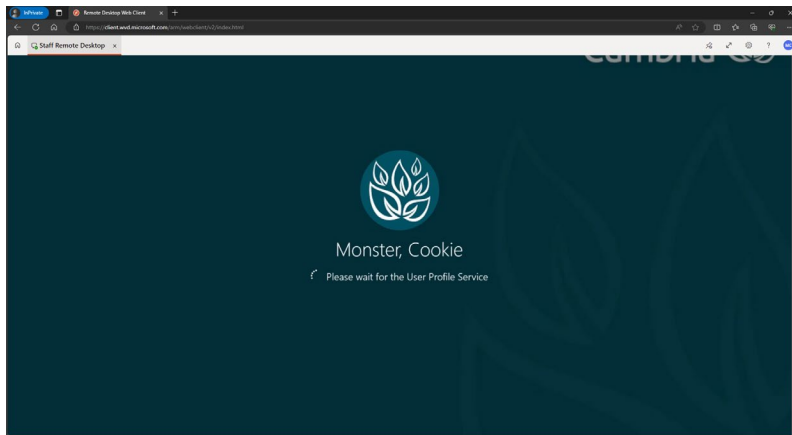
6. You will then see the following dialog appear.



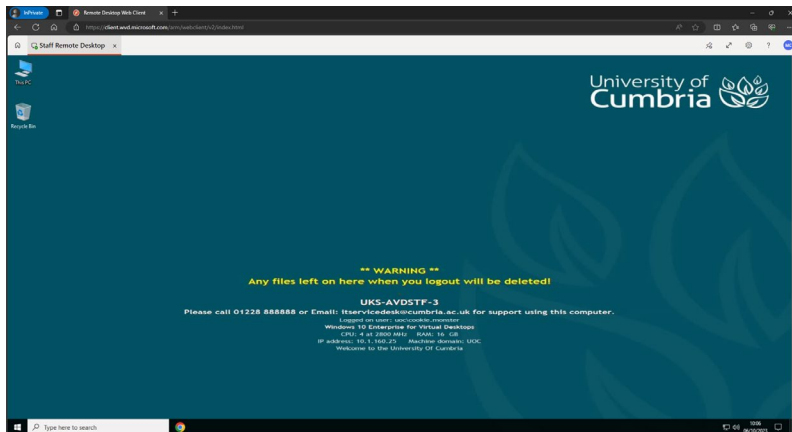
7. Enter your password again, the username should be prepopulated and then click 'Submit'.



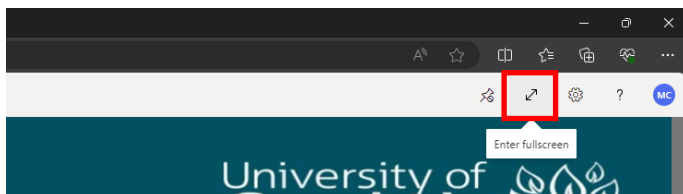
8. You will then be signed into the remote desktop session host.



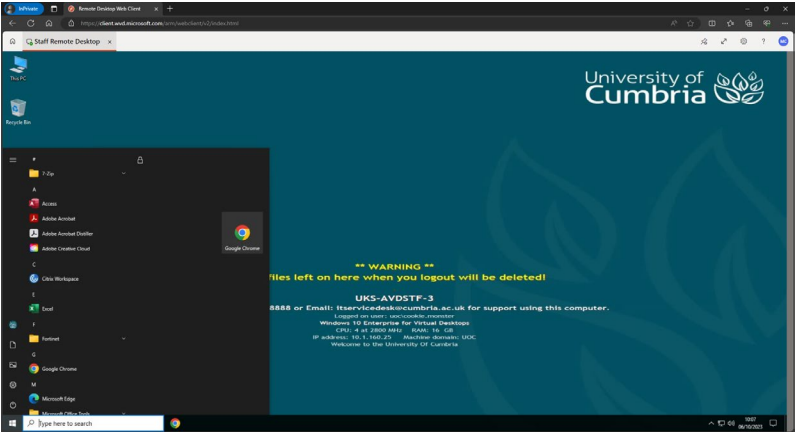
9. A Windows 10 desktop will appear, at this point you have successfully logged into the remote desktop service.



You can make the remote desktop full screen by clicking here;



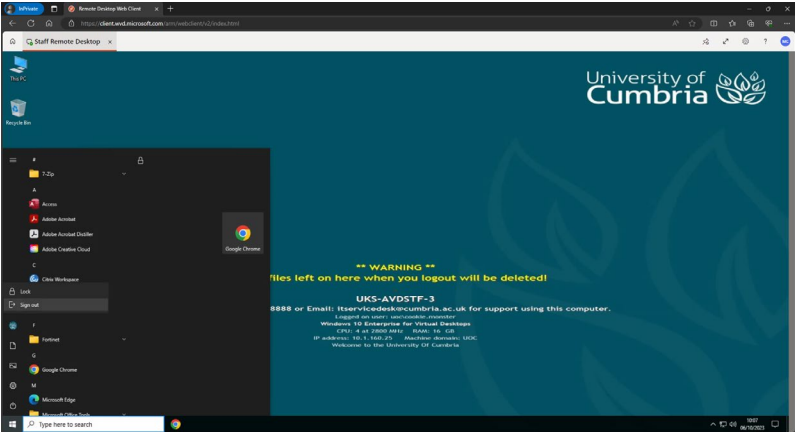
Applications can be accessed just like on your office computer.



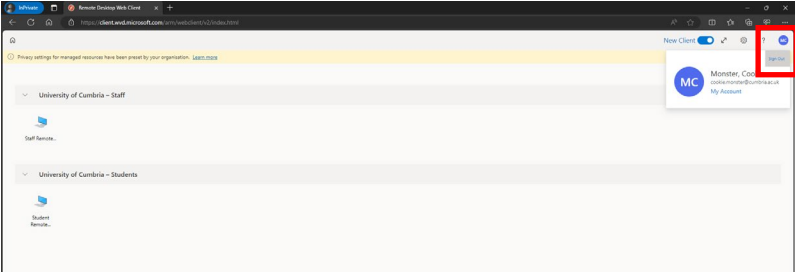
Note:

This service uses mandatory user profiles, this means anything you save on the computer will not be saved / kept when you log off or a disconnected session times out. Please ensure anything you want is uploaded to your OneDrive or SharePoint.

10. When you have finished select ‘Sign out’ as you would normally on your physical computer.



11. Then either close the browser window or select ‘Sign Out’ after clicking in the top right on your name.



Author	Version Number	Reason for Change	Effective From
Martyn Burgess	0.1	Initial Draft	4 th March 2020
Martyn Burgess	0.2	Updated for AVD	9 th October 2023