

RemoteApp Programs using Terminal Server

1. Goto <https://terminal.jmls.edu/rdweb>
2. Please enter your login credentials and click sign in



Your credentials will be

Username: **exchange\jmlslogin**

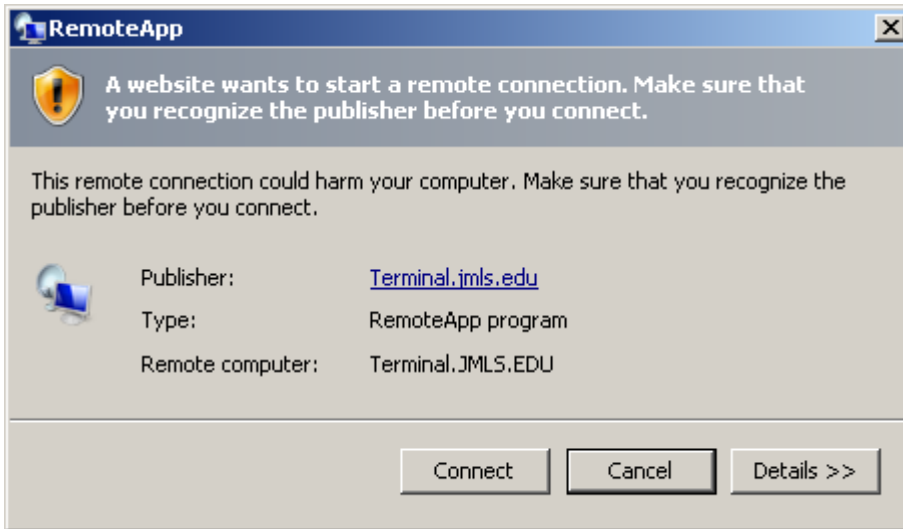
Password: XXXXXXXX

3. Click on any application (under Remote Programs) in the next window.



If you see blank screen or ActiveX window, please [click here](#) to fix it.

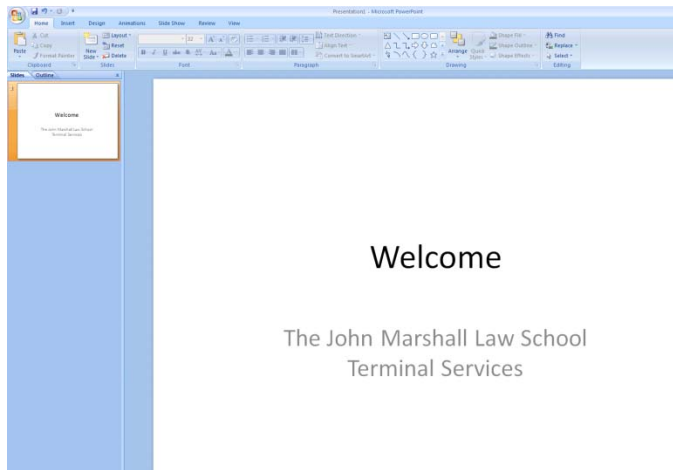
4. Click connect to continue



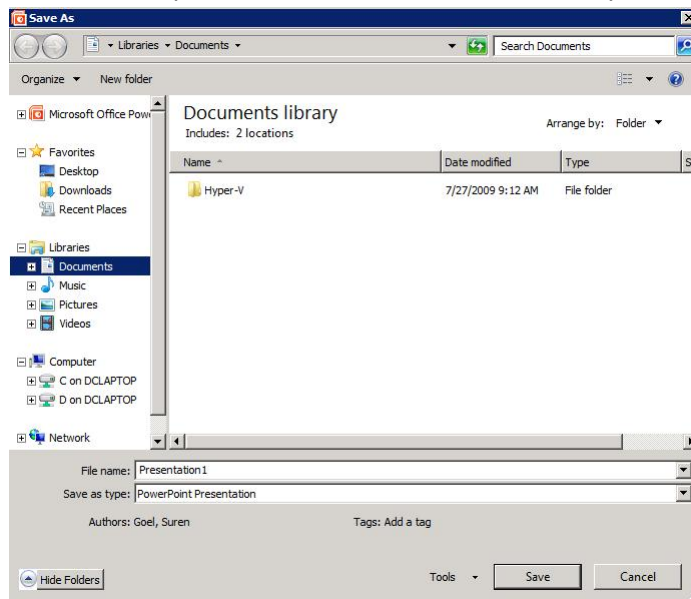
5. Please enter your login credentials to access the application.



6. The application (MS Excel in this case) will open.



7. There are few options to save the document. When you click on save document,



- The documents can be saved on network folder by typing the following in filename
Faculty: \\jmls-faculty\users\jmlsloginid
Staff: \\jmls-staff\users\jmlsloginid
Hit Enter after typing the network path and it will open up the network folder.
- To save the document on your local computer C drive , it will be listed under Computer on the bottom left side.
- Every user has a profile on Terminal Server which contains Desktop, My Documents etc folders. The documents can be saved by selecting the folder from left side.

8. In a similar way, you can open any document from network folders as mentioned in step8