

Instructions to Access "RemoteApp and Desktop Connections" and Create a RemoteApp Connection

1. Open the Start Menu:

1. Click the Start button (Windows icon) located at the bottom-left corner of your screen.

2. Search for "RemoteApp and Desktop Connections":

1. In the Start Menu's search bar, type "RemoteApp and Desktop Connections".
2. Click on the "RemoteApp and Desktop Connections" option that appears in the search results.
3. (Please note you may receive a search result "Remote Desktop Connection", this is not the correct result, please continue to search for **RemoteApp** and Desktop Connections)

3. Set Up a New Connection:

1. In the "RemoteApp and Desktop Connections" window, click on "**Access RemoteApp and desktops**" on the left side.
2. This will open a wizard to help you connect to your RemoteApp resources.

4. Enter the Connection URL:

1. Enter your e-mail address in the Pierce format i.e. @pierce.co.uk – if DonnellyBentley, please use the Pierce e-mail address which was provided usually in the format x.surname@pierce.co.uk

5. Verify the Connection:

1. The system will attempt to connect to the server using the URL provided. If successful, you will see a summary of available RemoteApps and desktops.
2. Click "**Next**" to continue.

6. Enter Credentials (If Required):

1. You may be prompted to enter your user credentials, which include your username and password, again enter the username as the @pierce.co.uk email address format.
2. Enter the required information and click "**OK**".

7. Finish the Setup:

1. After your credentials are verified, the connection will be established.
2. Click "**Finish**" to complete the setup.

8. Access Your RemoteApp Programs:

1. Once the connection is set up, you can access the RemoteApp programs by going to the **Start Menu** and scroll down until you see a folder called "**Pierce Work Resources**" you can create a shortcut if required.