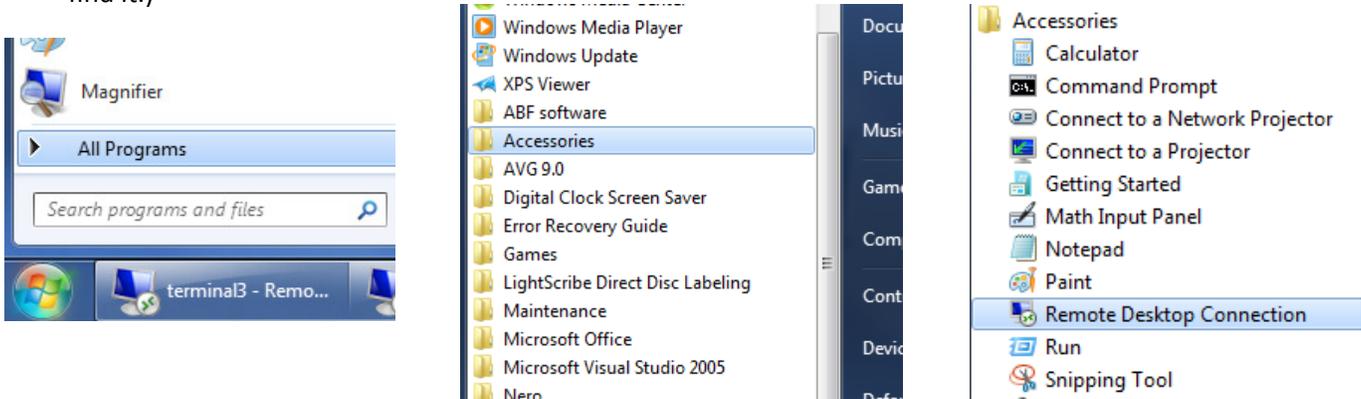# How to Log In to Lake Mills from Anywhere

You can access your files on the new Windows server from school, from home, or from Saskatchewan through the Remote Desktop program. You can use Remote Desktop on a Windows or a Mac computer.

Starting Remote Desktop

On Windows: Remote Desktop is already included in your programs. It's listed in **Start -> All Programs -> Accessories -> Communication -> Remote Desktop Connection**. (Your system may not have "Communication." In that case, feel free to skip directly to Remote Desktop Connection wherever you find it.)

On a Mac: First, download the Remote Desktop Connection application from www.microsoft.com/mac.
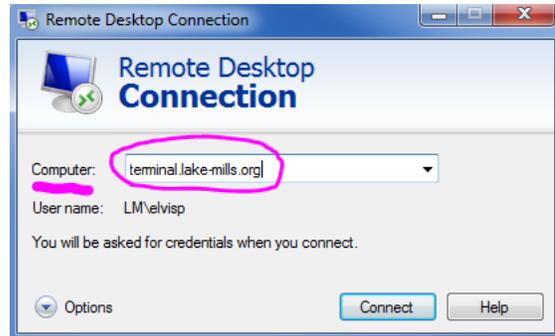

Follow the online instructions, selecting "Microsoft Remote Desktop Connection Client for Mac 2.0.1." This will download an installer file called "RDC201_ALL;" follow the instructions in the installation file to install the Remote Desktop Connection application. When it's done, you can run the Remote Desktop application like any other application.

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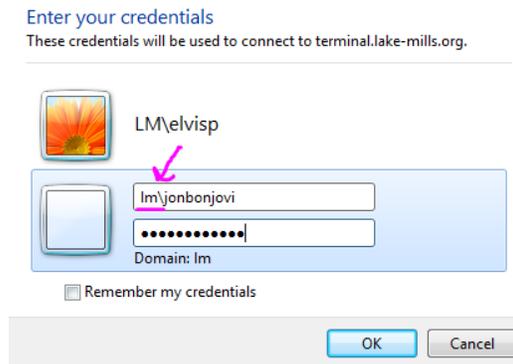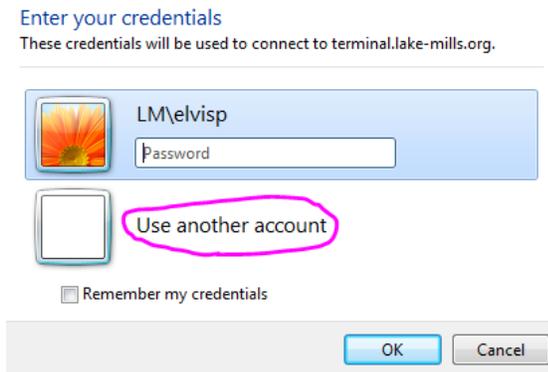
How to Log In to Lake Mills from Anywhere

Once Remote Desktop has started:

Type **terminal.lake-mills.org** in the **Computer** field, then click the **Connect** button.
Don't worry about the **User name** for now.

At the next window, you'll be offered a username. If this isn't yours, press **Use another account**.

Enter your username and password. Your username must be preceded by **LM** (that's a backslash, the character on a keyboard above the **Enter** key; upper- or lowercase letters will both work). Adding these letters tells the remote desktop program that you intend to log on to the **L**ake **M**ills system, and the backslash separates the LM from your username.

My username is:

LM\ _ _ _ _ _ _ _ _ _ _ _ _ _

My password is:

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _

If you wish, you may check the *Remember my credentials* box to avoid having to enter this information each time you log in. Be careful! If you're using this program at home, this means that anyone who uses your computer could potentially access your school account and files.

Press **OK** when you've entered your information, and the login process is complete. You're inside the school's computer system (no matter where you are physically), working on a computer-within-a-computer.

When you're done working:

Click **Start**, then click **Log off** to return to your regularly scheduled programming.

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