

SkyLab One- Windows 8/8.1

Detailed instructions for connecting to SkyLab One from your Windows 8/8.1 Device



To connect to SkyLab One from your Windows 8 device you will need to download a free Microsoft Remote Desktop app from the Microsoft Store.

Open the Microsoft Store and search for Microsoft Remote Desktop. Select the App that is orange with a computer monitor called Remote Desktop.

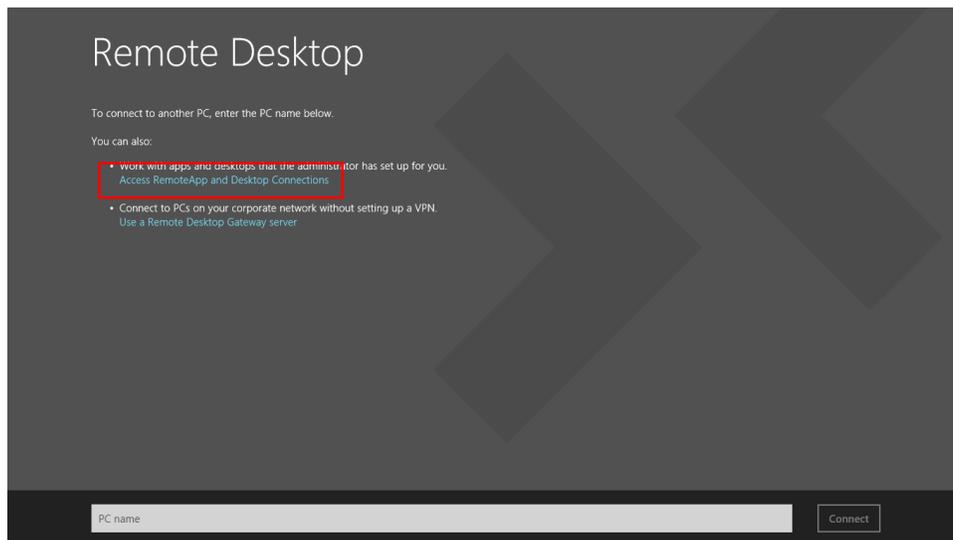


Select Install, if you have never used the Microsoft Store you will need to create/log in with Microsoft Account (Hotmail, Microsoft)

The app will then download and install in the background. Once it has downloaded it will appear in your applications.

Note: To see all your applications, swipe up on your start screen or click the down arrow if you are using a mouse.

Open up the new Remote Desktop app you installed. Select "Access Remote App and Desktop Connection"



In the "Email address or URL" field enter: <https://skylab.emporia.edu/RDWeb/Feed/webfeed.aspx>

Hit connect

RemoteApp and Desktop Connections

Examples:
john@contoso.com
<https://contoso.com/RDWeb/Feed/webfeed.aspx>

It will prompt you to enter credentials. Enter your Buzz In username and password with ESUAD\ before your username. Ex. ESUAD\chornet

Enter your credentials

These credentials will be used to connect to skylab.emporia.edu and the RemoteApp and desktop resources it provides.



Domain: esuad

Remember my credentials

Be patient, it may take a minute for the apps to load. Once the apps have loaded click OK on the windows saying you now have access to your desktops and apps

RemoteApp and Desktop Connections

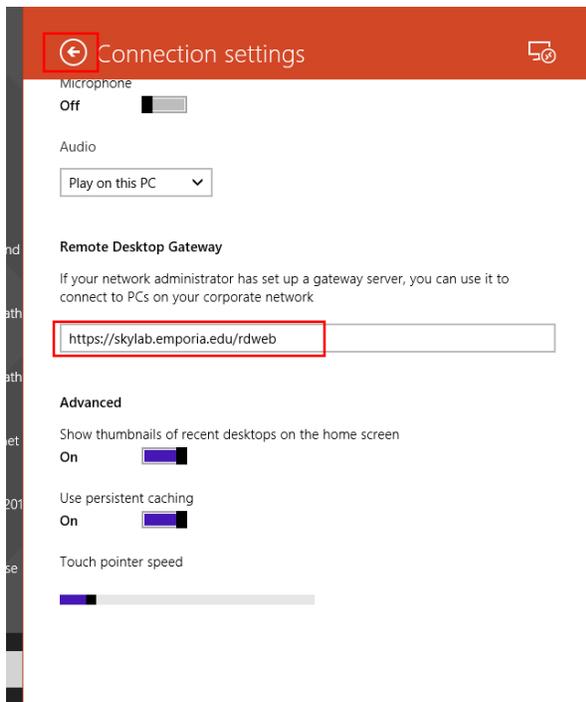
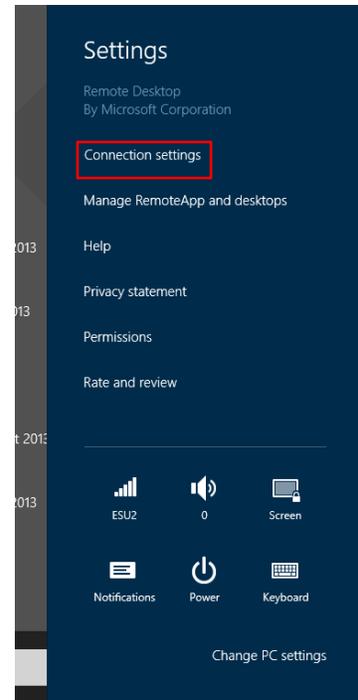
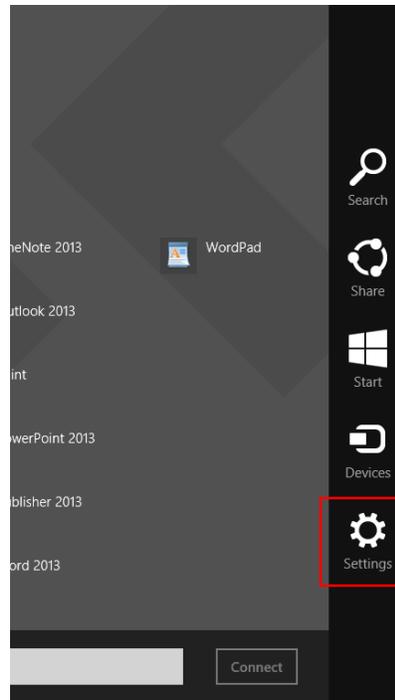
You can now access:

2 desktops

17 apps

You can also access these resources from your Start screen.

The last step is to connect to the gateway. Swipe right and open the settings menu and open Connection Settings.



Scroll down and in the Remote Desktop Gateway dialog box enter:

<https://skylab.emporia.edu/rdweb>

Click the back arrow to return to the list of available apps.

From here there may be several different options:

School of Business

This connection is provided for students enrolled in the School of Business. Installed are many of the apps that you will need for your courses.

SkyLab One Desktop

This connection is available to everyone. It has Office 2013, along with SAS and SPSS.

Onbase

This connection is provided for employees who need to utilize Onbase for Form Cs or Purchase Orders.

Any App shown

The other Apps shown are apps that you can use without opening a full SkyLab One Desktop. They open like they are installed on your machine and you can save items to your personal Y drive.