Microsoft Chromebook – Microsoft Remote Desktop Client V10 Setup and Use

This setup is only required to setup access to the Virtual Desktop. Students will only do this at the beginning of the semester or if their chromebook has to be repaired.

Step 1



Step 3



Step 4



In the space that is labeled Email or Workspace URL, enter the following information:

https://vlab.alexander.k12.nc.us



The screen will populate with a Workspace URL and will provide a line for User Account, Select User Account.

Click the down arrow and choose the radio button to "Add User Account"





You are prompted for a username and password.

Username type the following:

ACSNC\Your Student Number (actually type your individual student number, the first part of your email address)

Password is same password you use to login to Zscaler, the filter. It is your birthdate in 8 digit format, click save





Step 6 will depend on the class you are enrolled in.

For MSOffice App

Click MSOffice App Icon



Choose "Never Ask Again" and keep the defaults that are checked, then click connect







Microsoft Office Classes Desktop screen, your Microsoft Office apps are available under Programs

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Manage Your Virtual Machine

Hover with mouse at top of windows screen, a red bar appears, click on arrow at top left twice, returns you to the "Workspace" screen with the AutoDesk App or Microsoft Apps Icon

From the Workspace screen you can minimize the remote desktop screen by using the minus – icon in top right of screen. You are returned to your chromebook screen but can access remote desktop again by clicking on the Remote Desktop icon at bottom of screen.



To exit from remote desktop entirely, from the Workspace screen, click the arrow at top left of screen in grey area, you are returned to chromebook screen

To start a remote desktop session after the initial setup: click on the remote desktop icon

