Using the Evans Terminal Server
Version: Wed Jan 20 2016 12:50PM

Introduction and Purpose
Evans School has a Terminal Server available. Software available via the Terminal Server includes:

- SAS Studio
- Crystal Ball with Excel 2013
- Microsoft Office 2016
- Stata 13 and 14
- SPSS 19

This document outlines how to use the Terminal Server. Included are directions for Windows and Macintosh PCs.

Signing into the Terminal Server

Windows Computers
From the Windows “Start” menu, select “Run…” (another method to initiate is to hold down the Windows key and press R.) Figure 1 illustrates the Run dialog window.
In the “Open:” text field type “mstsc” and click on the “OK” button. The Remote Desktop Connection window dialog is displayed. See Figure 2.

In the “Computer:” text box, enter “es-ts.evans.uw.edu” as in Figure 2 above, then press the “Connect” button.
The next dialog box is displayed as in Figure 3 above. Click the “Use another account” to prompt for your username and password. In the “Username” and “Password” text boxes enter your UW NetID for your username, followed by your password. Click the “OK” button to sign into the Terminal Server.

NOTE: In some cases you will have to prefix your UW NetID with “netid.washington.edu\”, e.g. “netid.washington.edu\myusername”.

Figure 4 illustrates the login prompt after you have clicked on “Use another account”, and if you are connecting from a UW campus computer as in this example it is not necessary to prefix your username with “netid.washington.edu\”. 

![Figure 3](image3.png)

![Figure 4](image4.png)
If your login credentials are correct another window will open (full-screen), presenting a Windows desktop. This indicates you have successfully logged into the Terminal Server!

When you have finished with your session, click the “Start” button and select “Log off” to close the Terminal Server session. See Figure 12 below.

Macintosh Computers

Locate the Launchpad icon (which looks like a rocket ship) located at the bottom of your screen. See Figure 5.

From Launchpad, locate the “Microsoft Remote Desktop” application. You may need to fetch it from the App Store. The icon should appear similar to the one shown in Figure 6:

Get Microsoft Remote Desktop

If you do not see the Remote Desktop Connection icon you can obtain this application from the App Store. Click on the Apple icon in the upper-left corner and select “App Store...”. Refer to figure 7.
In the search box, located in the upper-right corner of the App Store window, type “Remote Desktop” and press the <return> key. Figure 8 shows some of the results. Find the “Microsoft Remote Desktop”

Click on the gray “GET” button next to the Microsoft Remote Desktop icon. You may need to sign with your Apple account information to continue. Once you have obtained Microsoft Remote Desktop it should be available via the Launchpad (figure 5 above).

Click the “Microsoft Remote Desktop” icon to launch the application. A window similar to the one shown in Figure 9 appears.

Add the Terminal Server Information
In the window (see Figure 9) click on the “New” button. This will bring up a window that looks similar to the one shown in Figure 10 below:
Enter a descriptive name in the “Connection name” text box. We recommend naming it “Evans Terminal Server”. For “PC name” enter ests.evans.uw.edu and skip to the “User name” text box. Enter “netid\yourusername” followed by your UW NetID username (in place of “yourusername” in Figure 10). Then close this window by clicking on the red circle in the upper-left corner of the window.

Your Microsoft Remote Desktop window should now have an entry called “Evans Terminal Server” under the “My Desktops” section. Double-click on this entry to begin the sign-in process. In most cases you will arrive at the screen shown in Figure 11 below:
From the screen shown in Figure 11, click on the “Continue” button to complete the sign-in process.

Sometimes if you take too long to press the “Continue” button the sign-in process will appear to freeze. If this happens press the <esc> key, exit Microsoft Remote Desktop via the menu item and try again.
Using the Remote Desktop

![Remote Desktop Session]

The Remote Desktop behaves just like a normal Windows session. When you are done using the Terminal Server select “Log off” from the Start menu (see Figure 12).