

Android Device Remote Desktop Setup Instructions (for CGA Employees)

1. Your office PC must be **on** and not in sleep or hibernate mode. You can be either logged off or logged in.
2. To download Microsoft Remote Desktop from the Capitol Complex, connect to the **CGA_Guest** wireless connection from your device
 - Settings
 - Wi-Fi
 - Choose a network. Select **CGA_Guest**
3. You can also download the Microsoft Remote Desktop app from your device carrier's network and home or other Wi-Fi
4. Go to the Play Store and download Microsoft Remote Desktop



5. Once installed **Tap the + icon** on upper right corner to add a new connection
6. For the new connection input the following;
 - Connection Name – **give it a name** you would like
 - PC Name - **computername.cga.state.ct.us** (computer name example is ITSDDT001)
 - Gateway – **Tap Gateway** enter server name **rdg.cga.state.ct.us**
 - Username – **general\your username**
 - Password – enter your **password**
 - (Note: a second section to enter your credentials may appear, just **leave it blank**)
 - **Tap Done** on upper right corner

NOTE

- Do not save password on your Android device.
 - If you lose your Android device contact the ITS Helpdesk so we can reset your password
7. **Tap the Remote Desktop Connection name** to start the remote desktop session.

If you get a pop-up Do Not Connect, Trust Once, Trust Always, **tap Trust Once or Trust Always.**

Connection Bar



Connection name: The current connection name is displayed. Tap the connection name to display the toolbar.

Keyboard: The keyboard can be displayed, or hidden by tapping the keyboard icon. The pan control is displayed middle of screen automatically when the keyboard is displayed.

Use the pan control: Tap and hold the pan control and then drag in the direction you want to move the screen.

Move the pan control: Double tap and hold the pan control to move the control on the screen.

Move the connection bar: Tap and hold the connection bar, and then drag and drop to a new location at the top of the screen.

Toolbar



The toolbar provides frequently used buttons such as Shift, Ctrl, Alt, AltGR and Tab.



Displays the start menu



Displays the Keyboard



When you tap this icon it switches from standard mouse mode to traditional tablet mode.

To switch back to standard mouse mode you tap the  icon on the toolbar

The application starts in the standard mouse mode. You position your finger on the pointer to navigate. The table below explains how to use the standard mouse mode.

Mouse mode	Mouse operation	Gesture
Direct Touch	Move pointer	Your finger is the pointer
Direct Touch	Left click	1 finger tap
Direct Touch	Left click and Drag	1 finger tap and drag
Direct Touch	Right click	1 finger tap and hold
Direct Touch	Right click and Drag	1 finger tap and hold, then drag
Direct Touch	Zoom	Use two fingers and pinch to zoom in or move fingers away from each other to zoom out
Mouse Pointer	Move pointer	1 finger tap and drag
Mouse Pointer	Left click	1 finger tap
Mouse Pointer	Left click and drag	1 finger double tap and hold, then drag
Mouse Pointer	Right click	2 finger tap
Mouse Pointer	Right click and drag	2 finger double tap and hold, then drag
Mouse Pointer	Mouse wheel	2 finger tap and hold, then drag up/down

Note: To **disconnect** the Remote Desktop Connection **tap the back button twice** on your Android device.