

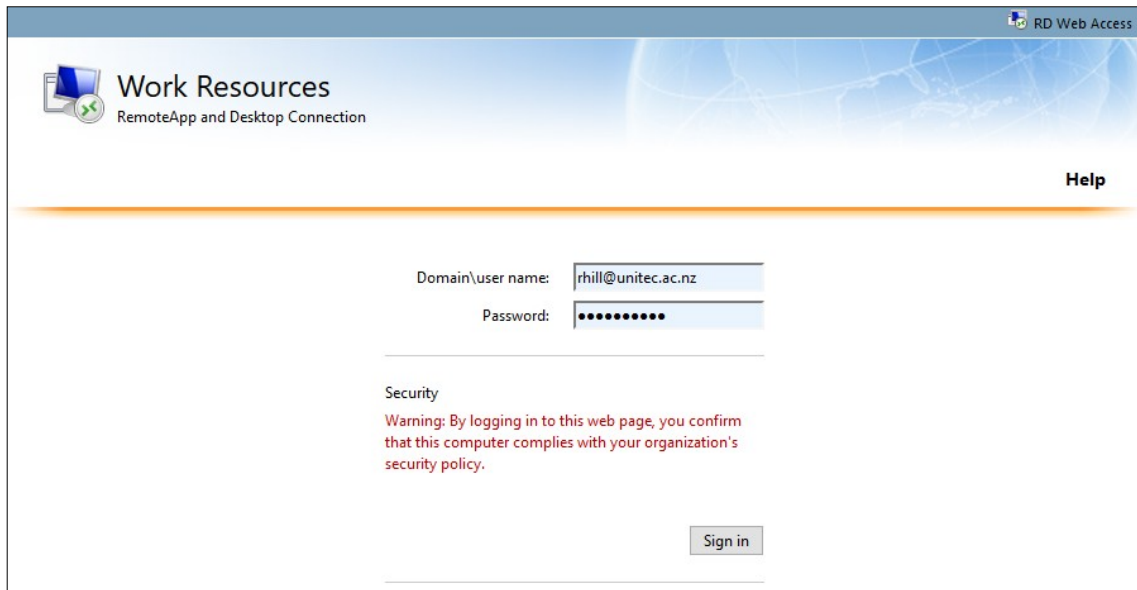
Remote Access to H Drive for Staff

(Windows Compatible devices)

1. **First navigate to this link:** <https://remoteapps.unitec.ac.nz>

(or alternatively navigate to the public website <http://www.unitec.ac.nz/> , click on **Staff** link found at the bottom of the page, click on **Staff Portal Links**, click on **My Files**)

This will open a new login window:



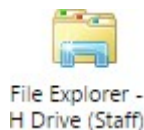
2. In Domain\user name, type ***your email address***
3. Password, is your regular Unitec Password.
4. Click **Sign in** button.

This will open a window showing available Apps and folders.

RemoteApp and Desktops

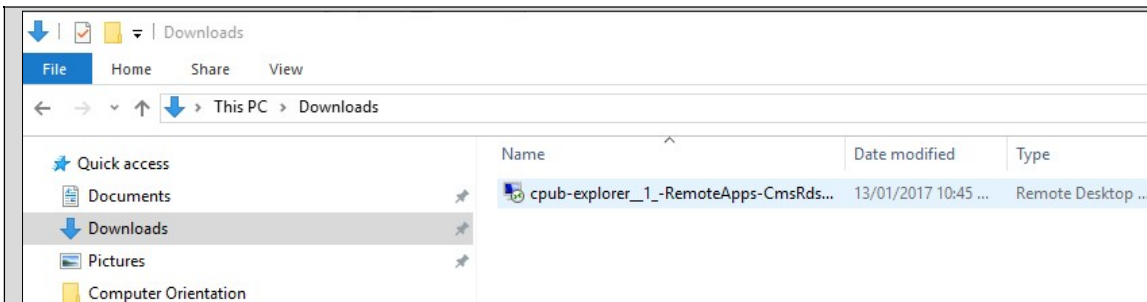
Current folder: /

5. Double-click File Explorer icon to open

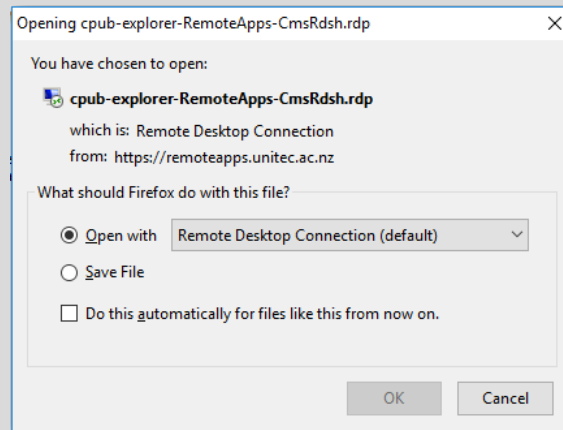


Please Note:

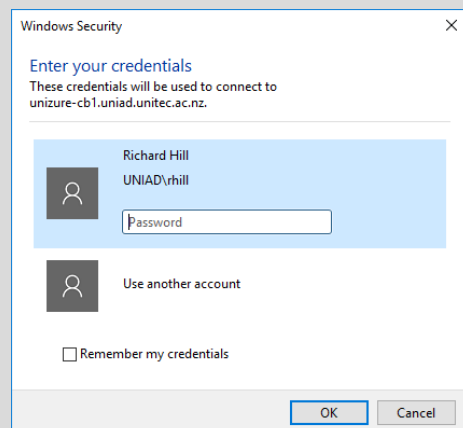
- If using **IE** Browser, your system may require you to select **Open** at the bottom of the screen.
- If using **Chrome** browser, then you will need to navigate to Downloads folder and double-click on the file named **cpub-explorer 1_-RemoteApps-CmsRdsh**



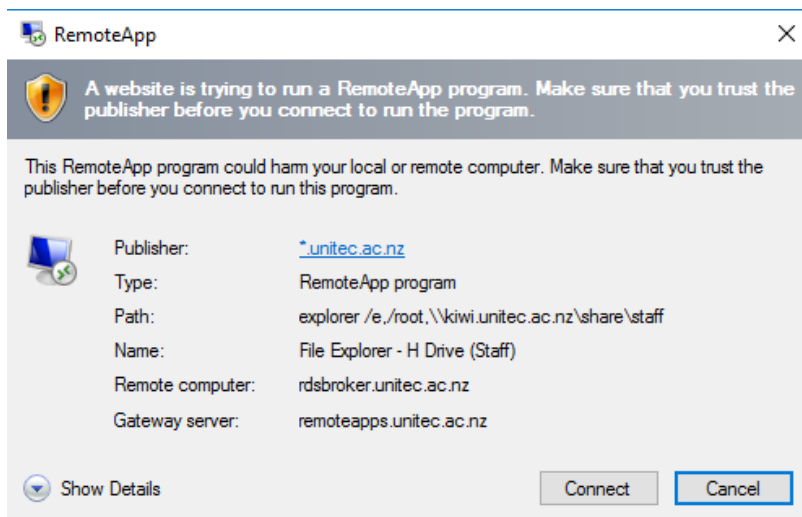
- If using **Firefox** browser, then you will be presented with the following dialogue, click **OK**



- If asked to confirm your login credentials, then type in your unitec Password and click **OK**

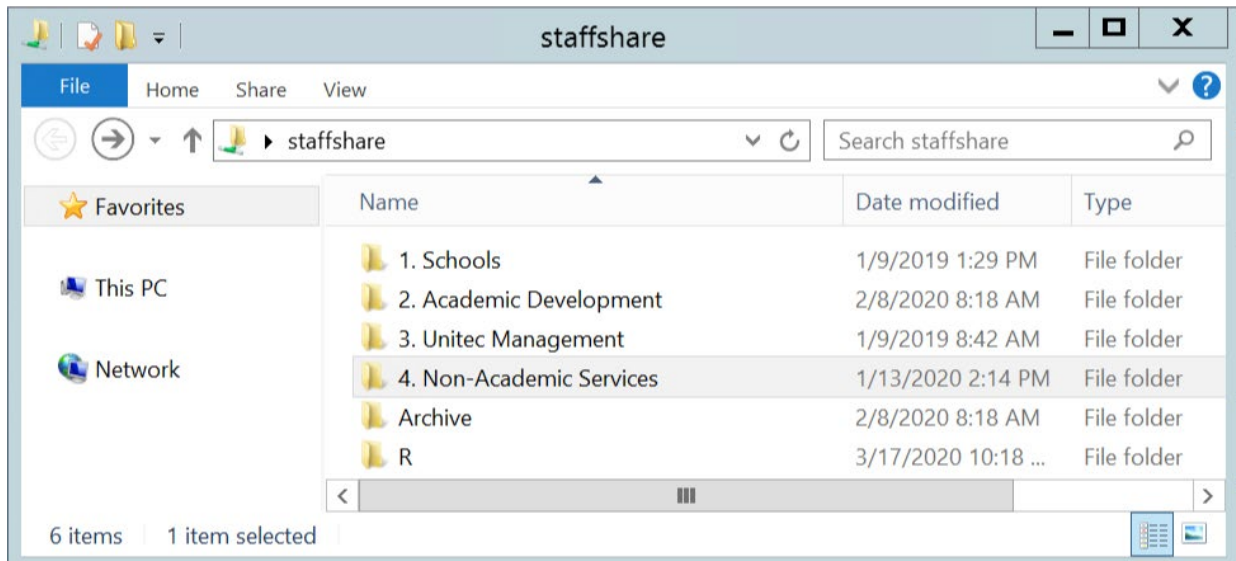


You will then see the RemoteApp window as follows:



6. Then **Connect** button.

Your **H Drive** access will appear in a remote window of File Explorer/Windows Explorer.



When you open files from H Drive, you will see icons with a circle and green arrows. Working within these files will allow you to save back to H drive.



7. When finished you can click on red cross in top right corner of the window



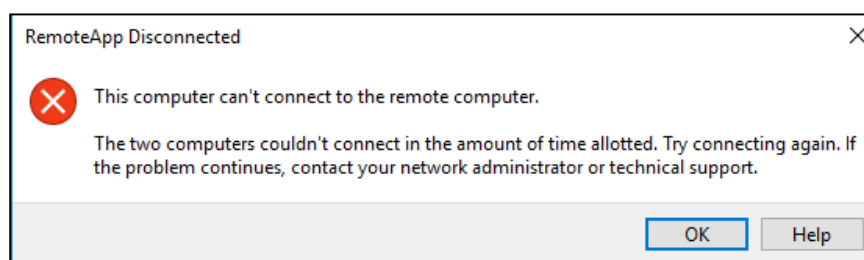
8. Then click on **Sign out** to end the connection.

Additional Notes:

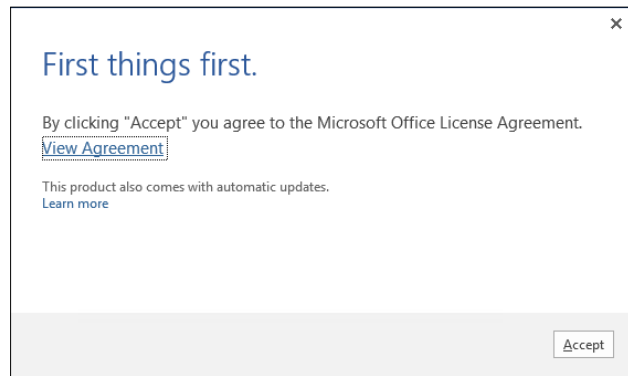
Staff can create folders, using **Home** tab and selecting **New Folder** (a few seconds delay may occur before this appears), right click on New folder and select Rename.

Add new files by opening a file and saving temporally on your local computer, then copy (Ctrl + C) from your local computer and paste (Ctrl + V) into the H Drive folder you want to copy to. If it doesn't appear, click F5, use the up arrow ↑ then go back into the folder.

If there is a delay in connecting or WIFI strength, then you will see this message below. Just click **OK**, then double-click to open H Drive.



When opening existing files, you need to **Accept** any Microsoft Office License Agreements to proceed.



Clicking on the **View Agreement** shows this:

