

Accessing the Court's Network for the first time

Installation & Access Guide for Windows 7 Computers

Connecting to the Court's Network through RDS (Remote Desktop Services)

Remote users will access the Court's network from their personal computer through Remote Desktop Services (RDS), which is accessible through any internet connection. Some configuration needs to be done the first time RDS is accessed from a personal computer running Windows 7 Operating Systems.

Check Your Operating System Version:

These directions are for Windows 7 Operating System (OS) computers only. If you are unsure what OS you have, follow the directions below.

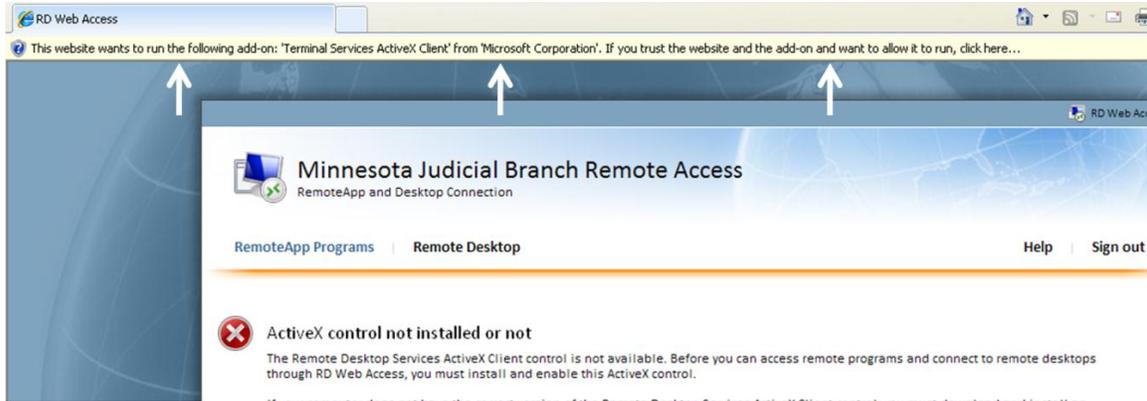
1. Click the Start button, right-click the "Computer" icon and choose Properties.
2. The OS will be listed under "Windows Edition".
3. Confirm "Windows 7" is listed.



Note: If another OS is listed, return to the RDS help page and select the correct OS instructions.

Windows 7 Operating System Users:

1. Open an Internet Explorer session and enter the following into the address bar: <https://rds.courts.state.mn.us/rdweb>
2. An information message **may** appear at the top of the Internet window stating *"the website wants to run the following add-on: 'Terminal Services ActiveX Client' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here..."*



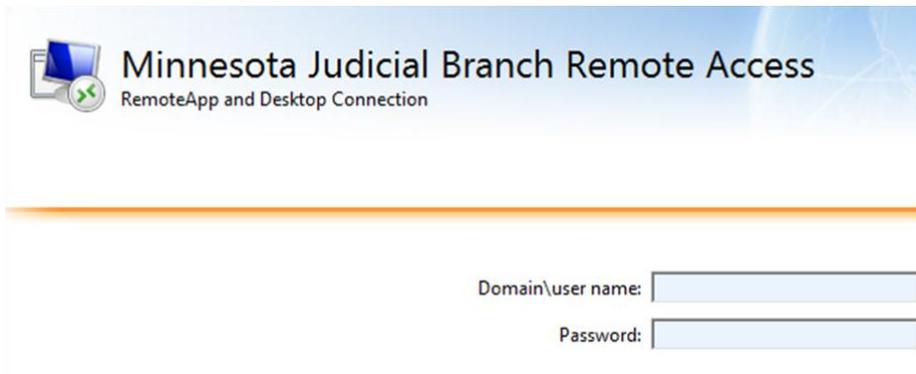
3. If this message appears, click once on the informational message and choose "Run Add-on".



4. Click "Run" when asked to "run this ActiveX control".



5. RDS is working properly if you see the "Minnesota Judicial Branch Remote Access" screen shown below.



6. You must enter your username in the **Courts\YourUsername** format in the “Domain\username” field in order to login. *Example: Courts\SmithJ.*

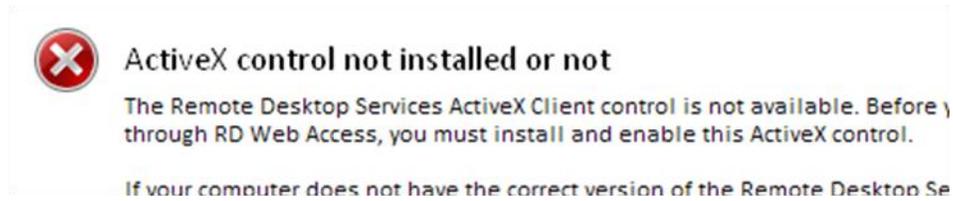
Domain\user name:

Password:

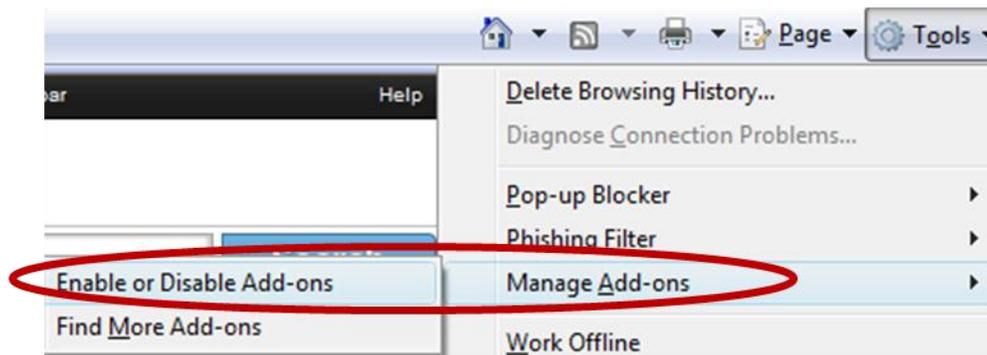
- If you still receive an error, continue to page 4.
7. Click this [link](#) for information on how to login and access the Court’s resources.

Troubleshooting RDS

1. If you still see an error similar to “ActiveX control not installed or not enabled”:



2. Click the *Tools > Manage Add-ons > Enable or Disable Add-ons*.



3. Select each “Microsoft Terminal Services Client Control” add-on and click the “Enable” button.

Microsoft Corporation

Microsoft Terminal Services Client Control (redist)	Microsoft Corporation	Disabled	6/10/2009 9:19 ...	6.0.6001.18266
Microsoft Terminal Services Client Control (redist)	Microsoft Corporation	Disabled	6/10/2009 9:19 ...	6.0.6001.18266

Enable

15

Close

4. Click the “Close” button once each Terminal Services add-on has been enabled and return to the RDS homepage. You should now see the username and password login screen.