

Accessing the Court's Network for Branch Employees

Using RDS

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

1. Open an Internet Explorer session and enter the following into the address bar:
<https://rds.courts.state.mn.us/rdweb>
2. Enter your Court's provided username and password to login.
 - The username must be entered in a domain\username format.
Example: *Courts\SmithJ*

Domain\user name:

Password:

3. Click the "Sign in" button.
4. Click the application you wish to use.
 - **Courts Internet Explorer** allows access to CourtNet, the Court's intranet.
 - **Explorer** allows access to files on your local computer.
 - **ITD Service Desk** allows access to the Court's technical help staff.
 - **Microsoft Office Outlook 2007** allows access to the full version of Microsoft's e-mail program.
 - **MNCIS Production Assistant** is the Court's Case Management System.



5. Click the logo of the application you wish to select.
6. Click the "Connect" button to confirm your choice.



7. The selected application will launch.

Completing Tasks without using RDS

Certain tasks can be done using your personal computer **without needing to connect to RDS**.

1. You can also access SharePoint without going through RDS. To access SharePoint (to upload files from your personal computer to the Court's network) open an Internet Explorer session and type the following in the address bar and press Enter:
<https://teams2.courts.state.mn.us>
2. Updating documents can be done offline (without an active connection to the Court's network) and can be saved to your personal computer. You can update each document offline and then connect to SharePoint when you are ready to upload them to the Court's network.
3. Accessing Outlook Web Access (OWA). You can access your Inbox quickly from your personal computer (or any computer that has an Internet connection) by logging into OWA.
 - Open an Internet Explorer session and go to <https://webmail.courts.state.mn.us/exchange>
 - Login using your Court's username (*Courts\username*) and password.