

# Accessing the Court's Network for the first time

## Installation & Access Guide for Windows Vista Computers

### Connecting to the Court's Network through RDS

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 Vista Operating Systems.

#### Check Your Operating System Version:

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

1. Right-click the "Computer" icon on the desktop and choose Properties.
2. The OS will be listed under "Windows Edition".
3. Confirm "Windows Vista" is listed.



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

#### Install RDP 7.0:

1. Open this internet link:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=ac7e58f3-2fd4-4fec-abfd-8002d34476f4&displaylang=en>
2. Click the "download" button. Navigate through the process and install RDP 7.0.

## Update for Windows Vista (KB969084)

### Brief Description

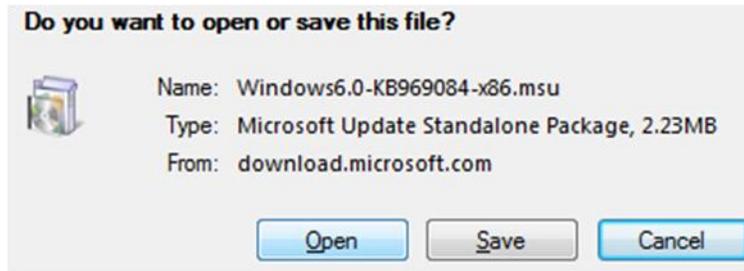
The Remote Desktop Connection 7.0 client update enables you to use th

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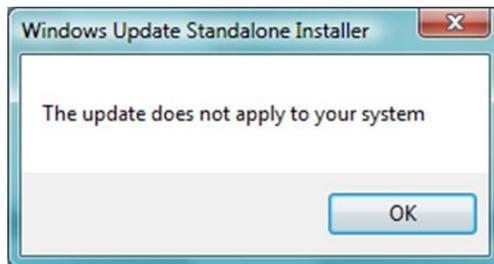


3. Click "Open" to begin the install.



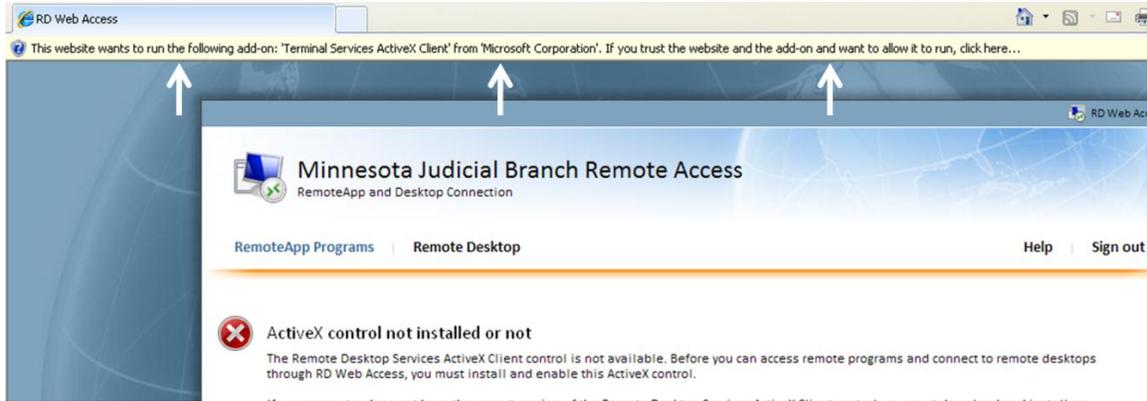
4. Walk through the prompts and finish the installation.

**Note:** If you see this message your computer already has RDP 7.0 installed and you can skip to the next section of these instructions.



### Accessing RDS:

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.

RDS uses the Courts-provided username and password to authenticate everyone who tries to access the Courts network.

- The Courts domain must be included with the username when logging in.
- The username is usually the last name followed by the first initial of the employee (Example: SmithJ).

To login:

- Enter the domain\username (Example: **COURTS\SmithJ**) and the case-sensitive password.

Domain\user name:

Password:

## Printing to a local printer with RDS:

Many different models of printers are supported in RDS. Windows Vista computers that have Service Pack 2 (SP2) and the “Platform Updates for Windows Vista” update installed need nothing further installed for printing to work.

**Note:** RDS provides a “universal printer driver” which is compatible with most printers. Not all printers will work with RDS however.

To see if your printer will work with RDS, connect to RDS and open an application (Outlook, Odyssey Assistant, Internet Explorer, etc) and click File > Print.

Open a Service Desk ticket if you receive an error when printing.