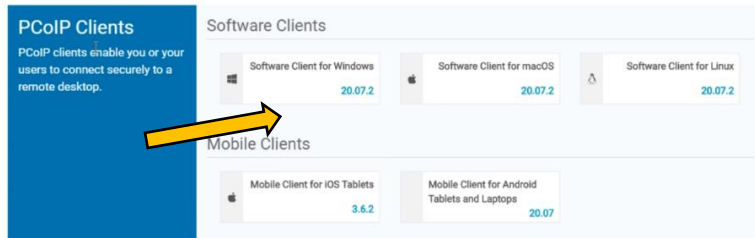


Connection to Teradici – Guide for students and teachers

Download:

<https://docs.teradici.com/find/product/cloud-access-software/current?subscriptionName=>

Click on *'Software Client for Windows'* if you are using Microsoft Windows.



Once it's downloaded, you may proceed with the installation.

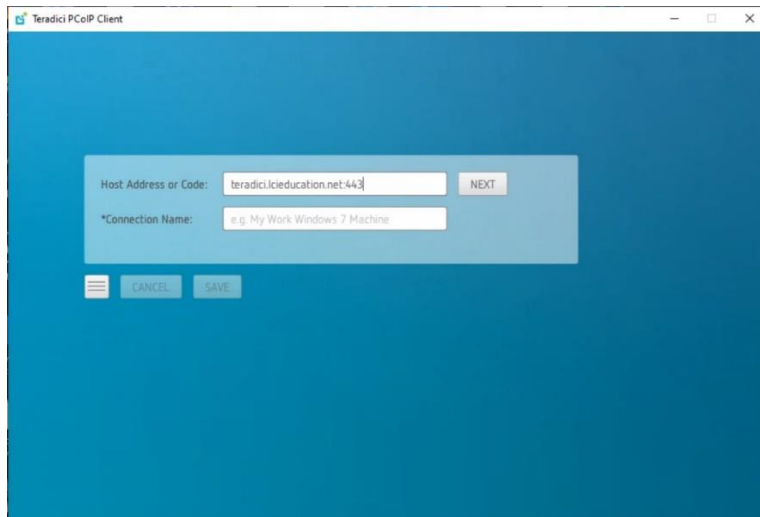
Make sure to check the option *'Add shortcut to desktop'* at the end of the installation.

Open Teradici:

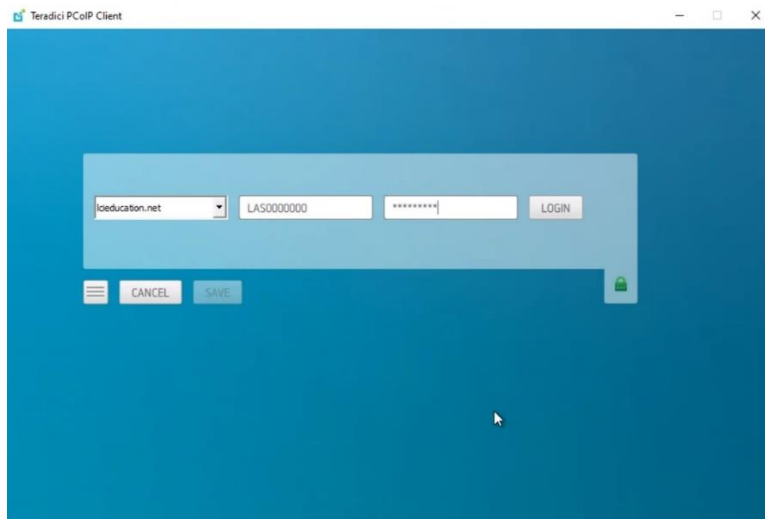
In *'Host Address or Code'*, insert the following: `teradici.lcieducation.net:443`

In *'Connection Name'*, enter a name of your choice. (ex.: LaSalle College). Please note – if you click on *'Save'*, this will create a button on the main page. Next time you connect, you will only need to click on it to connect.

Click *'Next'*



To connect :

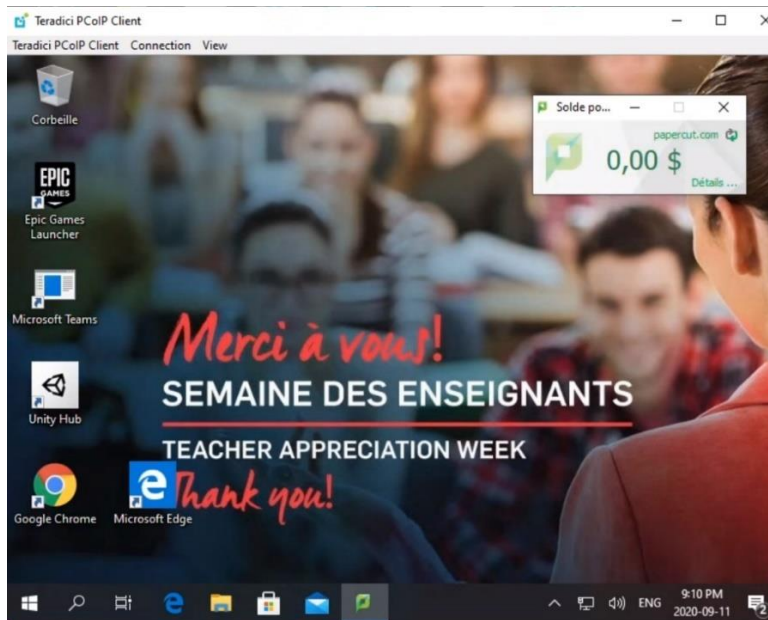


Enter your username (student account) and password. It is the same as your connection to Omnivox/Office 365. You can once again click on 'Save' to save the username when you connect again.

For teachers: your username and password are the ones you received that ends with @lceducation.net

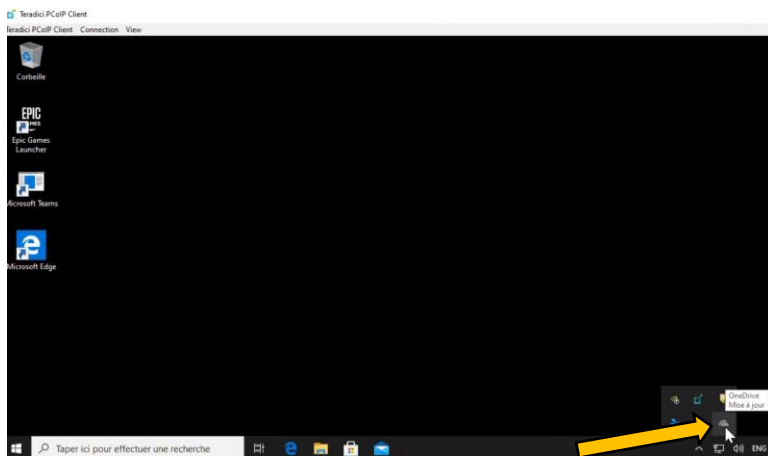
Once you are connected in Teradici, to access to your Office suite, please connect on the web platform (Office.com) and use your primary account (ex. @collegelasalle.com)

Once properly connected with Teradici, you will access this screen.

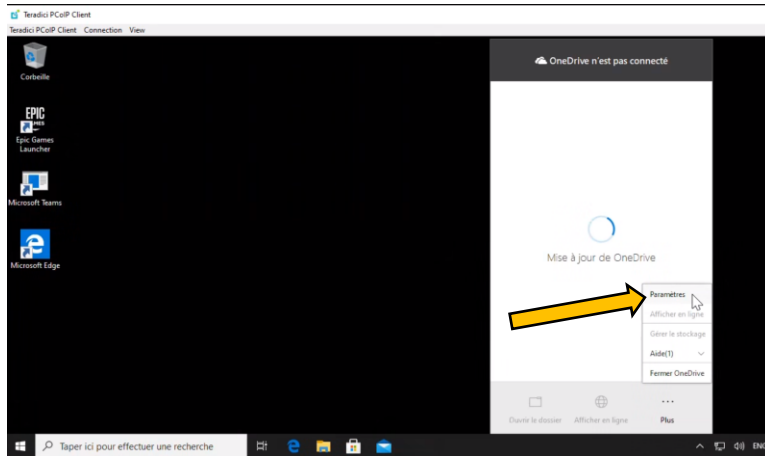


To sync with your OneDrive:

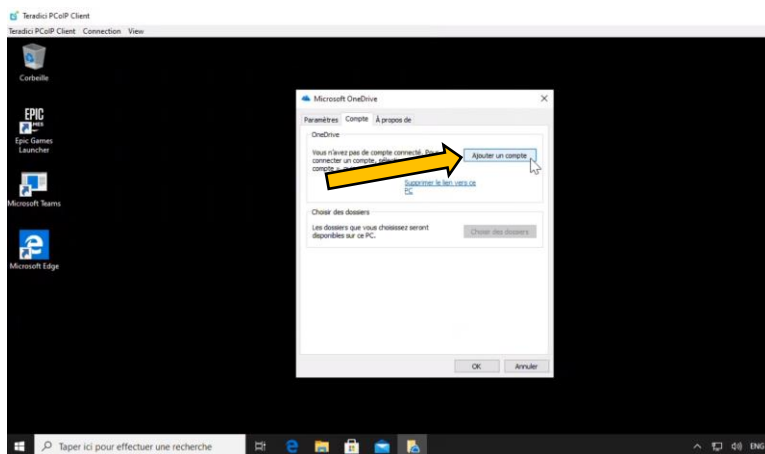
Click on the OneDrive icon that is on the bottom right of your screen.



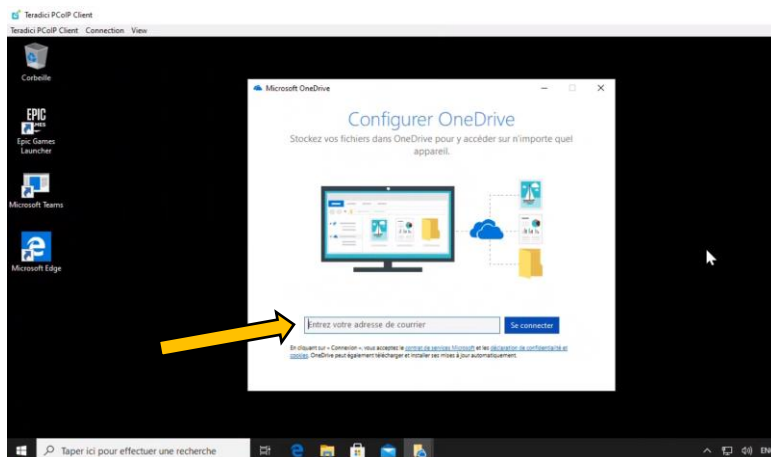
Hit 'Plus', then 'Settings'.



Click on the tab 'Account/Compte', then 'Add an account/Ajouter un compte'.



Insert your email to configure your OneDrive.



You may need to proceed with Multi-Factor Authenticator. (MFA)

For teachers: make sure you are using your OneDrive account on the web platform (Office.com).

If you need assistance with this process, please refer to the document provided with this email.

To disconnect:



It is imperative that you close your session using the Windows menu, located at the bottom left of your screen. You may also right click on the Windows menu > 'Shut down or Sign out' > 'Sign out'

Please do not close your Teradici session by clicking on the X in top right corner of your screen. This won't end your session; it will only close the window.


For any support/questions:

Please contact **Sarah Ghazal via MIO.**

Otherwise, open a ticket to 3777@lcieducation.com

Tips:

1 – If you cannot find the shortcut **PCoIP** software on your desktop, it is located in the following folder: C:\Program Files (x86)\Teradici\PCoIP Client\bin. You can create a shortcut from the file **pcoip_client.exe** (right-click on file > Send to > Desktop (create shortcut))

 pcoip_client.exe

2 – In regards to the Wacom tablets, here are the compatible models with Teradici:

- PTK-440 (Wacom Intuos 4)
- PTH-660 (Wacom Intuos Pro Medium)
- PTH-860 (Wacom Intuos Pro Large)
- DTK2420K0 (Cintiq Pro 24)

Make sure to carefully identify the product number. This can be confusing. Be assured that you have the most recent drivers installed on your computer. The 'Touch' function (used with your fingers) as well as erasing is not supported by Teradici. All configurations must be done on **your** computer and not on the school computer.