



## **Setting Up Remote Access using Splashtop**

Please follow these instructions in order to gain remote access to your computer using Splashtop.

You will have received an email from Splashtop, check you recognise the email used to send the invitation to you (????@infinitycomputing.co.uk), it will containing 3 simple steps:

1. Click on the link "Accept the invitation from your administrator", this will take you to a Splashtop webpage where you can create your Splashtop account:
  - a. Enter a secure and confidential password twice, this will be the password you need to access your Splashtop account. We recommend you use a different password for this service to any passwords you may already be using.
  - b. Enter your Name (please use your First & Last Name).
  - c. Tick "I'm not a robot" and complete the Captcha if required.
  - d. Tick to agree to Splashtop T&C's.
  - e. Click "Create"

Once your account is created you should be able to see the computer you want to remotely access, if not please contact Infinity Computing.

You can now sign out of your Splashtop account by selecting your name in the top right and clicking on "Log Out".

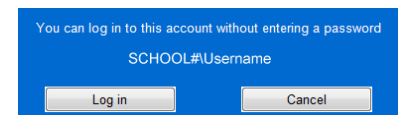
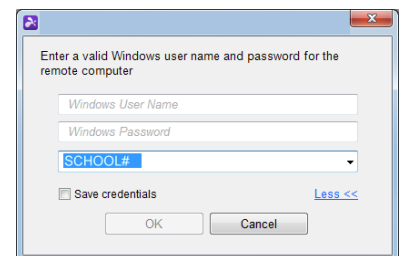
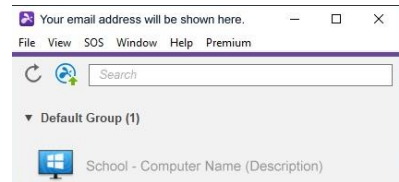
2. On the computer that you are going to use to remotely connect into your remote computer please return to the email from Splashtop and click on the link "Splashtop Business app", this will take you to the Splashtop website.
  - a. Choose the most appropriate installer under Splashtop Business App for the device you are using, if it is a Windows computer you will want the first option "Windows 10, 8, 7 & XP", click on the appropriate option.
  - b. Click Run to install the program, it should only take a moment.
  - c. The Splashtop Business app will now open, enter your email address (the one where we sent the invitation) and your Splashtop password. If your computer is secured using a confidential Windows Password you can leave the "Stay logged in" selected. If this is a public computer or not secure please untick this. Click "Log In".
  - d. Splashtop will now need to be authenticated on this device, you will see a message stating an email has been sent to you.
  - e. Please check your emails and click on the "Authenticate this device" link.
  - f. Once authentication has been successful return to the Splashtop Business app and login again.

You are now all setup to remotely access your remote computer.



## Using Splashtop to Remotely Access your Remote Computer

1. Open the Splashtop Business App and log in if required.
2. You should see the computer that you want to remotely access, double click on this to connect.
3. You will now be prompted with a login box, enter the Username and Password that you use to login to Windows on your remote computer.
4. For security we do not recommend you tick to Save credentials.
5. Click OK to login.
6. If your remote computer is at the login screen or locked you will see a blue box appear, click "Log in" to login to the remote computer.
7. You can now use your remote computer as if you were sitting in front of it.



When you have finished using your remote computer it is important you ensure it is secure before you disconnect. To do this either log out just like you do when you are in front of the computer or lock your remote computer. To lock your remote computer click on the icon shown from the toolbar at the top. Then select "Lock".



If your remote computer has multiple monitors use this icon to switch between your monitors.



Finally, once you have logged off or locked your remote computer you can use this icon to disconnect your remote session or simply click on the cross in the top right corner. You can then close down the Splashtop Business app.



If you need any further help please don't hesitate to get in touch with us.