

HOW TO FIND MS ACCESS?

Version2

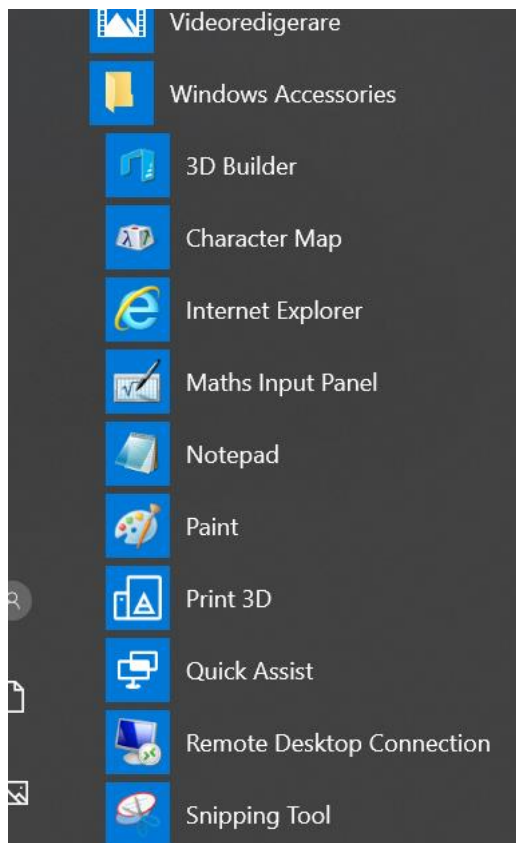
The tutorial part DB03 requires access to MS Access. You can use your own MS Access if you have the product, or access MS Access remotely at DSV.

The text below is partly based on <https://dsv.su.se/en/education/comp/windows/ts>

PC/Window

Step 1. For PC/Window - Find your Remote Desktop Connection to access MS Access remotely at DSV

Use the Remote Desktop Connection app. On most PC with Microsoft Window computers it is under Windows Accessories:

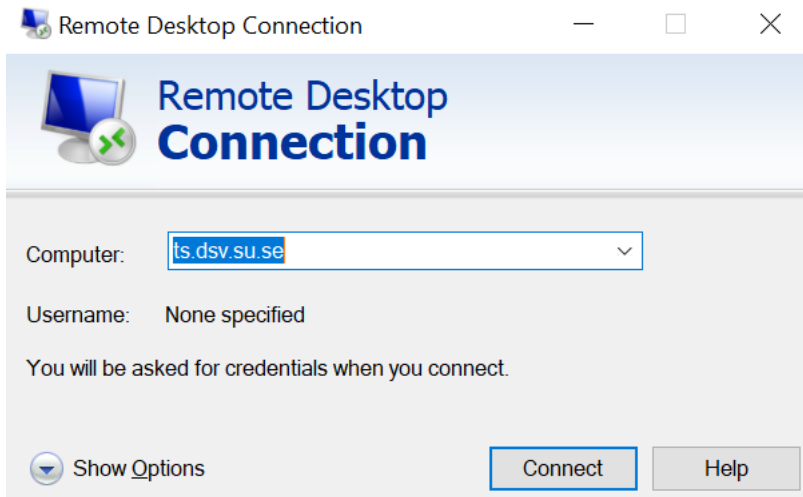


You can also try to write the name Remote Desktop Connection in the bottom of this list program (the field for searching will the suddenly appear when you start writing).

If you have a PC with Microsoft Windows and lack Remote Desktop Connection you can download it from <http://www.microsoft.com/downloads/>

Step 2. For PC/Windows. Log on to the RDS Server `ts.dsv.su.se` using your university account as `universityaccount@SU.SE`.

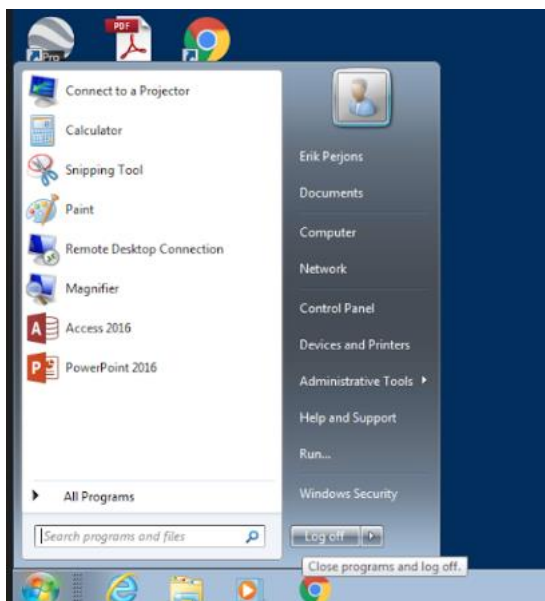
Logon to the RDS Server `ts.dsv.su.se` using your university account as `universityaccount@SU.SE`. Note SU.SE in upper case. (You will then have access to your files on the DSV Microsoft Windows file server "goofy2", and the DSV Linux file server "oberon" if you choose to connect to it.)



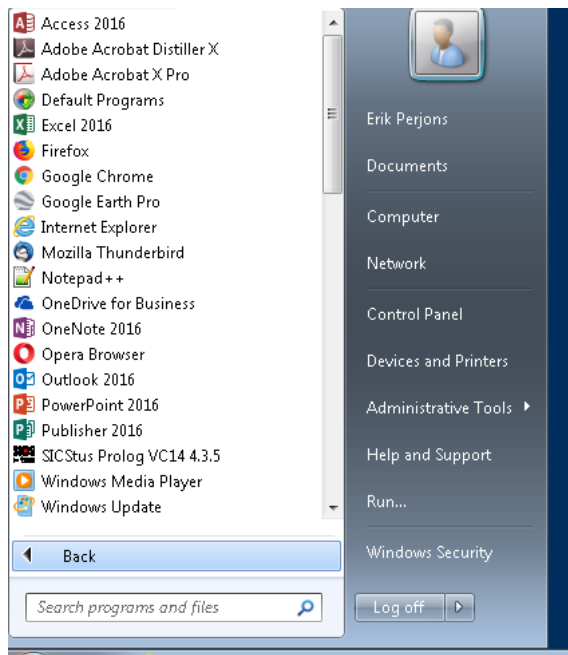
Click Connect and add your university account as `universityaccount@SU.SE`. Note SU.SE must to be in upper case and password.

Step 3. For PC/Windows - Find the MS Access 2016 on the RDS Server

Click on the round "Start" left lower corner and then on "All Programs"



Click on Access 2016, in top of the listed program and the Access 2016 program will start.



MAC

Step 1. For Mac - Find your Remote Desktop Connection to access MS Access remotely at DSV

If you have Mac and do have a Microsoft Remote Desktop for Mac you can use that. If you have Microsoft Remote Desktop version 8 we recommend you to download version 10 from AppStore (for free): <https://itunes.apple.com/us/app/microsoft-remote-desktop-10/id1295203466?mt=12>

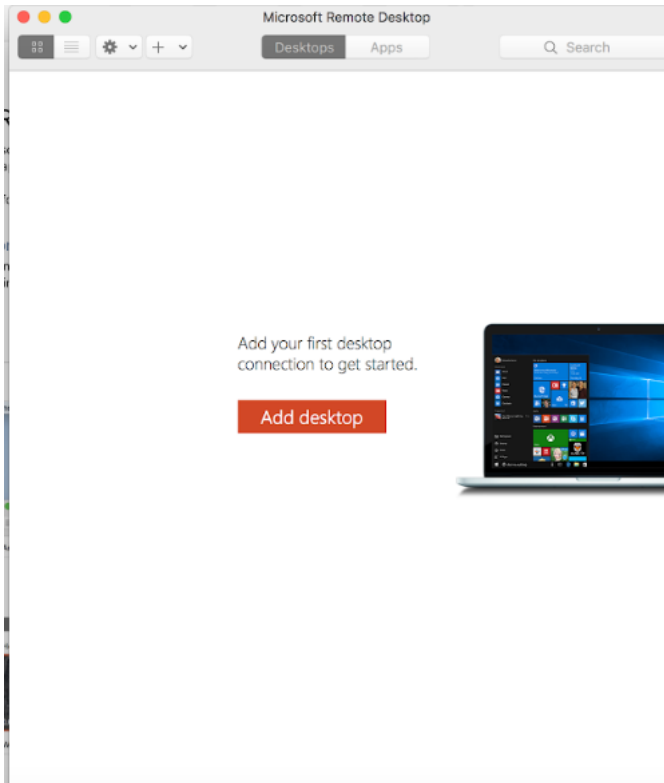
If you do not have Microsoft Remote Desktop for Mac, download version 10 for free from AppStore – see link above.

Step 2. For Mac. Log on to the RDS Server `ts.dsv.su.se` using your university account as `universityaccount@SU.SE`.

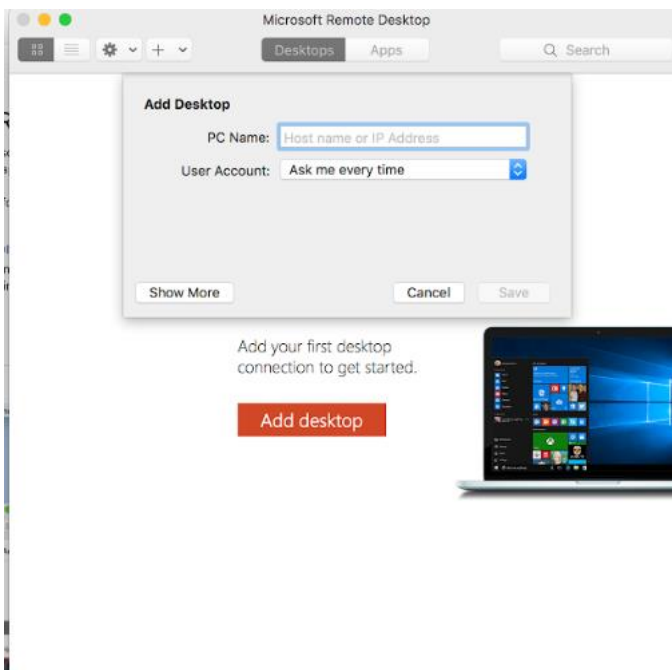
When you have downloaded Microsoft Remote Desktop 10 for Mac, and start the program by clicking on the icon:



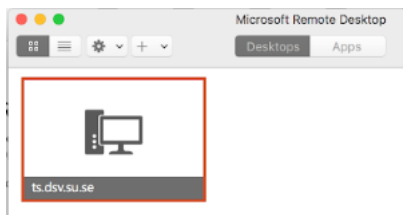
You will see the following the first time you click on the round icon:



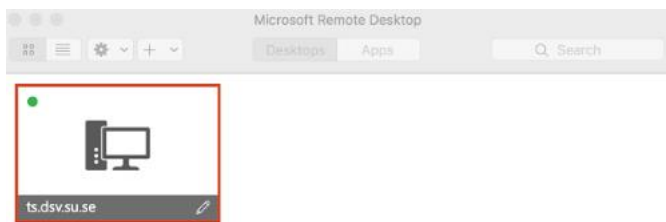
Click on Add desktop, and you will see the following:



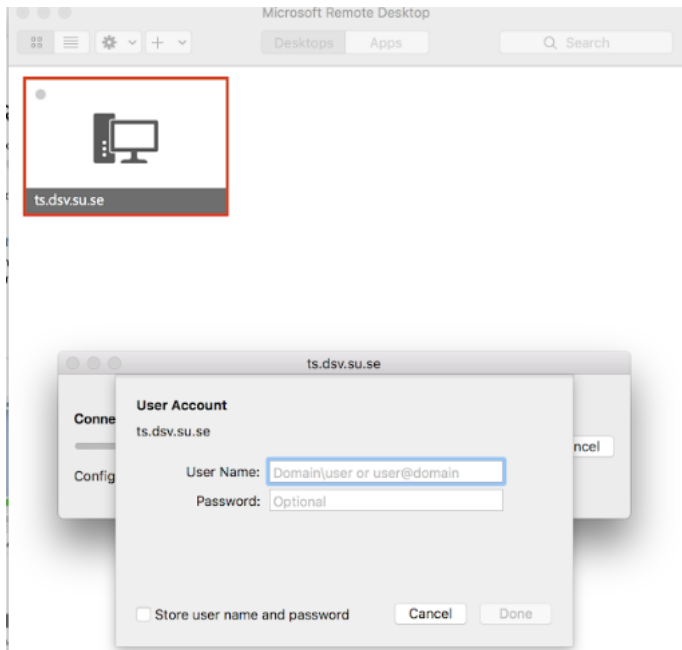
In the PC name add: ts.dsv.su.se. Click on Save, and you will see the following:



You click twice on the icon and you will see the following:



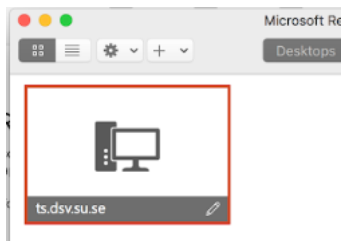
Click on Continue, and you will see the following:



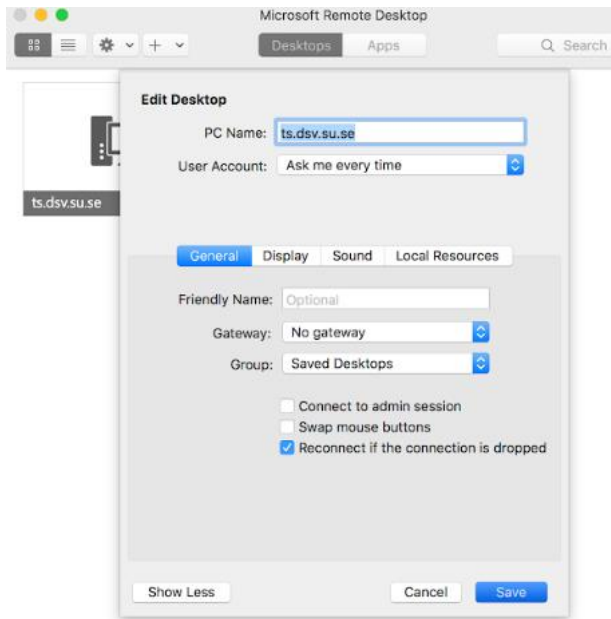
Add the following after User Name: *universityaccount@SU.SE*. (Note SU.SE must to be in upper case)

Add your SU-password after Password.

Note also, if you click on the pen in lower right corner ...



... you will see the following:



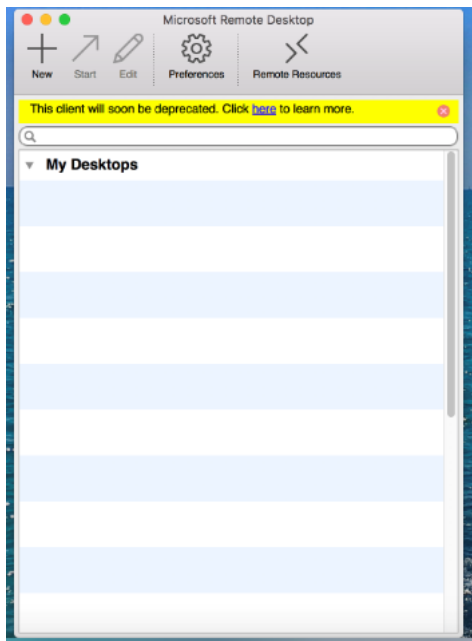
If you select User Account and click on the arrow heads, and select User Account, you can add your user name and password so you do not need to login every time.

IF YOU USE Microsoft Remote Desktop 8 for Mac, you need to do the following:

Click on the square icon:

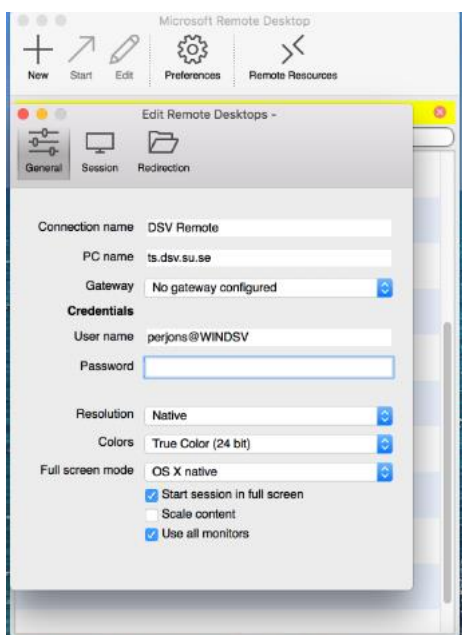


You will then see the following:



Click on the large + (the large plus sign)

You will see the following:



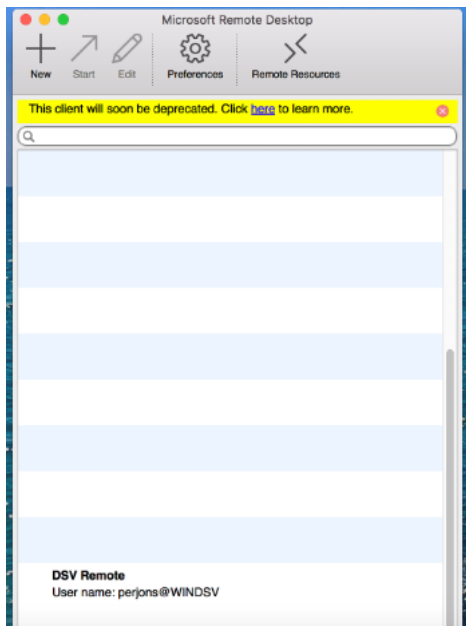
Connection name is not necessary to add, but you can add any name here.

PC name need to be: ts.dsv.su.se

Add the following after User Name: *universityaccount@SU.SE*. (Note SU.SE must to be in upper case)
(WINDSV (see picture) does not work for students)

Add your SU-password after Password.

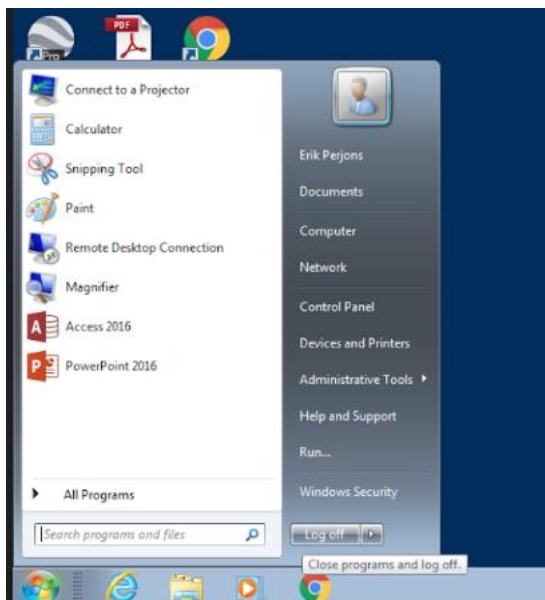
Then click on the red X to the left and the info will be saved. You will see the following:



Click twice on the connection created and you will be logged in into the ts.dsv.su.se

Step 3. For Mac - Find the MS Access 2016 on the RDS Server

Click on the round “Start” left lower corner and then on “All Programs”



Click on Access 2016, in top of the listed program and the Access 2016 program will start.

