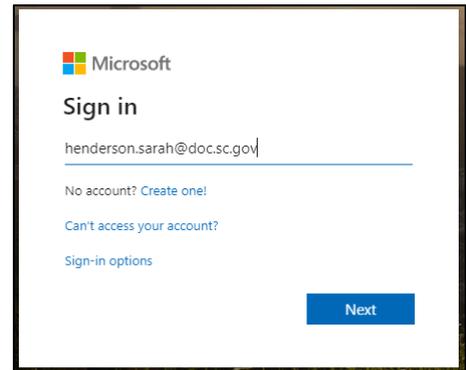


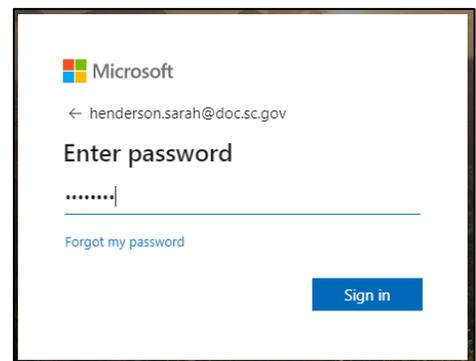
Accessing the Virtual Desktop

The following instructions explain how to sign-in to the virtual desktop, on a browser (Chrome, Edge, or FireFox), through Microsoft Azure to access a work computer:

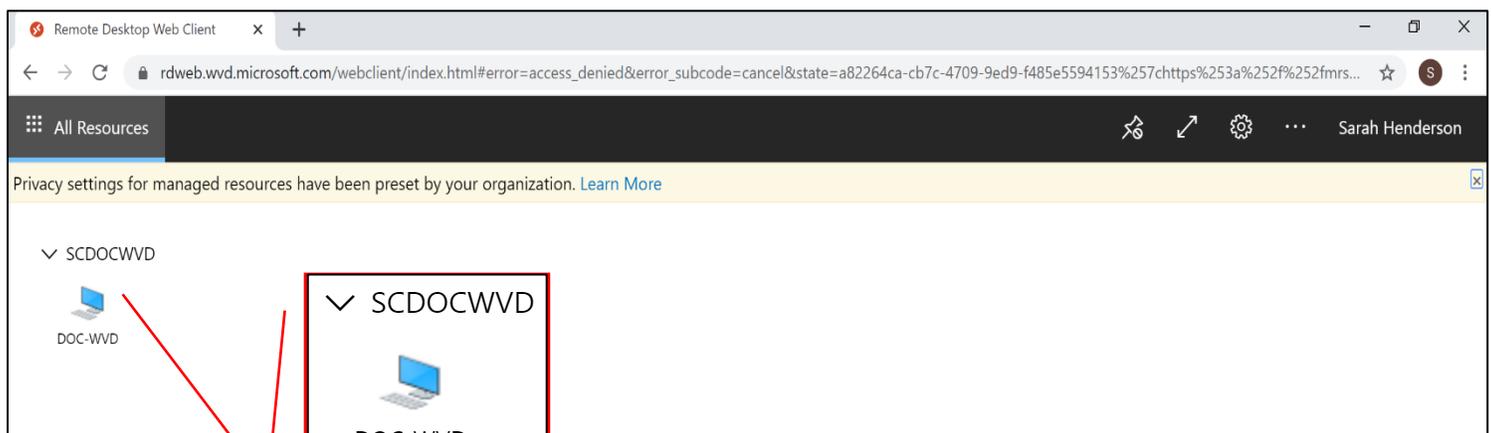
1. To begin using the virtual desktop, [click here](#).
2. Enter your e-mail address (Lastname.Firstname@doc.sc.gov) and **select Next**.



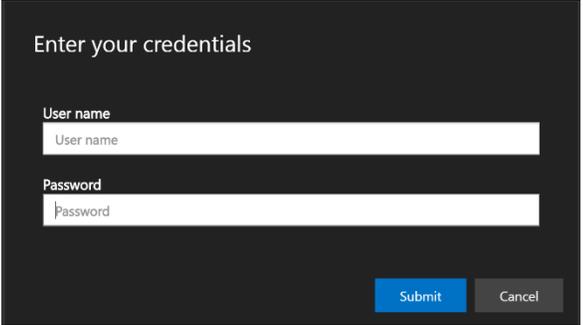
3. Enter your network password and **select Sign-in**.



4. If you don't already have two-factor authentication setup, then follow the directions [here](#). If you do, then complete the necessary verification steps.
5. Once two-factor authentication is complete a screen, as shown below, will be displayed. **Select the desktop computer icon.**



6. Enter your work e-mail and password. **Select Submit.**



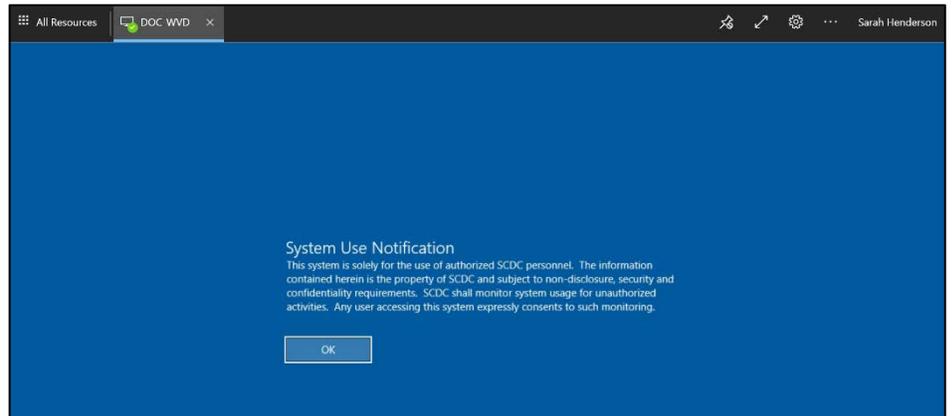
Enter your credentials

User name
User name

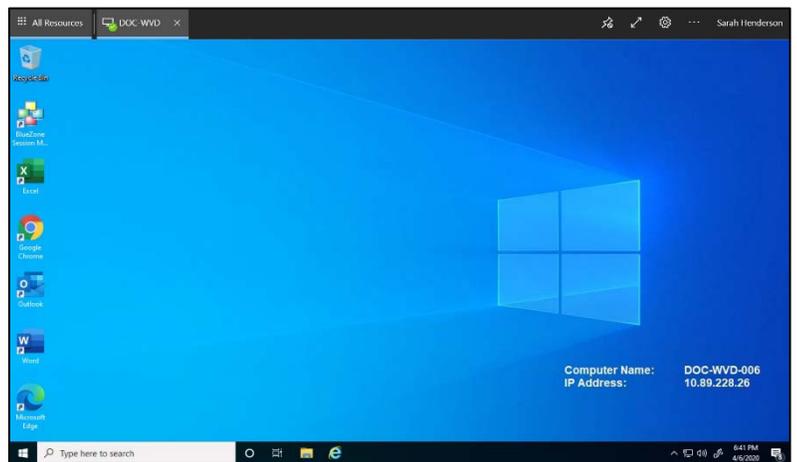
Password
Password

Submit Cancel

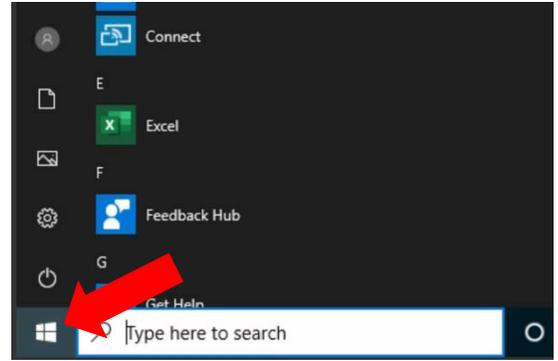
7. The blue screen to the right will appear, **select OK.**



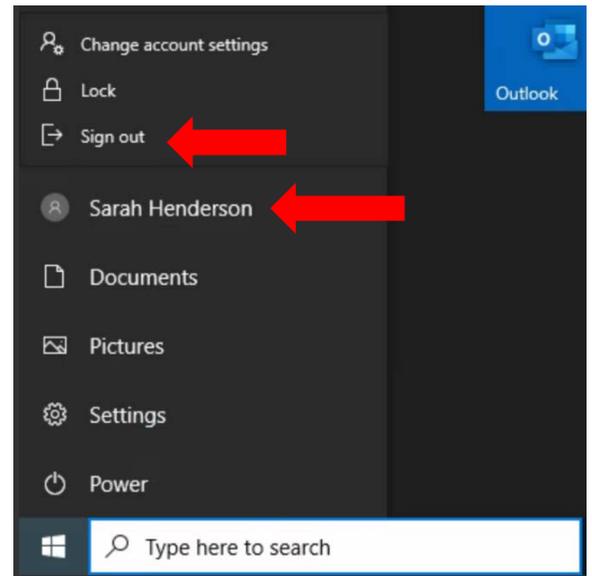
8. A work computer screen will be displayed.



9. When you're done using the virtual desktop, **select the windows icon** in the bottom left corner of the screen.



10. **Select your name, then select Sign Out.**



11. Once you're signed out of the virtual desktop, to sign out of the Microsoft remote desktop client site, **select your name** in the top right-hand corner, and **select Sign Out.**

