

How to Use Circle Remote to Access Your Computer

You can access your computer remotely and securely from anywhere with an internet connection. Here's how.

The Short Version

All the detail below leads to this:

1. Circle Remote access is at **<https://rmmus-circletechnologiesltd.screenconnect.com/>**. Circle will provide you with a username and password entry in your LastPass when you are set up. If you don't use Circle Lastpass, reach out to Justin directly. WhatsApp is preferable for sensitive information but SMS will work.
2. The system requires two-factor authentication. After you log in with username and password, the system will ask for a one-time password. That code will arrive in your email in a second or two. Copy it from your email to the website and you're in.

If that sounds familiar, you can stop reading here and just do it.

How to Use the System (short version, details below)

Go to URL

<https://rmmus-circletechnologiesltd.screenconnect.com/>

Log in with your username and password from LastPass. Search for "remote"

A code will arrive in your email within a few seconds. Copy it into the dialog.

Double-click the computer you want from the list (there may be only one). Click "Access" if you don't see your computer(s).

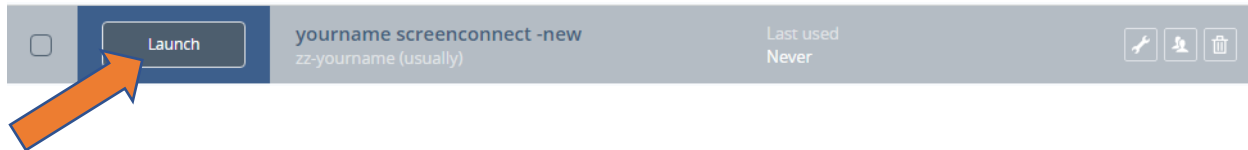
Click the lightning bolt in the drop-down header for a control panel. Click "send cntrl-alt-del" (or use cntrl-alt-home) to see your computer's login screen. Log in to your machine as normal.

Click the monitor icon in the drop-down header to view different monitors. Click the top right corner of each monitor icon to open separately. Click the lightning bolt icon in the header for other control options.

Here It Is In Pictures (Detail)

Note: The site colors may be blue or red.

Starting with Lastpass (if that's how you do it)



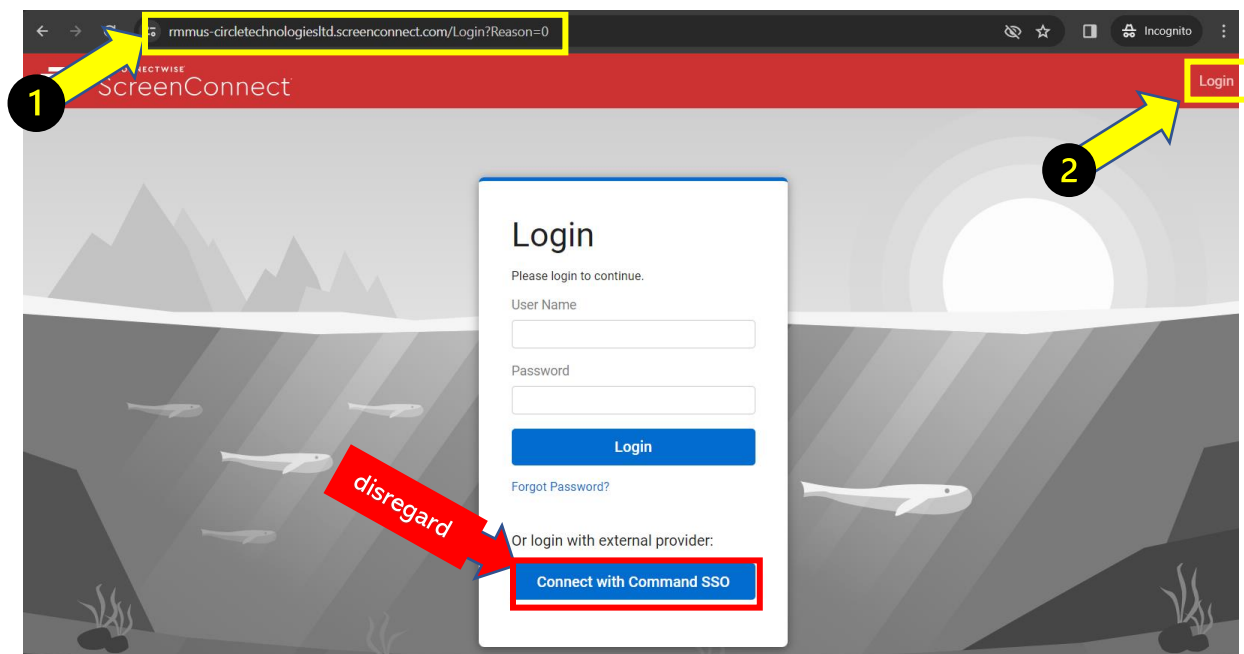
Find the Lastpass entry by searching for “connect” or “remote”. Click **Launch**.

If you open the Lastpass entry, it looks something like this (may not include “-new”).

A screenshot of the ScreenConnect login form. It has the following fields:

- URL:
- Name:
- Folder:
- Username:
- Site password:

If you don't use Lastpass, go to <https://rmmus-circletechnologiesltd.screenconnect.com/> . Click the **login** button at the top right.



Create a bookmark:

- Left-click on the lock symbol to the right of the URL (arrow 1, above) and drag it to your bookmarks toolbar.

The next screen asks you for your credentials. Lastpass may or may not fill them in.

Login

Please login to continue.

User Name

jrf@circle-it.ca



Password

.....



Login

[Forgot Password?](#)

After you click **Login**, you'll see the one-time password dialog

Login

Your user account requires an additional authentication step.

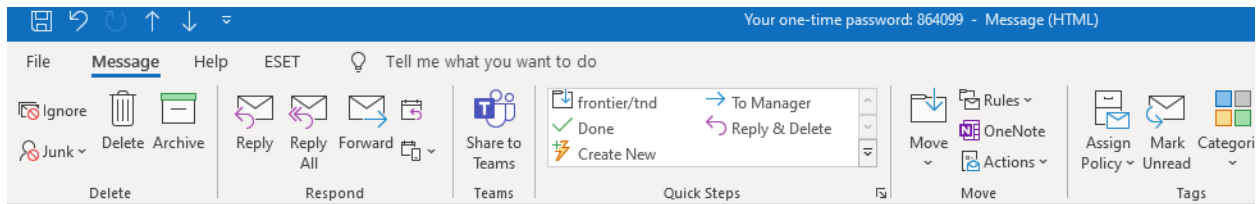
One-Time Password



☐ Trust this device

Login

Behind the scenes, the system will generate a password and email it to you. The email looks like this:



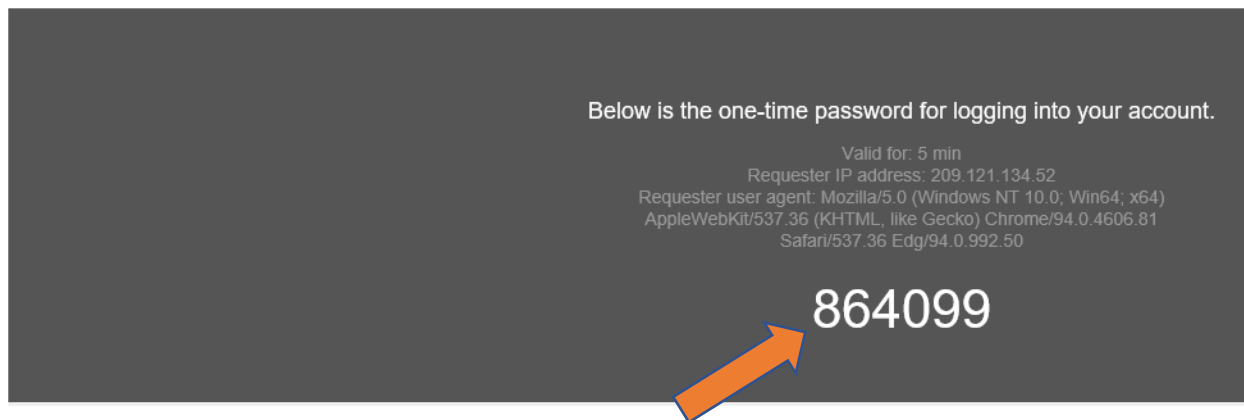
Your one-time password: 864099



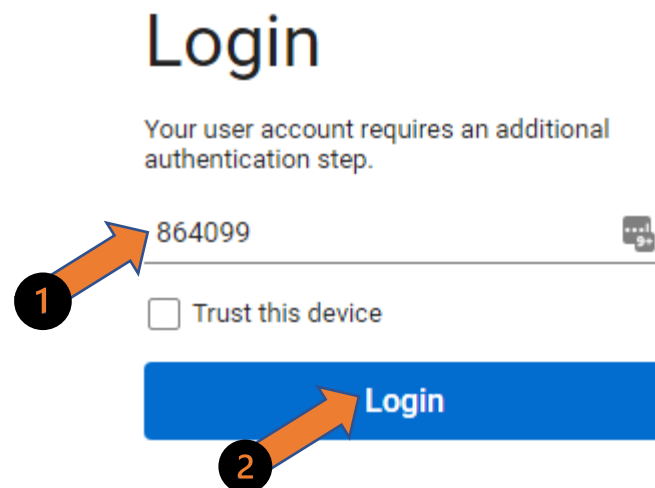
cloud@screenconnect.com
To: Justin Fellenz



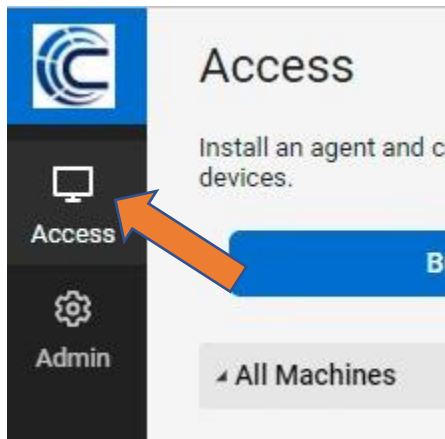
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Copy and paste the code into the Screenconnect One Time Password dialog, hit **Login**, and you're done.



If you don't see your computers after logging in, click the **Access** button. You'll see your computer(s) in the middle screen.



Double-click on the machine you want to access.

Using Your Computer

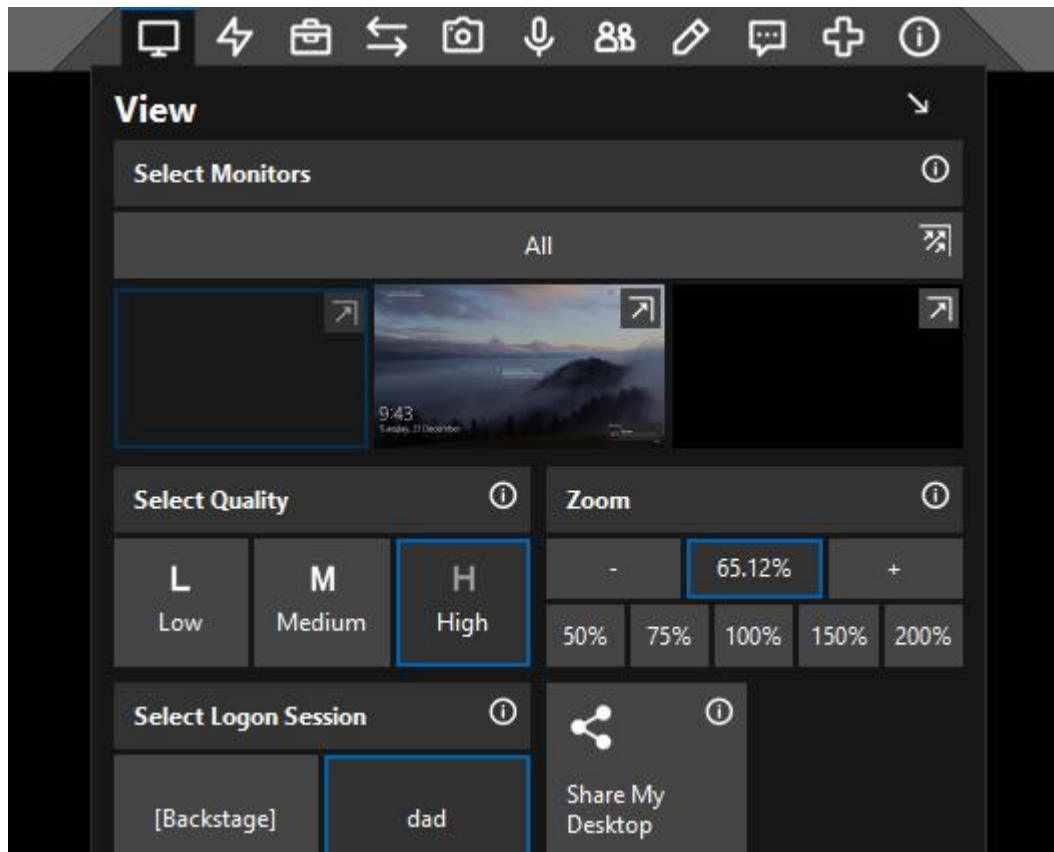
Once the computer opens up, use the header to control it. Mouse to the top middle of your screen to see it.

The lightning bolt icon controls the computer

- **Send ctrl-alt-del** is self explanatory. You can also use ctrl-alt-home on your base computer to send ctrl-alt-delete to the remote computer.
- **Send Clipboard Keystrokes** allows you to paste text from your base computer into the remote. Usually regular copy/paste works, but some things like passwords require this button.
- You can usually drag and drop files between your home and work computers. If that doesn't work you can use the **two arrows** icon to move folders and files. *Note that doing so makes a copy though, so be mindful of versioning. I suggest naming copied files something like 21.12.21_filename-TEMP so you know what's what. Or use Onedrive and work on the files in place.*
- The system should automatically create virtual printers on your base computer that connect to the real printers connected to your remote computer, so you can print from either computer to either site by selecting the relevant printer in the familiar printers dialog

The monitor icon controls how the remote machine shows on your computer.

- You can switch between monitors by clicking on them or you can open them separately by clicking the icon in the top right of each monitor. Use the latter option to show two remote monitors on the two monitors you're looking at.
- You can change size and resolution if you notice the response is slow. Unlikely.



You can safely play with these buttons. Have fun!