How to access BLA and access files from your local computer on BLA

For Windows (Mac instructions located below)

1. Open Remote Desktop App



2. Click "Show Options"

Nemote [\times		
	Remote Desktop Connection			
Computer:	Example: computer.fabrikam.com	~		
User name:	None specified			
The computer name.	name field is blank. Enter a full remote comp	uter		
Show Op	Co	onnect	He	elp

3. Select "Local Resources" tab and then select "More" under "Local Devices and Resources"

Nemote I	Desktop Connection			-		×
	Remote Desk Connectic	top n				
General Dis	splay Local Resources	Experience	Advanced	ł		
Remote au	dio					
	Configure remote audio	o settings.				
	Settings					
Keyboard						
-	Apply Windows key combinations:					
Only when using the full screen ~						
	Example: ALT+TAB					
Local devic	es and resources					
-	Choose the devices ar remote session.	nd resources t	hat you war	nt to use	e in your	
	Printers	С	lipboard			
	Mara					
	wore					
Hide Opt	ions		Conne	ct	He	elp

4. Select "Drives" and any applicable drives you would like to mount to remote session

Semote Desktop Connection	×
Remote Desktop Connection	
Local devices and resources Choose the devices and resources on this computer that you want to use your remote session.	n
 Smart cards or Windows Hello for Business Ports ✓ Drives ✓ Local Disk (C:) ✓ Google Drive File Stream (G:) ✓ Drives that I plug in later ✓ Video capture devices ✓ Other supported Plug and Play (PnP) devices 	ancel

- 5. Download the campus VPN through OIT https://oit.ua.edu/service/vpn/
- 6. Download "Desktop" file from <u>bla.cba.ua.edu</u> (After connecting to VPN), after opening remote desktop file you should get this prompt, select "Show Details"
 Remote Desktop Connection

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Û	The publisher of this re	mote connection can't be identified. Do you want to connect anyway?			
This remote connection could harm your local or remote computer. Do not connect unless you know where this connection came from or have used it before.					
	Publisher:	Unknown publisher			
23	Туре:	Remote Desktop Connection			
	Remote computer:	BROKER.CBA.UA.EDU			
Don	't ask me again for connecti ow Details	ions to this computer Connect Cancel			

Under show details, select "Drives" to allow the remote computer to access your local drives

7. Once logged into BLA, open Windows Explorer and then "This PC" should show your local drives where your files are stored.



For Mac

- 1. Ensure that you have <u>Microsoft Remote Desktop</u> installed on your Mac.
- 2. Connect to the Campus VPN

- a. For information on how to install the campus VPN please follow this link: <u>https://oit.ua.edu/service/vpn/</u>
- 3. Once you are connected to the campus VPN go to your preferred web browser (Ex: google chrome, safari, etc.)
 - a. Enter <u>bla.cba.ua.edu</u> in the address bar
- 4. Click on the Desktop Icon and download the rdp file. Save this file in a location you can easily find, such as your desktop.



5. Open up the Microsoft Remote Desktop application and drag the rdp file downloaded from bla into the Microsoft Remote Desktop application.



6. Click the edit tab on rdp file.



7. Click on the folders tab, ensure "Redirect folders" is selected, and select the plus icon at the bottom.

	Microsoft Remote Deskton
	Edit PC
Q	PC name: BROKER.CBA.UA.EDU:3389
	User account: Ask when required
BK001	General Display Devices & Audio Folders
	Choose the folders that you want to access in the remote session.
	✓ Redirect folders
	Name Path Read-only
	Cancal

8. Choose the files or folders you would like to use on BLA and select open.



9. Select Save when you have selected all the files you would like to use on BLA.

•••		Microsoft	Remote Desktop		
** =					
	Edit PC				
8	PC name:	BROKER.C	BA.UA.EDU:3389		
	User account:	Ask when	required	\$	
BK001	General	Display	Devices & Audio	Folders	
	Choose the folders	that you wai	nt to access in the rem	ote session.	
	Redirect fold	ers			
	Name	Path		Read-only	
	SAS Files	/Users/	'tayloradams/Deskto	р	
	+ -				
			Ca	ncel Save	
2 PCs					

10. Once logged into BLA, open Windows Explorer and then "This PC" should show your local drives where your files are stored.

