Quick Reference Guide

Azure Virtual Desktop (AVD)

PLEASE NOTE: To ensure the optimal user experience for AVD, we recommend using **Windows 10**. If using a computer with an earlier version of Windows, users may experience slight differences in screens from those illustrated in this Guide. For example, icons may appear in different places, or users may be prompted to enter their password multiple times.

Part 1: Azure Virtual Desktop Set-Up

- 1. Confirm if Remote Desktop has been installed on your device. To do this:
 - a. Click on the Start icon from the bottom taskbar.
 - b. Scroll down through the list to 'R'.
 - c. Check to see if Remote Desktop is listed.
 - i. If Remote Desktop is installed, see 'Azure Virtual Desktop Initial Set-Up' on page 3 below.
 - ii. If Remote Desktop is not installed, continue to Step 2.



2. Go to: https://aka.ms/wvdclient

Please note, if you receive an error message throughout the installation process, you can go to <u>https://go.microsoft.com/fwlink/?linkid=2098960</u> to download the Remote Desktop.



- 3. To start installation, you will be prompted with one of the following options depending on the browser you are using:
 - Click Open file or;
 - Click on RemoteDesktop at the bottom of your screen or;
 - Click Run.
- Do you want to run or save RemoteDesktop_1.2.2687.0_x64.msi (21.5 MB) from query.prod.cms.rt.microsoft.com?

-**H** :

Downloads

4. Click Next.

- 5. Review, and select 'I accept the Terms in the Licence Agreement'.
- 6. Click Next.

$\boldsymbol{\langle}$	The Setup Witard will install Remote Desidop on your cor Click Next to continue or Cancel to exit the Setup Witard.	nputer.
	lick Net Ca	ncel
Remote Desktop Setup	- D	×
nd-User License Agreen Please read the following lice	nent nse agreement carefully	6
MICROSOFT SOF	TWARE LICENSE TERMS	^
MICROSOFT REM	10TE DESKTOP	
These license terms are Corporation (or one of it above and any Microsoft	an agreement between you and Microsoft s affiliates). They apply to the software named services or software updates (except to the	v
Privacy statement		~

op_1.2.2687.0_x64 (1).msi 🗈 🛍

~

Run Save **T** Cancel X

🐕 RemoteDesktop_1.....msi

Welcome to the Remote Desktop Setup Wizard

- 7. Select 'Install for all users of this machine'.
- 8. Click Install.

9. Click Install.



Back Next Cancel

I accept the terms in the License Agreement





- 10. Click the box to remove the check mark for 'Launch Remote Desktop when setup exits'.
- 11. Click Finish.



Remote Desktop installation is now complete. This will allow you to print from eHealth systems on your virtual desktop. **Please proceed to Step 12 to continue with the initial set-up.**

- 12. Go to: https://rdweb.wvd.microsoft.com/arm/webclient/index.html
- 13. On sign in you may be prompted with one of two screens:
 - Enter the log in account provided to you or;
 - select your log in account if it appears or;
 - select Use another account and enter your log in account credentials.



- 14. Click Next.
- 15. Confirm your log in account.
- 16. Click Next.





- 17. Enter the password provided to you in the onboarding email.
- 18. Click Sign in.

NOTE: If prompted to save password on your computer, always click **No** or **Never**.

19. Update your password:

NOTE: Passwords must be 15 characters, alphanumeric, with at least one uppercase and lowercase. We recommend using a passphrase.

- a. Enter 'Current password'.
- b. Enter 'New password'.
- c. 'Confirm password'.
- 20. Click Sign in.
- 21. Click Next.

- 22. Click on the drop-down box showing United States and select Canada +1.
- 23. Enter your 10 digit mobile device number to receive SMS text messages with the verification code.
- 24. Select 'Send me a code by text message'.

← ehtest.user44@easternhea	lth.ca
Enter password	
Forgot my password	
	Sign in





Microsoft	
Additional security ve	ification
Secure your account by adding phore	e verification to your password. View video to know how to secure your account
Step 1: How should we co	intact you?
Authentication phone	<i>•</i>
Canada (+1)	
Method Send me a code by text me Call me	(Syt
	Next
Your phone numbers will only be a	sed for account security. Standard telephone and SMS charges will apply.
@2021 Microsoft Legal Privacy	



- 25. Click Next.
- 26. A SMS text message will be sent to your mobile device. Check your mobile device for the 6 digit verification code.



Monat

Additional security verification

ount by adding ph

450449

Step 2: We've sent a text message to your phone at +1 7096401805

- 27. Return to the AVD setup on your computer to enter the 6 digit verification code from your SMS text message.
- 28. Click Verify.
- 29. Once completed, you will receive a message stating 'Verification successful!'
- 30. Click Done.

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 Additional security verification

 Security sour account by adding phone verification to your passened. View video to know how to secure your account.

 Security 2: We've sent a text message to your phone verification accessful

 Verification accessful

Cancel Verify

31. Read the 'NL Health Terms of Use' and click Accept.

Microsoft		
NL Hea	th Terms of Use	
in order to acces	NL Health resource(s), you must read the Terms of Use.	
NLHSS	erms of Use	>
Please click Acce	to confirm that you have read and understood the terms of use.	

32. Click Next.





33. To set up your security questions, click <mark>Set them up now</mark> .	Security Quarticles an not cardigued. Set them up new
 34. Choose a security question from the drop-down menu provided. 35. Enter your answer. 36. Repeat until 5 security questions have been selected and answered. 37. Click Save answers. 	don't lose access to your account! Pase what quantions to answer below. Your admin megares you to set up 5 quantions, and answer must to at least 2 diameters lose. Security quantions 1 Country quantions 2 Country quantions 4 Country quantions 4 Country quantions 5 Country quantions 5 Country quantions 6 Security quantions 4 Country quantions 6 Country quantions 6 Country quantions 7 Country quantions 7
38. Your security questions are now set-up.39. Click Finish.40. Click No.	don't lose access to your account! Transit We'l use the info below to recover your account if you farget your password. Click "finish" to dose this page. Image: Security Questions are configured. Change Image: Transit Transit On this to reduce the number of times you are asked to sign in. Don't show this again No
41. You will now see your	

virtual desktop. Note: Do not open HEALTHe NL, Meditech, or PACS. Proceed to Step 42 to continue the initial set-up.





42. Click on the **Settings** icon in the top right corner. This is a critical step for the rest of the set-up and for the ability to print.



- 43. Select **Download the rdp file** if not already selected.
 - This enables printing when using the eHealth systems on your virtual desktop.
 - This is required to be completed one time. It will automatically default with future sign in.
- 44. Click the X to close 'Settings'.



- 45. Click on the Meditech icon.
 - You will receive a '**Downloads**' prompt. Depending on your browser, proceed to the process that applies to you:



- a. If you receive the 'Downloads' prompt at the top right corner:
 - i. Right click on the 'Downloads' prompt.
 - ii. Select Always open files of this type.





- b. If you receive the '**Downloads**' prompt at the bottom left corner:
 - i. Click the 'downward arrow'.
 - ii. Select Always open files of this type.
- Meditech (6).rdpw
- **46**. Click on your **Initials** in the top right corner.
- **47**. Click **Sign Out** and click the **X** on the top right corner to exit the internet browser.



Initial set-up for AVD is now complete, please continue to 'Part 2: Navigating Azure Virtual Desktop' for further information.



Part 2: Navigating Azure Virtual Desktop

Once you have your AVD account initial set-up complete, you will be able to access your AVD.

1. Go to: https://rdweb.wvd.microsoft.com/arm/webclient/index.html

Please note, if you would like to create a short cut to access AVD from your desktop, please refer to the 'Additional Features' section for further instructions.

- 2. You will be prompted with one of two screens:
 - Enter the log in account provided to you or;
 - Select your log in account if it appears or;
 - Select Use another account and enter your log in account credentials.
- 3. Enter your password.
- 4. Click Sign in.





Microsoft
← ehtest.user44@easternhealth.ca
Enter password
Forgot my password
Sign in
Microsoft
ehtest.user44@easternhealth.ca
Verify your identity
Text +X X0000000/50
Call +X X000000050
More information
Cancel



6.	Check your mobile device for the SMS text message with the verification code.	Friday, December 3, 2021 Use verification code 162590 for NL Health authentication. 09:30
7. 8.	Return to the AVD on your computer and enter the 6 digit verification code. Click Verify .	Microsoft ehtest.user44@easternhealth.ca Enter code We tested your phone +X.0000000050. Piease enter the code to sign in. 069839 Having touble? Sign in another way
9.	Click No.	Weity Weity Microsoft ehtest.user44@easternhealth.ca Stay signed in?
10	. Your eHealth systems	Do this to reduce the number of times you are asked to sign in.

10. Your eHealth systems icons will display on your virtual desktop.



11. Click on the icon for the application you want to access.

Please see the example below for accessing Meditech:

MEDITECH

• Click on the **Meditech** icon.





Select your account.	Microsoft Pick an account EHTest User42 BHTest User42@easternhealth.ca Connected to Windows
Enter your password.	Use another account Use another account Microsoft ehtestuser42@easternhealth.ca Enter password Password
Click Sign in.	Forgot my password Sign in with another account Sign in
Select 'Text '.	Microsoft ehtest.user44@easternhealth.ca Verify your identity Text =X X000000050 Call =X X000000050 More information Cancel
Check your mobile device for the SMS text message with the verification code.	Friday, December 3, 2021

Select '**Text**'

Select your

Check your • text message





- Return to the AVD on your computer and enter the 6 digit verification code.
- Click Verify.

ehtest.user44@easternhealt	h.ca
Enter code	
We texted your phone enter the code to sign i	+X X000000X50. Please in.
069839	
I from other methods	

• Continue to use Meditech as you normally would.

📮 Mayic Wederstein	6	 -	0
	MbBrateria		
	Select:		
	1. EASTERN HEALTH "LIVE" 5.67 Directory		
	2. Test(5.67)Applications		

Additional Features

HOW TO VIEW APPLICATIONS

- You can open and view multiple applications on your virtual desktop at the same time.
- To minimize and maximize an application, click on the application icon located at the top taskbar.

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📀 Te be most productive with Microsoft Bidge, finish setting up your provider. 🛛 Complete when	Maple later					
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HOW TO SIGN OUT OF AVD

- Click on the Initials icon located on the top right taskbar.
- Click Sign Out.



HOW TO CHANGE YOUR PASSWORD

- Click on the Initials icon located at the top right taskbar.
- Click on My Account.



• Click Change Password.

Microsoft		
Profile		
FHTest User44	Enait Al'amela ameli	Manage account Outyap paraward Sati ya If anking paraward Additional wurdly verification Review tama of use Sign out everywhere
The seat		OffestDenst@eestembed/has ?

- Enter your old password.
- Enter your new password in both fields.
- Click Submit.

Microsoft	(HiestUser Migrasten health.cs
Change password	
User ID EHTest.User44@castsminesith.ca	
Old password	
Create new password	
Confirm new password	
Submit Cancel	



HOW TO CREATE A SHORT CUT TO AVD ON YOUR DESKTOP

- Right click on your desktop screen. ٠
- Select New. •

View Sort by Refresh Paste Paste shortcut Next desktop background Intel® Graphics Settings New Display settings 💐 Personalize Folder Shortcut Microsoft Access Database Bitmap image Microsoft Word Document Microsoft PowerPoint Presentation 😢 Microsoft Publisher Document E Text Document Microsoft Excel Worksheet

Select Shortcut.

•

- 👖 Compressed (zipped) Folder
- Enter the URL: https://rdweb.wvd.microsoft.com/arm/webclient/index.html •
- Click Next. •

(z Create Shortcut	
	What item would you like to create a shortcut for?	
	This wizard helps you to create shortcuts to local or network programs, fil or internet addresses.	les, folders, computers,
	Type the location of the item:	
	1	Browse
	Click Next to continue.	
		Next Cancel

- Enter a name for the shortcut (i.e., AVD).
- Click Finish. •



HOW TO ENSURE PRINTING IS ENABLED

Click on the Settings • icon in the top right corner of the taskbar.

II All Resources			\$ Z @ ~ (_ ೭೧೭
Privacy settings for managed resources have been pre-	set by your organisation. Learn more			*
Castern Health Workspace	b 29			



- Ensure **Download the rdp file** is selected.
- This enables printing when using the eHealth systems on your virtual desktop.
- This is required to be completed one time. It will automatically default with future sign in.
- Click the X to close 'Settings'.

	~
Settings	~
Help improve Remote Desktop	
Send usage data to Microsoft	
On On	
Resources Launch Method	
Customize the behavior of the web client when you resource	u launch a remote
O Open resources in the browser	
Download the rdp file	
Enable Input Method Editor	
Use an input Method Editor to enter complex char have an input Method Editor enabled in your remo Standard keyboard input may not work as expecte	acters. You must ite session. d
O off	

