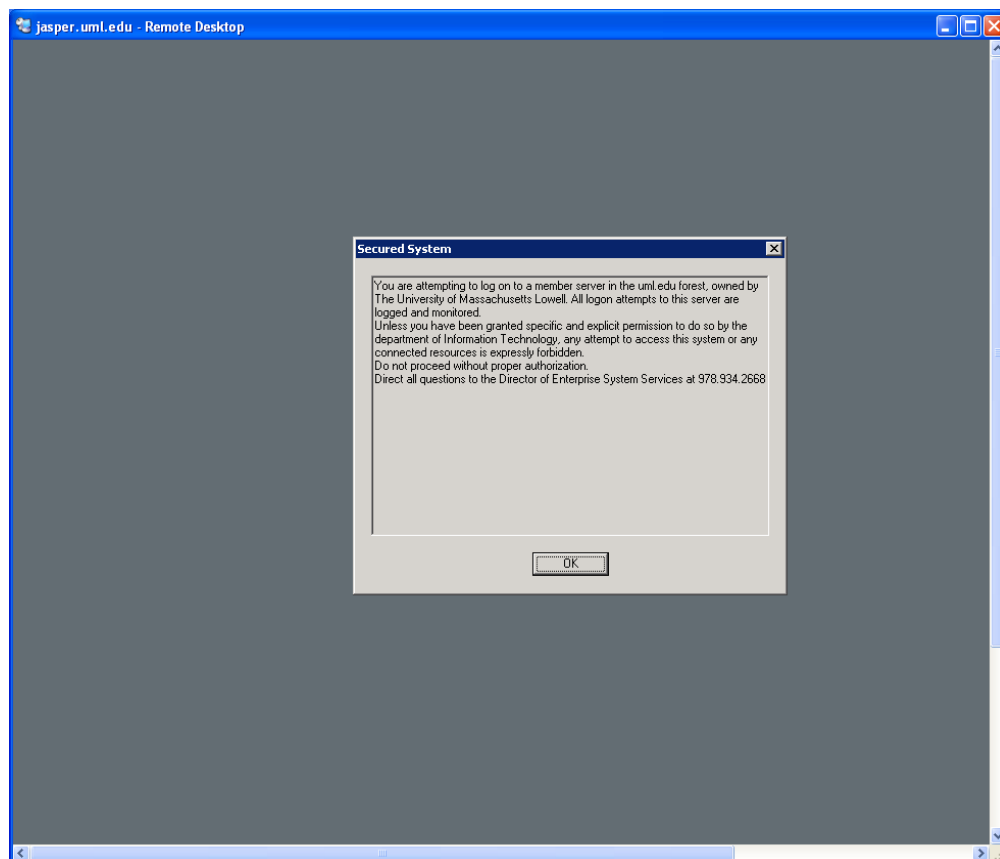


## Instructions to Connect to the HEAT Terminal Server to Access Call Logging

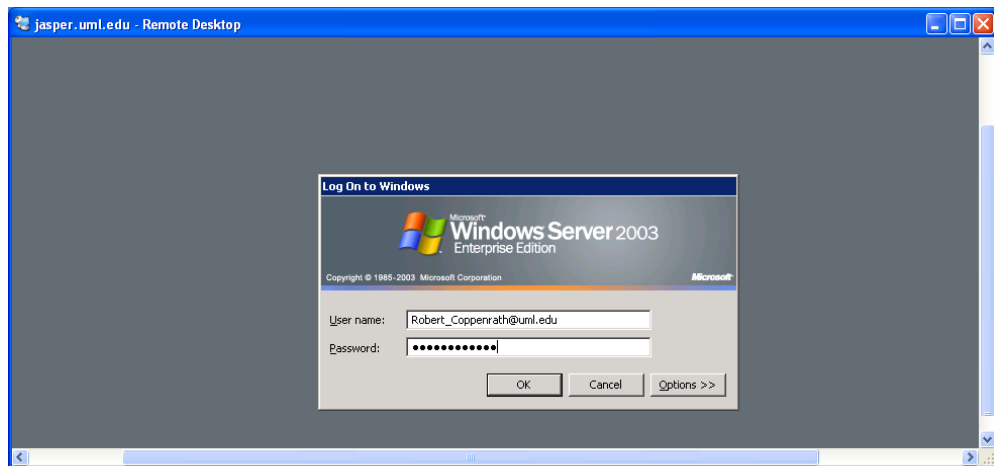
1. Click on **"Start" > "Programs" > "Accessories" > "Communications" > "Remote Desktop Connection"**. (This will open a "Remote Desktop Connection" box).
2. In the **"Remote Desktop Connection"** box type **"jasper.uml.edu"** and click on **"Connect"**.



3. You should receive a **"Secured System"** prompt, Click on **"OK"**.



4. Enter your **FULL EMAIL "User Name"** and **"Password"** and click on **"OK"**.



5. Click on the **"HEAT Call Logging"** icon and login using your **"HEAT"** credentials.



6. To close the **"Remote Desktop Connection"** log out of Call Logging and then click on **"Start" > "Log Off"**.

