

<u>Subject:</u> How to setup Azure Virtual Desktop (AVD) to access Trideum Microsoft 365 from Unmanaged Devices

<u>Audience:</u> All employees and subcontractors using personal, public, or government-issued (nonTrideum) computers to access Trideum Microsoft 365 (GCC High) <u>Recap:</u>

Trideum Azure Virtual Desktop (AVD) is a virtual machine that you log into that is fast and secure. AVD is accessible via a web browser without having to install any software or modify your system.

You do NOT need AVD to access <u>Costpoint (Timesheets)</u>, <u>Concur (Travel & Expenses)</u>, <u>TrideumUniversity</u> (<u>Training</u>), – use your normal web browser to log into those sites with your Trideum credentials or <u>ADP (HR & Payroll)</u> with your ADP Log-in account.

Options to Setup & Connect to AVD:

- (I) Web Browser
- (II) Remote Desktop Client on a Windows 11 Computer
- (III) Windows App on a MacOS Computer:



I. AVD via Web Browser (All Devices – No Install Required)

1. Open any modern web browser (Edge or Chrome work best); using an incognito/private browser is best practice (not available on GFE). 2. Navigate to: https://rdweb.wvd.azure.us/arm/webclient/ index.html 3. Sign-in to the AVD Dashboard with your Trideum email and password, then complete MFA. ← flast @trideum.com Enter password Forgot my password Use your face, fingerprint, PIN, or security key instead Sign in 4. Click on the Microsoft Edge tile from the dashboard to launch the session **AVD Edge Test** Edge 5. Note: Windows machines will have to configure the local resources that need to be accessible for your current AVD session (microphone, Access local resources camera, etc.) then click Allow Allow the remote computer to access the following resources on my computer Microphone Camera [Preview] Don't ask me again for connections to this computer

6. Verify your Trideum email address is listed as the Username then enter your password Enter your credentials Username flast@trideum.com Password Cancel 7. Read and Accept the Terms of Use by selecting Connecting and launching Microsoft Edge "Show Details" and then clicking OK. Configuring remote connection Show Details Cancel **Trideum Use Notice** Use of this system constitutes consent to monitoring, recording, and auditing. Trideum Corporation computer systems are for authorized use only. If you experience problems logging in, contact the SysArc Helpdesk at 800-699-0925 (Option 1) or help@sysarc.com. By accessing this system, you acknowledge and agree to the following:

• This system is the property of Trideum Corporation.

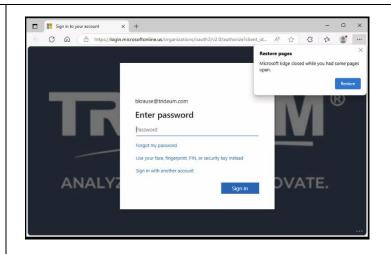
• Usage may be monitored, recorded, and audited for maintenance, security, and official purposes.

• There is no expectation of privacy. Use affirms consent to monitoring and recording.
 The system contains Controlled Unclassified Information (CUI), with requirements imposed by the Department of Defense.

• Additional restrictions may apply to certain types of CUI, including Export Controlled Unauthorized use is prohibited and subject to disciplinary action, civil penalties, and/o criminal prosecution.

• Evidence of violations may be shared with law enforcement. UNAUTHORIZED ACCESS IS PROHIBITED BY LAW Report suspected unauthorized access or data loss to the SysArc Security Incident Response Team at 800-699-0925 (Option 1) or help@sysarc.com. 8a. AVD will open and try to navigate to Outlook. Sign in to your account If you haven't recently accessed AVD, you'll be prompted to sign in and complete the MFA request. Microsoft Note: You no longer have to be logged in to the Sign in Email or phone Edge browser to access SharePoint, Outlook, Can't access your account? Teams, or the M365 Web Apps (Word, PowerPoint, Excel) Sign-in options

8b. If you have recently logged in, there may be a pop-up box asking if pages that were opened when AVD last closed should be reopened. This can be ignored or **Restore** can be clicked to pick up where the last session left off.

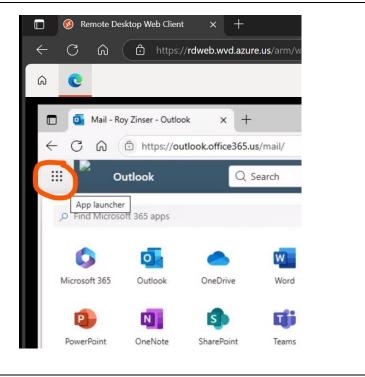


9. Use the Microsoft "Waffle" to open Teams, SharePoint, or other Web Apps

Use the Managed Favorites to get to the Intranet or use:

https://trideum.sharepoint.com

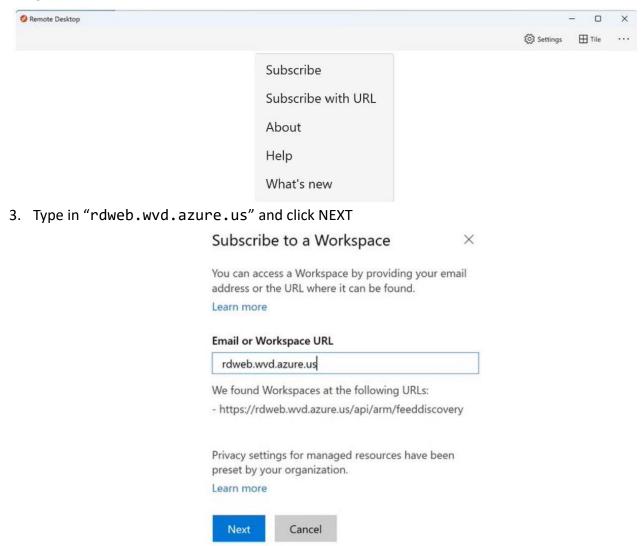
All AVD instances also have **Managed Favorites** setup to provide quick links to **Outlook** and the **Trideum Intranet** page





II. AVD on a Widows 11 Computer with the old Remote Desktop Client (Optional)

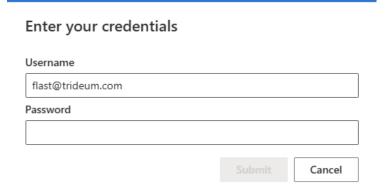
- Download & Install the Microsoft Remote Desktop client software for windows from: https://aka.ms/AVDWindows
- 2. Once the application launches, click the ellipsis (three dots) at the top right and select "Subscribe with URL"



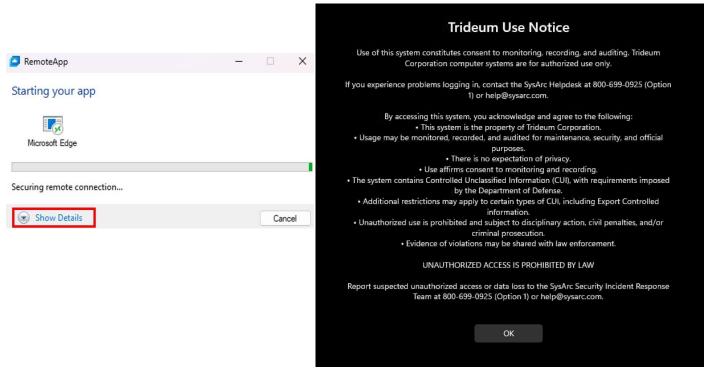
- 4. Sign in to AVD using your **Trideum email, password**, and complete **MFA**.
- The available Windows App devices will appear.
 Click the Apps icon from the left toolbar to display the available AVD Microsoft Edge app (picture on the right)



6. To begin your secure session, click on the Edge tile. a Remote App window will open and prompt for your Trideum account password.



7. Click on "Show Details" to expand the window to accept the Trideum Terms of Use then click OK.



8. The login portal for **Outlook Web** will open by default, and you can access other apps like Teams, SharePoint, and OneDrive via the App Launcher (Waffle Icon) after logging in. See the Web browser log-in if there are any discrepancies, but the Remote Desktop App should provide a smoother experience

See the official Microsoft documentation for more details: Connect to your devices and apps

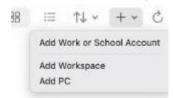


III. AVD on a MacOS computer with the Windows App (Optional – Best Experience on macOS)

1. Download the Windows Appfrom the MacOS App Store



- 2. Open the Windows App
- Add a Workspace from the Connections
 Menu or the "+" icon (do not "Add a work or school account")



- 4. When prompted, enter this Workspace address: rdweb.wvd.azure.us
- 5. Sign in to AVD using your Trideum email, password, and complete MFA.
- 6. Accept the Terms of Use by selecting "Show Details" and then clicking OK.
- 7. The Trideum AVD Workspace will appear click the **Microsoft Edge** app to begin your secure session. You'll sign into Trideum's M365 with your **Trideum email and password**, then complete **MFA** again
- 8. The login portal for **Outlook Web** will open by default, and you can access other apps like Teams, SharePoint, and OneDrive via the App Launcher (Waffle Icon) after logging in.

When you're done, close the session window. Your browsing state will be preserved through short disconnects; longer idle periods will reset the session.

See the official Microsoft documentation for more details: Connect to your devices and apps