



Work From Home – Workspaces and Azure Windows

Welcome to the Work From Home tutorial. This is the second part of a tutorial designed to help guide you through understanding the use of MAXIMUS VPN, MAXIMUS Virtual Desktops, and how to effectively use all of these tools to work from home.

This video will show you how to configure and connect your Amazon Workspace and, should you have one, the Microsoft Azure Virtual Desktop. This video should help you whether you have a Maximus issued PC or a BYOD PC. Apple Macintosh users, please refer to the Mac configuration tutorial for assistance.

AMAZON WORKSPACE

If you have a Maximus provided workstation, the Amazon Workspaces client should already be installed. If it is not, please work with the Maximus IT Service Desk to get it installed for you.

Should you have a BYOD device, you will need to install it via the Amazon Workspaces Client webpage. Navigate to clients.amazonworkspaces.com. This website is Amazon's repository for all versions of the client. Download the version suited for the computer you are using.

To configure your workspace, you will need your AWS Registration Code which you should have received in an email. If you do not have this email, you can also retrieve this code by calling the Service Desk or in your CloudFactory application in your Azure Application profile.

Enter your registration code to connect AWS to the correct server. After entering your code, you will be presented with the login screen. Please enter your employee ID and password into the boxes. Depending on your project, your Multi-Factor Authentication may be different.

You may be prompted to enter a unique rotating code from the Microsoft Authenticator App or some other alphanumeric check to have access. Check with your leadership to determine which authentication to use.

AZURE VIRTUAL DESKTOP

maximus

If you have a Maximus provided workstation, the Remote Desktop app may already be installed. Again, if it is not, please work with the Maximus IT Service Desk to get it installed for you.

Should you have a BYOD device, you will need to install it from the Microsoft App Store.

Once the application is installed, open it. It will request you subscribe to a virtual session. If you are an Azure Virtual Desktop user, you should have already been provided a virtual machine to use, so just click subscribe.

From here, it will ask for your credentials. Use your maximus email address and your maximus password (remember, the one you use in conjunction with your employee ID number) to sign into this application. Once authenticated you should see your list of available virtual machines.

Click the one you need to use and sign into it using the employee ID/password method. That's it! You are now ready to begin your journey with us here at Maximus!!