

# LexisNexis® InterAction®

## Accessing the InterAction Virtual Training Environment

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## Instructions for Logging Into Virtual Training Environment

### Using Two Monitors

We recommend that you use two monitors when participating in our virtual training. One monitor can be used to view the WebEx session which will allow you to view what the instructor is demonstrating. The other monitor can be used to access the hands-on training environment to follow-along with the trainer and perform the exercises. Having two monitors will allow you to do both at the same time, rather than having to switch between screens.

### Check Version of Remote Desktop Connection

You will be sent an .rdp file attachment by email. Before you launch the attachment, there are few steps to complete.

1. **Copy** the attachment to your desktop.
2. **Right-click** on the attachment and choose **Edit**.

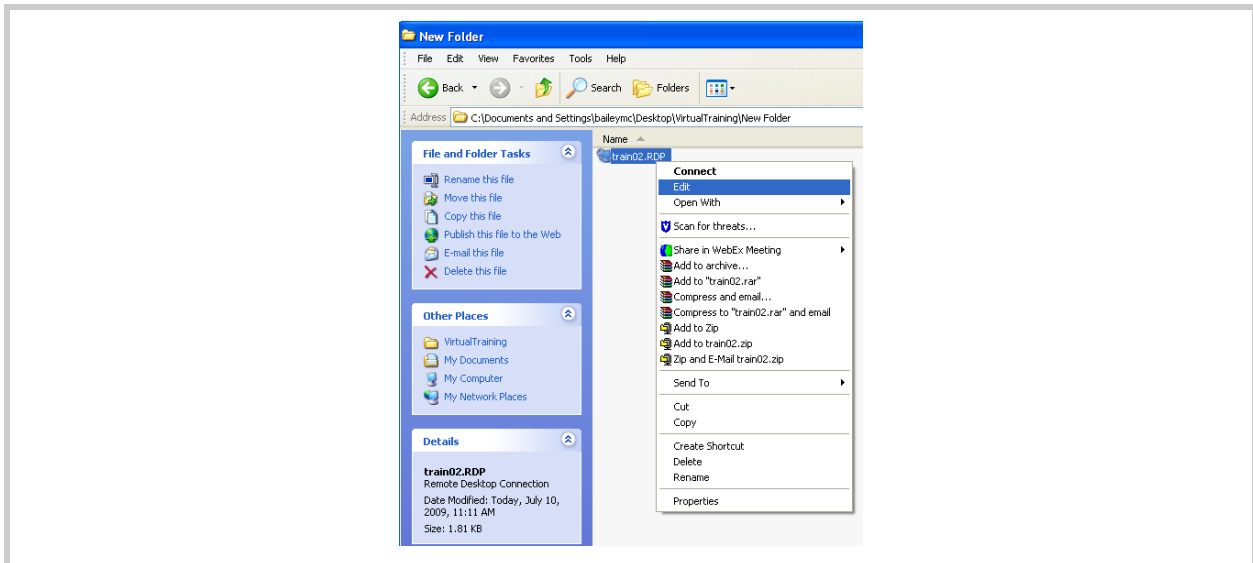


Figure 1-1: Edit .RDP File

This will open the Remote Desktop Connection window.

3. **Verify** that your version of Remote Desktop Connection displays an **Advanced** tab.

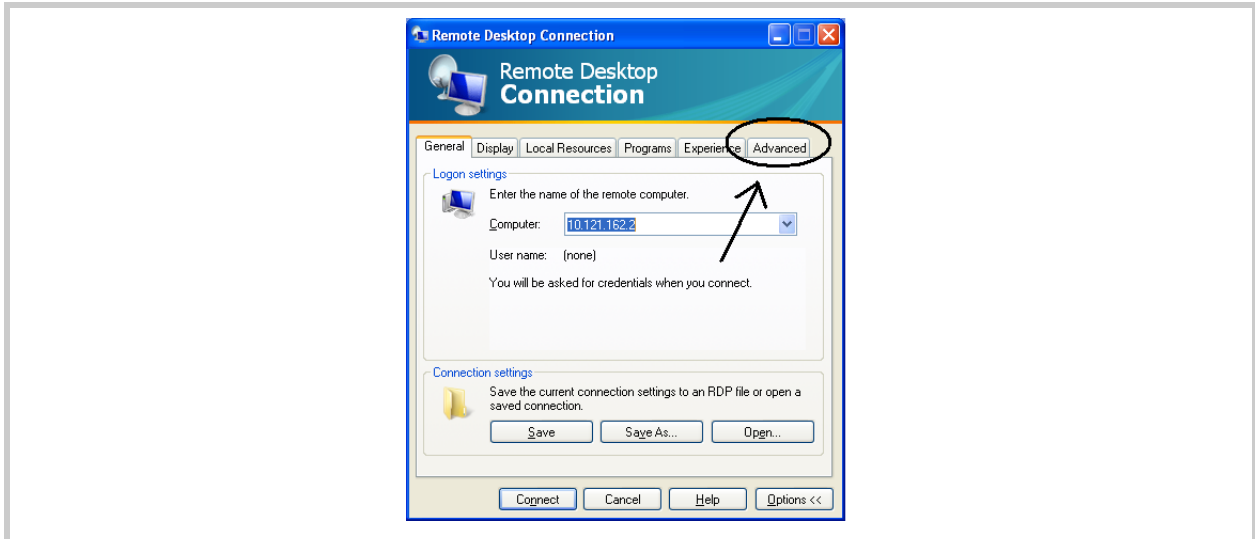


Figure 1-2: Remote Desktop Connection

4. If there is an Advanced tab, go to the **Connecting to the Virtual Training Environment** section on page 8.
5. If there is not an Advanced tab, you need to download and install an updated version of Terminal Server using the following directions.

### Downloading and Installing Terminal Server Update

1. Click on this link: <http://go.microsoft.com/fwlink/?LinkId=79373>
2. Choose the correct update link.

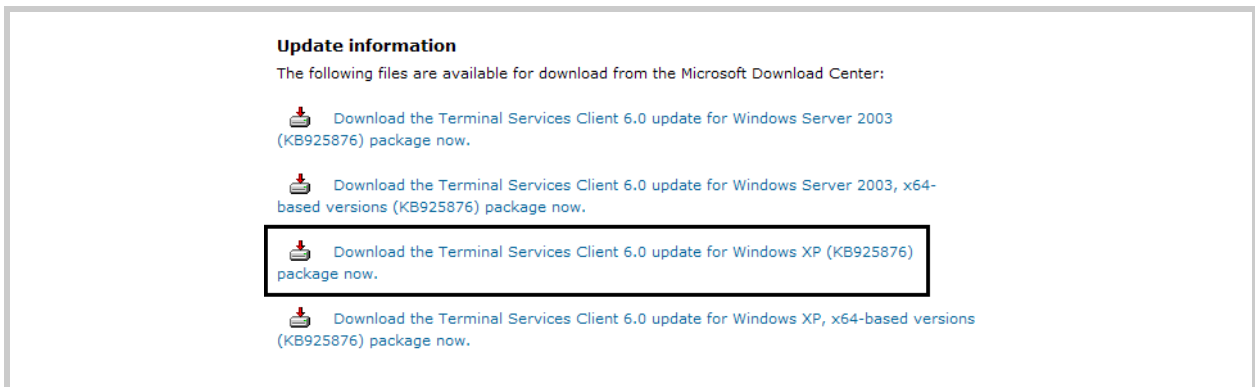


Figure 1-3: Choose Update Link

3. Choose **Continue** to complete the required validation.

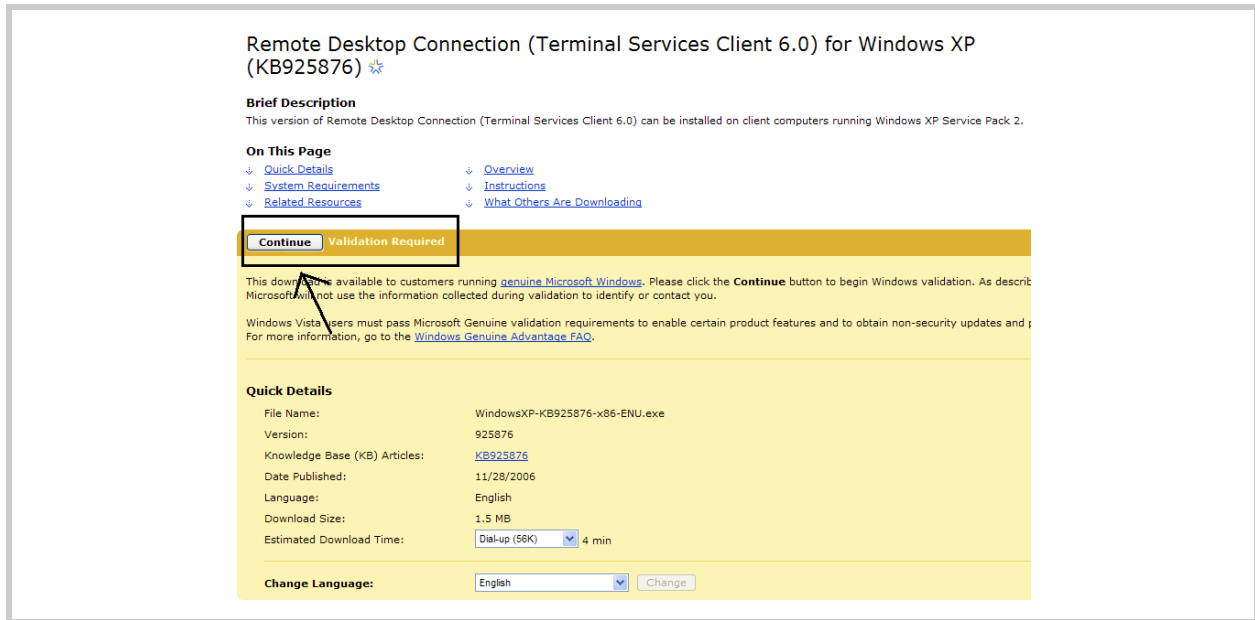


Figure 1-4: Continue Validation

4. Choose **Download**.

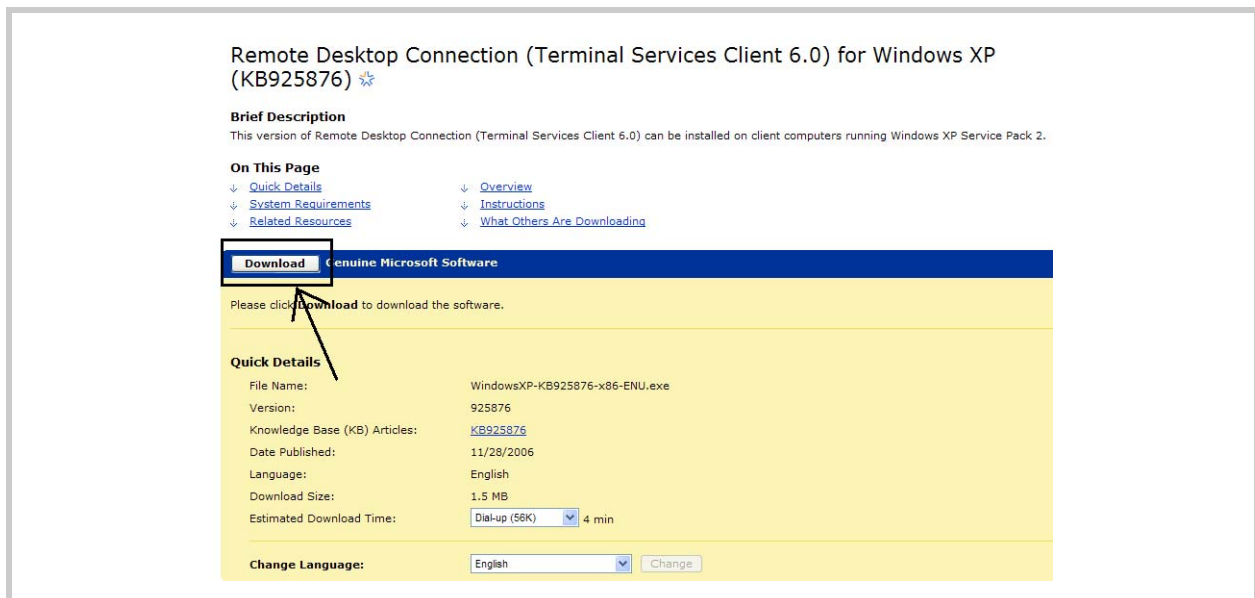


Figure 1-5: Download Software

5. Choose **Run** from the File Download-Security Warning window.

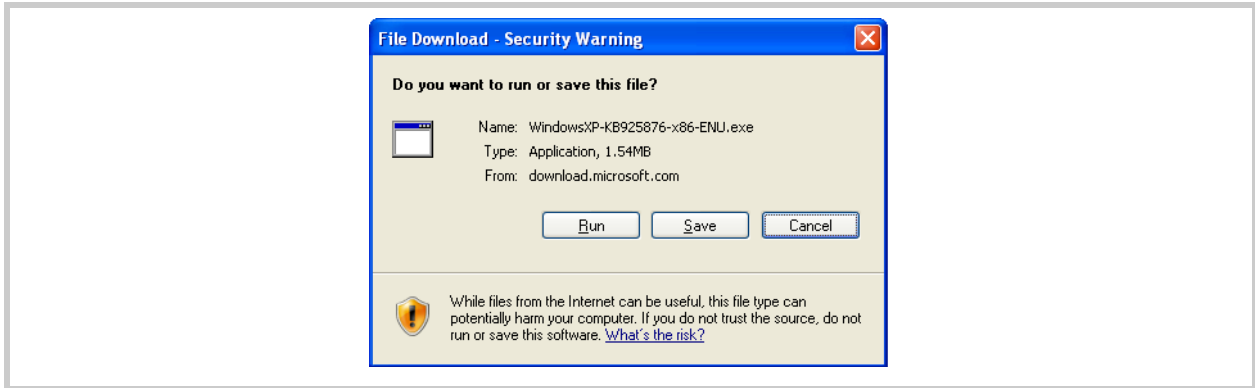


Figure 1-6: Run Download

6. Choose **Run** to run from the Internet Explorer-Security Warning window.

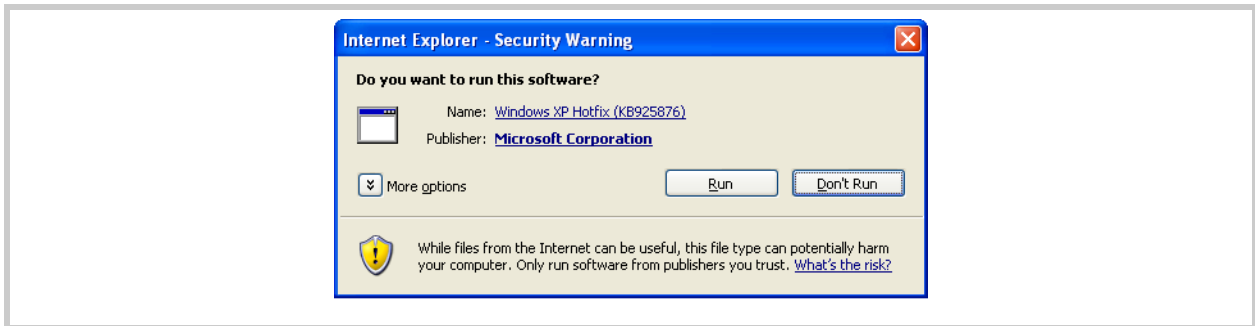


Figure 1-7: Run Software

This will start the Software Update Installation Wizard.

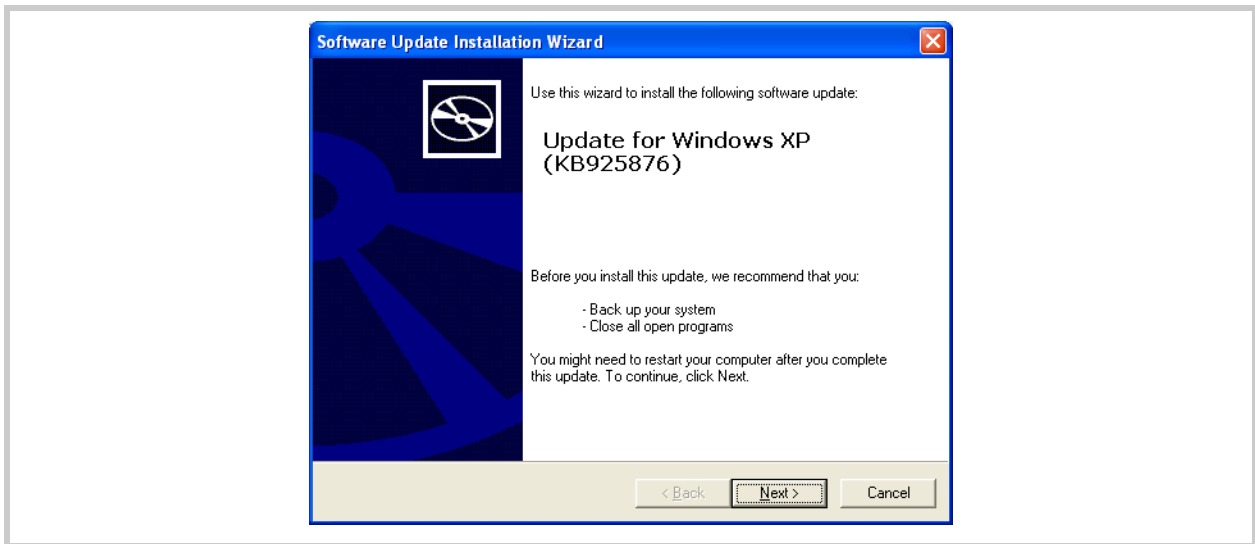


Figure 1-8: Installation Wizard

7. Choose **Next**.

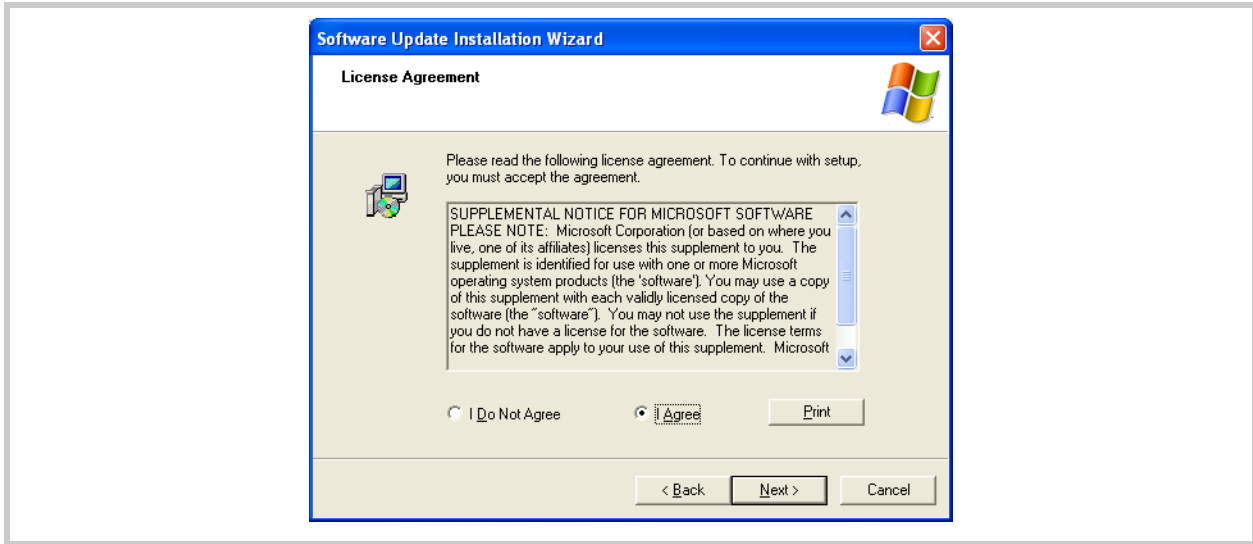


Figure 1-9: Review License Agreement

8. Review the license agreement and choose **I agree**.
9. Choose **Next**.

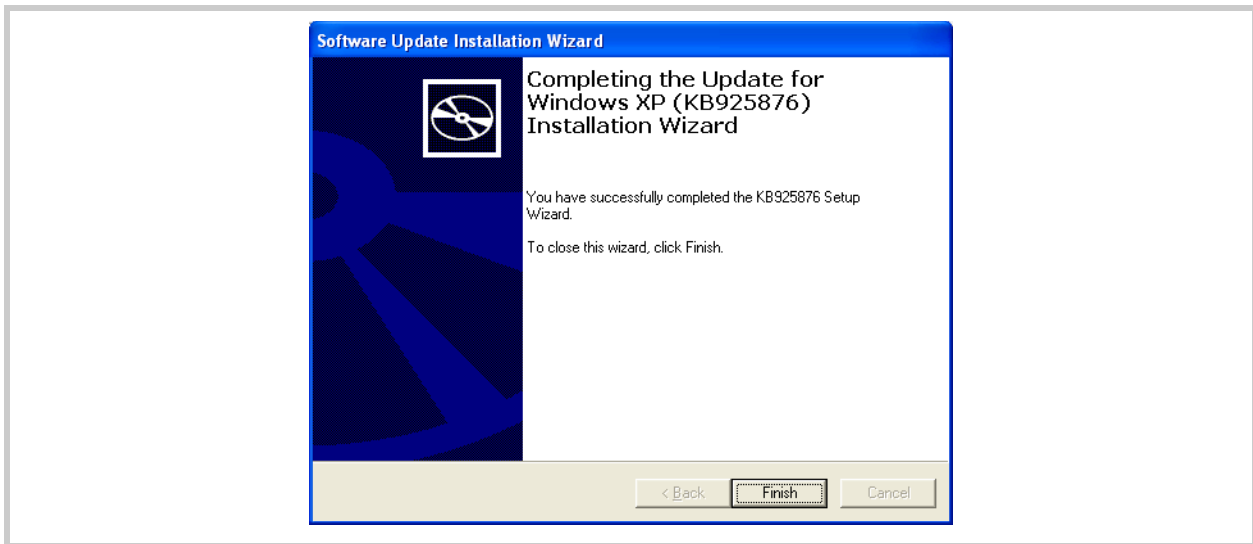


Figure 1-10: Completed Installation

10. The installation may take several minutes. Once it's complete and you see this screen, choose **Finish**.
11. Go back to the .rdp file which you saved to your desktop.
12. Right-click on the .rdp file and choose **Edit**.

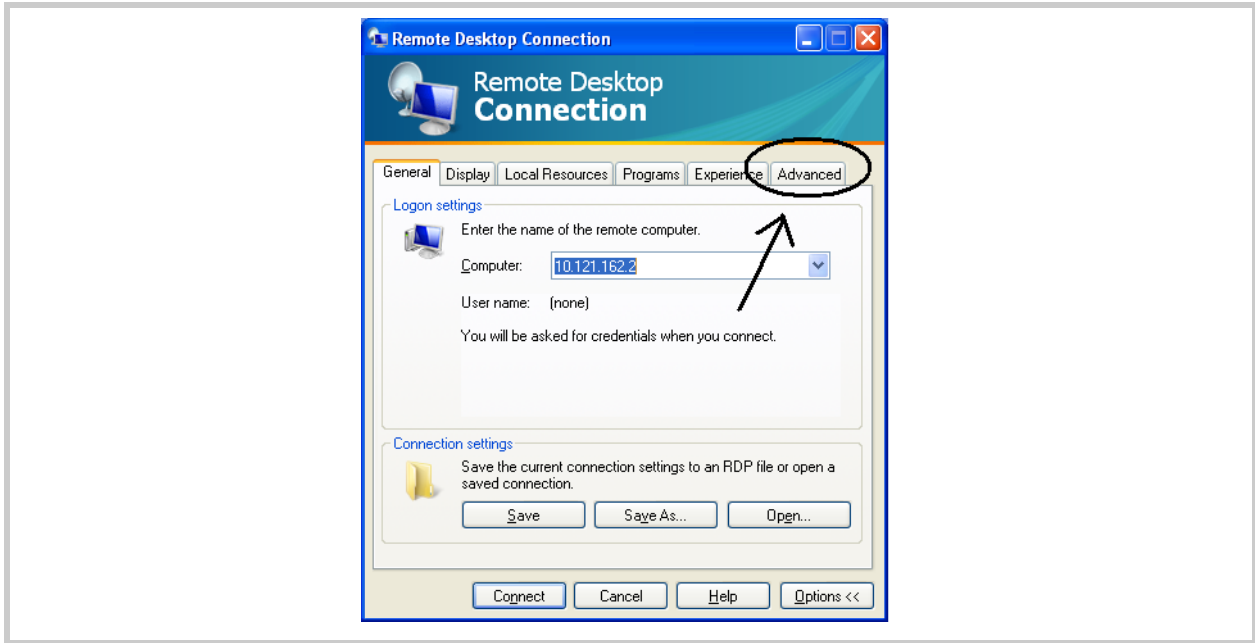


Figure 1-11: Enter the caption here

You should now see the Advanced tab.

## Connecting to the Virtual Training Environment

1. Choose **Connect** from the Remote Desktop Connection window.

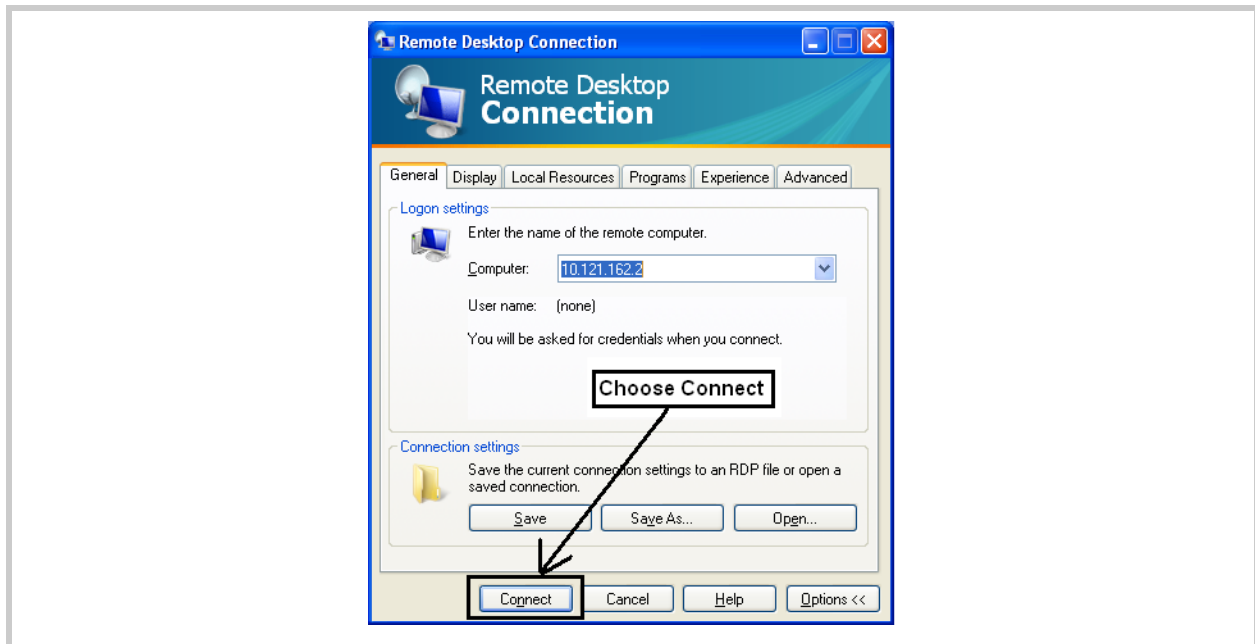


Figure 1-12: Connect to Remote Desktop

2. Enter your login details as requested. Your user name and password have been sent to you in an email. You must precede your user name with **training/**.

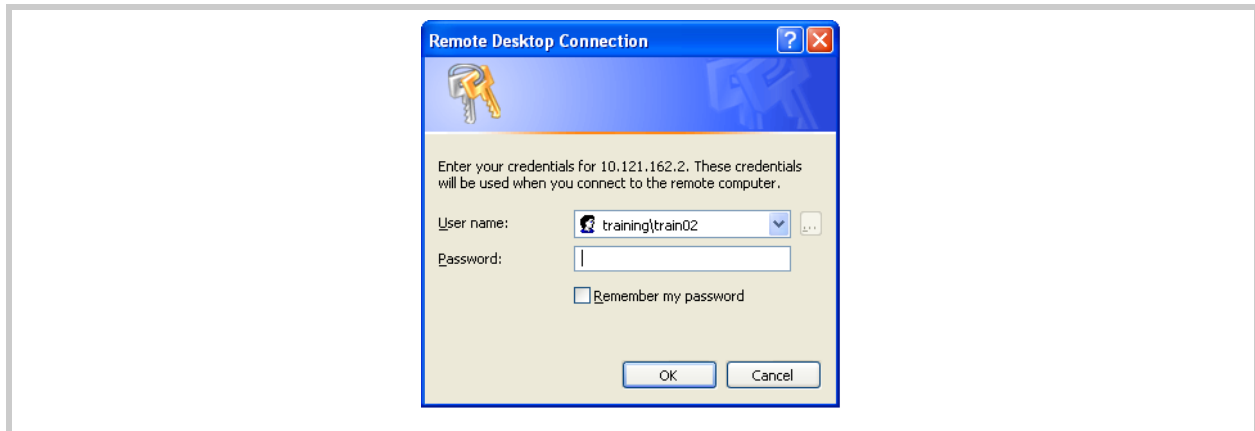


Figure 1-13: First Login

- You will be prompted for a second login. You must precede your user name with **training/**.



Figure 1-14: Second Login

You will now see the desktop of the virtual training environment.

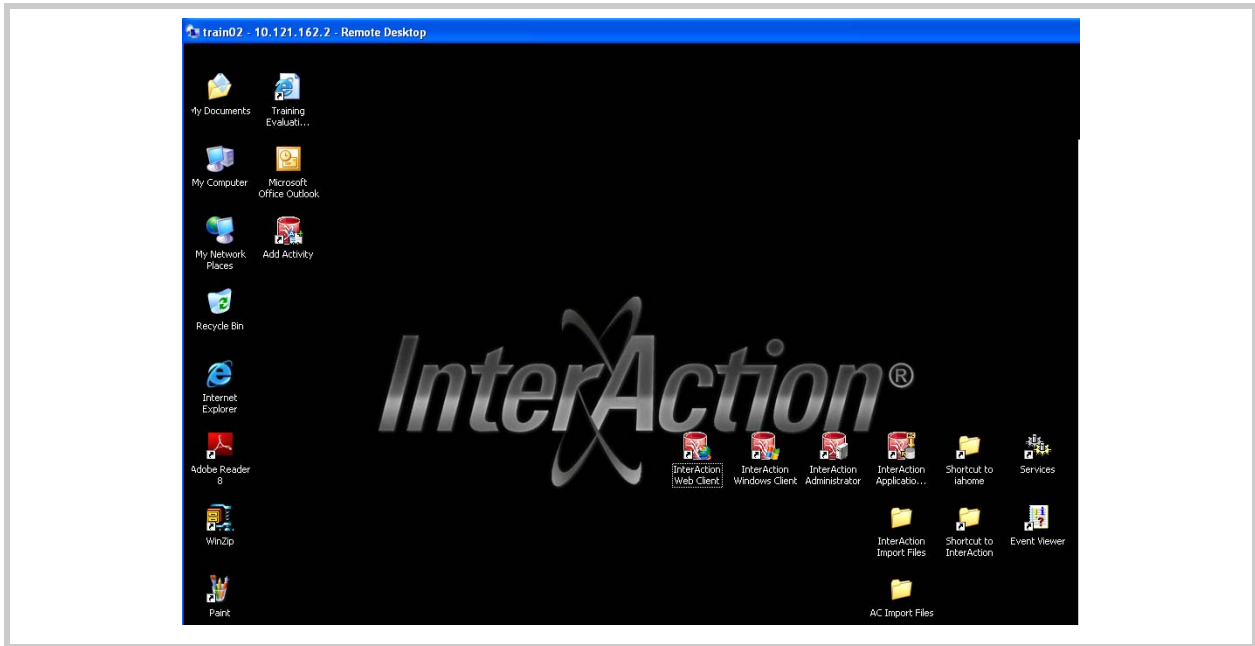


Figure 1-15: Virtual Training Environment

If you need to make the screen full-size, choose **Ctrl-Alt-Shift** or use the Full Screen icon from the toolbar.

### User Names and Passwords for Training Environment

The user names and passwords that are used for the training class are as follows:

| User Names/Passwords     |                       |
|--------------------------|-----------------------|
| Web Client               | Windows Client        |
| User name: pprofessional | User name: mmarketing |
| Password: password       | Password: password    |