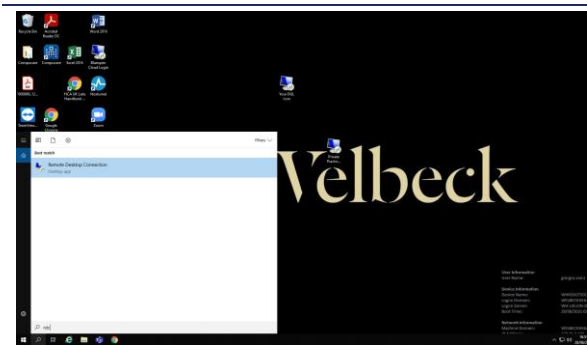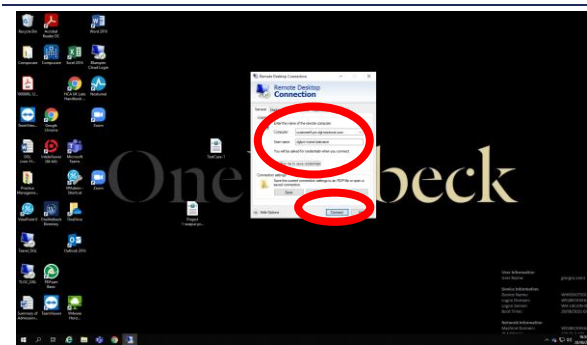# Set up your remote connection to DGL from a Welbeck account (non-HCA)

1. Before you can connect to DGL from a Welbeck Computer you will need to find out the following bits of information:
   a. Your DGL server address (e.g. customergroup6.pm.dgl-solutions.co.uk)
   b. Your DGL username (e.g. DGLPM\name.lastname)

2. On your Welbeck account go to the search box on the bottom left hand side of your Windows screen and type: RDC
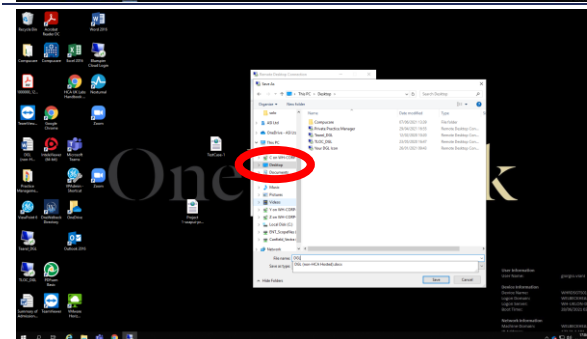
1. Remote Desktop Connection will appear on the top of the window: press enter; a new window will pop up

3. Click on '**Show options**' and enter your **server address** and **username**

4. Check the '**Allow me to save credentials**' box

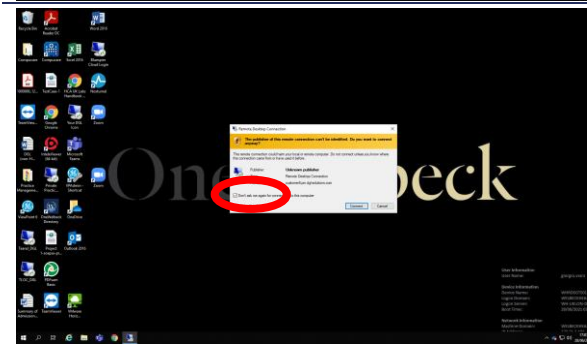5. Click on '**Save As**'. A new Window will pop ip

6. Click on **Desktop** on the left handside

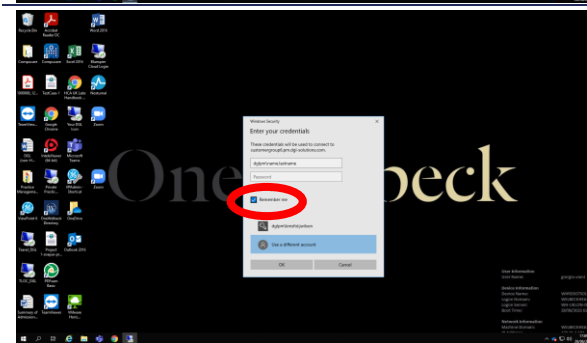7. Name the file **DGL** (or any other name that suits) and **Save**

onewelbeck.com
T: +44 (0)203 653 2000 E: info@onewelbeck.com

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Registered office address: 1 Welbeck St, Marylebone, London, W1G 0AR

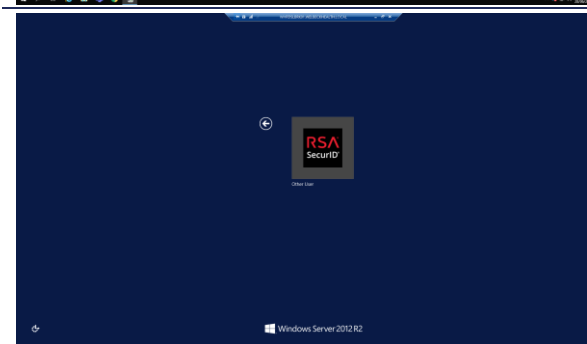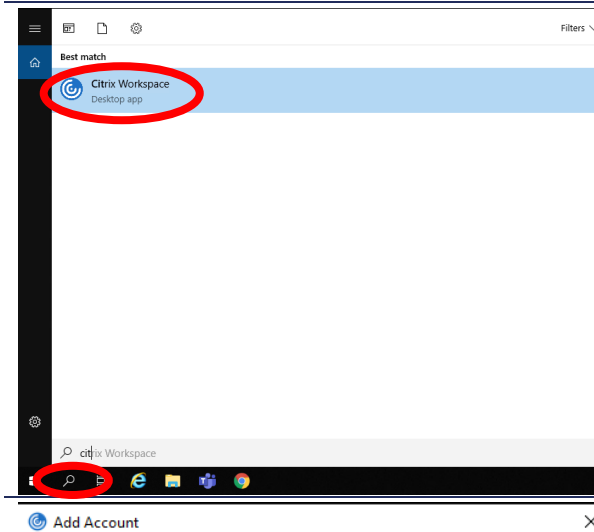|	
	8. You will now find your DGL icon on the desktop. Double click it to start it.
	9. Check the '**Don't ask me again**' box and click on **Connect**
	10. A new window will pop up. 11. Use **Password123** as a password and check the **Remember me** box
	12. If all the servername and username are correct you should now see the window in the screenshot on the left handside ready for you to login with your username and fob code.

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Set up your remote connection to DGL from a Welbeck account (HCA Hosted)
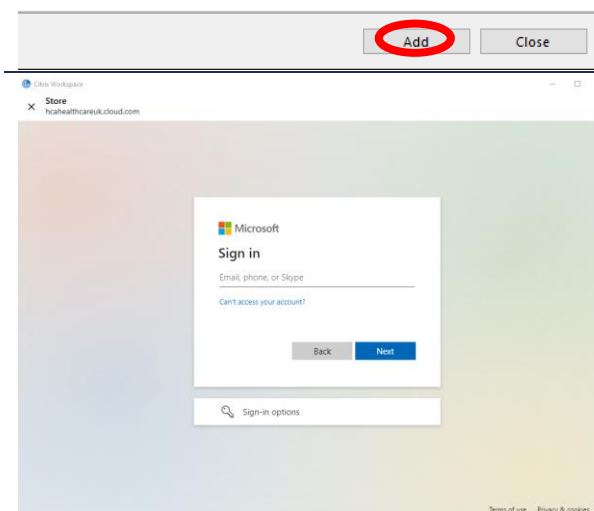

1. Search for the word "Ctrix" in the windows search box and choose Citrix Workspace when the icon appears

2. Enter the following URL in the text box: hcahealthcareuk.cloud.com

3. Click Add

4. Enter your HCA email address and click Next

5. Enter your HCA account password

6. Check your smartphone for a notification on your Microsoft Authenticator app

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