

Getting Started – Accessing universal anywhere on a phone or tablet

Accessing Universal Anywhere on a phone or tablet

This guide is designed to help you log in to Universal on a phone or tablet. The document goes through the stages (as shown below) step by step to get you logged in and using Universal.

In order to connect to Universal Anywhere you need to download an app from the App Store which enables remote desktop connection to a Windows based environment. There are a number of apps on the market that provide this service. The current app recommended for tablets is:



[Microsoft Remote Desktop](#)

Choose your platform:



[Apple App Store](#)



[Google Play Store](#)



[Windows App Store](#)

1. Downloading the app

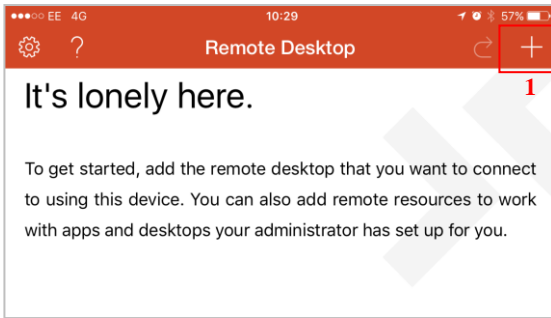
To be able to log on to Universal on a tablet or phone, you need to download the app from the relevant app store above.

2. Setting up a new remote desktop



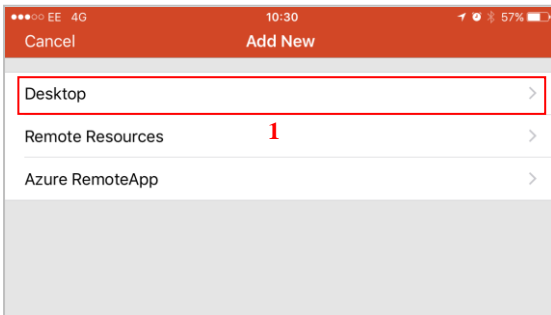
Once the app has downloaded, open it.

Getting Started – Accessing universal anywhere on a phone or tablet

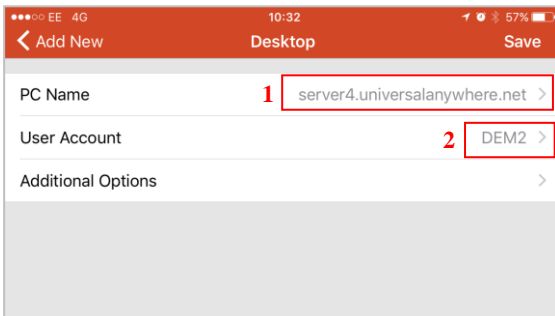


The home screen will show.

To add a new connection, click on the + icon in the top right corner¹.



Select add new desktop¹.

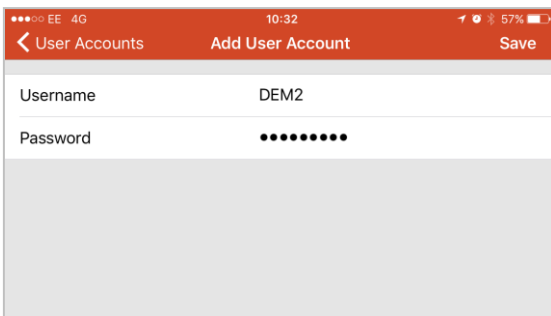


Enter the server you need to connect to as the PC name. This is provided to you when you sign up¹.

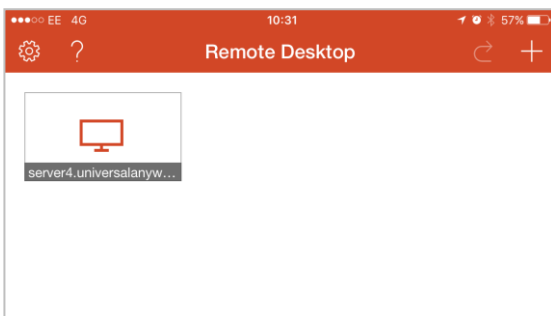
Enter your account ID. This is your universal user licence².

Please note if you are accessing server 17 or higher your PC Name needs to include the following colon and numbers:

`server17.universalitywhere.net:43334`

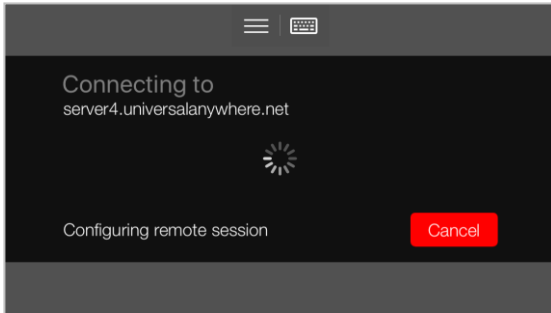


It will ask for your username and password. This is your user licence and password, provided to you when you signed up.

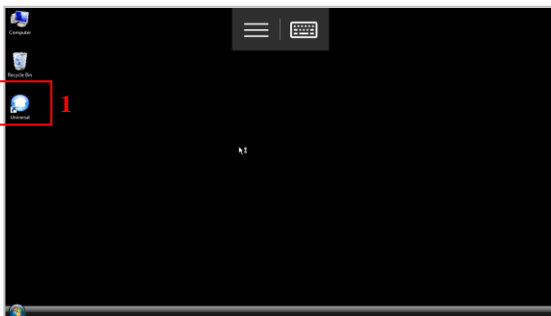


A new desktop will show on the home screen of the app. Tap on this icon to connect to universal.

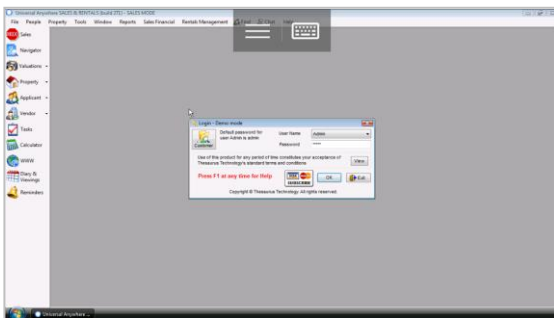
Getting Started – Accessing universal anywhere on a phone or tablet



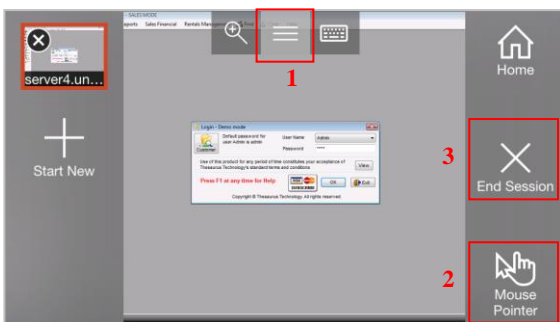
If you have entered your details correctly, it will show this loading screen.



Double click on the universal icon on the desktop¹.



You can now log in as normal and use universal on your phone or tablet.



You can use your finger as a 'computer mouse' by selecting options¹, and selecting 'mouse pointer' mode².

To log off, select end session³.

For more help and support please visit our website www.thesaurus.org.uk/support or contact us on 0845 83 82 666

Useful Tips

Check our website for all the latest news on products and services www.thesaurus.org.uk