Double Click on the Splash Top icon on your desktop to open SplashTop

In the Splashtop Center box enter the following server name or ip address:

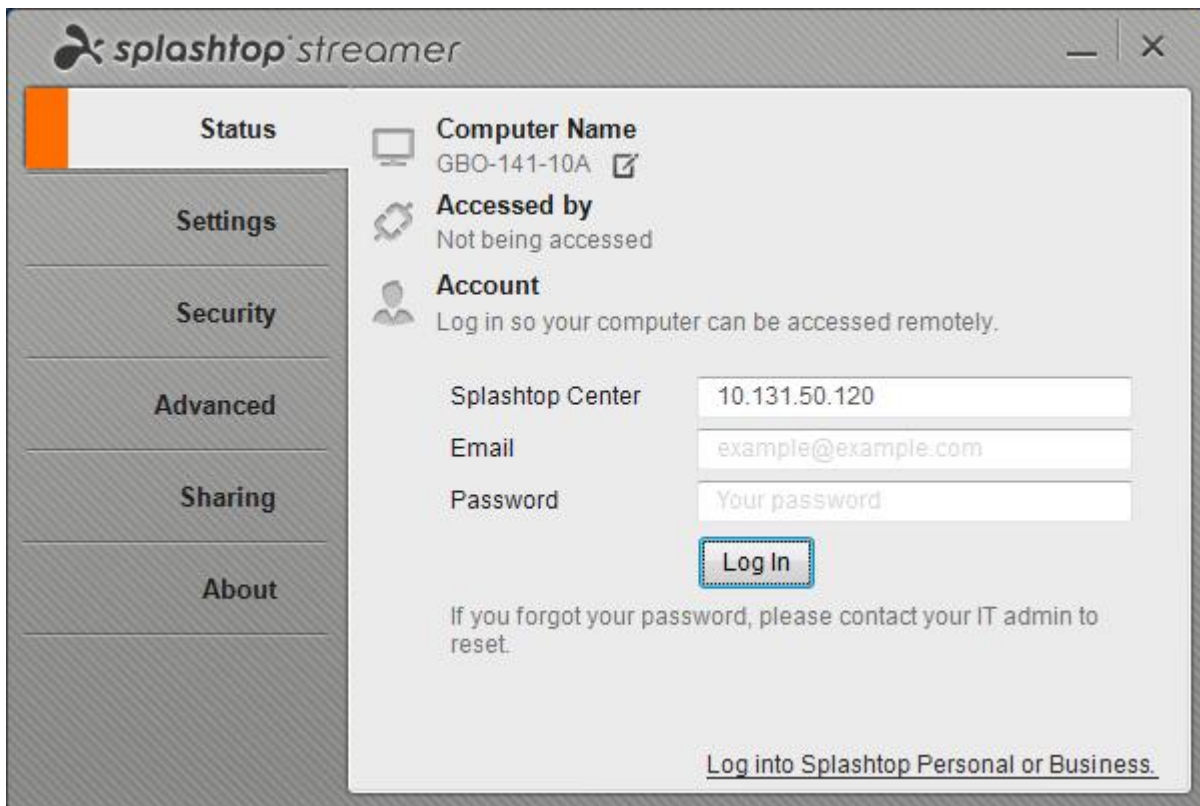Server Name: GCS-Splashtop

IP address: 10.131.50.120

Using either of the above will have the same result, however it is much easier to remember by name rather than IP address

In the Email box enter **your** Gaylord Community Schools email address: <username>@gaylord.k12.mi.us
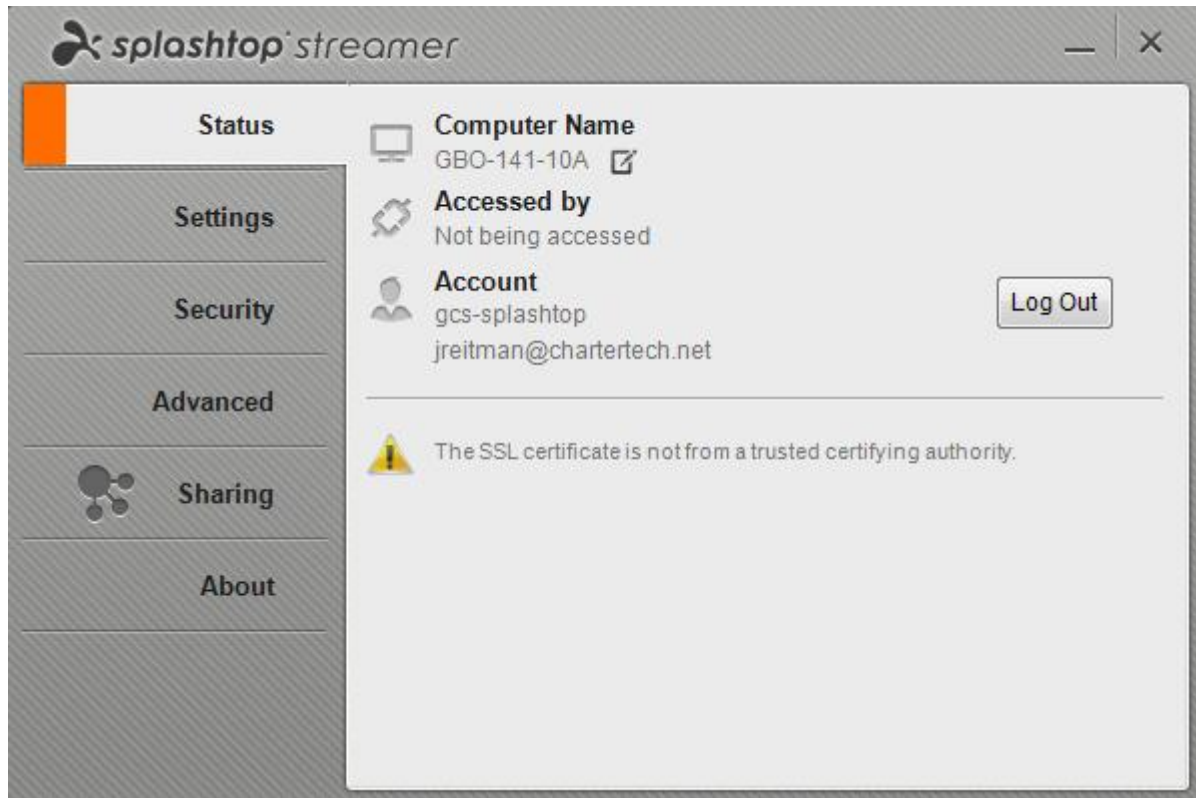
In the Password box enter **your network logon password**:

Press the <Login> button

When you login successfully into splashtop, your screen will look similar to the screen shown below

You are now signed into splashtop and ready on your desktop