

New Employee Onboarding

Version	Date	Author	Contributors
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You have a **Physical Desktop PC** — in front of you.

But most of our work is done inside a **Virtual Desktop PC**, it is Windows OS running in our Server Room. It is called the **VDI** (Virtual Desktop Infrastructure) and it is made by the company Sangfor. **Linux Desktop** is accessible via **SSH** inside **Virtual Desktop**. It can be used to compile and run code written for Linux OS. **FileCloud** can be used to transfer any files except BDCOM internal source code or tools.

Physical Desktop — This is the PHILIPS PC in front of you

Virtual Desktop — Remote Windows Desktop accessed via Sangfor VDI software

Linux Desktop — Another server running Linux OS for each employee

FileCloud — Use this to transfer files between Physical Desktop and Virtual Desktop

External Email — Real world email address, looks like Harry.Potter@bdc.com.cn

Internal Email — It can only be accessed inside the Virtual Desktop, Harry.Potter@bdc.com.bd

SVN Server — It is similar to git, for storage and version management of code or any file.

SMB Share — It is a network share (samba), similar to FTP. You can download files from here.

Installation of necessary software

Download and install Sangfor VDI, FileCloud, Foxmail in **Physical Desktop**

Google Drive: <https://tinyurl.com/BDCOM-Onboarding>

MEGA: <https://mega.nz/folder/zBRhjCyJ#VP7NRp8GtaN3CX1NRWNHtA>

Setup Virtual Desktop

Open **VDI** software in **Physical Desktop**

Put Address **https://192.168.90.250**

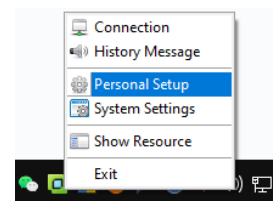
Then put **External Email** as both username and password



How to change password of Virtual Desktop

Right click on Taskbar Icon of **VDI** in **Physical Desktop**

Click on **Personal Setup** and then **Edit Password**



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Setup FileCloud

Open **FileCloud** software in **Physical Desktop**



The login interface of FileCloud software. It features a username input field with a person icon and the placeholder text '请输入用户名', a password input field with a lock icon and the placeholder text '请输入密码', and two checkboxes: '记住密码' (Remember Password) and '自动登录' (Auto Login), both of which are checked. To the right of these checkboxes is a link labeled '服务器配置' (Server Configuration), which is highlighted with a red box and a red arrow. Below the checkboxes is a large blue '登录' (Login) button. At the bottom, there is a warning message: '温馨提示: 请勿在公用电脑勾选记住密码!' (Warm reminder: Please do not check 'Remember Password' on public computers!) and the version number 'V5.0.61-230104'.

Click **Server Configuration**, a new window will come up.

Put **192.168.90.200** in Name and Address. Click on **Save** and then **Close**.



The '服务器站点配置' (Server Site Configuration) window. It contains two input fields: '站点名称' (Site Name) with the value '192.168.90.200' and a hint '如: 公司内网服务器' (e.g., company intranet server), and '站点地址' (Site Address) with the value '192.168.90.200' and a hint '如: 192.168.4.200'. Below these is a radio button group for '传输协议' (Transfer Protocol), with 'http协议' (http protocol) selected. On the right side, there are three buttons: '保存' (Save), '删除' (Delete), and '关闭' (Close). The '保存' button is highlighted with a red box and labeled 'Save' in red text. The '关闭' button is highlighted with a green box and labeled 'Close' in green text. At the bottom left, there is a table with columns '序号' (Serial Number), '站点名称' (Site Name), '协议' (Protocol), and '站点地址' (Site Address), which currently shows '暂无数据' (No data).

Now use this server to login using your **Virtual Desktop** username and password.
FileCloud and **VDI** use the same account, thus the same default password.

Setup Internal Email

Open **Foxmail** in **Virtual Desktop**

Choose **Others** option, then **Manual**

Server type **IMAP**

Put username and password. Default password is **Bd2018**

IMAP server: 192.168.85.240

SMTP server: 192.168.85.240

Click **Create**

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How to access Linux Desktop

Open **CMD** or **PowerShell** in **Virtual Desktop**

Enter `ssh <Linux_Username>@192.168.95.13`

Enter "yes" to accept the fingerprint.

Enter the linux password given to you. Default password is **bdcom**

Access files of Linux Desktop

You can read/write the files in Linux easily from **Virtual Desktop**

Open **File Explorer** in **Virtual Desktop**

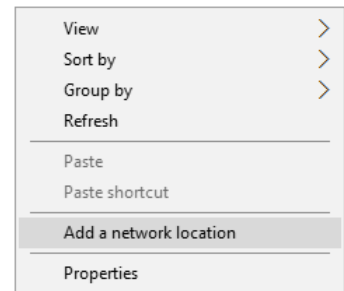
Right Click on white space and choose **Add network location**

Click **Next**. Two windows will open up. Cancel the first one.

Click on **Choose a custom network location** in second window

Where do you want to create this network location?

 Choose a custom network location
Specify the address of a website, network location, or FTP site.



Enter network address `\\192.168.95.13\\harry` if your linux username is harry

Click Next, enter any name, Click Next and Finish. You can now edit files using

Notepad++ or DevC++.

Setup SVN folder

Open **File Explorer** in **Virtual Desktop** and enter Drive D:\

Right Click on white space and Choose **SVN Checkout**

Enter the SVN URL given to you

It looks like https://192.168.1.72:8443/svn/Dhaka_RD/training

Click OK, then save the certificate permanently.

Enter SVN username and password given to you.

You can now **Commit** or **Update** files under this directory.

How to access Shared SMB Folder

`\\192.168.95.69` is the network share (called SAMBA or SMB)

Open **File Explorer** or press **Window + R** in **Virtual Desktop**

Enter URL `\\192.168.95.69\documents\Reference Books`

Username: bd

Password: bd123

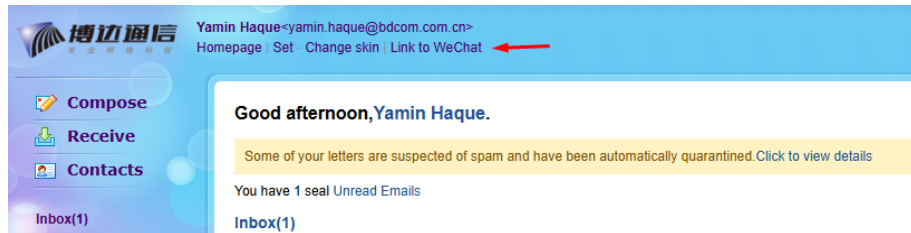
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Setup Tencent Exmail with WeChat and Foxmail

Visit <https://en.exmail.qq.com>

Login with your given username and password

After login, click on **Link to WeChat**

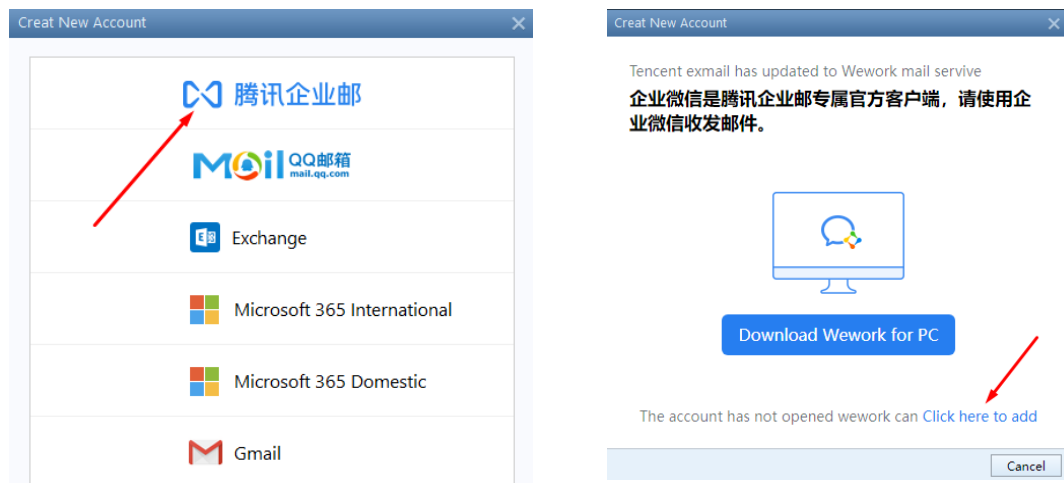


Scan the **QR code** with your **WeChat** to receive email notifications.

Now open **Foxmail** in **Physical Desktop**

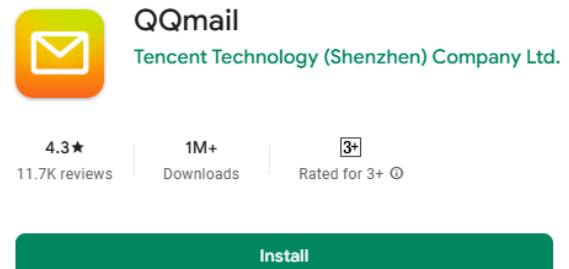
Download from <https://www.foxmail.com/win/en> if you don't have it

Choose first option with Exmail Logo  then choose **Click here to add**



Now scan the **QR code** with your **WeChat** and it will login automatically.

If you want, you can install **QQmail** on your smartphone and login.



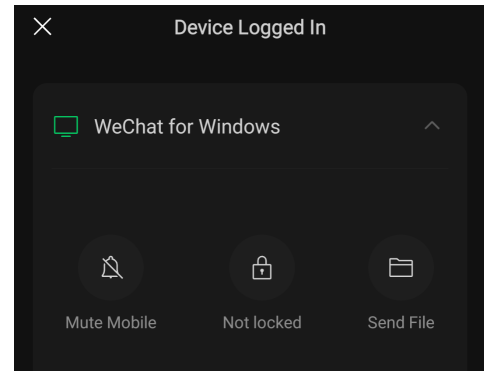
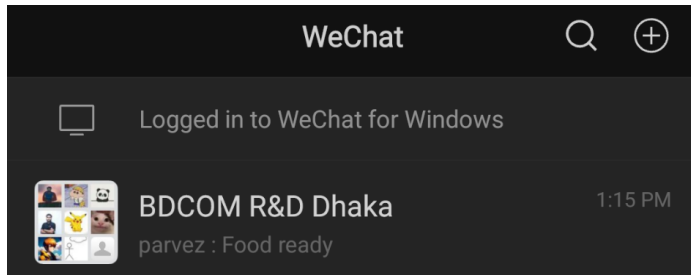
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Get Message Notifications in Mobile after PC Login

Open **WeChat** on Phone

Click on "**Logged in to WeChat for Windows**" at the top

Disable "**Mute Mobile**" option



Get PC Notifications when you get mail at External Email Inbox

Just keep **Foxmail** open in **Physical Desktop** PC with **External Email** logged in

Go to **Settings > Account** and put **1 minute** at Check Mail. Done.

