Configuring your office pc for Remote Desktop connections instructions

To ensure you can remote desktop to your computer, you will need to make sure remote desktop is enabled on your computer and you will also need the ip address of your computer. Please follow these instructions 1-7 on your office computer.

1 On your office computer that you want to remotely connect to from off campus, please click the start button, type in remote desktop settings and click open.
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2 Ensure that Enable Remote Desktop is on; if off switch to on and click confirm when prompted.

3 Click Advanced settings

Remote Desktop
Remote Desktop lets you connect to and control this PC from a remote device by using a Remote Desktop client (available for Windows, Android, iOS and macOS). You’ll be able to work from another device as if you were working directly on this PC.

Enable Remote Desktop

User accounts
Select users that can remotely access this PC

Remote Desktop Settings
Enable Remote Desktop?
You and users selected under User accounts will be able to connect to this PC remotely.

Keep my PC awake for connections when it is plugged in

Make my PC discoverable on private networks to enable automatic connection from a remote device

Advanced settings

How to connect to this PC
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4 Uncheck Require computers to use Network Level Authentication, click proceed anyway and then click on the home icon on the top left.

5 In the search box type in Ethernet settings and click on it
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6 Click on the network connected icon
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7 Look for ip settings and take note of your ipv4 address. You can close this window after recording your ip address.

After you have enabled remote desktop and recorded your ip address, you are now ready to connect to your pc. Please see VPN instructions to connect to your computer from off campus.

Your office computer needs to be left on in order to connect to it remotely. Please leave on but lock it. You can press, ctrl + alt + delete keys on the keyboard at the same time and click lock to lock your computer.