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.
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
On

- 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

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.

If you have a limited data plan and want more control over data usage, make this connection a metered network. Some apps might work differently to reduce data usage when you’re connected to this network.

Set as metered connection

If you set a data limit, Windows will set the metered connection setting for you to help you stay under your limit.

Set a data limit to help control data usage on this network

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.