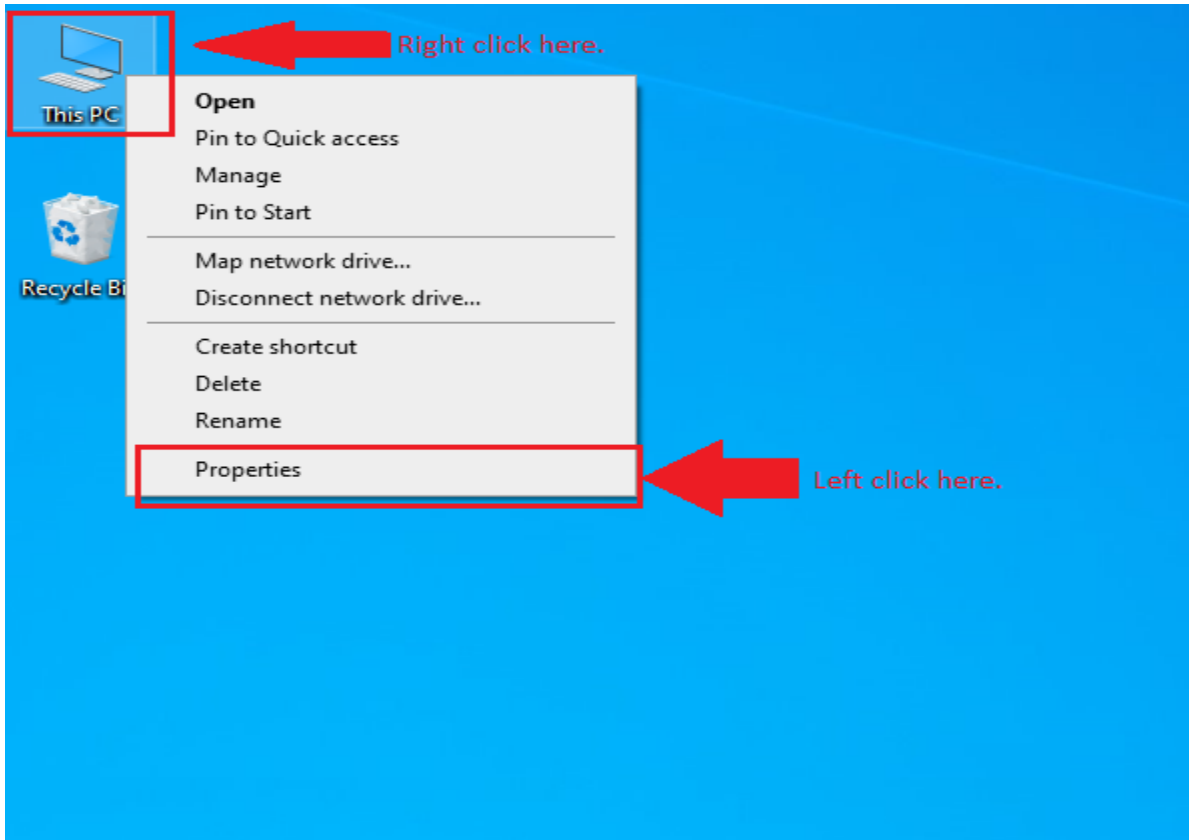


# Connecting to Remote Desktop

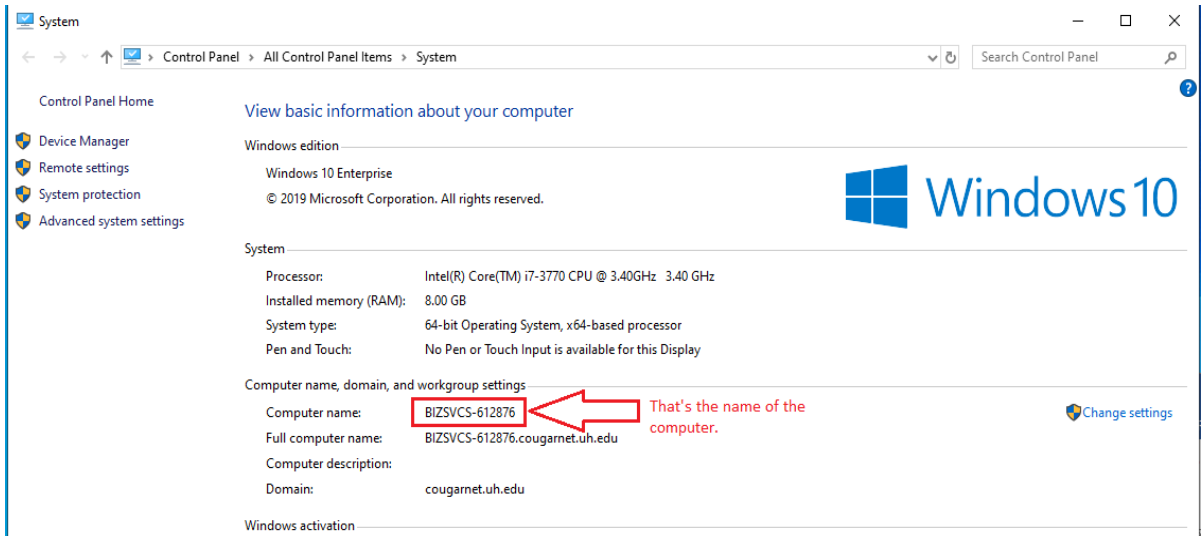
1. Before we start using Window's "Remote Desktop Connection", there's two things we need to make sure that is gathered and setup:
  - a. Need to remember the computer name that you are remoting INTO.
  - b. UH VPN has to be setup on the device you're remoting WITH, if not then follow the "Setting up VPN" to get your UH VPN setup.

**!!!ATTENTION: Steps 2 to 3 are to be done on the desktop you are remoting INTO!!!**

2. First, right clicking the icon of "This PC" or "This PC" within "File Explorer" and then left click on "Properties" at the very bottom. For this demonstration we'll be doing it from the desktop icon.

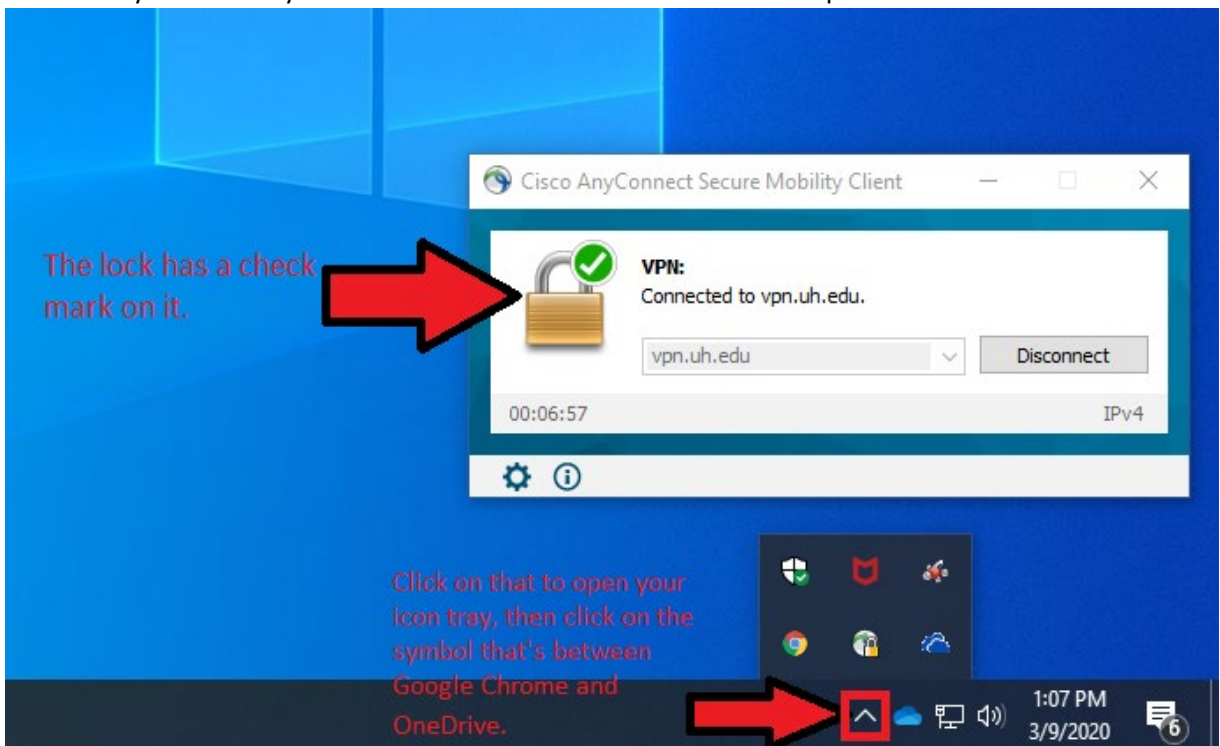


3. Next, a window should pop-out with many other information but take a note of the "Computer name".

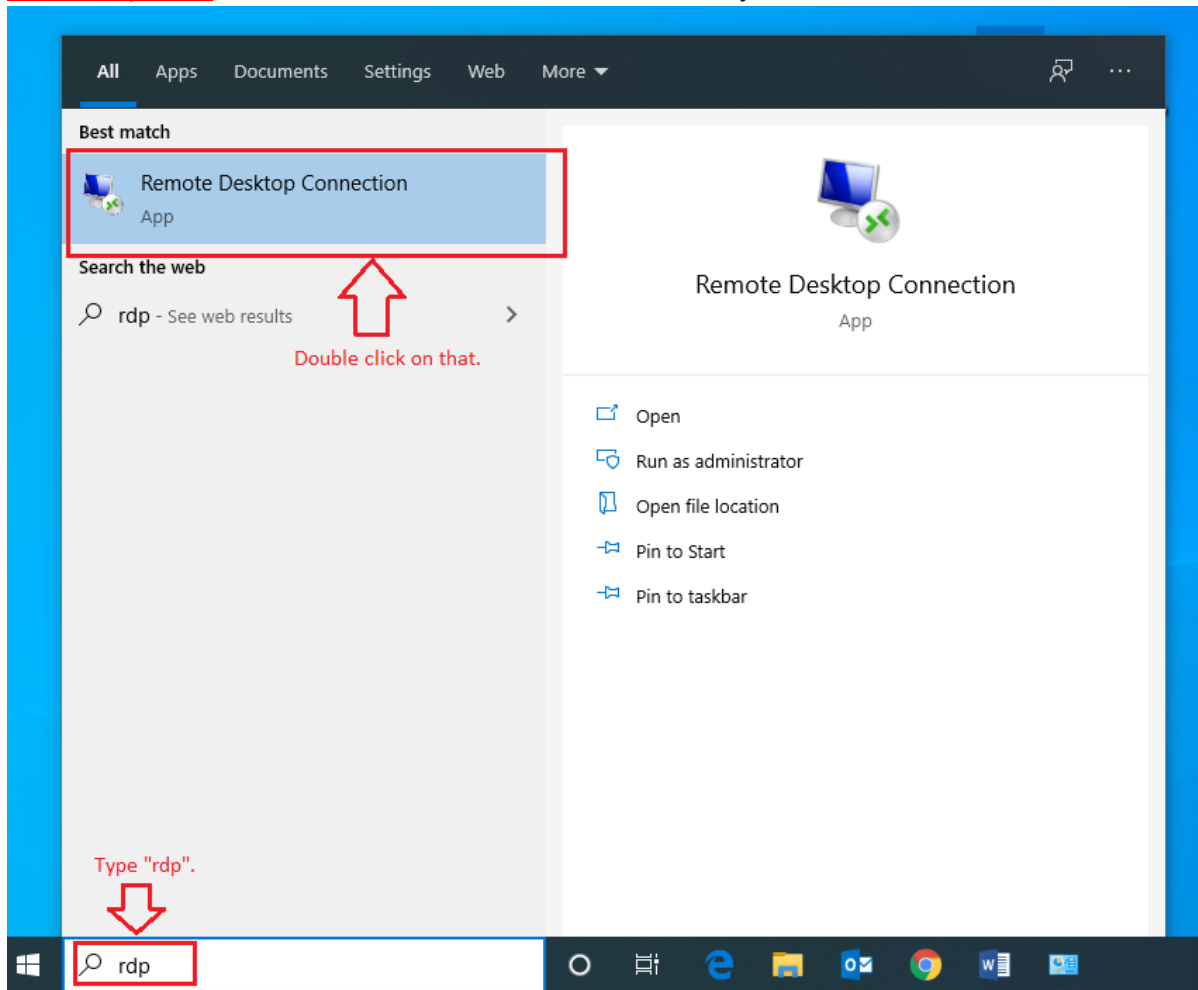


**!!!ATTENTION: Steps 4 to 8 are to be done on the laptop or home computer you're remoting WITH!!!**

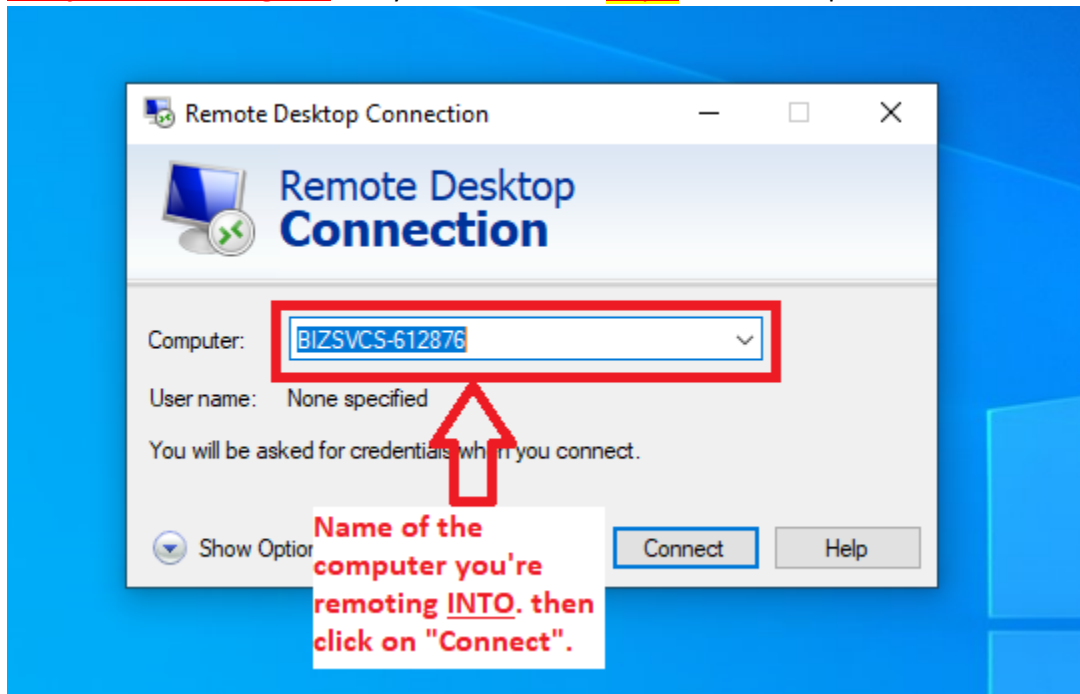
4. **Please make sure that you are connected the UH VPN on your home computer/laptop.** You can see that in the "Cisco AnyConnect Secure Mobility Client" in the "icon tray", if you're successfully connected you will see a check mark on the lock like the picture shown below.



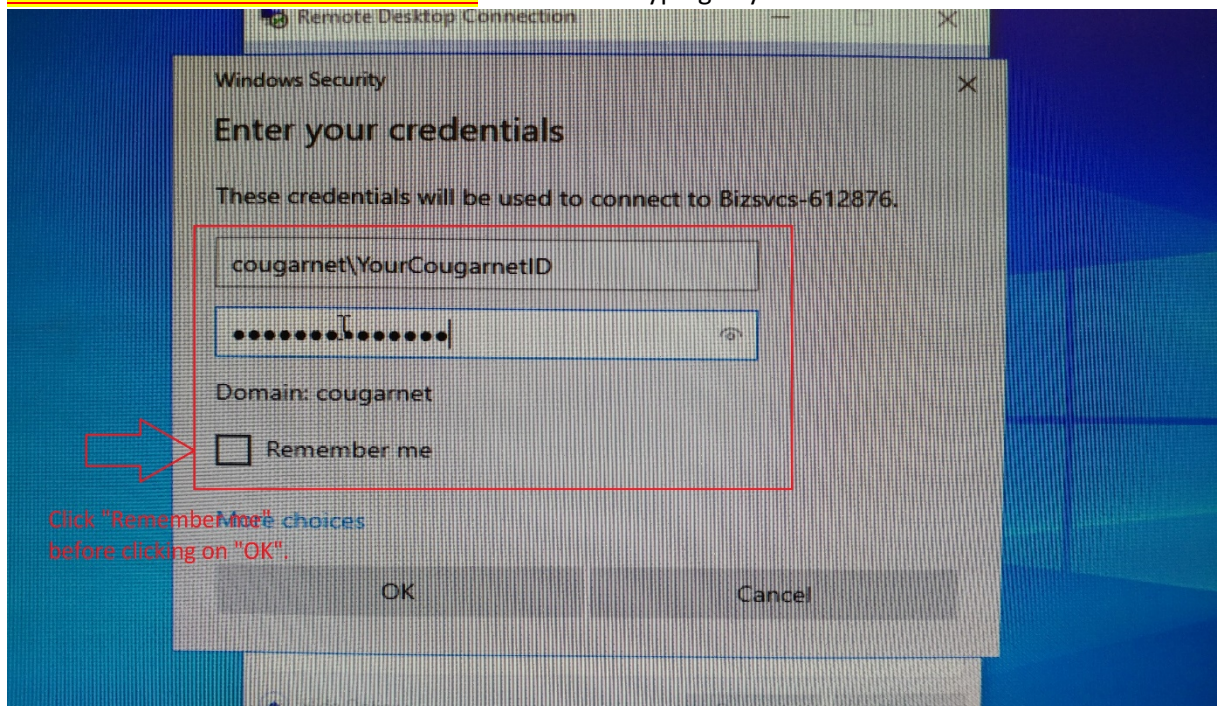
5. **Then, in the search bar at the bottom left of your home computer/laptop screen type in "rdp" (without quotes), it should come out in the search result and just double click to run it.**



6. Once the window for “Remote Desktop Connection” is opened, type in **your computer’s name that you are remoting into** that you took down in **step 2** in the “Computer” field.



7. When you click on “Connect” you will be prompted to type in **your user credentials as below**. **Make sure to click on “Remember me”** to save time typing in your username next time.



8. Finally, you'll be connected to your remote desktop. You'll know that you're on your remote desktop when you see the following picture below, feel free to exit it out of the remote desktop by click on the "X" button in the section highlighted below. If you can't not remote into your desktop please contact IT support.

