

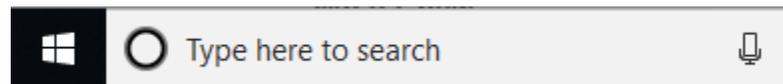
Using Remote Desktop Connection

You must be logged into Pulse Secure and VPN in order to proceed with using Remote Desktop Connection. To obtain Pulse Secure for your computer, [Submit a Ticket](#) to the OIT Help Desk. An SMCM IT Technician will also need to configure your desktop workstation to allow for Remote Desktop Connections. For how to install Pulse Secure VPN to your computer, [click here](#).

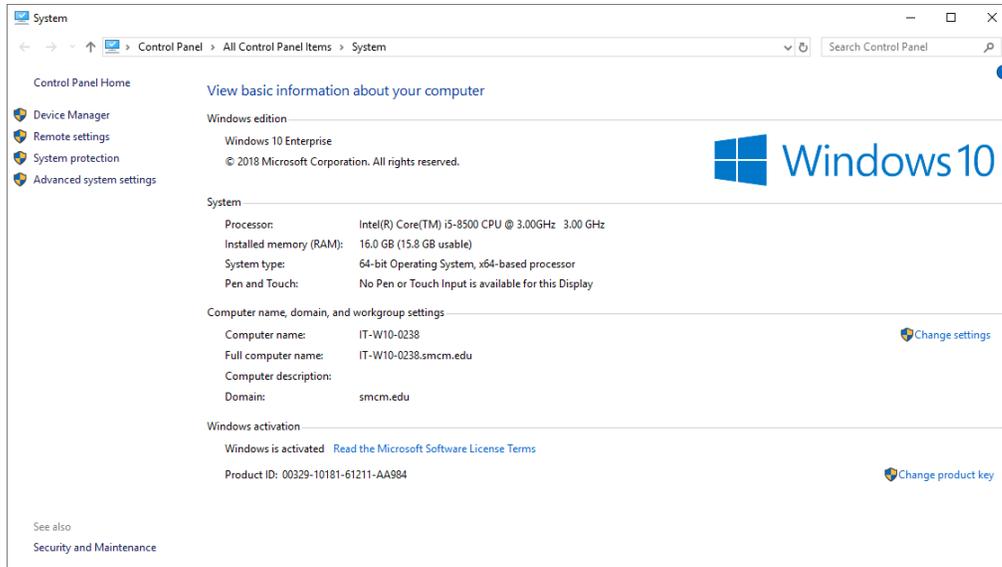
YOU MUST LEAVE YOUR DESKTOP COMPUTER TURNED ON AT YOUR OFFICE WORK STATION IN ORDER FOR YOU TO BE ABLE TO USE REMOTE DESKTOP ON YOUR LAPTOP COMPUTER FROM OFF SITE.

How to Obtain Your Office Computer Name

1. In the lower left hand corner of your computer screen you will see the search taskbar.



2. Type in the search bar "This PC" which will bring up and highlight "This PC." Right click on This PC using your mouse which will bring up a list of options. Click on "Properties." This will allow you to obtain the name of your computer which is required in the next step.

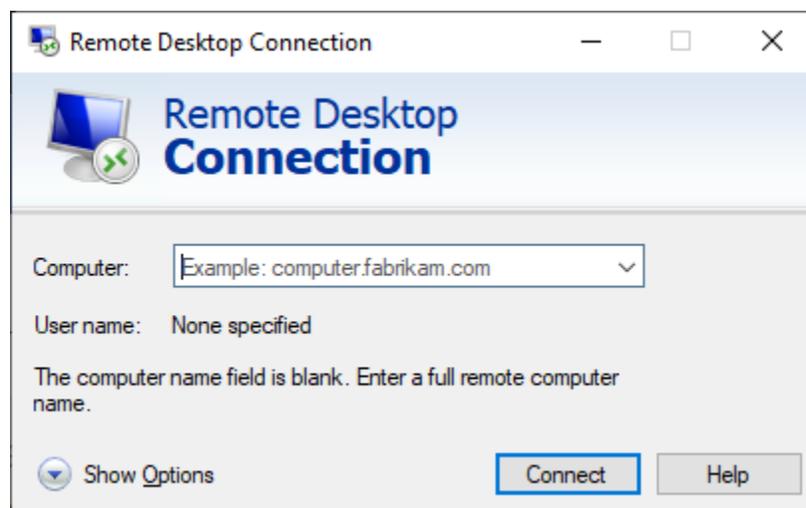


How to Connect To Your Office Desktop Computer Using Remote Desktop

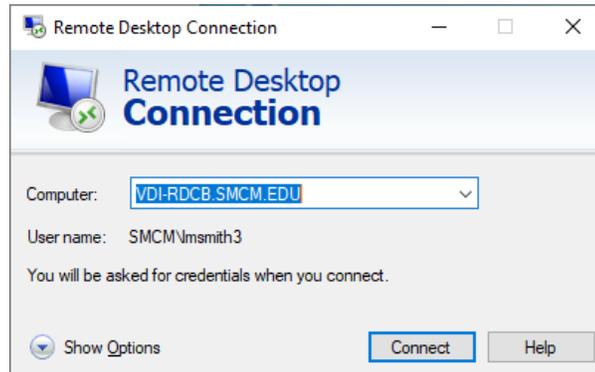
3. In the lower left hand corner of your computer screen in the search taskbar,



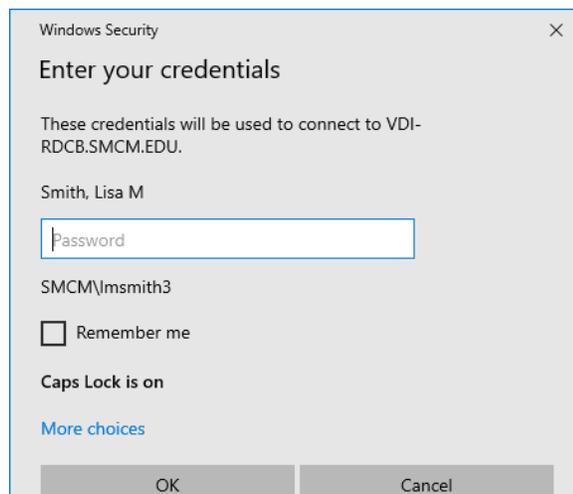
type in Remote Desktop and left click on it. This will bring up the following screen requiring you to enter your computer name you obtained from Step 2.



- Once you have typed in the Computer Name, you will see the following screen showing the computer name and the user name.



- Next, click the **Connect** button at the bottom of the Remote Desktop Connection screen.
- On the next screen, you will be asked to enter your login password that you use to log on with every day. Enter your password and click **OK**.



- After you click OK, you should have successfully established a Remote Desktop Connection.

