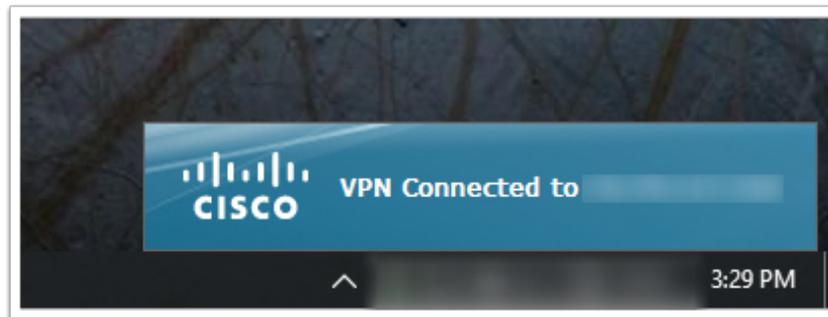
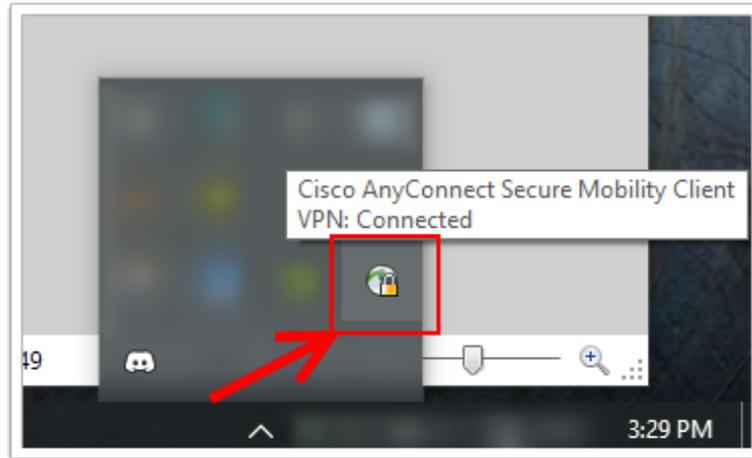


Using the Remote Desktop (RDP) program will allow you to connect to your computer remotely.

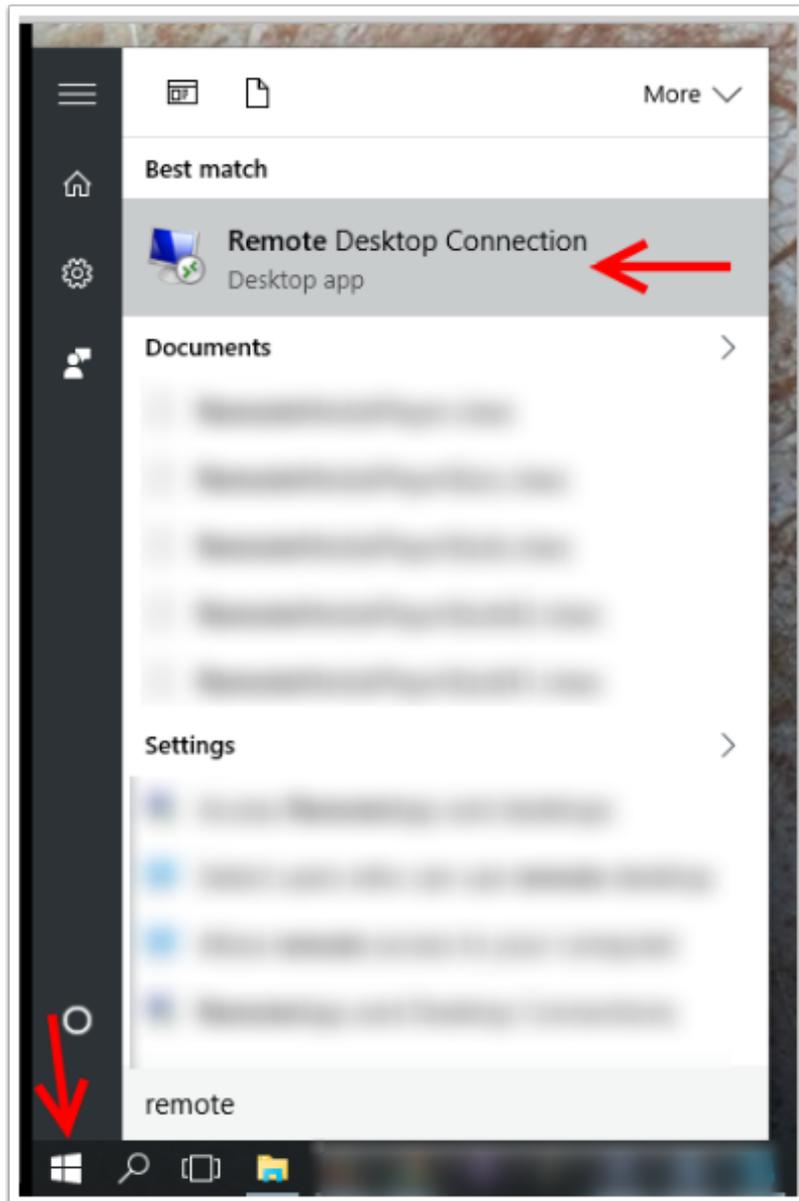
If required, first make sure that you are connected to your VPN

If you require the use of a VPN to connect to your work network, look in the task tray. In this case, the Cisco VPN application is used. Look for the closed lock. This means you are connected to your VPN



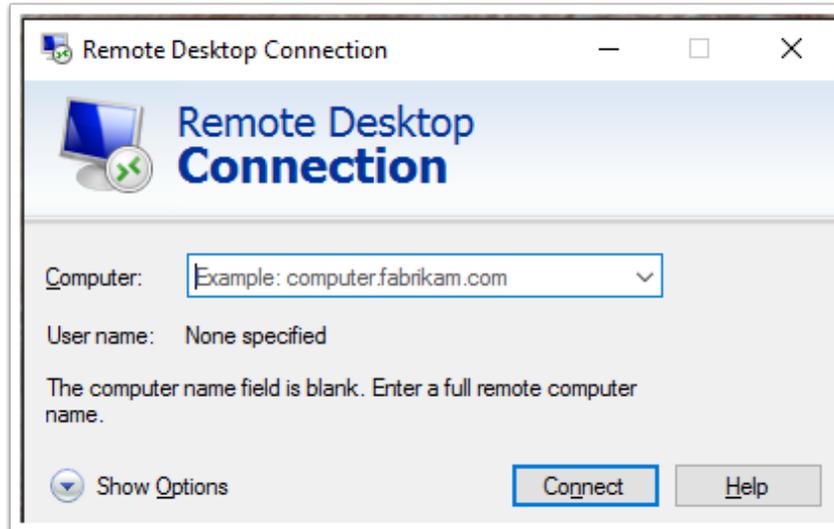
Start the remote desktop app.

Click the Start/Windows button on the taskbar. Then start typing **remote** into the search window. This will bring up the Remote Desktop Connection application. Click it to start the Remote Desktop application.

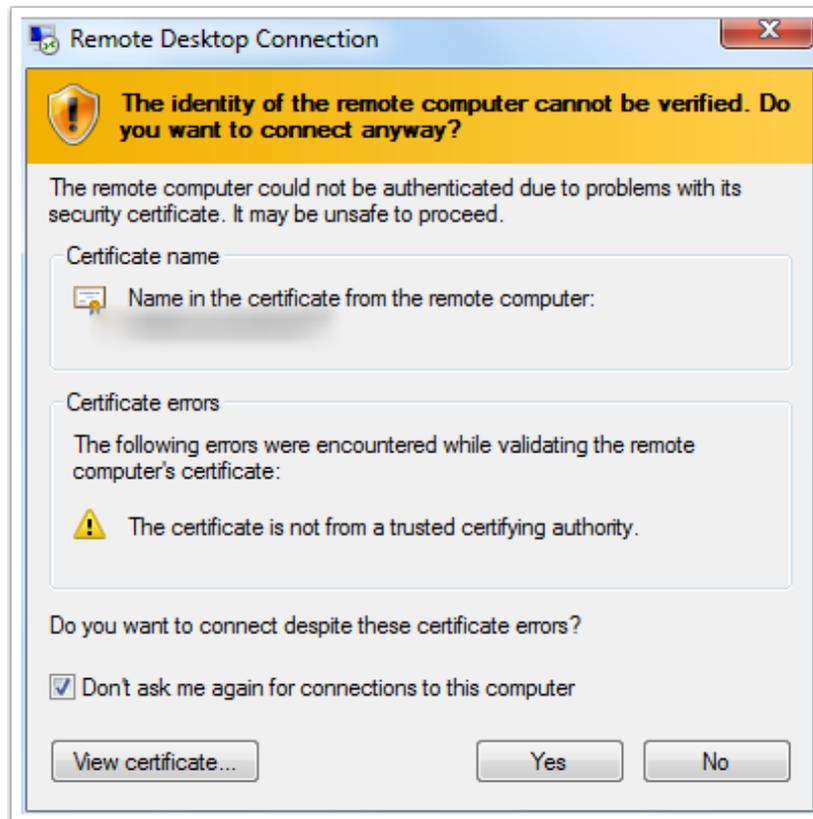


Remote Desktop application.

In the field provided enter the IP or name of the computer you want to connect to. Click Connect,

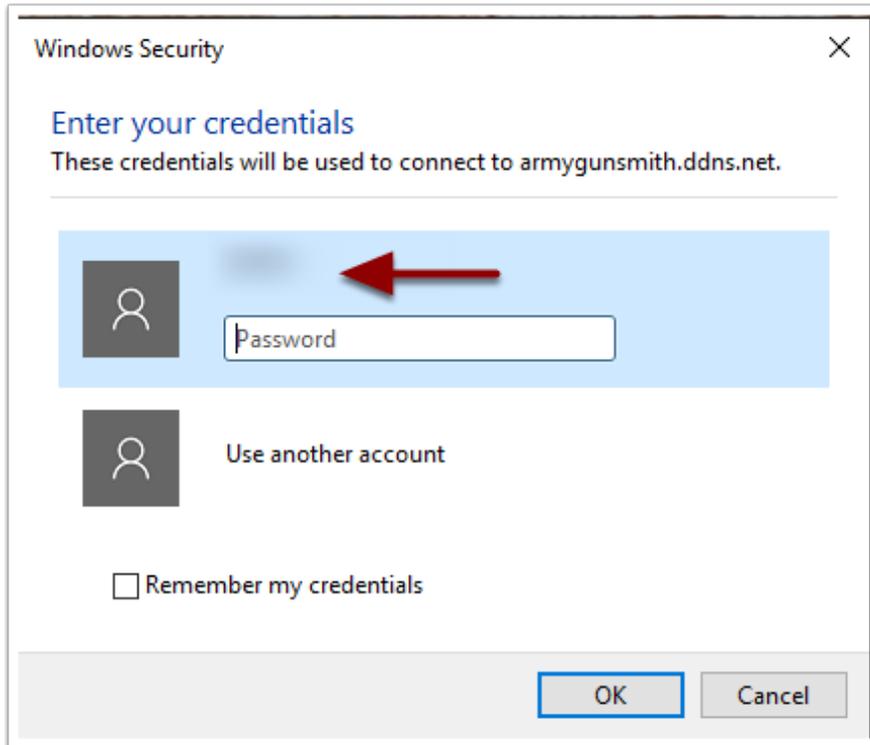


Occasionally, when connecting to a new computer you will be provided with the following warning dialog. Click Yes to continue connecting.

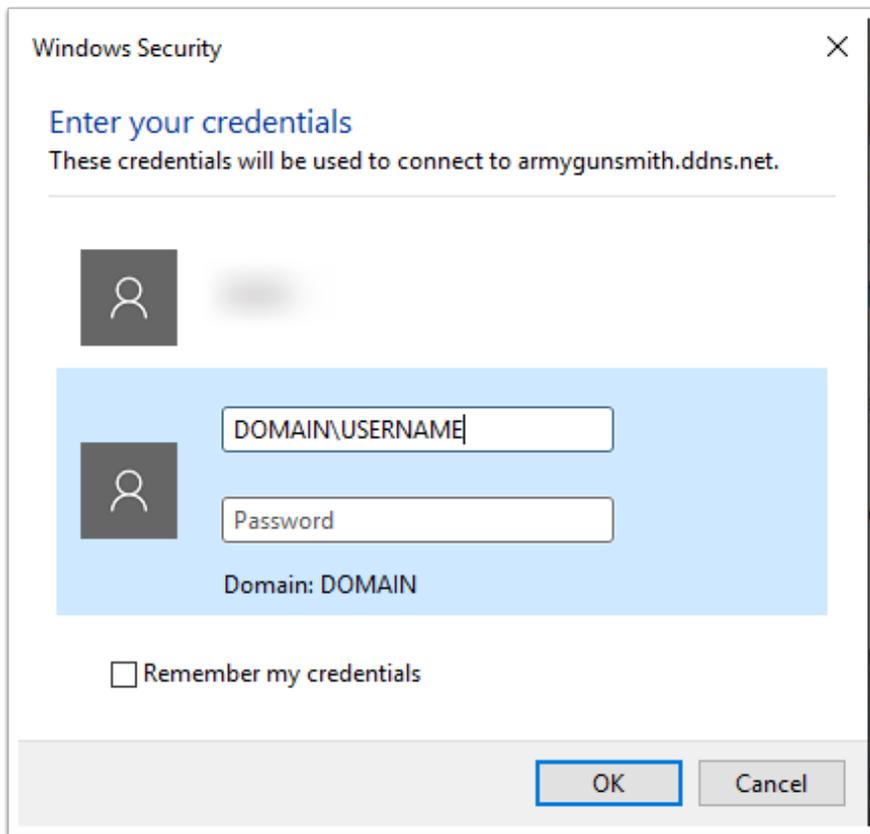


Enter your credentials.

If you have connected to this computer previously, your user name will be filled in where the arrow indicates. If the credentials displayed are not correct, click on **Use another account**.



If you needed to enter your own credentials to connect to your computer, enter them now. More than likely you will have to enter the DOMAIN and your USERNAME into the field as shown below. Note that there is a slash \ between DOMAIN and USERNAME. Enter your password and click OK.



Connected!

You will now be connected to your computer remotely. While connected to the remote computer you will see this bar across the top of your screen. Item 1 displays the computer name or IP address of the computer you are currently connected to. If you are finished and want to disconnect from the remote computer click the close button (item 2).

