# **Configuring Remote Desktop for Windows**

### Overview

The instructions below will assist you in setting up a Windows remote desktop connection to your office computer.

# Instructions for Connecting from Windows Remote Computers

Before you begin, you must have the computer name of your office computer, as it will be needed when configuring the remote computer. You can only configure a <u>Windows</u> office computer to use Microsoft Remote Desktop. Please see Setting up an office computer to use Remote Desktop before you begin the process below.

#### Step 1

From your home computer, click the Start button. Select All Programs >Accessories > Remote Desktop Connection.

#### Step 2

#### **Click Options**



#### Step 3

Enter your full computer name (ex. my-computer.argo.uwf.edu).

#### Step 4

For **Username**, enter the word argonet followed by a backslash and your ArgoNet username (ex. **argonet\jdoe**).

Process Owner	
Status	DRAFT
Last Reviewed	
Last Edited	
Notes	
Template	BPL Procedure v. 1.0.1



#### Step 5

Click on the Advanced tab, and then click Settings.



#### Step 6



#### **Connection Settings:**

- Select Use these RD Gateway server settings
- Server Name: rdp.uwf.edu
- · Logon Method: Allow me to select later
- Check Bypass RDGateway server for Local Addresses
- · Check Use my RDGateway credentials for the remote computer
- Click OK

🖫 RD Gateway Server S	ettings	X
Remote	Desktop	
Conne	ection	
Connection settings		
C Automatically detect	RD Gateway server settings	
Use these RD Gatew	vay server settings:	
Server name:	rdp.uwf.edu	
Logon method:	Allow me to select later	
🔽 Bypass RD Gate	way server for local addresses	
C Do not use an RD G	ateway server	
Logon settings		
Username: None	e specified	
You will be asked for cre Gateway server.	dentials when you connect to this RD	
Use my RD Gateway	credentials for the remote computer	
	OK Cance	1

#### Step 7

Click the General tab, and then click Save As... Enter a meaningful name such as "UWF Remote Computer" and save the connection to your Desktop.

Nemote E	Desktop Connection
	Remote Desktop Connection
General Di	splay Local Resources Programs Experience Advanced
-Logon sett	ings
	Enter the name of the remote computer.
	Computer: computername.argo.uwf.edu -
	User name: argonet(username
	You will be asked for credentials when you connect.
	Allow me to save credentials
Connection	n settings
	Save the current connection settings to an RDP file or open a saved connection.
	Save As Open
<ul> <li>Options</li> </ul>	Connect Help

# Connect to Your Office Computer from Home

- 1. Make sure your office computer is turned on.
- 2. From your <u>home computer</u>, double click the connection icon on your desktop that you created in Step 3-7.

 When finished using Remote Desktop, end the session by clicking the X on the Remote Desktop bar at the top of your screen.
 Note: When you connect to your office computer, Remote Desktop automatically locks the office computer. When you return to your office, you can unlock your computer by typing CTRL+ALT+DEL.

# FAQs

You must be an administrator on your office computer to configure it to be connected to remotely. For security reasons computers in the financial services department cannot be remotely connected to.

# **Previous/Next Steps**

(Enter text here)

## Contributors

Jenae Burkart ,Collin Bissett ,Justin Andrews ,Confluence Admin

# **Interested Parties**

Tanya Chambers ,Steven Johnson ,Rebecca Steward ,Mike Bauer ,Justin Andrews ,Jenae Burkart ,Jason O'Connell ,Geri Genovese ,Confluence Admin ,Collin Bissett ,Anthony Franklin