

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

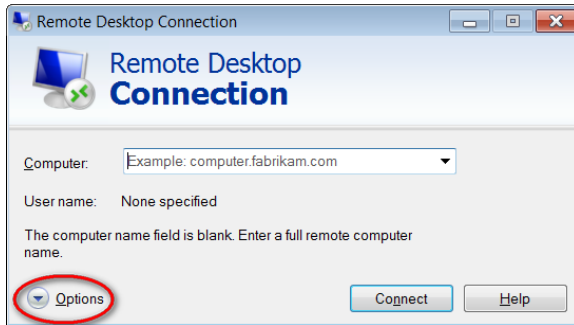
Before you begin, you must have the computer name of your office computer, as it will be needed when configuring the remote computer. You can only configure a Windows office computer to use Microsoft Remote Desktop. Please see [Setting up an office computer to use Remote Desktop](#) before you begin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

Step 1

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

Step 2

Click Options



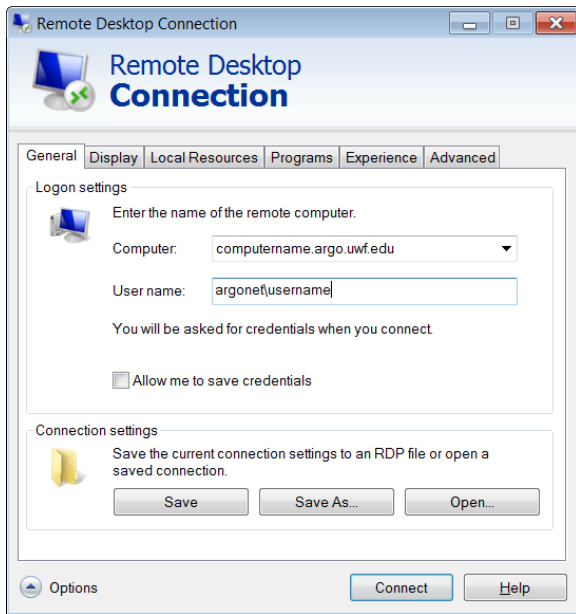
Step 3

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

Step 4

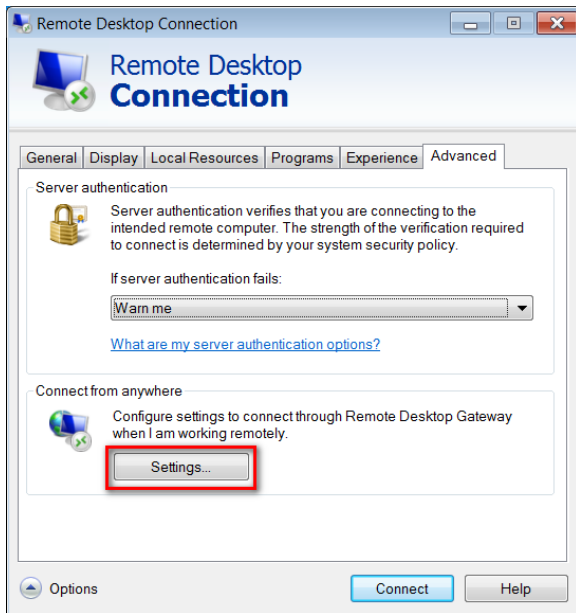
For **Username**, enter the word argonet followed by a backslash and your ArgoNet username (ex. **argonet\jdoe**).

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**.



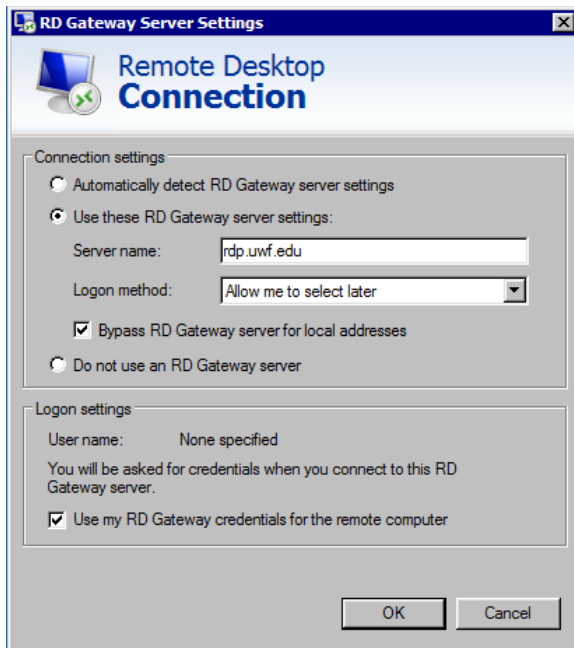
Step 6

Important

This step is required if connecting externally (from off-campus).

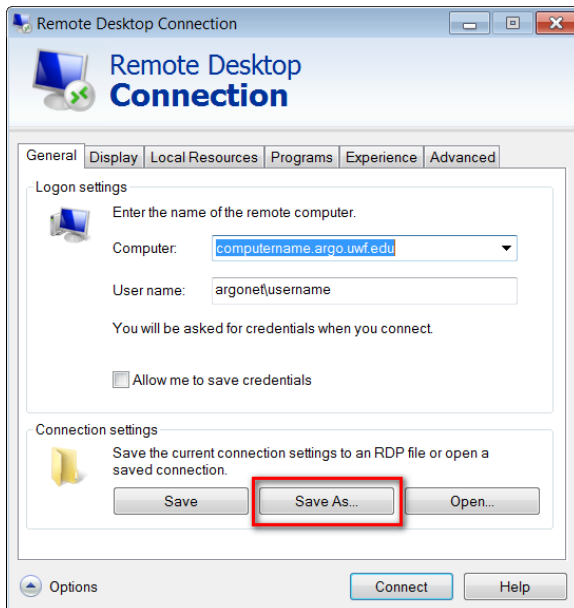
Connection Settings:

- 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**



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.



Connect to Your Office Computer from Home

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

3. 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](#)