

The University of Edinburgh

## **Information Services**



## Remote access from your Windows PC to your office PC

This guide is intended to show you how to remote in from your personal Windows PC to your office one.

It is designed for those with office computers connected to the University's wired network and requires you to have first set up the Wake On LAN service on the office computer to enable you to remotely wake it up. Please see instructions at <u>Wake On LAN</u> on this process.

For any problems or questions, please contact <u>IS.Helpline@ed.ac.uk</u> or phone 0131 6515151.

## Remotely connecting to a University Windows PC from your own PC

Registering your computer for remote connection

Please ensure that your computer is activated to allow remote desktop connections. Ask a local computing officer, or the IS Helpline (IS.Helpline@ed.ac.uk). It would be time-saving to take a note of your computer's name from the "Wake on LAN" link above if you do.

1. Click on the **Start** menu/icon in your PC's bottom left-hand corner, then: On Windows 7, click on Start and then type Run into the Search box, and Programs (1) click Run from the Programs section C Run (hr) Control F Location: Run... Run programs made for previous versions of Windows Yiew recommended actions to keep Windows running smoothly 🕎 Show which operating system your computer is running 👰 View running processes with Task Manager Microsoft Outlook (183) are: First Swing at Wake on LAN 🐏 wake on lan.doc (re: First Swing at Wake on LAN) 🙈 Run for Age Scotland A Free chocs this Mother's Day - 4 more days Files (11) RunKeeper 2.4.3.0 (M) copy-editors\_2011-02-16 Active Directory Training 🕮 Wimba PPT See more results run × Shut down 🕨 W 🖃 Run 2. The Run dialog box appears. X Type the name of a program, folder, document, or Internet In the **Open** box, type **mstsc** then click **OK**. 10 resource, and Windows will open it for you. mstsc Open: • OK Cancel Browse...

3.	The <b>Remote Desktop Connection</b> dialog appears. Type your <b>computer name</b> into the <b>computer</b>	Remote Desktop Connection
	box. The <b>full computer name</b> can be found from your <b>Wake on LAN</b> list (see link at top of this document). You may alternatively use the computer's IP address, if you know it.	Computer: is-usd-0013.is.ed.ac.uk
	Click <b>Options</b> .	Uptions Connect Help
4.	Click <b>Advanced</b> tab	
	Under Server authentication, select <b>Connect</b> and don't warn me	
	Click Settings and then Use these RD Gateway	Bennte Dardon Connection -      X      BD Catavan Server Satisser
	server settings and type the server name rd-	Remote Desktop
	gateway.is.ed.ac.uk	General Daplay Local Resources Programs Experience Advanced Connection testings Advanced det RD Gatewin worve retirings
	Set the logon method to Ask for password	Sever a defection over all they are connecting to the required connect or used emitted by your system security policy.
	(NTLM)	Fisher authentication fails: Connect and don't ware received addresses Connect and don't ware received addresses O to not use an RD Gateway server received addresses
	()	Connect from anywhere
	Untick the box marked Bypass RD Gateway	SettingsGateway answer.
	Server for local addresses	Heie Options     OK     Omnet     Bep
	In Logon settings, tick the box marked Use my RD Gateway credentials for the remote computer	
	Click OK	
5.	Press Connect	Windows Security
	A login screen appears. Enter your username in	These credentials will be used to connect to is-usd-0209.is.ed.ac.uk.
	the format <b>ED\uun</b> and enter your University	ED\tanyah
	computer logon <b>Password</b> in the box	Password
	Click <b>OK</b>	Use another account
		Remember my credentials
		OK Cancel
6.	If you receive a Remote Desktop Connection window advising the identity of the remote computer could not be verified, please tick the box marked <b>Don't ask me again for connection</b> <b>to this computer</b> and press <b>Yes</b>	- 5 🚫
	Your computer should now be ready for use. To end your session, click the X in the top right- hand corner as shown in this screenshot	

## Remotely connecting to a PC – troubleshooting

Some areas of the University will require you to activate a Virtual Private Network (VPN) account before remotely connecting to your PC in order to make your computer part of the authenticated University network: <u>http://www.ed.ac.uk/is/vpn</u>

The easiest way to set up a VPN connection on your Mac is to install and configure the VPN Client: <a href="https://www.ed.ac.uk/information-services/computing/desktop-personal/vpn/vpn-service-using">https://www.ed.ac.uk/information-services/computing/desktop-personal/vpn/vpn-service-using</a>

If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email <u>IS.Helpline@ed.ac.uk</u>

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