



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 [Wake On LAN](#) on this process.

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

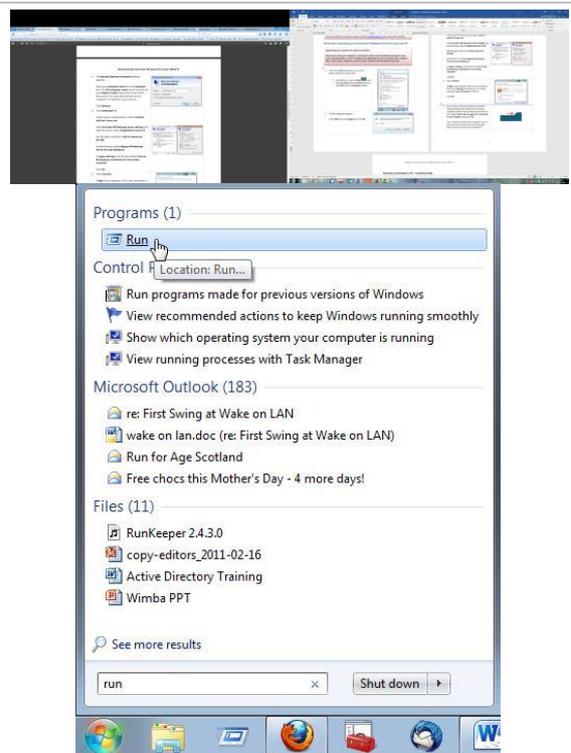
Remotely connecting to a University Windows PC from your own PC

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.

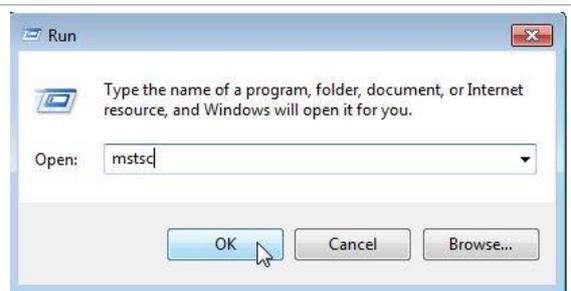
1. Click on the **Start** menu/icon in your PC's bottom left-hand corner, then:

- On Windows 7, click on **Start**  and then type **Run** into the **Search** box, and click **Run** from the **Programs** section



2. The Run dialog box appears.

In the **Open** box, type **mstsc** then click **OK**.



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3. The **Remote Desktop Connection** dialog appears.

Type your **computer name** into the **computer** box. The **full computer name** can be found from your **Wake on LAN** list (see link at top of this document). You may alternatively use the computer's IP address, if you know it.

Click **Options**.



4. Click **Advanced** tab

Under Server authentication, select **Connect and don't warn me**

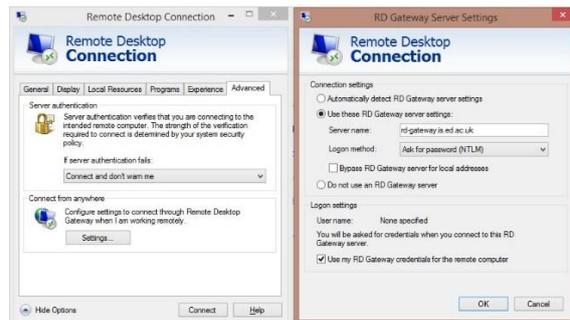
Click **Settings** and then **Use these RD Gateway server settings** and type the server name **rd-gateway.is.ed.ac.uk**

Set the logon method to **Ask for password (NTLM)**

Untick the box marked **Bypass RD Gateway Server for local addresses**

In **Logon settings**, tick the box marked **Use my RD Gateway credentials for the remote computer**

Click **OK**



5. Press **Connect**

A **login** screen appears. Enter your username in the format **ED\un** and enter your University computer logon **Password** in the box

Click **OK**



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 **Don't ask me again for connection to this computer** and press **Yes**

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



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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: <http://www.ed.ac.uk/is/vpn>

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

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 IS.Helpline@ed.ac.uk

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