



Remote access from your Windows 10 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

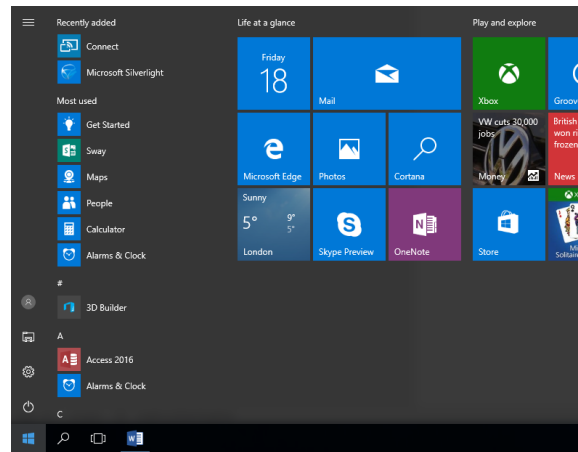
Registering your computer for remote connection

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.

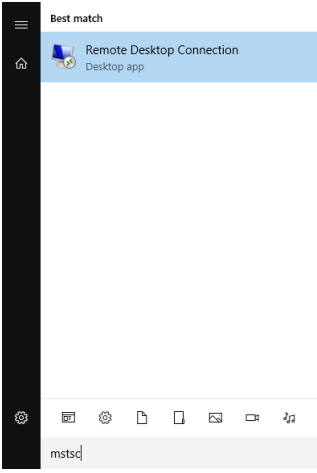

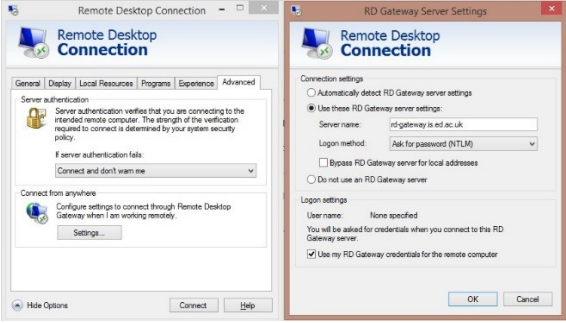
1. Visit <https://www.ed.ac.uk/is/vpn> and follow the instructions there to register for, set up and connect to the University Virtual Private Network (VPN) service.

Note: You must be connected to the VPN service to be able to remote into a University computer.

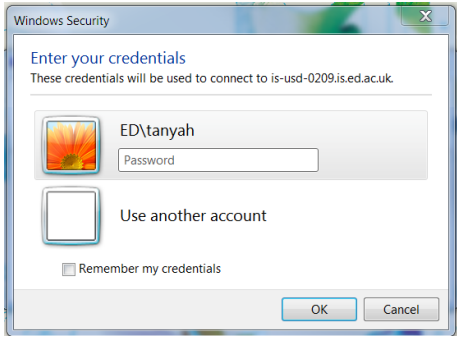
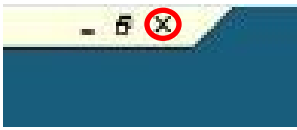
2. Click on the **Start** menu/icon in your PC's bottom left-hand corner, then:
 - On Windows 10, click on **Start**  and then type **MSTSC** the search box automatically appears



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<p>3. Click on Remote Desktop Connection</p>	 A screenshot of the Windows search interface. The search bar contains the text 'mstsc'. Below the search bar, a list of results is shown under the heading 'Best match'. The first result is 'Remote Desktop Connection', which is highlighted in blue. Below it, it says 'Desktop app'.
<p>4. The Remote Desktop Connection dialog appears.</p> <p>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.</p> <p>Click Options.</p>	 A screenshot of the 'Remote Desktop Connection' dialog box. The title bar says 'Remote Desktop Connection'. The main area has a 'Computer:' dropdown menu with 'is-usd-0013.is.ed.ac.uk' selected. Below it, 'User name:' is set to 'None specified'. A note says 'You will be asked for credentials when you connect.' At the bottom, there are 'Options', 'Connect', and 'Help' buttons. A mouse cursor is pointing at the 'Connect' button.
<p>5. Click Advanced tab</p> <p>Under Server authentication, select Connect and don't warn me</p> <p>Click Settings and then Use these RD Gateway server settings and type the server name:</p> <p>rd-gateway.is.ed.ac.uk</p> <p>Set the logon method to Ask for password (NTLM)</p> <p>Untick the box marked Bypass RD Gateway Server for local addresses</p> <p>In Logon settings, tick the box marked Use my RD Gateway credentials for the remote computer</p> <p>Click OK</p>	 A screenshot showing two overlapping windows. The background window is the 'Remote Desktop Connection' dialog box with the 'Advanced' tab selected. The foreground window is the 'RD Gateway Server Settings' dialog box. In the 'RD Gateway Server Settings' dialog, the 'Use these RD Gateway server settings' radio button is selected, and the 'Server name' field contains 'rd-gateway.is.ed.ac.uk'. The 'Logon method' is set to 'Ask for password (NTLM)'. The 'Bypass RD Gateway server for local addresses' checkbox is unchecked. In the 'Logon settings' section, the 'Use my RD Gateway credentials for the remote computer' checkbox is checked. The 'OK' button is visible at the bottom right of the foreground window.
<p>6. Click the Local Resources tab > Remote Audio > Settings and choose Record from this computer under the 'Remote audio recording' section.</p>	

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<p>7. Press Connect</p> <p>A login screen appears. Enter your username in the format ED\un and enter your University computer logon Password in the box</p> <p>8. Click OK</p>	 A screenshot of a Windows Security dialog box titled "Enter your credentials". The text inside says "These credentials will be used to connect to is-usd-0209.is.ed.ac.uk". There is a user icon for "ED\tanyah" and a password input field. Below that is a "Use another account" button and a "Remember my credentials" checkbox. At the bottom are "OK" and "Cancel" buttons.
<p>9. 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</p> <p>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</p>	 A screenshot of a Remote Desktop Connection error dialog box. The title bar says "Remote Desktop Connection". The main text says "The identity of the remote computer could not be verified." There is a checkbox labeled "Don't ask me again for connection to this computer" which is checked. There are "Yes" and "No" buttons. A red circle with an 'X' is drawn over the "Yes" button.

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