

Remote Desktop Access to a Window System

October 27, 2009

First, you will need to check with your technical staff to be sure your user account has been granted the right to use Remote Desktop from outside the campus intranet. Then,

Launch Remote Desktop Connection, by clicking on Start, All Programs, Accessories, Remote Desktop Connection, or by using the “run” command and the program MSTSC.exe

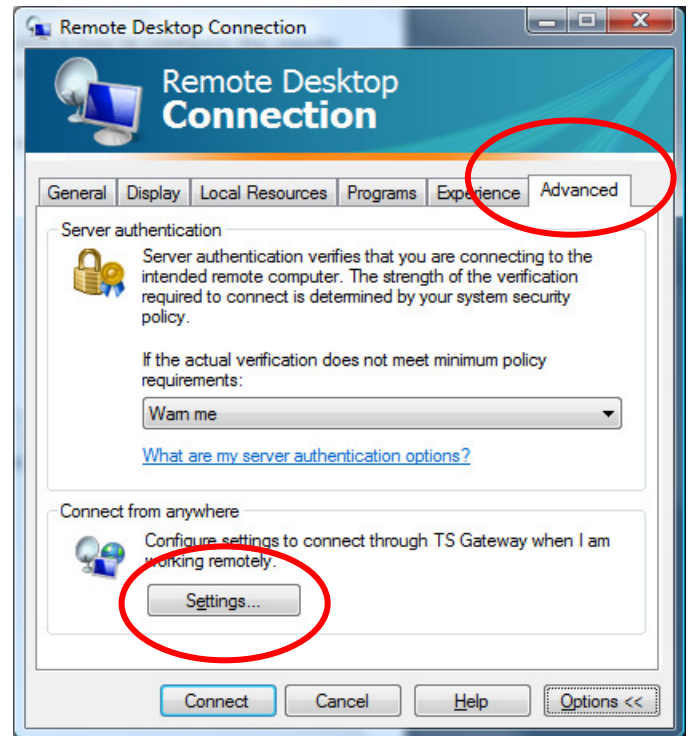
Normally you will just get the following dialogue box and simply press the “Connect” button:

However, the **first time** you run this software you will need to configure the program by going through the following steps:

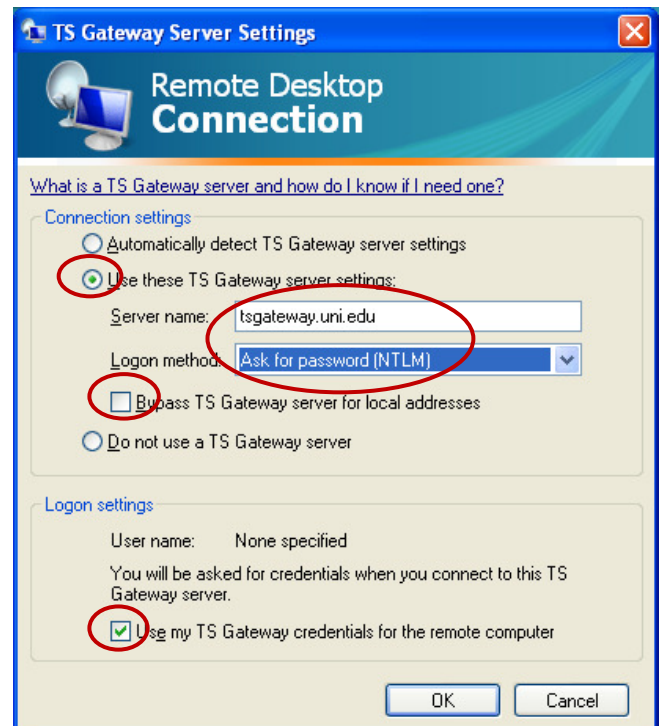
Fill in the fully qualified computer name or IP address of the workstation/server you want to connect to. If you don’t know this name and don’t know how to find it, contact your technical support team or the Computer Consulting Center. The IP address can be substituted, but is not recommended for use at UNI and should only be used as a last resort. Click the Options button:



You should see the following screen, that includes a tab labeled “Advanced”. If the screen you see does not have this tab, you will need to go to MicroSoft’s web site and get a newer version of the Remote Desktop Program. You will need at least version 6.0.



Click the Settings button.



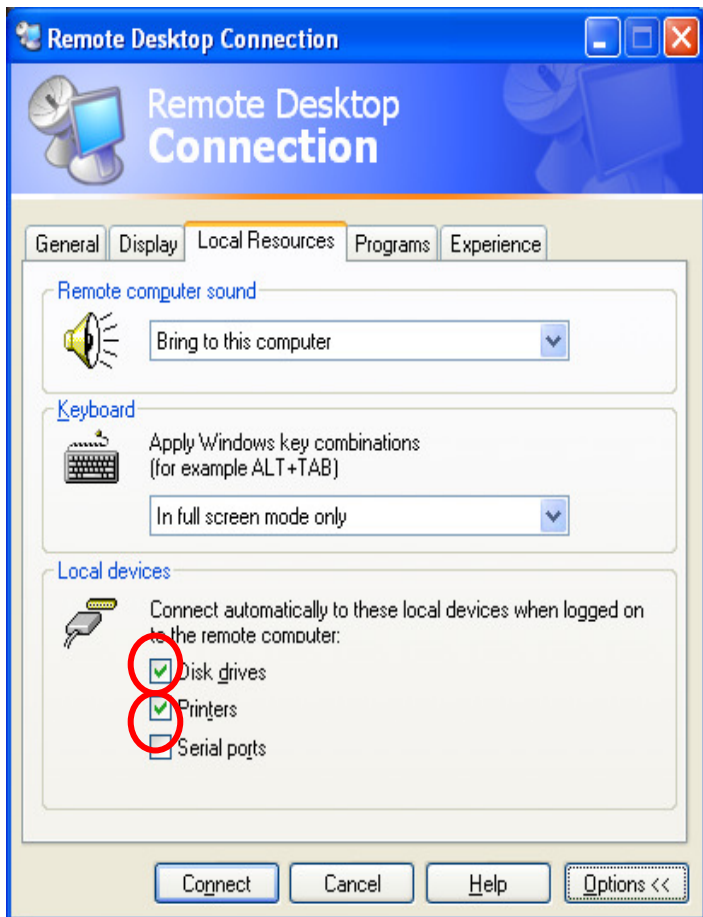
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In the server settings window, Click the radio button to "Use these TS Gateway server settings". Then type in the Server name: **tsgateway.uni.edu** For logon method, click on the drop down menu and choose: **Ask for password/NTLM**.

If you connect to other non-UNI computers, or if this is a notebook that is on and off campus, check the box to **"bypass TS gateway server for local addresses."** Finally ensure the checkbox is applied to **"Use my TS Gateway credentials for the remote computer"** When all of this is done, click on OK and it will take you back to the previous screen

The next step is optional, but since we expect that you want to be able to hear sound and see file storage drives from both computers, you need to do the following step: Click the tab for "Local Resources" to get to the following screen:



Click on the "Disk drives" box so that a checkmark displays as shown. This allows you to use your local drives while you're using the remote computer's applications. The same reasoning applies to the "Printers" check box. Click it and then press the "Connect" button to get:



Click on the "Don't prompt me again..." box so that a checkmark displays as shown, then press the "OK" button to get to the "Log On to Windows" screen:



User name: <yourDomain>\<yourUserID>
Password: <yournetworkpassword>

Press "OK" to be logged on to your remote workstation.

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NOTES: We have identified some of the most common difficulties people encounter when they're trying to use Remote Desktop to work on their office computers.

They are:

- Remember, this is *not your CatID* that is used for MyUNiverse or email. This is the Active Directory User ID and password combination that logs you on to your computer when you're at work.
- When you are ready to exit your session perform the normal "Start" then "Log Off" procedure. CAUTION: Do not use Start and Shut Down or you will be unable to restart your computer for the next time, so be sure to use either Log Off or Restart.