

MICROSOFT REMOTE DESKTOP

From a Windows 7 Computer

Connecting to your office computer from off-campus

1. Ensure you have internet access.
2. Connect using the GSU VPN client. Use your GSU Campus ID and its password to login to the GSU VPN. **You must have a VPN connection to campus in order to remote desktop into your office computer.** If you do not currently have the VPN installed, you can download it from:

<http://technology.gsu.edu/technology-services/it-services/security/virtual-private-network/>

3. Click on the windows start button. In the Search Programs and Files Field at the bottom of the start menu type: remote desktop

Figure 1

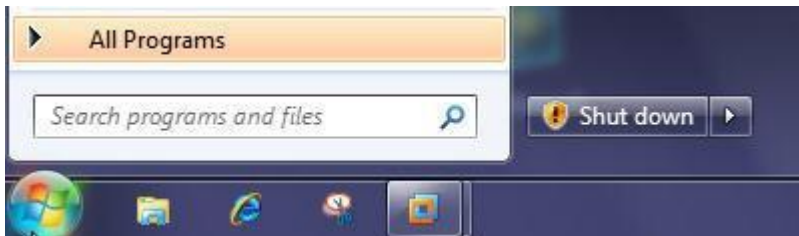
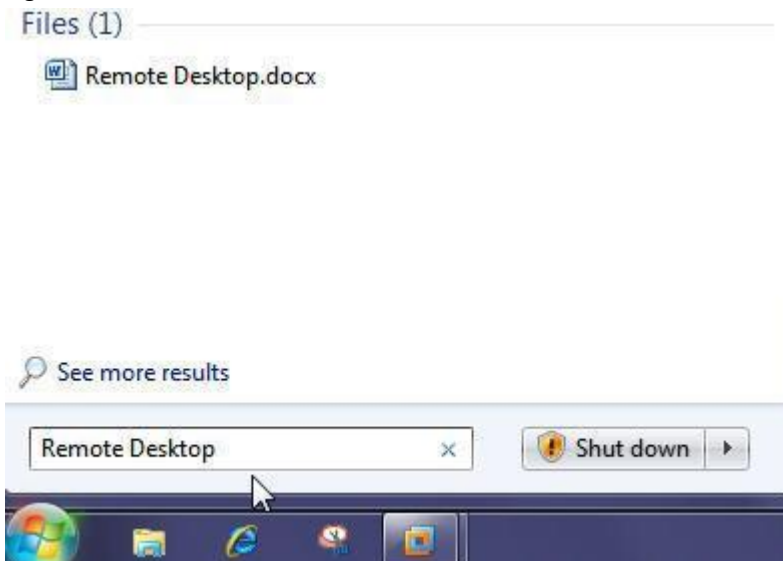


Figure 2



4. Click Enter and the Remote Desktop Connection box should pop up. (Note: You can also find the Remote Desktop program by clicking on the Start button – Click on ALL PROGRAMS – Click on Accessories. You will see as a part of the Accessories list the Remote Desktop Connection program. You can click on it use or if you would like an icon placed on your desktop for easy use then right click the Remote Desktop Connection Icon – Click on Send To – Then choose Desktop “create shortcut”. An icon will be created on your desktop.)

Figure 3



5. Once the remote desktop tool opens you then type in your office computer's name and click the Connect button.

Figure 4



6. The following Windows Security Connection box will pop up. Click on “Use another account”:

Figure 6



7. Now enter the following in the User Name box: gsuad\yourCampusID and in the password box enter your Campus ID password. Optional: You can click on the Remember my credentials checkbox for future connections. Now click the OK button.

Figure 7



8. Windows 7 will now present you with the following Security Certificate box:

Figure 8



You can click on the “Don’t ask me again for connections to this computer” so it will remember it for future connections to your computer. Click on the YES button. The remote window will now open and you should see your Windows 7 desktop.

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