

## Using Remote Desktop to Access your Work Computer from Home

Remote Desktop allows you to connect to your work computer from home and access all of your programs, files, and network resources as though you were actually sitting in front of your computer at work.

To set up your work computer,

1. **Right-click** My Computer and choose **Properties**.
2. Click the **Remote** tab and check **Allow others to connect remotely to this computer** and click **OK**.
3. To find your computer's IP address,
  - a. Click Start, then Run.
  - b. Type 'cmd'.
  - c. Type 'ipconfig'.
  - d. Note the IP address - you will need this when you are accessing your work computer from home.
  - e. Type 'exit' to return to Windows.
4. Leave this computer running but NOT logged in.

To access your work computer from home,

1. Connect to UIS via the VPN.
  - a. The VPN can be downloaded for free from the WebStore.
2. Click **Start**, then **All Programs**, then **Accessories**, then **Remote Desktop Connection**.
3. Enter your work computer's IP address and click **Connect**.
4. Enter your NetID and password and click **OK**.
5. You now have access to your work computer (including all of its files and programs, as well as printing capabilities).
  - a. While you are logged in from home, no one can log into your computer at work (other than an administrator).
6. When finished, click **Start**, then **Log Off**.