Accessing your Work Computer from Home: Remote Desktop

This document provides instructions for using remote desktop, which allows you to connect to your work computer and access all of your programs, files, and network resources (like printers) as though you were actually sitting in front of your computer at work.

Setting Up your Work Computer

In order to utilize the Remote Desktop feature, you must be set up as an administrator on your work computer. To verify that you are set up as an administrator on your computer:

1. From the **Start** button, choose **Control Panel**.
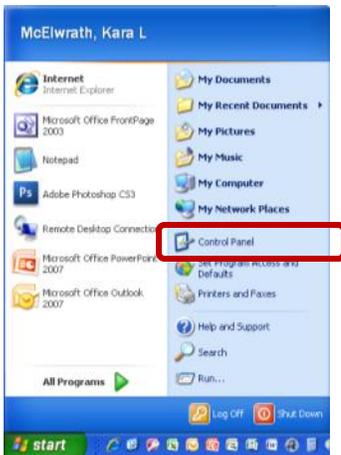
2. Double click **User Accounts**.
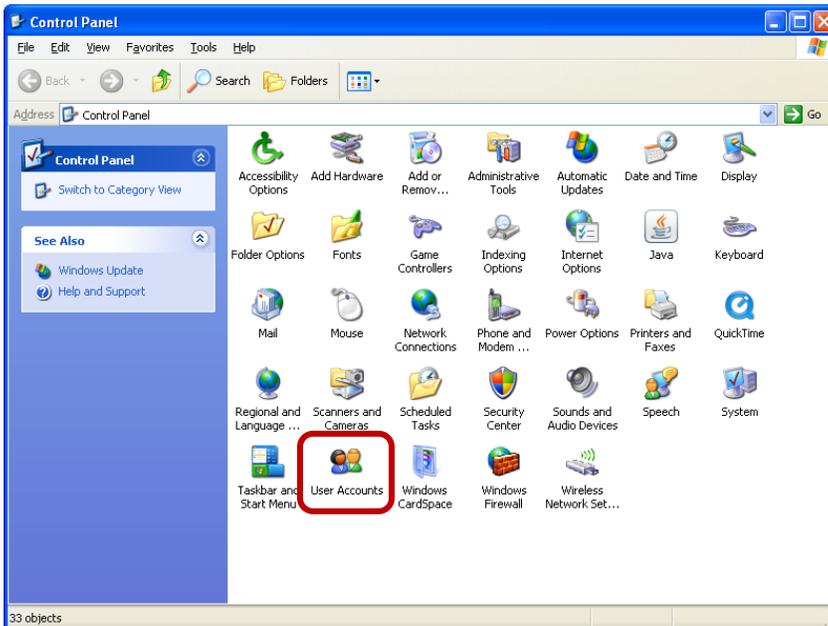
3. In the User Accounts dialog box, you should see your NetID associated with the Administrators group.
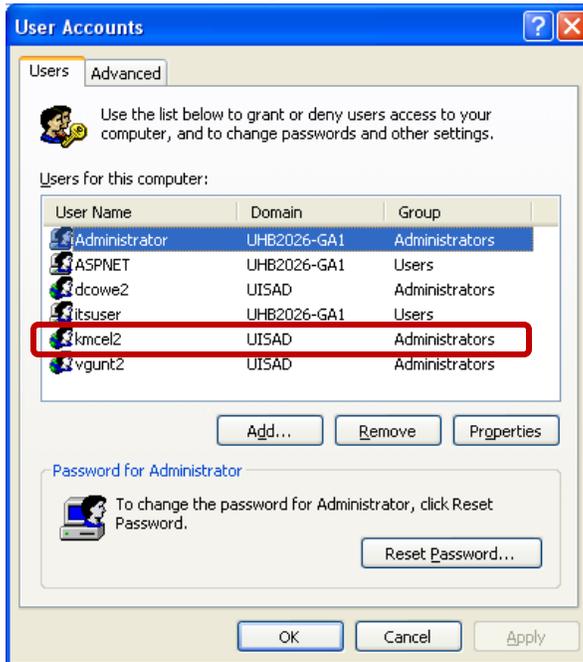
4. If your NetID is not associated with the Administrators group, please submit a request to the Technology Support Center (techsupport@uis.edu or 206-6000). When you submit your request, you will need to include your computer name. To find your computer name,

   a. **Right-click My Computer** and choose **Properties**.

b. On the **Computer Name** tab, note the **Full computer name**.
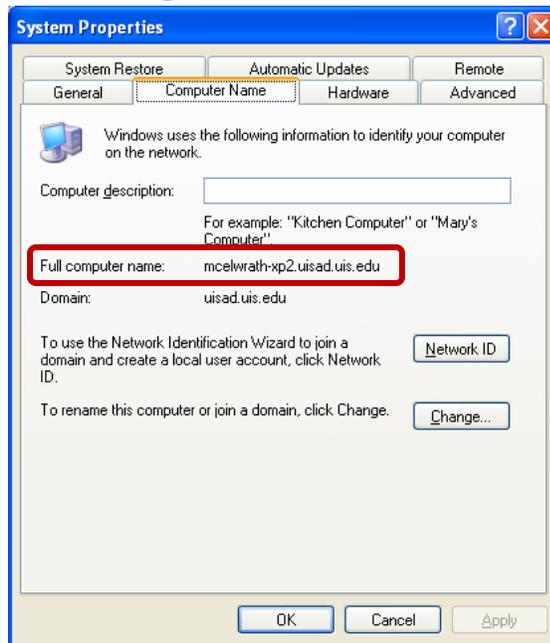
Once you have verified that you are an administrator on your computer, you need to enable Remote Desktop.

1. **Right-click My Computer** and choose **Properties**.

2. Click the **Remote** tab and check **Allow others to connect remotely to this computer.** Click **OK**.
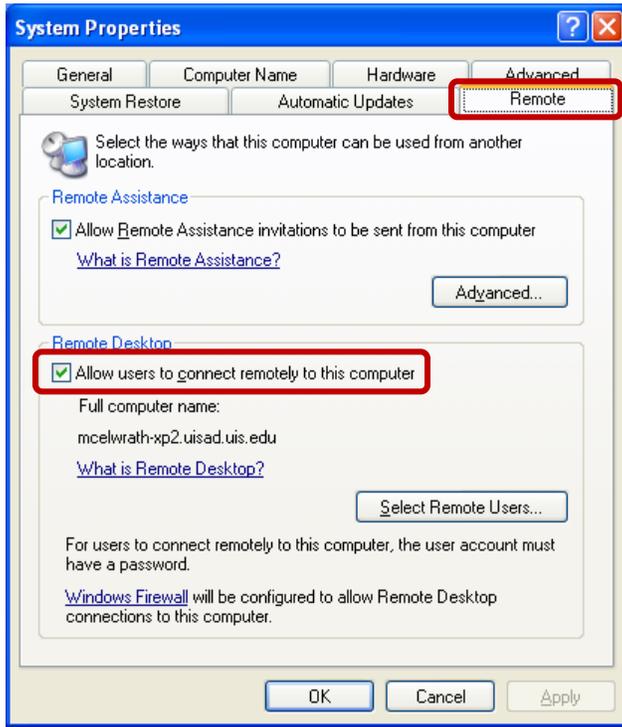
3. Leave this computer running but NOT logged in.

Downloading the VPN at Home

1. Connect to UIS via the VPN.
   a. The VPN can be downloaded for free from the WebStore (http://webstore.uis.edu).
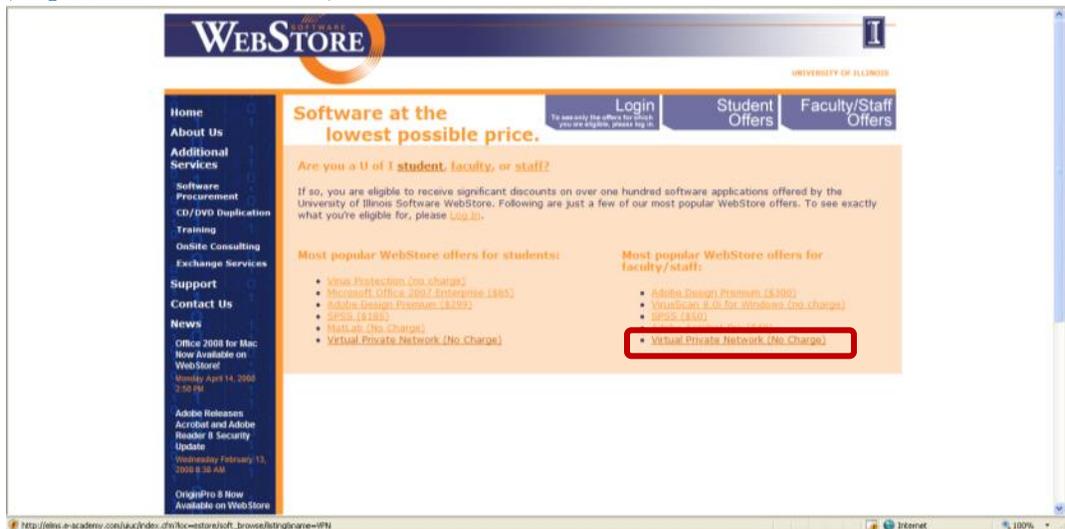
b. Select the appropriate version and platform.
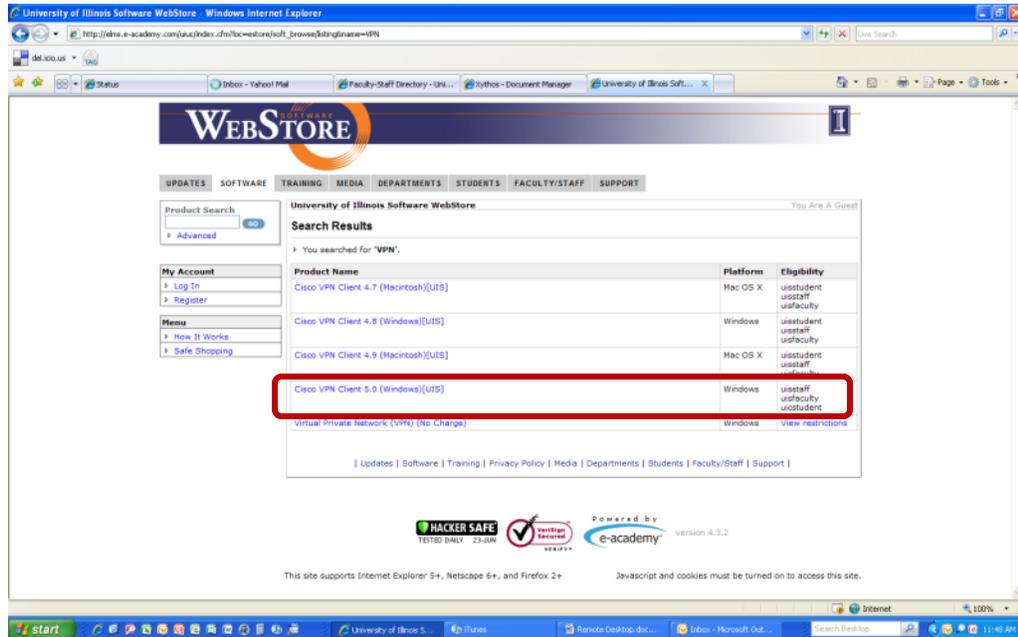
c. Review your selection. Click **Add to Cart**.
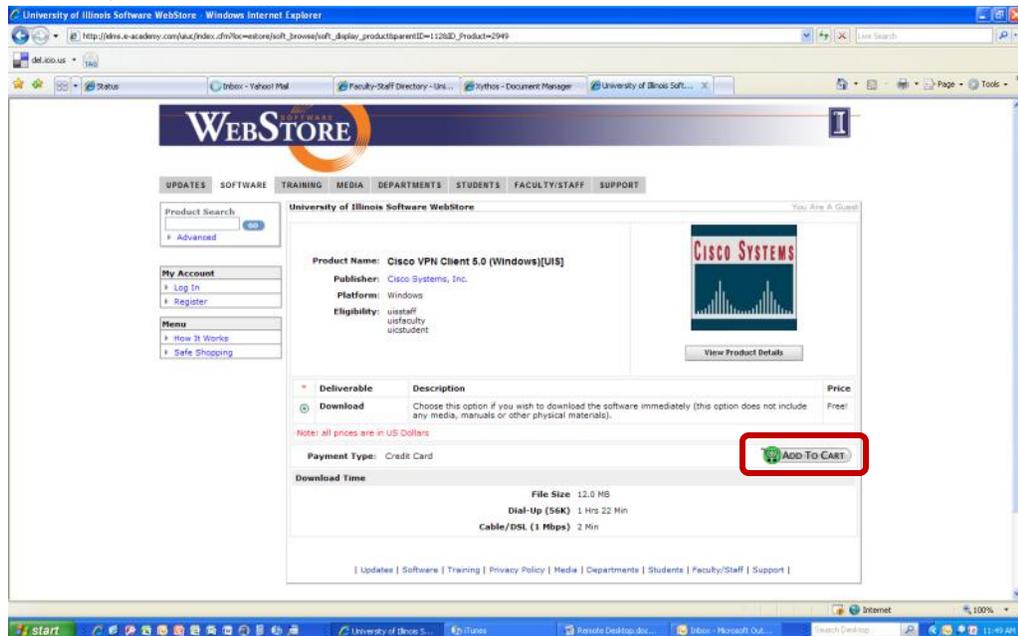
d. You will be prompted for your NetID (include @uis.edu) and password.

e. Click **View Order Details** when ready to proceed.
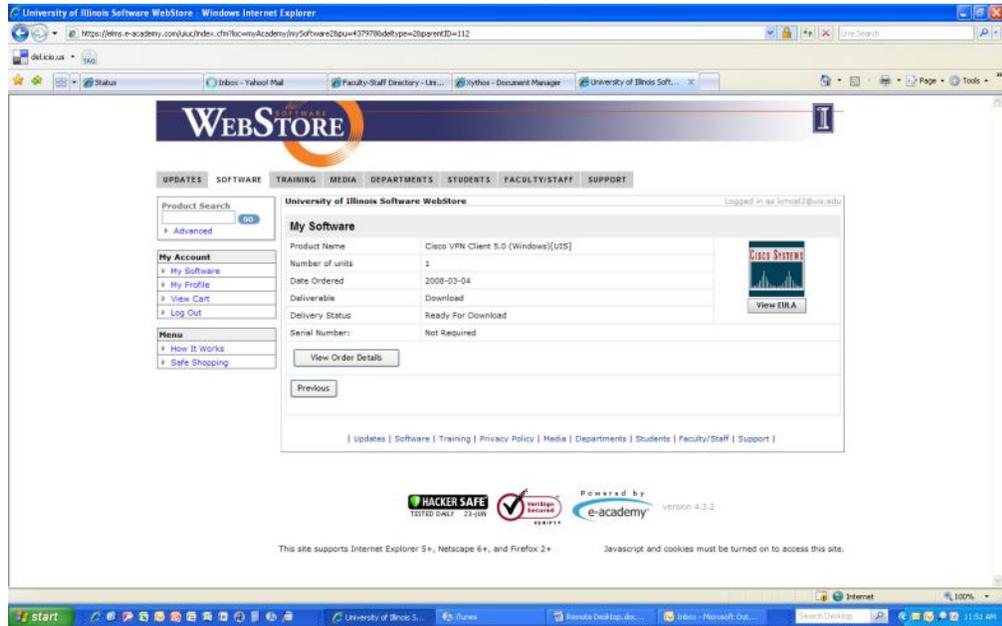
f. Click **Install Now** to begin the download.
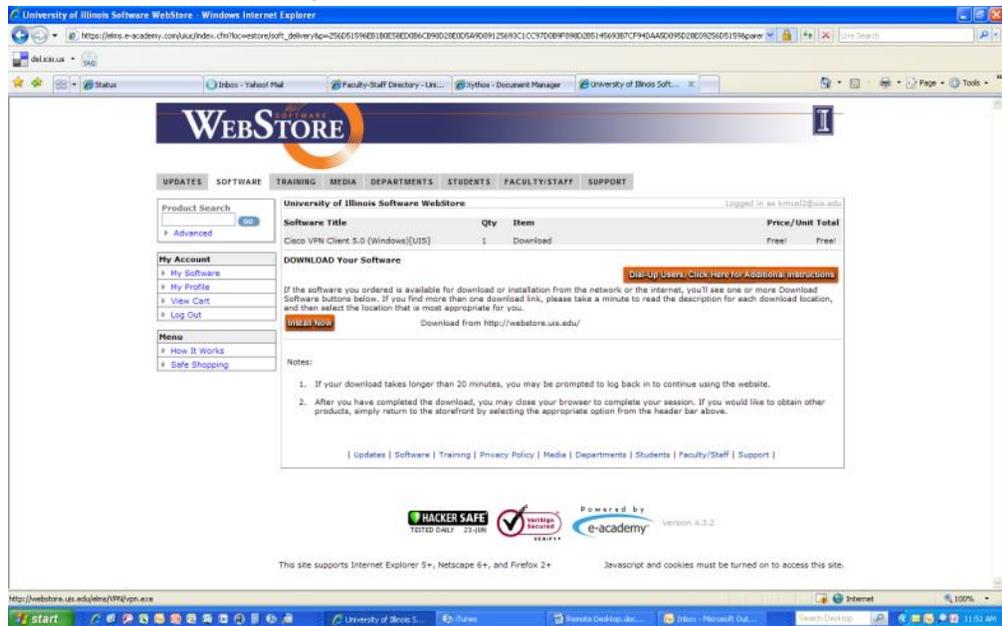
Accessing your Work Computer from Home

To access your work computer from home,

1. Click **Start**, then **All Programs**, then **Accessories**, then **Remote Desktop Connection**.

2. Enter your work computer's name. (If you do not know your computer's name, see Step 4 on pages 2-3.)

3. Click the **Options** button to customize your connection. For example, if you want to print to your home printer instead of to your office printer,
    a. Click the **Options** button.

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b. On the **Local Resources** tab, uncheck **Printers**.

4. Click **Connect**.
5. Enter your NetID and password and click **OK**.
6. You now have access to your work computer (including all of its files and programs).
   a. While you are logged in from home, no one can log into your computer at work (other than an administrator).
7. When finished, click **Start**, then **Log Off**.