Remote Desktop Instructions

Creating an icon to connect to your PC at the office

1. Use the search functionality in Windows (This may look different depending on your version of Windows). Type "remote" and the first search result should look like this:



2. Extend the Remote Desktop Connection window by choosing the "Show Options" button





3. Type the IP address of your computer and well as your username as displayed below then choose the Save As option

ieneral	Display Loca	l Resources	Experience	Advanced			
Logon	settings						
1	Enter the na	ime <mark>o</mark> f the rer	note computer				
0	Computer:	uter: Your IP 🗸 🗸					
	User name:	User name: DOMAIN\user name					
	You will be asked for credentials when you connect.						
	Allow me to save credentials						
Connec	ction settings						
	Save the cu	irrent connec	tion settings to	an RDP file	or open a		

4. Save the icon to your desktop and give it a friendly name like "Lyle PC"



Nove As						×
$\leftarrow \rightarrow \checkmark \uparrow \square$ > This PC > Desktop $\checkmark \circlearrowright$					Search Desktop	
Organize 👻 New folder						0
This PC 3D.Objects Desktop Documents Downloads Music Pictures Videos Local Disk (C:) ReadyBoost (E:) ESD-USB (F:)	Date modified 11/2/2017 10:22 AM 10/9/2017 4:07 PM 8/22/2017 5:16 PM 11/22/2016 8:19 AM	Type File folder File folder File folder File folder	Size			
File name: OfficePC						~
Save as type: Remote Desktop Files (*.RDP)						~
∧ Hide Folders				Save	Cancel	

5. After connecting to the VPN you can now use the "Lyle PC" icon on your desktop to connect to the PC. The first time you connect you will have to check the box to trust the computer then click on Connect.

Nerr	note Desktop Connect	on	×
	The publisher of this anyway?	remote connection can't be identified. Do you want to conne	ect
This rem this conr	ote connection could ha nection came from or hav	rm your local or remote computer. Do not connect unless you know when re used it before.	e
	Publisher:	Unknown publisher	
20	Type:	Remote Desktop Connection	
	Remote computer:	10.0.0.21	
🗹 Don't	t ask me again for conne	ctions to this computer	
Sho	w Details	Connect	Ľ
			_

6. Enter your password to connect



Windows Security	×
Enter your credentials	
These credentials will be used	to connect to
Password	
Remember me	
More choices	
ОК	Cancel

7. Check the "Don't ask me again" box and then choose Yes



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Nemote Desktop Connection	×
The identity of the remote computer cannot be verified. I you want to connect anyway?	Do
The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.	
Certificate name	
Name in the certificate from the remote computer:	
Certificate errors	
The following errors were encountered while validating the remote computer's certificate:	
The certificate is not from a trusted certifying authority.	
Do you want to connect despite these certificate errors?	
Don't ask me again for connections to this computer	
View certificate Yes No	

8. When finished working you should Log Off the remote PC

Searc	h programs	and files	م	Logo	off D	1	
@	0		x	P	w		

