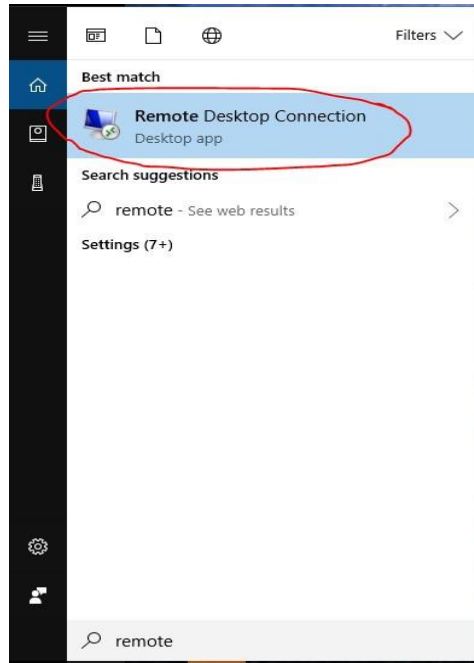


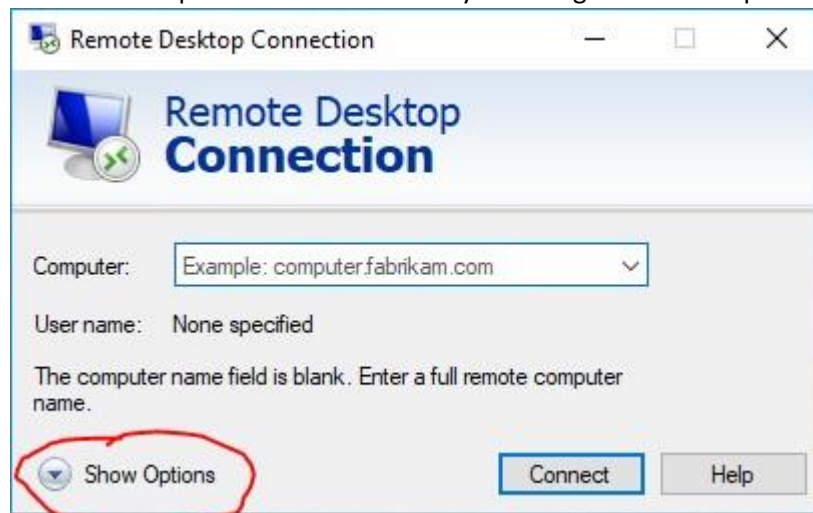
Remote Desktop Instructions

Creating an icon to connect to your PC at the office

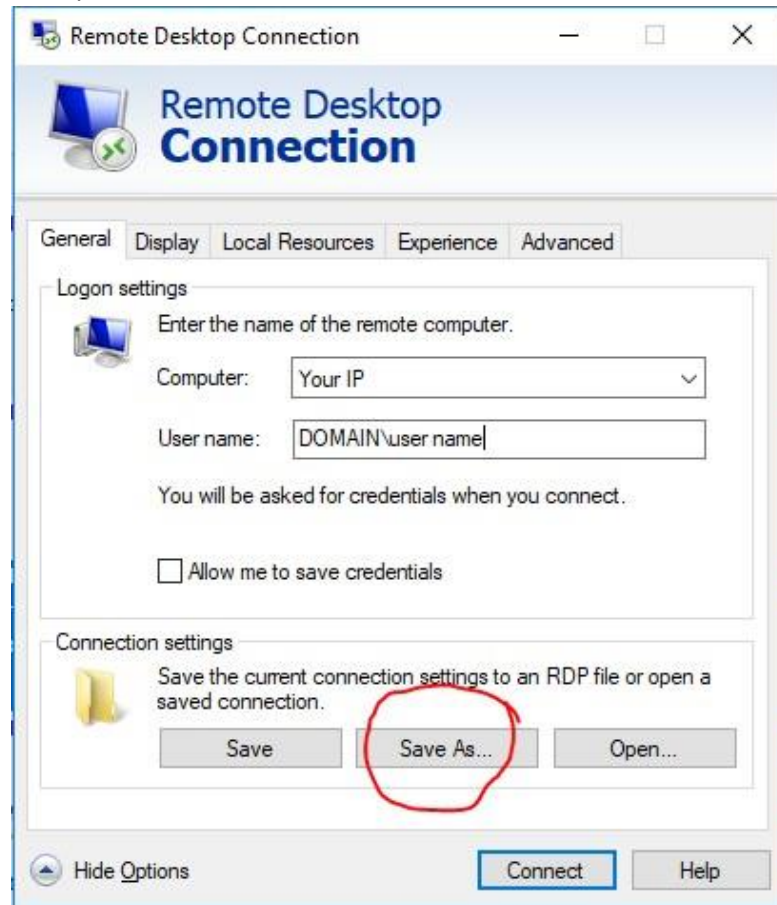
1. Use the search functionality in Windows (This may look different depending on your version of Windows). Type "remote" and the first search result should look like this:



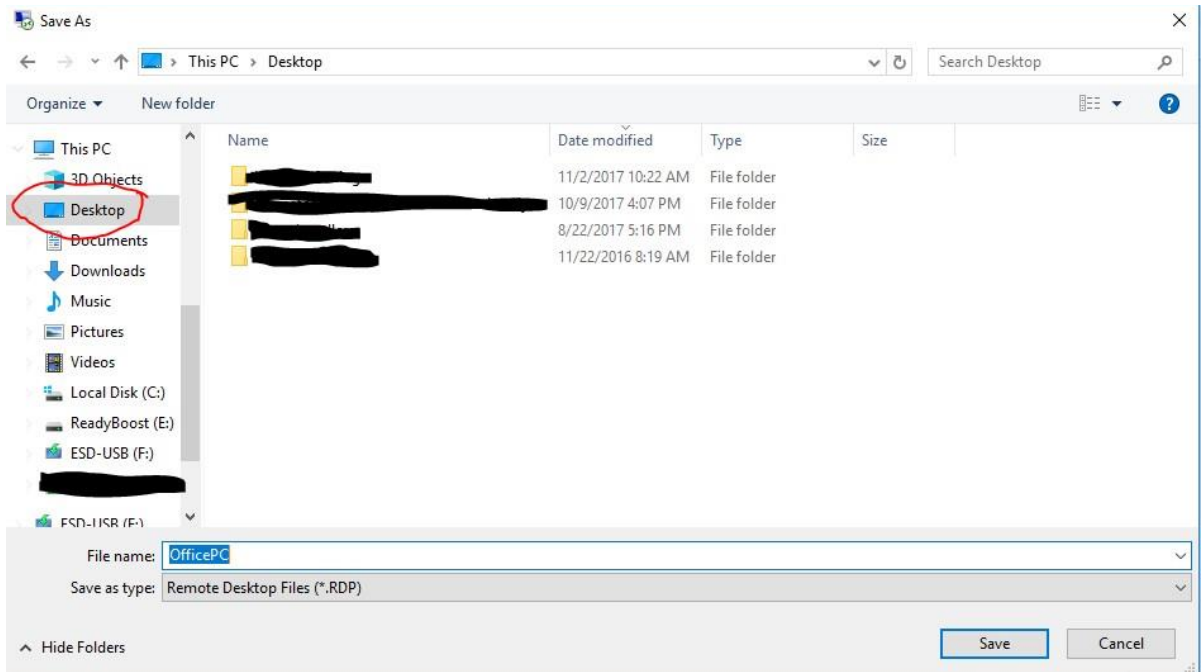
2. Extend the Remote Desktop Connection window by choosing the "Show Options" button



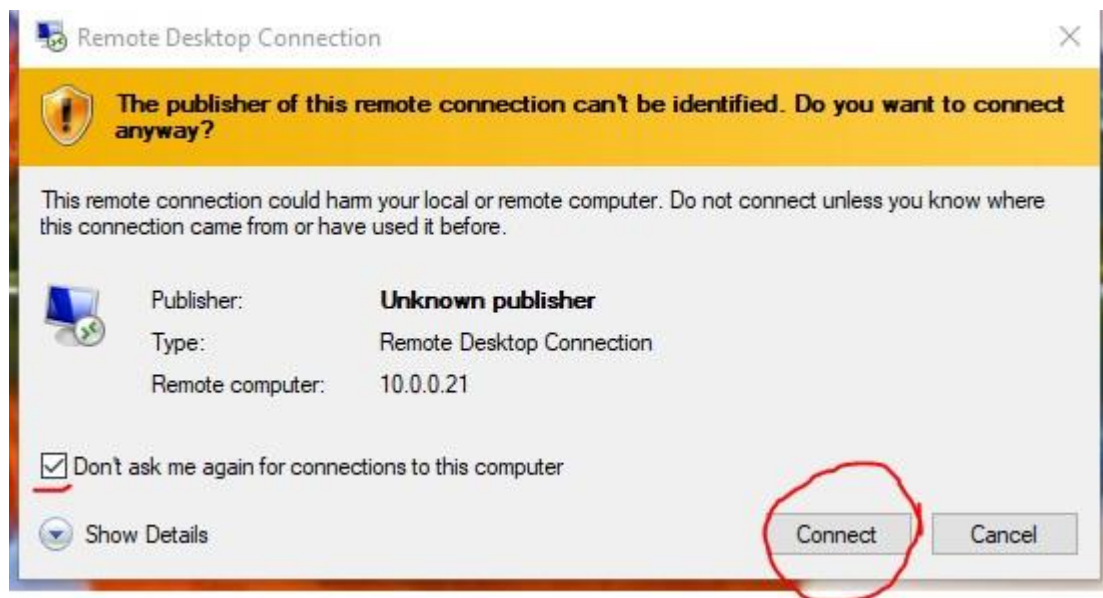
3. Type the IP address of your computer and well as your username as displayed below then choose the Save As option



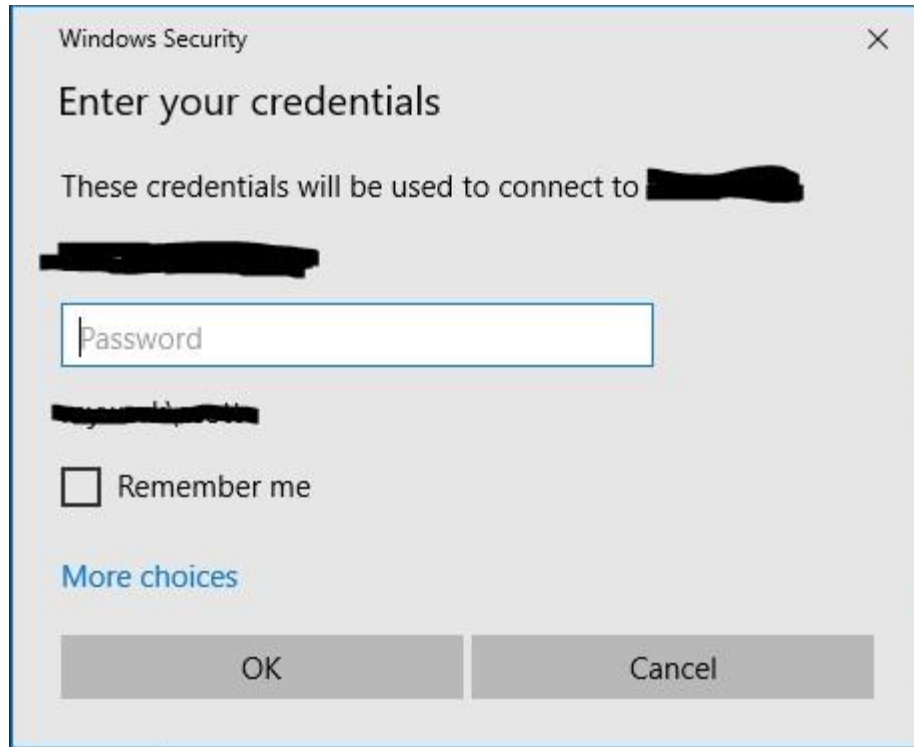
4. Save the icon to your desktop and give it a friendly name like "Lyle PC"



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.



6. Enter your password to connect



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



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

