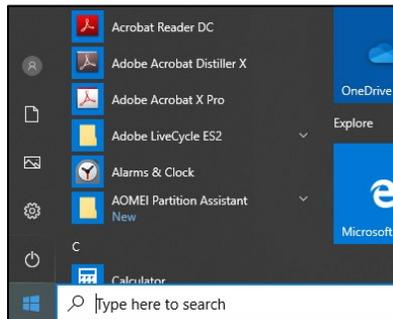


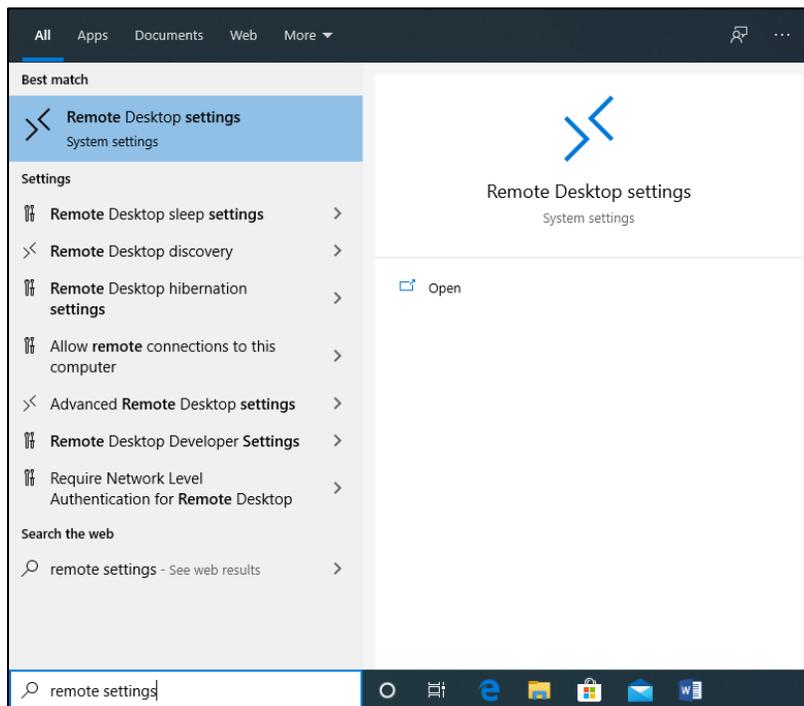
Remote Desktop Setup Instructions

First, you will need know the name of your computer that you will be remoting to (your desk machine at SIU), you'll need to do this once to find out the information.

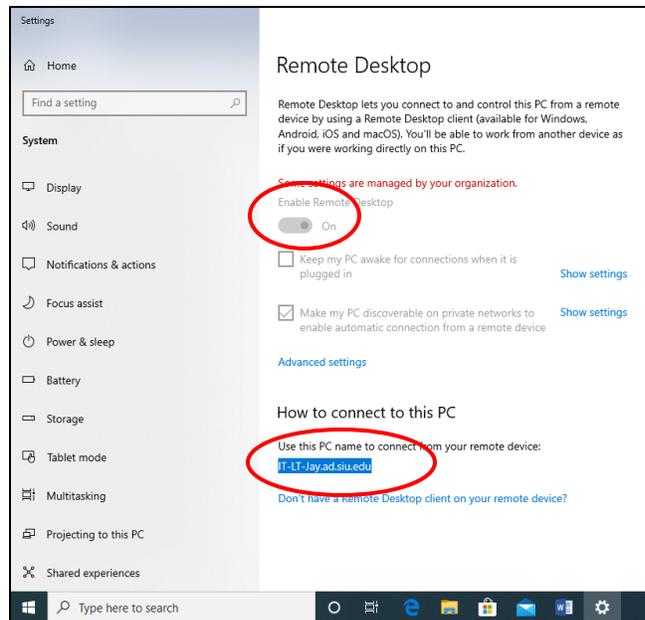
1. Click on the Windows button and type **remote settings**.



2. Click on **Remote Desktop Settings**.



3. Ensure that **Enable Remote Desktop** is turned on.
4. You will find the name you need to use for connecting to your computer here.

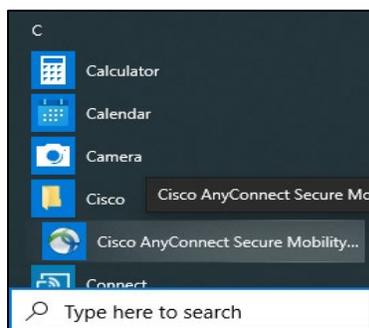


Once you have that information, you're ready to start setting up the computer you'll be using at home to connect to your computer at work.

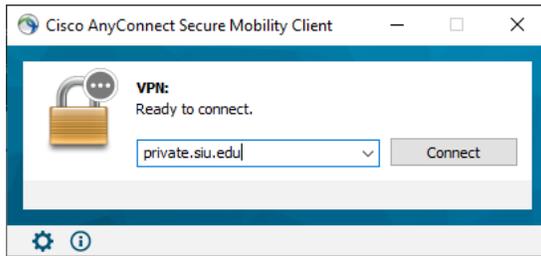
5. On the device you'll be using to connect to your work computer, if you haven't already installed the Cisco VPN software, you'll need to do so to use the VPN client. You will find those instructions here: <https://oit.siu.edu/networkengineering/services/vpn/vpn-windows.php>.

Once that is complete or if you have already installed the Cisco AnyConnect software on your home-use machine you may continue.

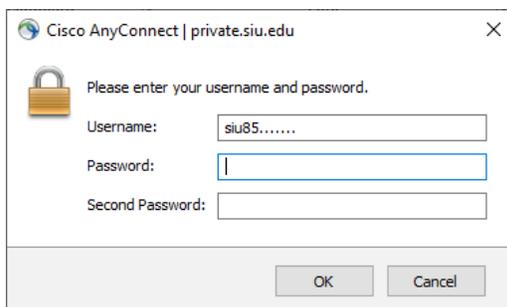
6. Click on the Windows button and find the **Cisco AnyConnect** client in your programs list and click to open.



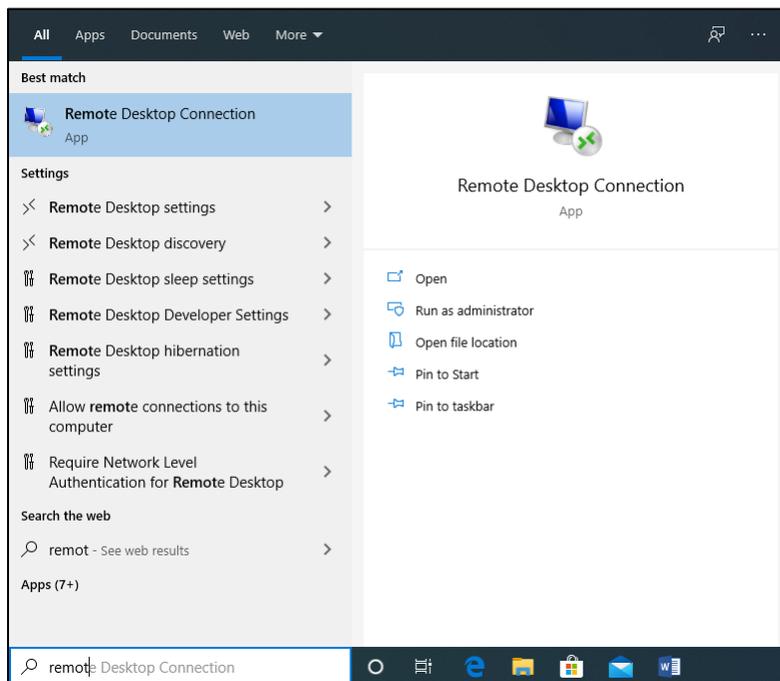
- The first time you connect the VPN you'll need to enter the address **private.siu.edu**.



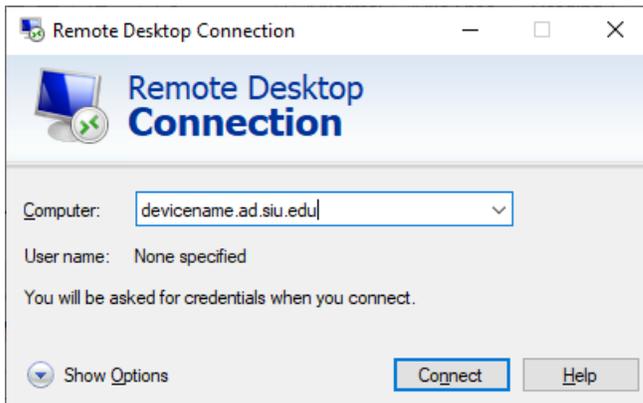
- Enter your **SIU Network ID** (SIU85XXXXXX) in the **Username** field.
- Enter your SIU Network ID **password** in the **Password** field.
- For Second Password: Enter **push**
- This will push an approval request to your phone.



- Once you have your VPN connection established. Click the **Windows start button** and start typing **Remote Desktop**.
- Left click on **Remote Desktop Connection**.



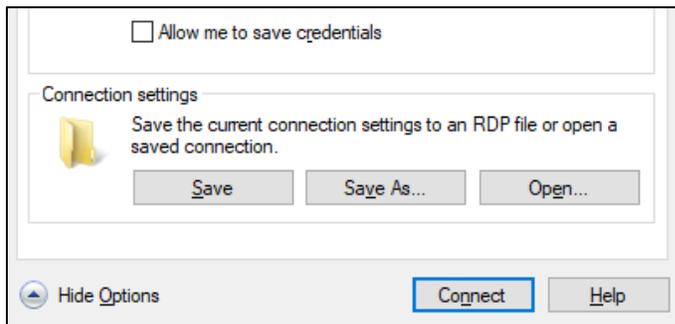
14. Enter your computer name that you identified earlier, being sure to add: **.ad.siu.edu** at the end.



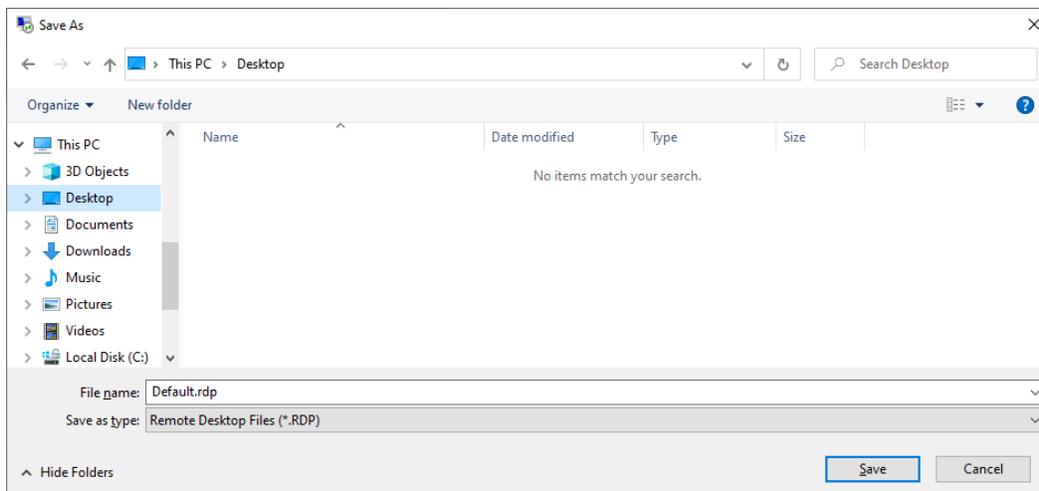
15. Click **Connect**.

16. The first time you connect we suggest clicking the down arrow next to **Show Options** so that you can create a shortcut for next time you want to use Remote Desktop.

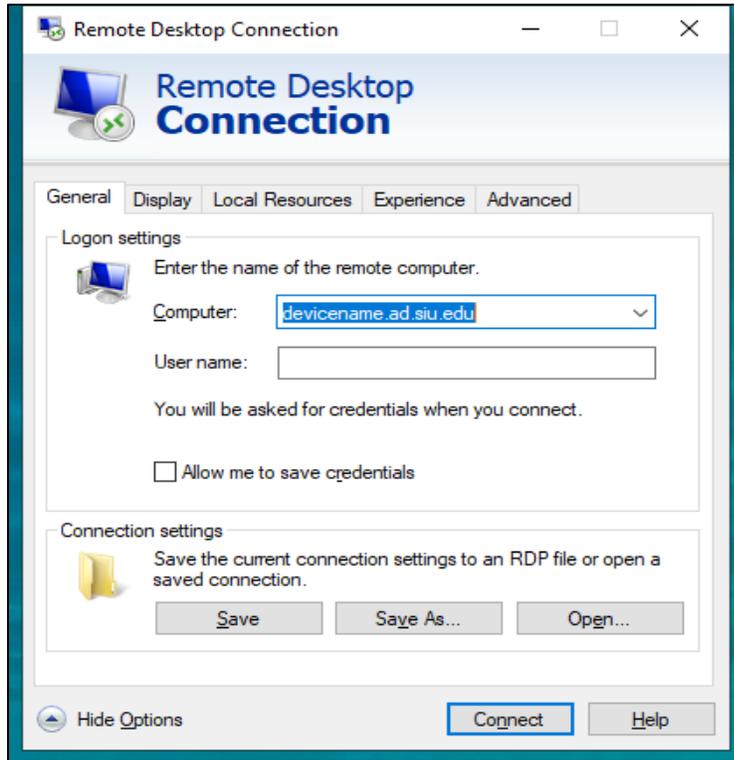
17. Click **Save As**.



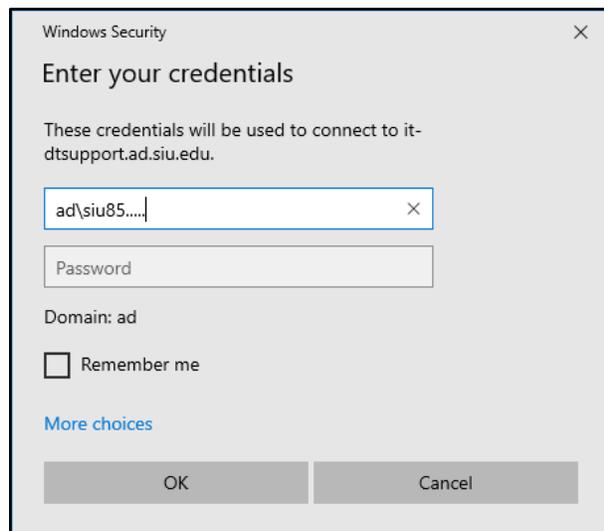
18. We recommend saving this, with a file name of your choosing, on the desktop so that you can easily find it in the future.



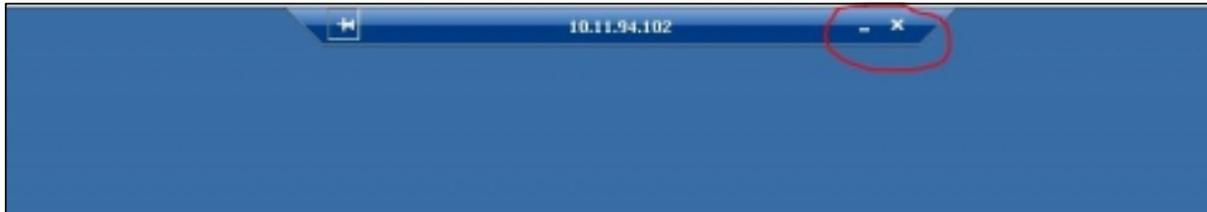
19. Click **Connect**.



- 20. Enter **ad\your Network ID** and **Password** and click OK
- 21. You should now be logged in to your SIU desktop



22. At the top of your Remote Desktop session you will see a bar similar to the one shown below. Clicking the – will minimize the remote session and show your local computer desktop. By clicking the icon in the taskbar you can open your remote session screen again.



23. When you're finished with your remote session, clicking the X in the bar will close the session leaving any currently running programs still running on the remote computer.
24. **Note:** During a remote session, the screen on your SIU work computer will remain at the standard login screen. This means if someone is near your workstation, they still not be able to see what you are working on. You will only be able to view your remote session on your remote device.