

## **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.

| Settings                |                                                                                                                                                                                                                                                              |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| û Home                  | Remote Desktop                                                                                                                                                                                                                                               |
| Find a setting          | Remote Desktop lets you connect to and control this PC from a remote<br>device by using a Remote Desktop client (available for Windows,<br>Android, IOS and macQ3, You'll be able to work from another device as<br>if you were working directly on this PC. |
| 🖵 Display               | Some actings are managed by your organization.                                                                                                                                                                                                               |
| 다)) Sound               |                                                                                                                                                                                                                                                              |
| Notifications & actions | Keep my PC awake for connections when it is plugged in Show settings                                                                                                                                                                                         |
| J Focus assist          | Make my PC discoverable on private networks to Show settings                                                                                                                                                                                                 |
| 🖒 Power & sleep         | enable automatic connection from a remote device                                                                                                                                                                                                             |
| Battery                 | Advanced settings                                                                                                                                                                                                                                            |
| 📼 Storage               | How to connect to this PC                                                                                                                                                                                                                                    |
| 다 Tablet mode           | Use this PC name to connect from your remote device:<br>IT-LT-Jay.ad.siu.edu                                                                                                                                                                                 |
| 曰 Multitasking          | Don't have a remote Desktop client on your remote device?                                                                                                                                                                                                    |
| Projecting to this PC   |                                                                                                                                                                                                                                                              |
| X Shared experiences    |                                                                                                                                                                                                                                                              |
| H P Type here to search | o 🛱 🗧 🖬 💼 🚾 🗰                                                                                                                                                                                                                                                |

# 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: <a href="https://oit.siu.edu/networkengineering/services/vpn/vpn-windows.php">https://oit.siu.edu/networkengineering/services/vpn/vpn-windows.php</a>.

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

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





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



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

| S Cisco AnyConnect   private.siu.edu |                                          |           | × |
|--------------------------------------|------------------------------------------|-----------|---|
|                                      | Please enter your username and password. |           |   |
| _                                    | Username:                                | siu85     |   |
|                                      | Password:                                |           |   |
|                                      | Second Password:                         |           |   |
|                                      |                                          |           |   |
|                                      |                                          | OK Cancel |   |

- **12.** Once you have your VPN connection established. Click the **Windows start button** and start typing **Remote Desktop**.
- 13. 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.

| Nemote Desktop Connection – 🗆 🗙                  |                                                                              |   |   |  |
|--------------------------------------------------|------------------------------------------------------------------------------|---|---|--|
| <b>N</b>                                         | Remote Desktop<br>Connection                                                 |   |   |  |
| <u>C</u> omputer:<br>Username:<br>You will be as | devicename.ad.siu.edu<br>None specified<br>iked for credentials when you cor | ∽ | ] |  |
| Show Options Connect Help                        |                                                                              |   |   |  |

- 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.

|           | Allow me to save credentials                                                       |                  |               |
|-----------|------------------------------------------------------------------------------------|------------------|---------------|
| Connectio | n settings                                                                         |                  |               |
|           | Save the current connection settings to an RDP file or open a<br>saved connection. |                  |               |
|           | <u>S</u> ave                                                                       | Sa <u>v</u> e As | Op <u>e</u> n |
|           |                                                                                    |                  |               |
| A Hide On | tions                                                                              | Conr             | Help          |
|           | uona                                                                               | COL              | <u>non</u> op |

**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.

| Nove As                  |                            |                   |            |      |                | Х |
|--------------------------|----------------------------|-------------------|------------|------|----------------|---|
| ← → ヾ ↑ 🗖 ›              | This PC > Desktop          |                   | ~          | S Q  | Search Desktop |   |
| Organize 🔻 New fo        | older                      |                   |            |      |                | ? |
| 🗸 💻 This PC              | ^ Name                     | Date modified     | Туре       | Size |                |   |
| > 🧊 3D Objects           |                            | No items match yo | ur search. |      |                |   |
| > 📃 Desktop              |                            |                   |            |      |                |   |
| > 🔮 Documents            |                            |                   |            |      |                |   |
| > 👆 Downloads            |                            |                   |            |      |                |   |
| > 🁌 Music                |                            |                   |            |      |                |   |
| > 📰 Pictures             |                            |                   |            |      |                |   |
| > 📑 Videos               |                            |                   |            |      |                |   |
| > 🏭 Local Disk (C:)      | ~                          |                   |            |      |                |   |
| File <u>n</u> ame: De    | efault.rdp                 |                   |            |      |                | ~ |
| Save as <u>t</u> ype: Re | mote Desktop Files (*.RDP) |                   |            |      |                | ~ |
| ∧ Hide Folders           |                            |                   |            | 2    | Save Cancel    |   |

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#### 19. Click Connect.

| 퉣 Remote                  | Desktop Connection                                                                                                                              |                                                                                      | —                            |  | $\times$ |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|--|----------|
|                           | Remote Des<br>Connecti                                                                                                                          | sktop<br><b>on</b>                                                                   |                              |  |          |
| General Di<br>Logon setti | splay  Local Resource    ings  Enter the name of the    Computer:  device    User name:                                                         | es Experience<br>remote computer<br>name.ad.siu.edu<br>redentials when<br>redentials | Advanced<br>r.<br>you connec |  | ]        |
| Connection                | Connection settings    Save the current connection settings to an RDP file or open a saved connection.    Save  Save As    Open    Hide Options |                                                                                      |                              |  | a<br>Ip  |

20. Enter ad\your Network ID and Password and click OK

21. You should now be logged in to your SIU desktop

| Windows Security                                                          | ×      |  |  |  |
|---------------------------------------------------------------------------|--------|--|--|--|
| Enter your credentials                                                    |        |  |  |  |
| These credentials will be used to connect to it-<br>dtsupport.ad.siu.edu. |        |  |  |  |
| ad\siu85                                                                  | ×      |  |  |  |
| Password                                                                  |        |  |  |  |
| Domain: ad                                                                |        |  |  |  |
| Remember me                                                               |        |  |  |  |
| More choices                                                              |        |  |  |  |
| ОК                                                                        | Cancel |  |  |  |
|                                                                           |        |  |  |  |

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**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.