Use Remote Desktop capabilities to Access your Work PC from home over VPN

With Remote Desktop on **Windows XP Professional**, you can have access to a Windows session that is running on your computer when you are at another computer. This means, for example, that you can connect to your work computer from home and have access to all of your applications, files, and network resources as though you were in front of your computer at work. You can leave programs running at work and when you get home, you can see your desktop at work displayed on your home computer, with the same programs running.

When you connect to your computer at work, Remote Desktop **automatically locks** that computer so no one else can access your applications and files while you are gone. When you come back to your computer at work, you can unlock it by typing CTRL+ALT+DEL.

To use Remote Desktop, you need the following:

- Windows XP **Professional** installed on your office computer, or whichever computer you plan to operate remotely. This computer is known as the host.

- A remote computer running Windows 95 or a more recent version of Windows. This computer is known as the client and it must have the Remote Desktop Connection client software installed.

- A connection to the Internet. A broadband Internet connection improves performance, but it is not necessary because Remote Desktop transfers only the minimal data (such as display data and keyboard data) to remotely control your host computer. Therefore, even low–bandwidth Internet connections allow you to remotely control your office computer
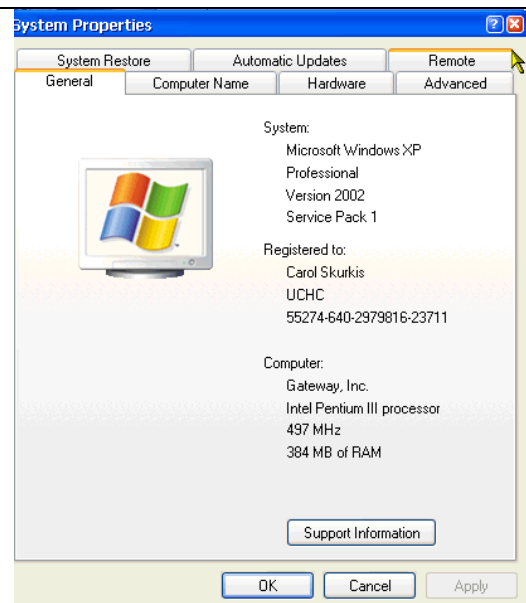
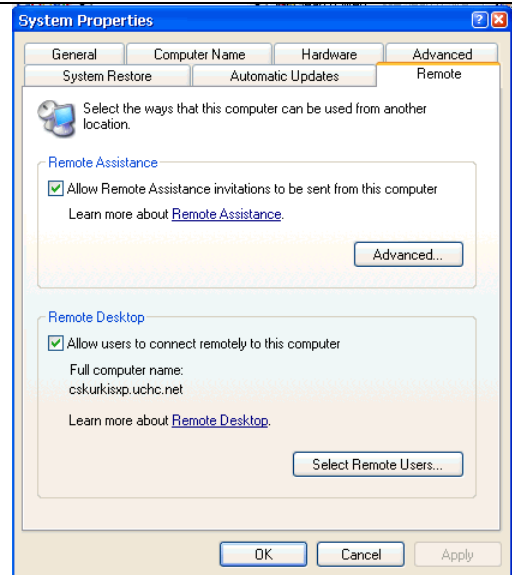|	
1. Set up your **office PC** Remote Desktop Click **Start** Select **Control Panel** Select **System** Select the **REMOTE Tab** in the System Properties window.	

2. In the Remote Window:

Under the Remote Desktop Header, **CHECK** the box "Allow Users to connect remotely to this computer."

Remote Desktop
☑ Allow users to connect remotely to this computer
Full computer name:
cskurkisxp.uchc.net

Note the full computer name. You will NEED to enter your computer name (without the uchc.net) when you access your PC remotely.

System Properties

| General | Computer Name | Hardware | Advanced |
| System Restore | Automatic Updates | Remote |

Select the ways that this computer can be used from another location.

Remote Assistance
☑ Allow Remote Assistance invitations to be sent from this computer
Learn more about Remote Assistance.

Advanced...

Remote Desktop
☑ Allow users to connect remotely to this computer
Full computer name:
cskurkisxp.uchc.net
Learn more about Remote Desktop.

Select Remote Users...

OK | Cancel | Apply

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3. Click on the Select Remote Users button
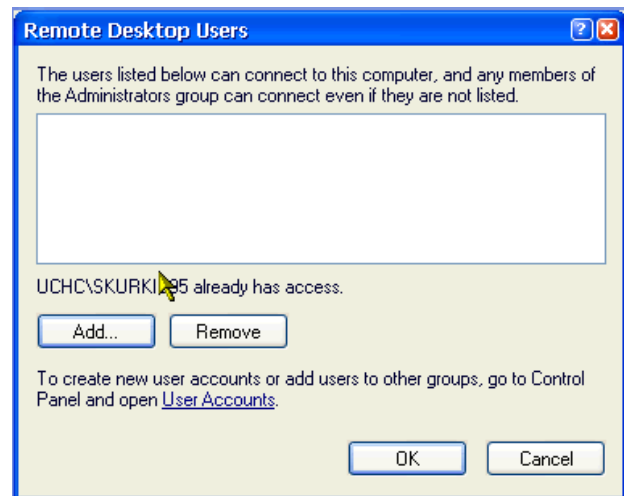
Select Remote Users...

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4. In the Remote Users Window:

Your own ID may already have access.

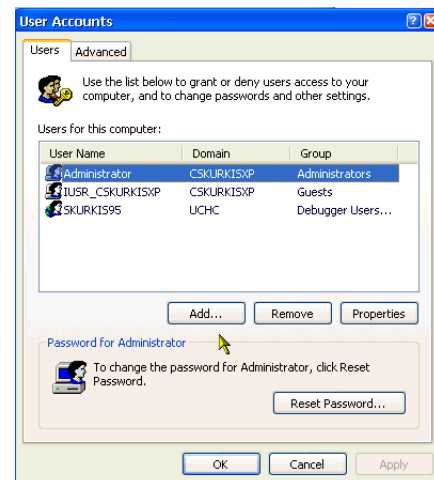UCHC\SKURKIS95 already has access.

If you need to grant access to other users: click on the link User Accounts

To create new user accounts or add users to other groups, go to Control Panel and open User Accounts.

Remote Desktop Users

The users listed below can connect to this computer, and any members of the Administrators group can connect even if they are not listed.

UCHC\SKURKIS95 already has access.

Add... | Remove

To create new user accounts or add users to other groups, go to Control Panel and open User Accounts.

OK | Cancel

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5. In the Add Users window:

Click on the Add button to add another user.

User Accounts

Users | Advanced

Use the list below to grant or deny users access to your computer, and to change passwords and other settings.

Users for this computer:

User Name	Domain	Group
Administrator	CSKURKISXP	Administrators
IUSR_CSKURKISXP	CSKURKISXP	Guests
SKURKIS95	UCHC	Debugger Users...

Add... | Remove | Properties

Password for Administrator
To change the password for Administrator, click Reset Password.
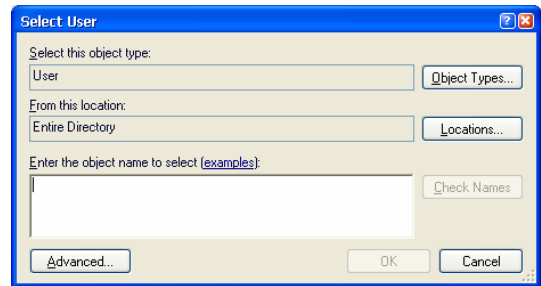
Reset Password...

OK | Cancel | Apply

6. In the Add New User window:

Type in the User Name and Domain, if known,
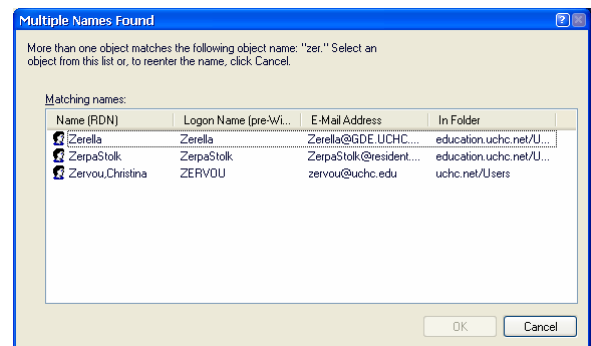otherwise click on the Browse Button
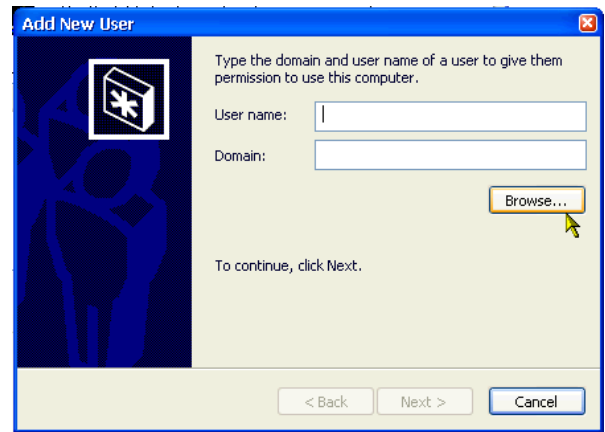
7. Enter the user's last name, then click on Check
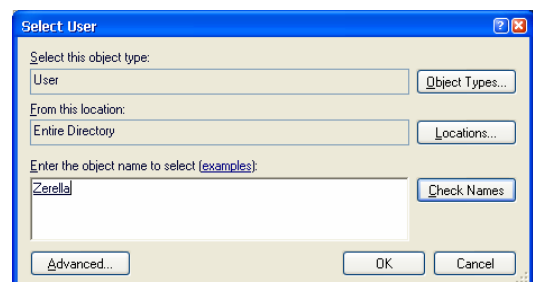Names

(You can click on EXAMPLES, if you wish)

8. If multiple entries are found, select the correct
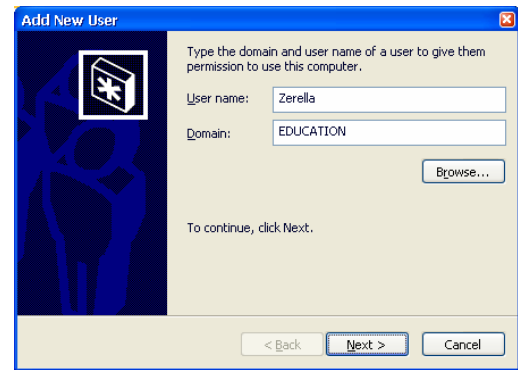user from the list, then click on OK.

You'll be returned to the preceding screen. Note that
the user's name is now underlined (validated)

Click on OK to exit this screen.

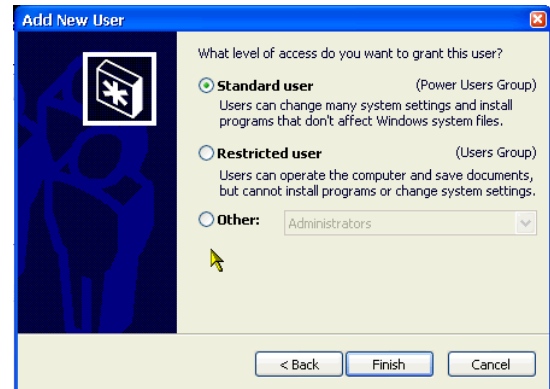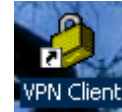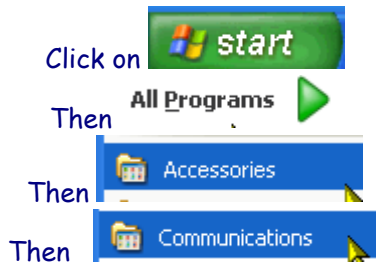|	
9. You'll be returned to the Add New User window, click Next to continue. (to add permissions)	**Add New User** Type the domain and user name of a user to give them permission to use this computer. User name: Zerella Domain: EDUCATION Browse... To continue, click Next. < Back Next > Cancel
10. Click the appropriate option for the level of access to give to the User. Note: if you are adding another users, you may want to make them a Restricted user. Click on Finish. Then click OK to close out the User Accounts Screen, then OK again to close Remote Desktop Users Window,. Then OK to close the Systems Properties window. Your computer is now set up for Remote Access. Remember to leave your system on, but turn your monitor off. Note: when you access your system remotely, your office PC will be secure – no one will be able to "see" what you are doing on your office monitor..	**Add New User** What level of access do you want to grant this user? ◉ **Standard user** (Power Users Group) Users can change many system settings and install programs that don't affect Windows system files. ○ **Restricted user** (Users Group) Users can operate the computer and save documents, but cannot install programs or change system settings. ○ **Other:** Administrators < Back Finish Cancel

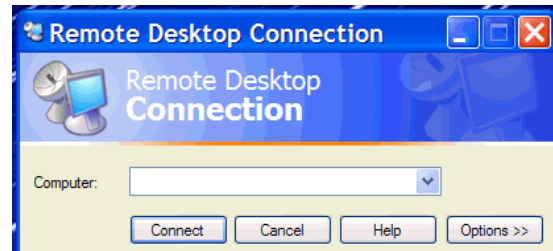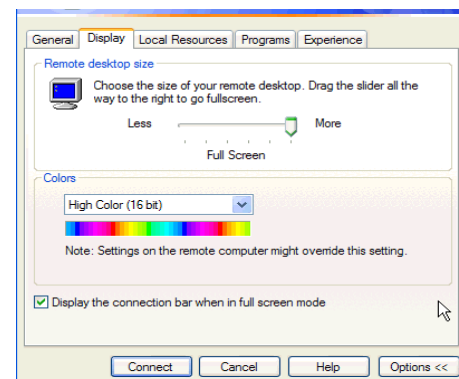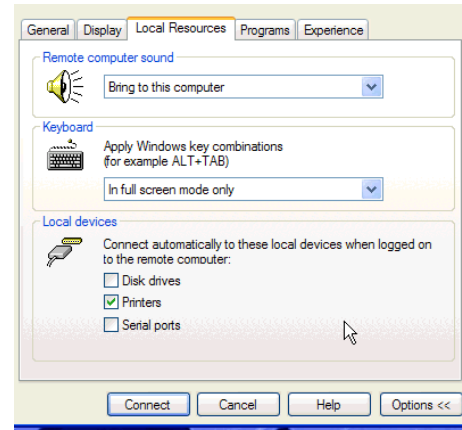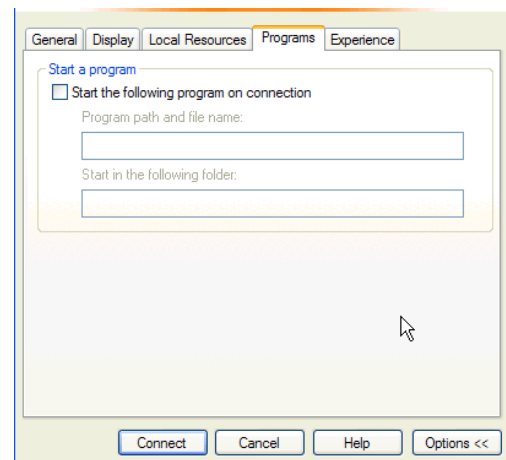| Accessing your office system from home	
1. On your home PC/Notebook Computer: Connect thru VPN as you normally would so (see VPN instructions on Users Guide Page)	VPN Client
2. After you've connected thru VPN: Click on **start** Then **All Programs** Then **Accessories** Then **Communications**	From the Communications Shortcut Menu, choose: Remote Desktop Connection
3. The Remote Desktop Connection Window will Display. The first time you access your system remotely, you will want to set some options. Click on the OPTIONS >> button.	Remote Desktop Connection Remote Desktop **Connection** Computer: Connect Cancel Help Options >>
4. In the Options window, click on the **Display** tab.	Remote Desktop Connection Remote Desktop **Connection** General Display Local Resources Programs Experience Logon settings Type the name of the computer, or choose a computer from the drop-down list. Computer: User name: SKURKIS95 Password: Domain: ☐ Save my password Connection settings Save current settings, or open saved connection. Save As... Open... Connect Cancel Help Options <<
5. You may want to set the color resolution, so that both your office and home PCs will have the same look. (To determine your resolution, right click on tour Desktop, then choose Properties, then Settings) Adjust, if necessary, then click on the LOCAL RESOURCES tab.	General Display Local Resources Programs Experience Remote desktop size Choose the size of your remote desktop. Drag the slider all the way to the right to go fullscreen. Less More Full Screen Colors High Color (16 bit) Note: Settings on the remote computer might override this setting. ☑ Display the connection bar when in full screen mode Connect Cancel Help Options <<

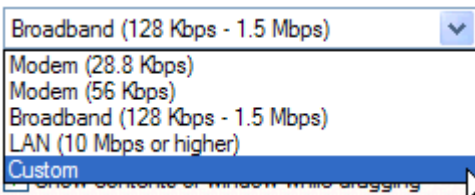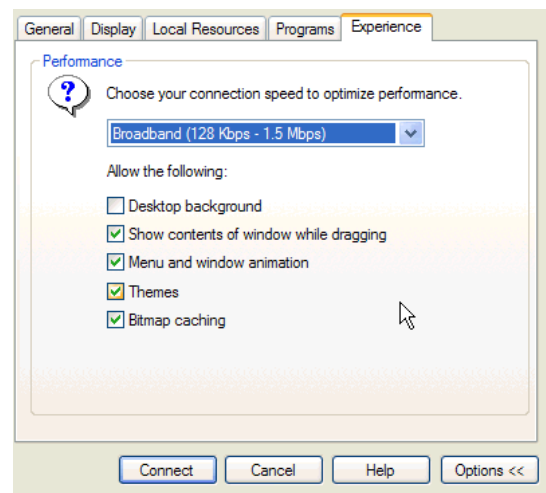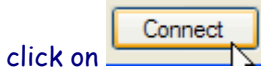|	
6. In the Local Resources window, you can set options to control Sound, keyboard and access to Local (office) devices. Change selections as desired, then click on the PROGRAMS tab.	General | Display | **Local Resources** | Programs | Experience **Remote computer sound** Bring to this computer [v] **Keyboard** Apply Windows key combinations (for example ALT+TAB) In full screen mode only [v] **Local devices** Connect automatically to these local devices when logged on to the remote comouter: ☐ Disk drives ☑ Printers ☐ Serial ports [Connect] [Cancel] [Help] [Options <<]
7. Programs options include automatically starting a Program on your office PC when you connect. Yoou can leave this blank. Next click on the EXPERIENCE Tab	General | Display | Local Resources | **Programs** | Experience **Start a program** ☐ Start the following program on connection Program path and file name: [ ] Start in the following folder: [ ] [Connect] [Cancel] [Help] [Options <<]
8. In the Experience window, you will need to choose your connection speed. Broadband (128 Kbps - 1.5 Mbps) [v] Modem (28.8 Kbps) Modem (56 Kbps) Broadband (128 Kbps - 1.5 Mbps) LAN (10 Mbps or higher) Custom From the Drop down menu, choose Broadband for DSL or Cable connection. Then, click on the GENERAL Tab	General | Display | Local Resources | Programs | **Experience** **Performance** ? Choose your connection speed to optimize performance. Broadband (128 Kbps - 1.5 Mbps) [v] Allow the following: ☐ Desktop background ☑ Show contents of window while dragging ☑ Menu and window animation ☑ Themes ☑ Bitmap caching [Connect] [Cancel] [Help] [Options <<]
9. If you have made any changes to the options, you can save the changes. Click on SAVE AS.	File name: [Default.rdp] [v] [Save] Save as type: Remote Desktop Files (*.RDP) [v] [Cancel]
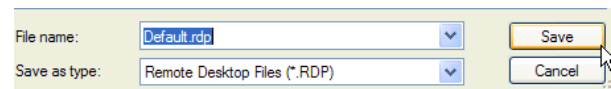
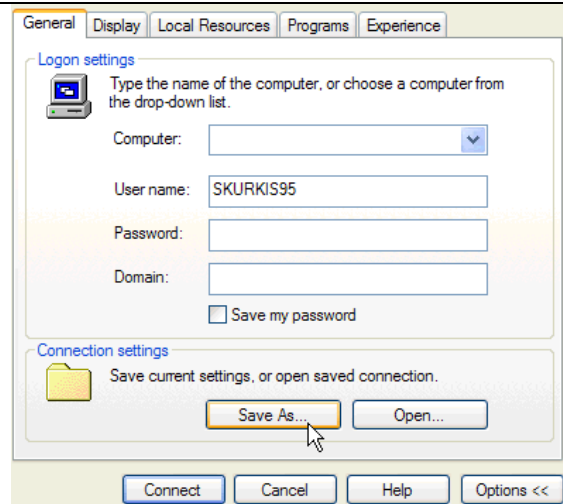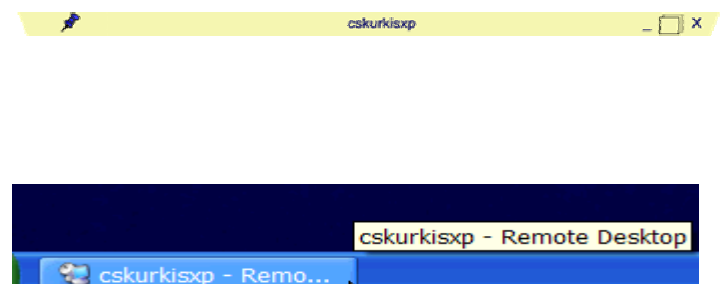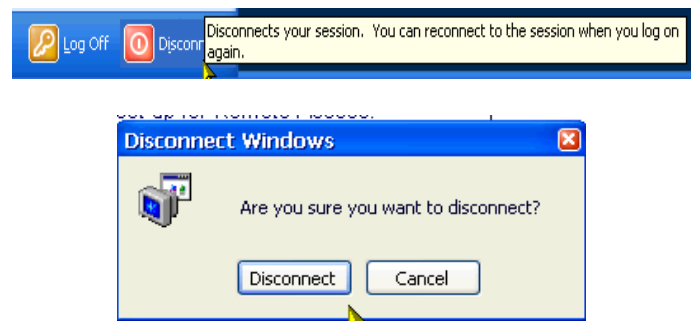|	
Type in a name, or accept the default.rdp and click on Save Your settings have been saved and will be used as the default connection options. The next time in you can then just enter your computer name and connect. Now: Enter your Computer name (without the "uchc.net") and click on	
10. You will be prompted for your Network Logon information, then your Office Desktop fills your home PC screen….	Reminder: When you connect to your computer at work, Remote Desktop **automatically locks** that computer so no one else can access your applications and files while you are gone. When you come back to your computer at work, you can unlock it by typing CTRL+ALT+DEL
11. A Connection Bar displays at the top of the screen. It identifies the computer you are remotely accessing (name in center of bar); you can minimize. Maximize and close the session by using the 3 icons on the right side of the bar. If you minimize the session (to switch to your home PC desk top), an entry is made on your home PC Task Bar. Click on the Task Bar entry to restore the session to full screen. (You can also have the remote session run in a window just like any other application.	
12. To disconnect the remote session, click on the Start button (in the remote session taskbar) – then click on Disconnect. You'll be prompted to verify that you want to disconnect, click on the DISCONNECT button. This will disconnect without ending the session.	

13. To log off and end the session	• In the Remote Desktop Connection window, click Start, and then click Shut Down. The Shut Down Windows dialog box appears. • In the drop–down menu, select Log Off *‹username›*, and then click OK
14. To open a saved connection • In Windows Explorer, open the My Documents\Remote Desktops folder. • Click the .Rdp file for the connection you want to open.	Note: A Remote Desktop file (.rdp) file contains all of the information for a connection to a remote computer, including the Options settings that were configured when the file was saved. You can customize any number of .rdp files, including files for connecting to the same computer with different settings. For example, you can save a file that connects to *MyComputer* in full screen mode and another file that connects to the same computer in 800×600 screen size. By default, .rdp files are saved in the My Documents\Remote Desktops folder. To edit an .rdp file and change the connections settings it contains, right–click the file and then click Edit.

If you have Windows XP in the Office but not at home, you can download client software for your PC

This software package will install the client portion of Remote Desktop on any of the following operating systems: Windows 95, Windows 98 and 98 Second Edition, Windows Me, Windows NT® 4.0, or Windows 2000. (This is the same verion of the client software as in Windows XP Service Pack 1.) When run, this software allows older Windows platforms to remotely connect to a computer running Windows XP Professional with Remote Desktop enabled.

This package provides flexible deployment options of the full Terminal Services Client, including auto–repair through Windows Installer technology and application publishing via IntelliMirror™ management technologies or Microsoft Systems Management Server (SMS).

Go to Microsoft's web site for the download at this URL:

http://www.microsoft.com/windowsxp/pro/downloads/rdclientdl.asp

How to Control the Remote Desktop

After you establish a Remote Desktop connection, your remote desktop is displayed in its own window. You can use the keyboard and mouse of the local host to control the remote computer.

How to Gain Access to Local Files

You can gain access to your disk drives on the local computer during a Remote Desktop session. You can redirect the local disk drives, including the hard disk drives, CD-ROM disk drives, floppy disk drives, and mapped network disk drives so that you can transfer files between the local host and the remote computer in the same way that you copy files from a network share.

You can use Microsoft Windows Explorer to view the disk drives and files for each redirected disk drive. Alternatively, you can view the files for each redirected disk drive in My Computer. The drives are displayed as "*drive_letter* on *terminal_server_client_name*" in both Windows Explorer and My Computer.

To view the disk drives and files for the redirected disk drive:

1. Click **Start**, point to **All Programs** (or **Programs**), point to **Accessories**, point to **Communications**, and then click **Remote Desktop Connection**.
2. Click **Options**, and then click the **Local Resources** tab.
3. Click **Disk Drives**, and then click **Connect**.