Remote Desktop to an Andrews University-issued Computer from Off-Campus
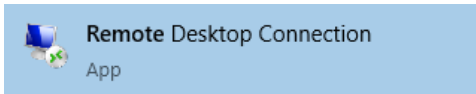
PREREQUISITES:
- **The host computer <u>must be powered on</u> and in a <u>locked state</u> to allow for a remote desktop connection.**
- **You must connect to the Andrews VPN first.**

1) Select the **Start** button or on your keyboard press ⊞ , to bring up the Windows Start menu.

2) Enter "Remote Desktop Connection",
Then select:

> **Remote** Desktop Connection
> App

3) In the "Computer:" field, type your computer name. It will be in the format xxxxC-NAME.
Where "xxxx" is your departmental org code and "NAME" is the remainder of the computer name.
Some examples include: 9999C-TEST1 or 1234C-ADMASSIST or 4321C-CHAIR2
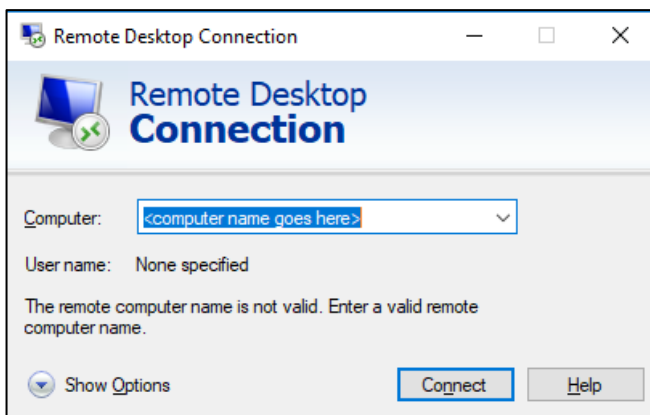
> If you don't know how to find your computer name, consult your ITS Building Technician.

4) When ready, select **Connect**

5) Wait a few moments for a connection to be established, then a prompt will appear. If necessary, select **Use another account** and prefix your Andrews username with "inside\".

6) Sign-on with your Andrews username and password.
You may be asked to sign-in again once a connection is established with the host computer.

For additional assistance or troubleshooting, contact your ITS building technician or the ITS Helpdesk as indicated below.