Remote Desktop to an Andrews University-issued Computer from Off-Campus

PREREQUISITES:

- The host computer must be powered on and in a locked state 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:

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

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.