

Remote Desktop

First you will need to know the Computer Name of the computer in your office at Dickinson College that you are trying to remote to. This will not work to remote to your home computer.

1. From the Desktop, right-click on **My Computer**, then click **Properties**. The **System Properties** window will appear.
2. Click the tab labeled **Computer Name**. At Dickinson College usually the computer name is the person's username. The computer name below is **gribble** (you do not need the FAS.LCL)



3. Write down the full computer name, and then click **OK**. Contact the helpdesk to have your account set up with permissions to be able to Remote Desktop. This must be done in advance and once you are set up your account will not have to be set up again.
4. Take the computer name with you to use to Remote Desktop to remote to your computer.
5. You must leave your computer running, locked, and logged into the network. In order to access it from a remote computer your computer must be turned on and you must be logged in.

Connecting your remote computer to the host computer

Bring your computer name with you to be able to remote on campus. Follow these steps to connect your remote computer to your office computer. Be sure your computer is turned on and that you are logged into the computer.

1. Click **Start**, then **All Programs**, and then **Accessories**.
2. In the **Accessories** menu, click **Communications**, and then click **Remote Desktop Connection**.
3. In the **Computer** box, type the computer name of your host computer, which you wrote down earlier.



4. Click **Connect**. Then the **Log On To Windows** dialog box appears, type your user name, password, and if the domain (FAS), and then click **OK**.



5. The Remote Desktop window now opens, and you see the desktop settings, files, and programs that are on your host computer. Your host computer remains locked, and nobody can access it. In addition, no one will be able to see the work you are doing remotely.

Ending your Remote Desktop session

Ending the Remote Desktop session is simple, but it is important to remember to do so in order to protect your files and programs.

1. Click **Start**, and then click **Log Off** at the bottom of the **Start menu**.
2. When prompted, click **Log Off**

