Office Desktop RDP

1) Remote access requires activation of PC terminal services on the user’s desktop computer. Enabling the remote service requires several steps described below.

2) Locate the “My Computer” icon found on the computer’s desktop. See Figure 1.1.

3) Right click on the icon and a drop down menu appears. Select “Properties” from the menu by left clicking on the highlighted text. See Figure 1.2.
4) A new Window will open displaying the properties of the computer. See Figure 1.3.

Figure 1.3

5) Located on the left hand side find the “Remote Settings” icon. Left click on the shield icon or text labeled “Remote Settings”. See Figure 1.4.

Figure 1.4
6) Microsoft Windows displays the System Properties for the “Remote” assistance tab. See Figure 1.5.

![System Properties](image1.png)

Figure 1.5

7) Viewing the remote assistance tab place a check mark next to “Allow Remote Assistance connections to this computer”. See Figure 1.6.

![Remote Assistance](image2.png)

Figure 1.6
8) Underneath the “Remote Desktop” section select “Allow connections from computers running any version of Remote Desktop (less secure)”. See Figure 1.7.

9) Left click the “Apply” and then “OK” buttons which enables the Remote Desktop for the user’s computer. See Figure 1.8.
10) Microsoft will close out the window and bring the user back to the “Desktop”. See Figure 1.9.

Preparing On Campus PC for Remote Access: Locating IP Address

1) After setting up the remote access the user will need to locate the IP address or computer name to remote into the machine. Follow these steps below to find out the IP address. Find the Start Menu in the lower left hand screen. See Figure 1.10.
2) Click within the “Search Program and Files” box at the bottom of the menu and enter in the characters “cmd”. See Figure 1.11.

3) Press enter and a new window appears showing a “DOS” prompt. See Figure 1.12.

4) Within the DOS window type in “ipconfig” and then press “Enter”. The command prompt will display a series of numbers representing the current network connections to the computer. See Figure 1.13.
5) Locate the “IPv4 Address” and write down the IP numbers accordingly. See Figure 1.14.

![IPv4 Address](image1)

Figure 1.14

6) Click on the found in the upper right hand corner. The user will return to the “Desktop”.

Preparing On Campus PC for Remote Access: Locating PC Name

1) Locate the “My Computer” icon found on the computer’s desktop. See Figure 1.15.

![My Computer](image2)

Figure 1.15

2) Right click on the icon and a drop down menu appears. Select “Properties” from the menu by left clicking on the highlighted text. See Figure 1.16.
3) A new Window will open displaying the properties of the computer. See Figure 1.17.

4) Locate the Computer Name and write down the information. Close out the window by clicking on the button.

![Figure 1.16](image)

![Figure 1.17](image)

![Figure 1.18](image)