

Remote Desktop Using the Virtual Private Network

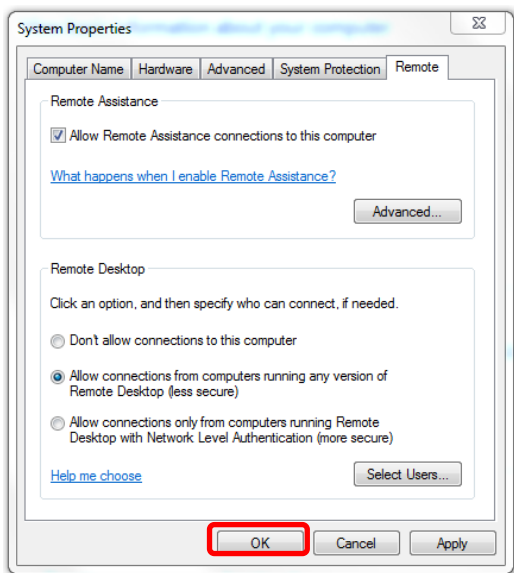
In order to access your office computer from home for the first time you will need to use Remote Desktop through the MTSU VPN. The following is a list of steps you must follow:

1. Enable Remote Desktop on your office computer.
2. Request VPN Access from the ITD help desk.
3. Enroll your phone in Duo Mobile Security.
4. Install and configure Pulse Secure App on your home computer.
5. Run the Remote Desktop on your home computer.

Below we provide a step by step instruction guide to explain these processes in detail.

Enabling Remote Desktop on Your Office Computer

- Move your cursor to the bottom left hand side of your computer and click the **Start** button.
- Right click on computer and select **Properties**
- Note the Full Computer Name, you'll need this later
- Select **Remote Settings**
- Select **Allow connections from computers running any version of Remote Desktop (less secure)**
- Click **OK** to close



Requesting Virtual Private Network Access from the ITD Help Desk

If you are accessing your computer from outside campus, you will need VPN enabled. Call ITD Help Desk (ext. 5345) and request VPN access. Follow instructions [here](#).

Running the Remote Desktop

If you are off-campus, you first need to establish a VPN session. Then, follow instructions below to remotely control your office computer.

On your Windows, Android, or iOS device: Open the **Remote Desktop app**, and **add your remote PC**. Select the **remote PC**, and then wait for the connection to complete.

For Windows XP and 2003:

Click on Start | Programs | Accessories | Communications | Remote Desktop Connection

For Windows 2007:

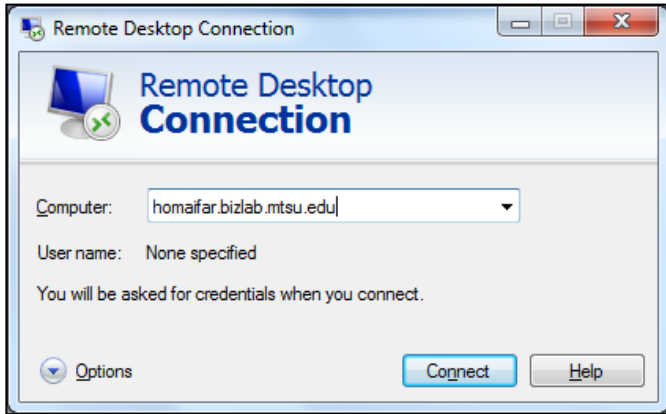
Click on Windows button | All Programs | Accessories | Remote Desktop Connection

For Windows 10:

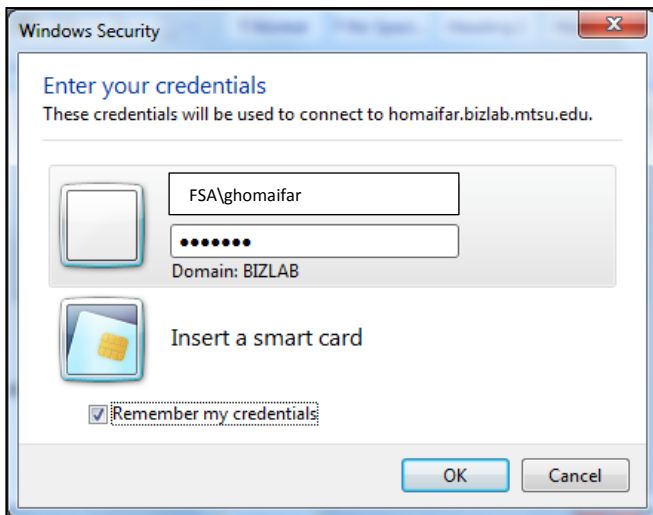
In the search box on the taskbar, type Remote Desktop Connection, and then select **Remote Desktop Connection**. In Remote Desktop Connection, type the full name of the remote PC, and select **Connect**.

The Remote Desktop Connection will appear. Enter your computer name and hit enter:

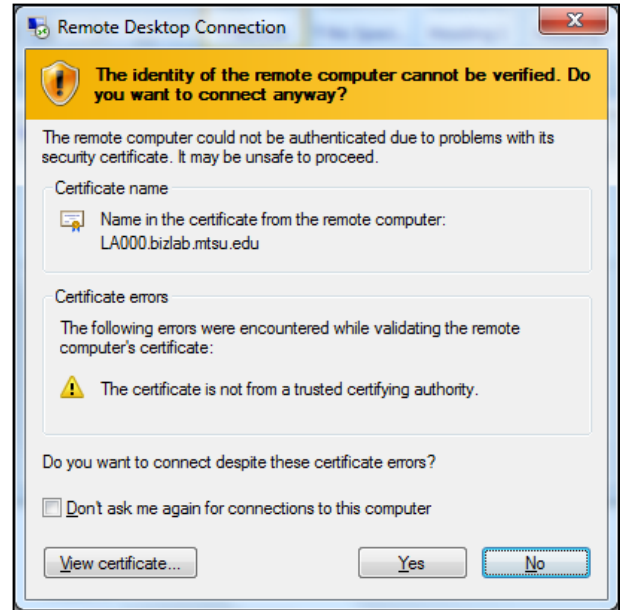
INSTRUCTIONS FOR REMOTE CONTROLLING A PC FROM HOME



1. The Windows Security window will show asking for credentials.
2. Enter your username as following: FSA\username and your password. Select the checkbox “**Remember my credentials**”.



3. The Remote Desktop Connection will appear. You can select the “**Don't ask me again for connections to this computer**” checkbox so the message won't display next time.



4. You will see your office computer screen. At this point, you can run any application as if you were sitting in your PC on campus.