

Remote Desktop: Windows

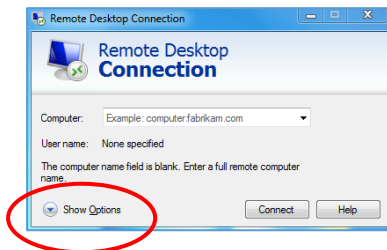
Remember – you must **connect to the VPN** before you start a Remote Desktop connection
(see *VPN User Guide: Own Device (Windows)*)

Open the Remote Desktop Connection

1. Follow the instructions for your version of Windows:

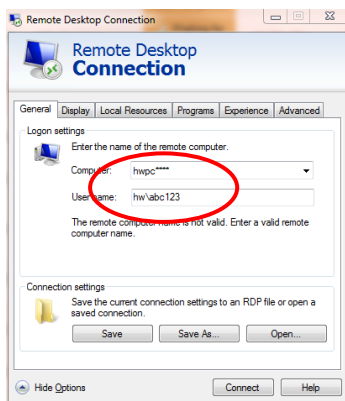
Windows 10: Type **Remote Desktop Connection** into the Search bar – when it appears at the top of the search panel. Click on it to open.

2. Click on **Show Options**



3. Enter your work PC name e.g. HWPC12345 or IP Address (*you should have made a note of this from the first page of the VPN Setup Guide*)

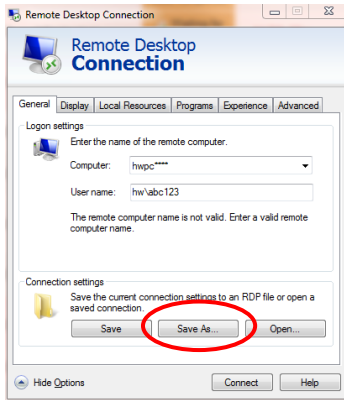
4. Enter your HWU Username e.g. HW\abc123



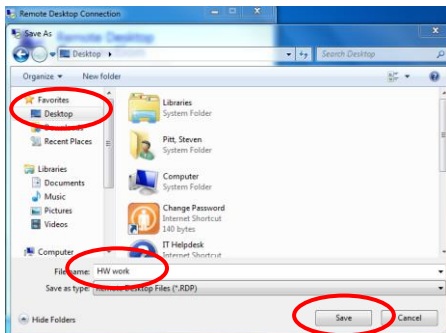
- 5.

Save connection as a Desktop shortcut

6. Click **Save As**



7. Select **Desktop** in the Navigation pane on the left
8. Type **HW work** in the file name field
9. Click **Save**

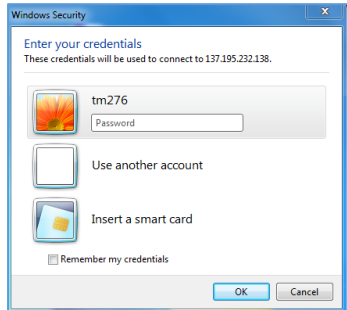


10. **Close** any dialog boxes that are open
- A **HW work** icon will appear on your desktop



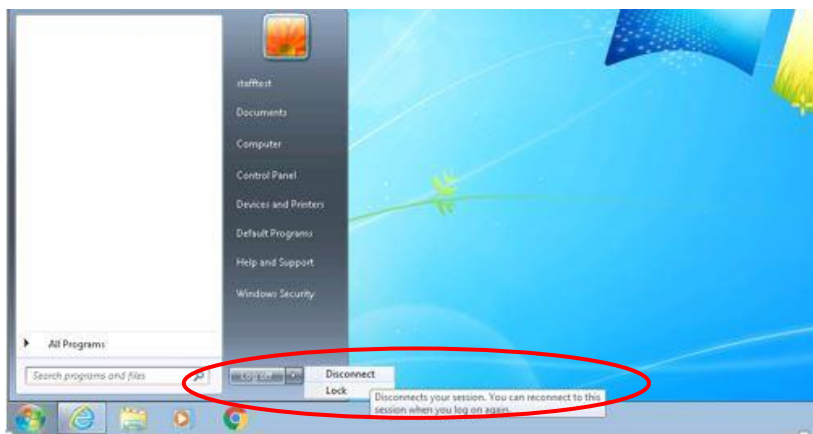
Start a Remote Desktop session

1. **Double click** the icon on the desktop
2. Enter your **password** at the Windows Security dialog box
3. Click **OK**



Exit a Remote Desktop session

1. Click **Start**
2. Click the arrow next to Shut Down options
3. Click **Disconnect**



Remember to disconnect from the VPN once you are finished
(see *VPN User Guide: Own Device (Windows)*)