# REMOTE DESKTOP CONNECTION



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## UF VPN FOR REMOTE ACCESS

If you are trying to remote into your network computer, you will have to be connected to the UF VPN. If you do not have the UF VPN installed, you can visit <u>https://hos.ifas.ufl.edu/resources/guides/uf-vpninstallation-and-usage/</u> for installation and usage instructions.

## GET NAME OF WINDOWS COMPUTER

You will need physical access to the computer you want to connect to remotely. This is because you need to have the computer's name. On the login screen, click Other user and type  $\cdot$  into the username field.





### WINDOWS REMOTING INTO WINDOWS

#### **IMPORTANT NOTES:**

- You must be connected to the UF VPN
- Your network computer must be left on
- You need to be an authorized user of the network computer
  - o If your network computer is your daily work computer, you are most likely an authorized user

Open the Start Menu and search for Remote Desktop Connection.



The **Remote Desktop Connection** window will appear. Click **Show Options** on the bottom left to see more fields. This will allow you to specify a username and save the settings.

💀 Remote	Desktop Connection				×
	Remote Desktop Connection				
<u>C</u> omputer:	Example: computer.fabrik.am.com	n	~		
User name:	None specified				
The compute name.	er name field is blank. Enter a full rer	note compute	er		
Show C	ptions	Connect	t	<u>H</u> elp	0

For the computer name, you enter your computer name with **.ad.ufl.edu** appended to the end. For the username, you will enter your UFL username with **@ad.ufl.edu** appended to the end. Click **Save** to save the connection settings and then click **Connect**.

💀 Remote	e Desktop Coni	nection				×
	Remote Conne					
General [	Display Local F	Resources	Experience	Advanced		
Logon set	tings					
	Enter the name	e of the ren	note computer			
	Computer:	IF-HOS-A	LANY.ad.ufl.e	du	~	
	User name:	alany411	@ad.ufl.edu			
	You will be ask	ed for crea	dentials when y	you connect		
Allow me to save credentials						
Connectio	on settings					
	Save the curre saved connect		tion settings to	an RDP file	or open a	
	<u>S</u> ave		Sa <u>v</u> e As	0	)p <u>e</u> n	
Alide Op	otions			Co <u>n</u> nect	<u>H</u> elp	þ

Another window will appear that asks for you to enter your password. This password will be your UFL password. After your credentials are authenticated, you will be remotely connected to your computer.

#### **IMPORTANT NOTES:**

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Download and install the **Remote Desktop Connection 10** app from the App Store. You can download the app from this link: <u>https://apps.apple.com/us/app/microsoft-remote-desktop-10/id1295203466?mt=12</u>. After downloading and installing the app, open the app by hitting **Command + Space** and searching for **Microsoft Remote Desktop** or by going to **Finder > Applications > Microsoft Remote Desktop**.



Click Add PC.



For the computer name, you enter your computer name with **.ad.ufl.edu** appended to the end.

• • •		Microsoft Remote Desktop	
<b>Ⅲ</b> ≡ ★ · + ·		PCs Workspaces	Q Search
	Edit PC		
	PC name:	IF-HOS-ALANY.ad.ufl.edu	
	User account:	Ask when required	
Work Computer	General	Display Devices & Audio Folders	
	Friendly name:	Work Computer	
	Group:	Saved PCs	
	Gateway:	No gateway 🗘	
		<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>	
1 PC			
		Cancel	ve

For User account, click the dropdown and select **Add User Account**. For the username, you will enter your UFL username with **@ad.ufl.edu** appended to the end. The password will be your UFL password. Then click **Add.** 

	Microsoft Remote Desktop	
<b>Ⅲ</b> ≡ <b>*</b> • + •	PCs Workspaces	Q Search
	Add a User Account	
	Username: alany411@ad.ufl.edu	
B-T-	Password:	
	Show password	
Work Computer	Friendly name: Optional	
	Cancel Add	
	Gateway: No gateway	
	<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>	
1 PC		
	Cancel	

Make sure your **PC name** is correct and your **User** account is selected. You can name your computer using the **Friendly name** field. Click **Save** to save the options.

•••		Microsoft Remote Desktop	
<b>Ⅲ</b> ≡ <b>*</b> · + ·	1	PCs Workspaces	Q Search
	Edit PC		
	PC name:	IF-HOS-ALANY.ad.ufl.edu	
	User account:	alany411@ad.ufl.edu	
Work Computer	General	Display Devices & Audio Folders	
	Friendly name:	Work Computer	
	Group:	Saved PCs	
	Gateway:	No gateway 🗘	
		<ul> <li>Reconnect if the connection is dropped</li> <li>Connect to an admin session</li> <li>Swap mouse buttons</li> </ul>	
1 PC			
		Cancel	

Just double-click your newly listed PC and you will be remotely connected to your computer.

