# 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

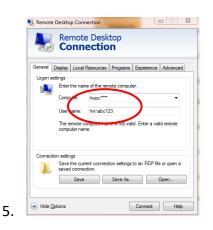
1. Follow the instructions for your version of Windows:

**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



## Save connection as a Desktop shortcut

6. Click Save As

🗟 Remot	e Desktop Conr	nection	-			83	
<b>.</b>	Remote Conn						
General	Display Local	Resources	Programs	Experience	Advanced		
- Logon s	ettings					_	
Ņ	Enter the name of the remote computer.						
	Computer:	hwpc****					
	User name:	hw\abc123					
	The remote computer name is not valid. Enter a valid remote computer name.						
Connec	tion settings					51	
	Save the current connection settings to an RDP file or open a saved connection.						
	Save		Save As		Open		
Hide Options				Connect Help			

- 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))