# 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 (you should have made a note of this from the first page of the VPN Setup Guide)
- 4. Enter your HWU Username e.g. abc123

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Remote Desktop Connection	
General Display Local Resources Programs Experienc Logon settings Effect the come of the remote computer. Computer: hupcr User name: im276 The remote computer name is not valid. Enter a computer name.	e Advanced
Connection settings Save the current connection settings to an RDP saved connection. Save Save Save As	file or open a Open
Hide Options Connect	Help

#### Save connection as a Desktop shortcut

5. Click Save As



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



- 9. 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 HW Username and 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))