

# Remote Desktop: Windows

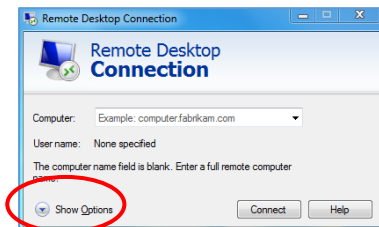
**Remember** – you must **connect to the VPN** before you start a Remote Desktop connection  
(see *VPN User Guide: Own Device (Windows)*)

## Open the Remote Desktop Connection

1. Follow the instructions for your version of Windows:

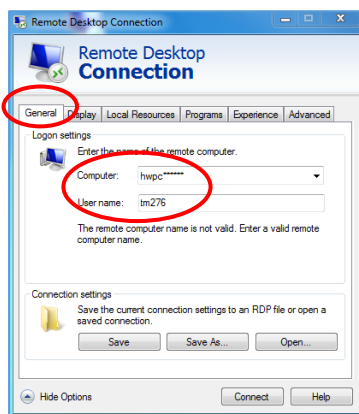
**Windows 10:** Type **Remote Desktop Connection** into the Search bar – when it appears at the top of the search panel. Click on it to open.

2. Click on **Show Options**



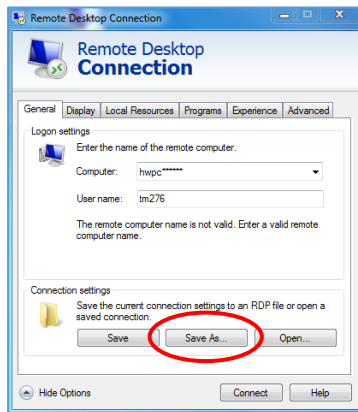
3. Enter your work PC name e.g. HWPC12345 (*you should have made a note of this from the first page of the VPN Setup Guide*)

4. Enter your HWU Username e.g. abc123

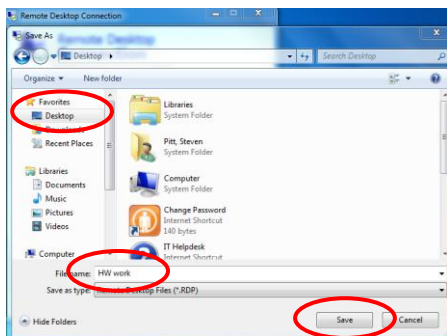


## Save connection as a Desktop shortcut

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**



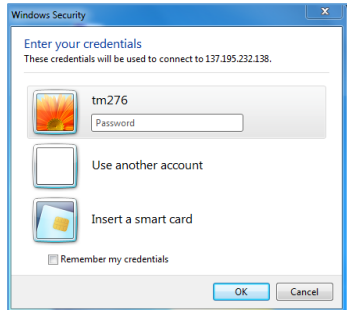
9. **Close** any dialog boxes that are open

- A **HW work** icon will appear on your desktop



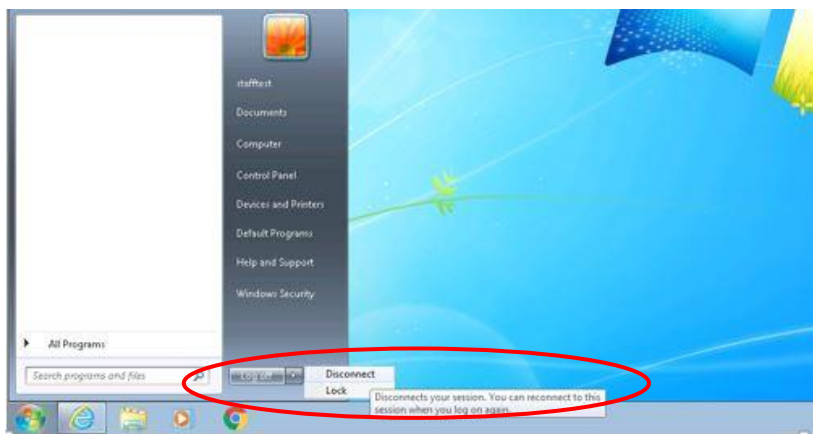
## Start a Remote Desktop session

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)*)