HOW TO CONNECT TO YOUR OFFICE WORKSTATION VIA WINDOWS REMOTE DESKTOP

In order to connect to your Windows workstation from your home computer, please follow the steps below:

1. REQUEST A STATIC IP ADDRESS
   • Contact the OIT Help Desk to request a static IP address be assigned to your office workstation for Remote Desktop access. They will give you a form to be filled and returned to the Helpdesk for processing.
   • Once your request is processed, you will be given a URL with a personalized port number that is mapped directly to your office workstation. The format will be something like the one below:

     `RA.QC.CUNY.EDU:nnnnn` where `nnnnn` is an unique 5-digit port number just for you.

2. CONFIGURING REMOTE DESKTOP ON YOUR CAMPUS WORKSTATION
   • From your campus workstation, right-click on “This PC” or “My Computer” and click “Properties”
• On the system information page, click “Remote Settings”

![Remote Settings](image1)

• Under the Remote Desktop settings, make sure the options are set as below, and click “OK” to save the settings:

![Remote Desktop Settings](image2)

3. **LEAVE YOUR OFFICE WORKSTATION ON**
   • Do not turn off your office workstation. You will not be able to connect remotely if your workstation is off.

4. **USING REMOTE DESKTOP ON YOUR HOME COMPUTER**
• From your home computer, click on the Start button, and type “remote desktop”, then click on “Remote Desktop Connection”

• On the Remote Desktop Connection window, enter the unique Remote Access URL you were assigned from step #2 above (the example below uses 12345, but you will have to enter the 5-digit port number assigned to you), and click “Connect”: 
• Once connected, you will see the screen of your office workstation. Just login as you normally would when you’re in the office, and you may then work remotely on your office workstation remotely from your home.

• For Assistance please contact the OIT Helpdesk at 718-997-4444 or Help@qc.cuny.edu