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## Information Technology Services

### User Guide for connecting Microsoft computers from outside to campus network (QC-VPN) (Supported Windows 10)

#### What To Do At Work.


1. Before you can remote into your desktop computer at work you must prepare your work computer(s).
2. In the browser of your choice, go to the following link: <http://bit.ly/QCRMTWIN>. This will immediately send you to the Microsoft Support Website on “How to use Remote Desktop”.

#### How to use Remote Desktop

Applies to: Windows 10



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Use Remote Desktop on your Windows 10 PC or on your Windows, Android, or iOS device to connect to a PC from afar.

1. Set up the PC you want to connect to so it allows remote connections:

- On the device you want to connect to, select **Start**  > **Settings**  > **System** > **Remote Desktop**, and turn on **Enable Remote Desktop**.
- Make note of the name of this PC under **How to connect to this PC**. You'll need this later.

2. Use Remote Desktop to connect to the PC you set up:

- **On your local Windows 10 PC:** In the search box on the taskbar, type **Remote Desktop Connection**, and then select **Remote Desktop Connection**. In **Remote Desktop Connection**, type the name of the PC you want to connect to (from Step 1), and then select **Connect**.
- **On your Windows, Android, or iOS device:** Open the **Remote Desktop** app (available for free from Microsoft Store, Google Play, and the Mac App Store), and add the name of the PC that you want to connect to (from Step 1). Select the remote PC name that you added, and then wait for the connection to complete.

[Enable Remote Desktop](#)

3. Click on the button labelled “Enable Remote Desktop”.

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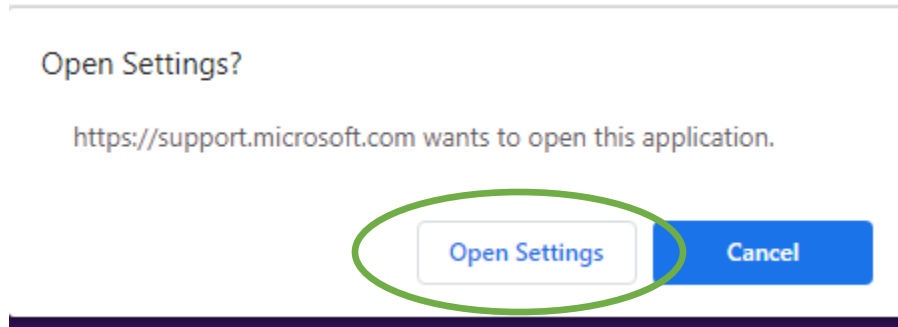
- On the device you want to connect to, select **Start**  > **Settings**  > **System** > **Remote Desktop**, and turn on **Enable Remote Desktop**.
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2. Use Remote Desktop to connect to the PC you set up:

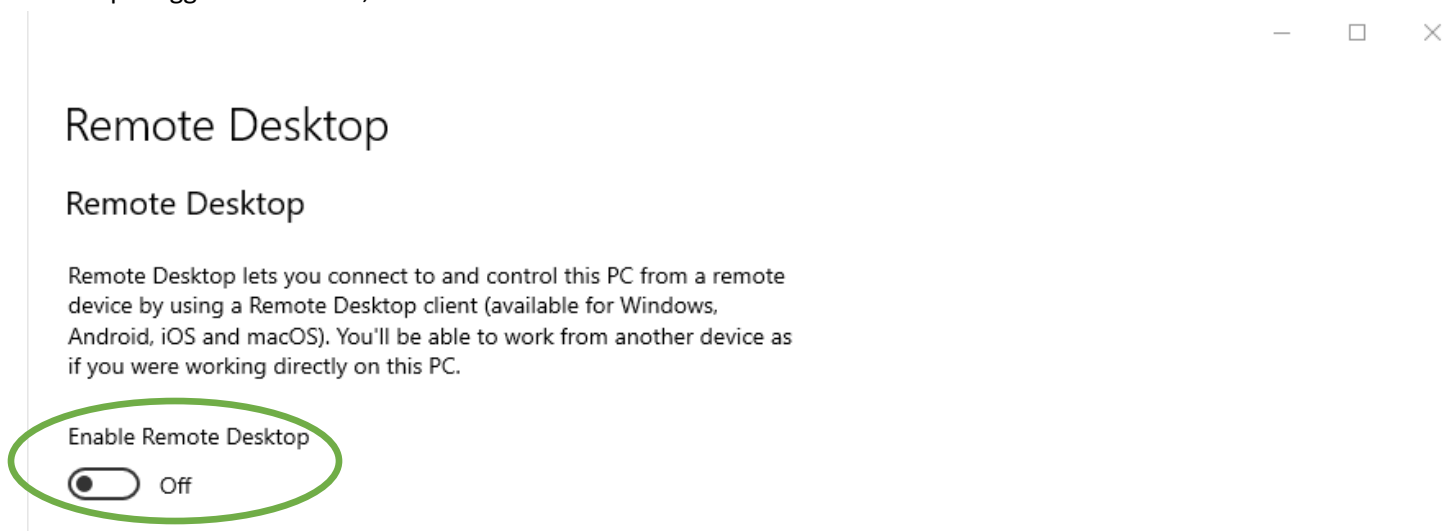
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[Enable Remote Desktop](#)

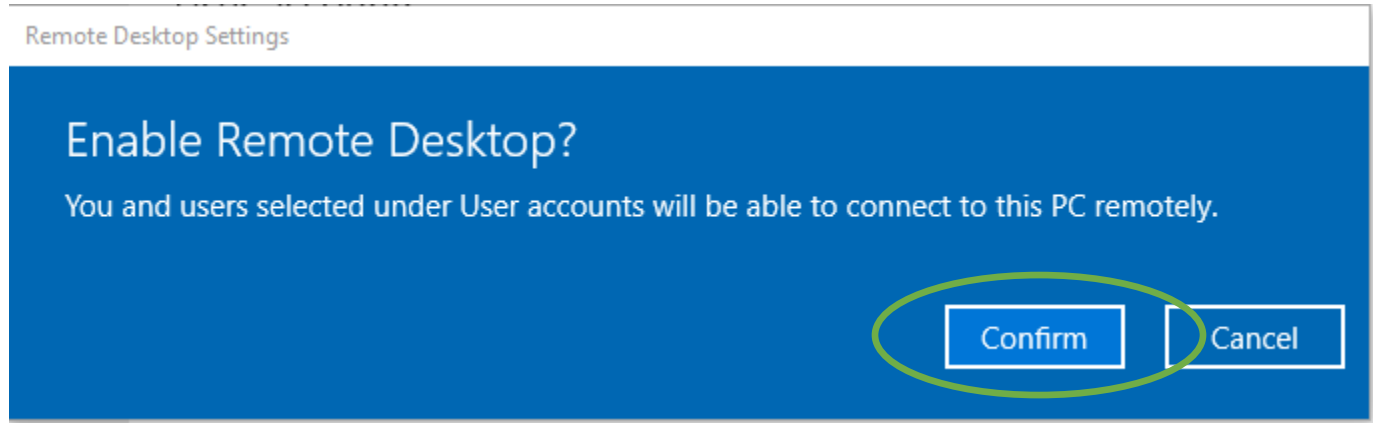
4. This will cause your computer to ask you if you would like to “Open Settings?” Click the Open Settings button.



5. The Settings window will appear with the Remote Desktop settings page already opened. If the “Enable Remote Desktop” toggle is set to **Off**, click it to set it to **On**.



6. Windows will ask you to confirm if are sure that you would like to Enable Remote Desktop. Click the Confirm button.



7. Once the “Enable Remote Desktop” toggle is set to On, confirm that both check boxes below are also checked. This will keep your work computer awake and connected to allow you to connect at any time.

## Remote Desktop

Remote Desktop lets you connect to and control this PC from a remote device by using a Remote Desktop client (available for Windows, Android, iOS and macOS). You'll be able to work from another device as if you were working directly on this PC.

### Enable Remote Desktop

On

Keep my PC awake for connections when it is plugged in [Show settings](#)

Make my PC discoverable on private networks to enable automatic connection from a remote device [Show settings](#)

[Advanced settings](#)

8. Below the checkboxes, take a note of the name of the PC. You'll need it when you get home.

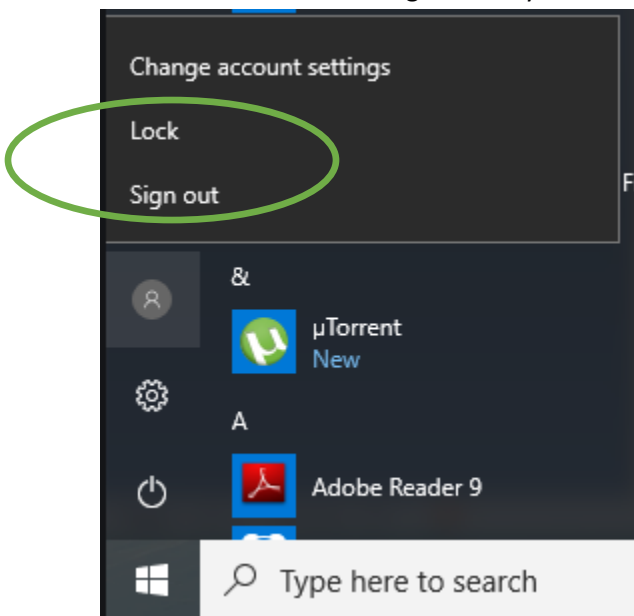
## How to connect to this PC

Use this PC name to connect from your remote device:

ITS-I151-CA.qc.ads

[Don't have a Remote Desktop client on your remote device?](#)

9. You're all done. Lock or Sign Out of your computer. Don't shut your computer down.



*Prepared By ITS*

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