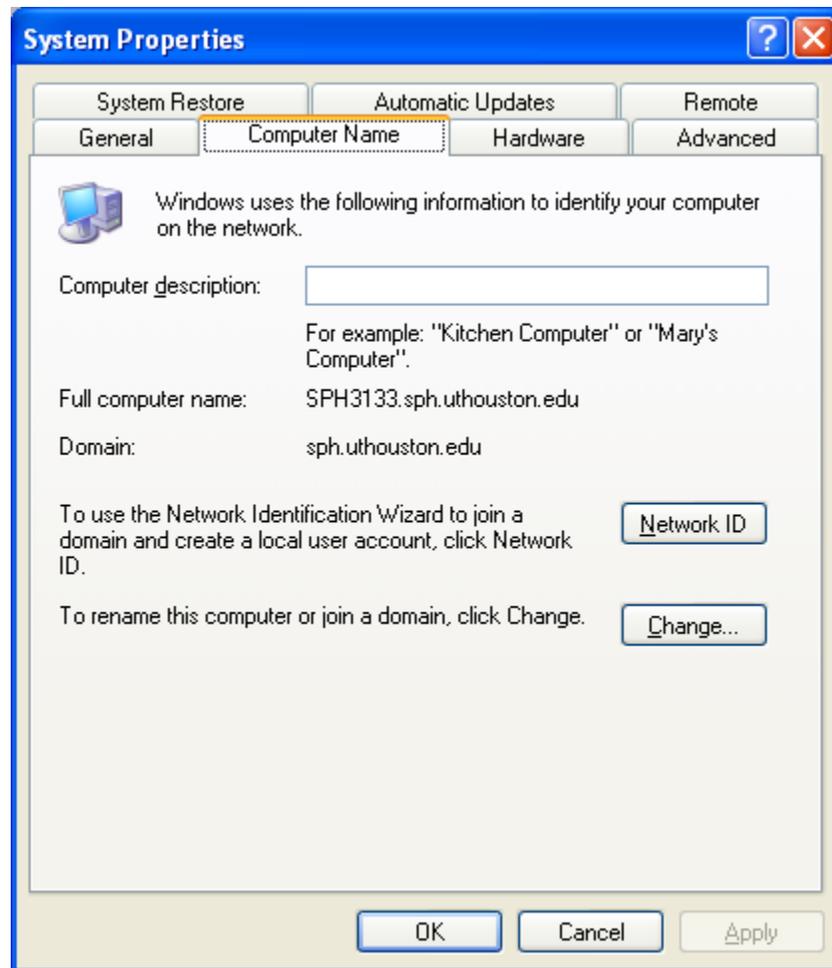# Connecting to your office PC via remote Desktop
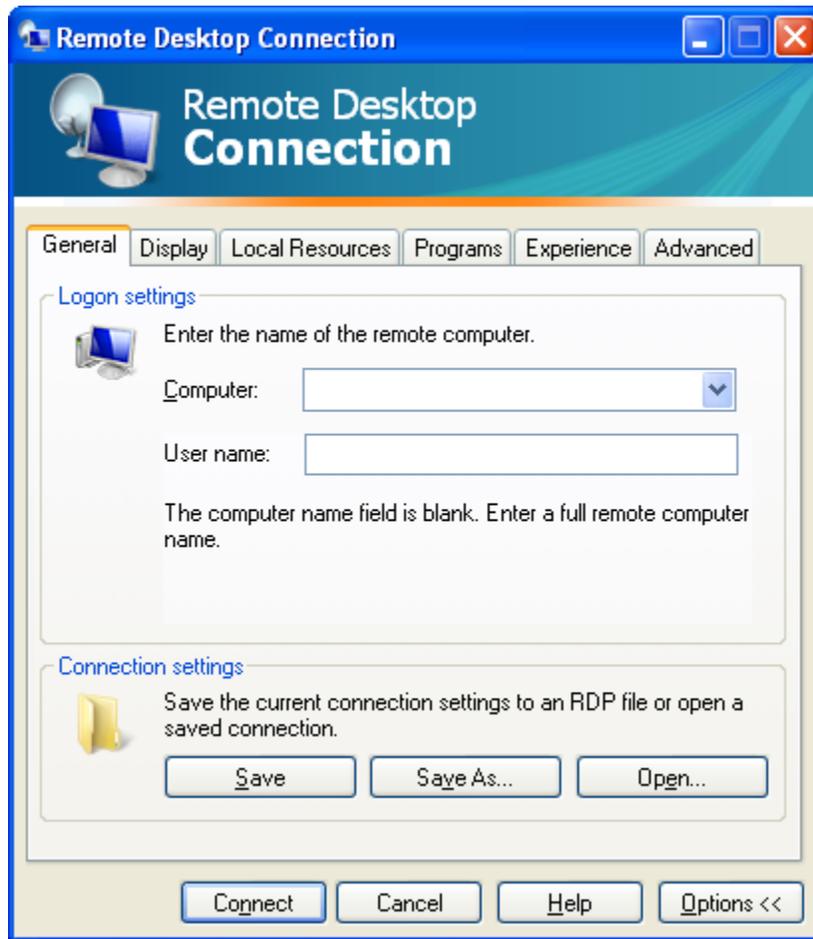
<u>Once your VPN connection is established</u>, you should be able to connect to your office computer via the Microsoft Remote Desktop client. Prior to attempting this, you will need to make sure:

1. Your office PC is powered on and connected to the network. You do not have to be logged in to your office PC, but it does need to be on to receive data from the network.
2. Your UT user account is a member of the Remote Desktop Users group on your office computer. Please contact one of the IT Services staff in order to have your account added to this group. Also have the disable any power save or hibernate capability on your desktop. If these features are enabled, the machine will not "wake up" when you attempt to connect.
3. You know your computer's SPH tag number. This can be found on a white tag on the top or side of your computer, or alternatively you can right-click on your My Computer icon, click properties, and then click the Computer Name tab. You should have a window like the one below.

The information after "Full computer name:" is what we are looking for. In this case SPH3133 is the computer name.

Begin connecting to your office computer by opening the Remote Desktop client, generally by clicking Start > All Programs > Accessories > Remote Desktop Connection. If this is the first time you've used Remote Desktop, it may look like this:

Or this:

In the "Computer" field, you will type in the name of your office computer which you should have already obtained. Type the fully qualified domain name to be sure you are connecting to the correct computer. The fully qualified domain name is the name of the machine

(SPH3133) followed by a dot, then the domain name of our network (sph.uthouston.edu). See the example below.

Click the connect button. After a few moments (depending on the speed of your internet connection), a window should open with your work desktop inside. You can now open Outlook, work with documents, and access network drives as if you were sitting at the computer.

At the top of the window will be a tab with the name of the machine you are connected to as well as the standard minimize, maximize, and close window buttons. You can change the size of your work window in order to work with items on your home computer while still leaving your connection open. When you are done working remotely, you can simply click the X to close the remote desktop connection or click Start > Log Off.