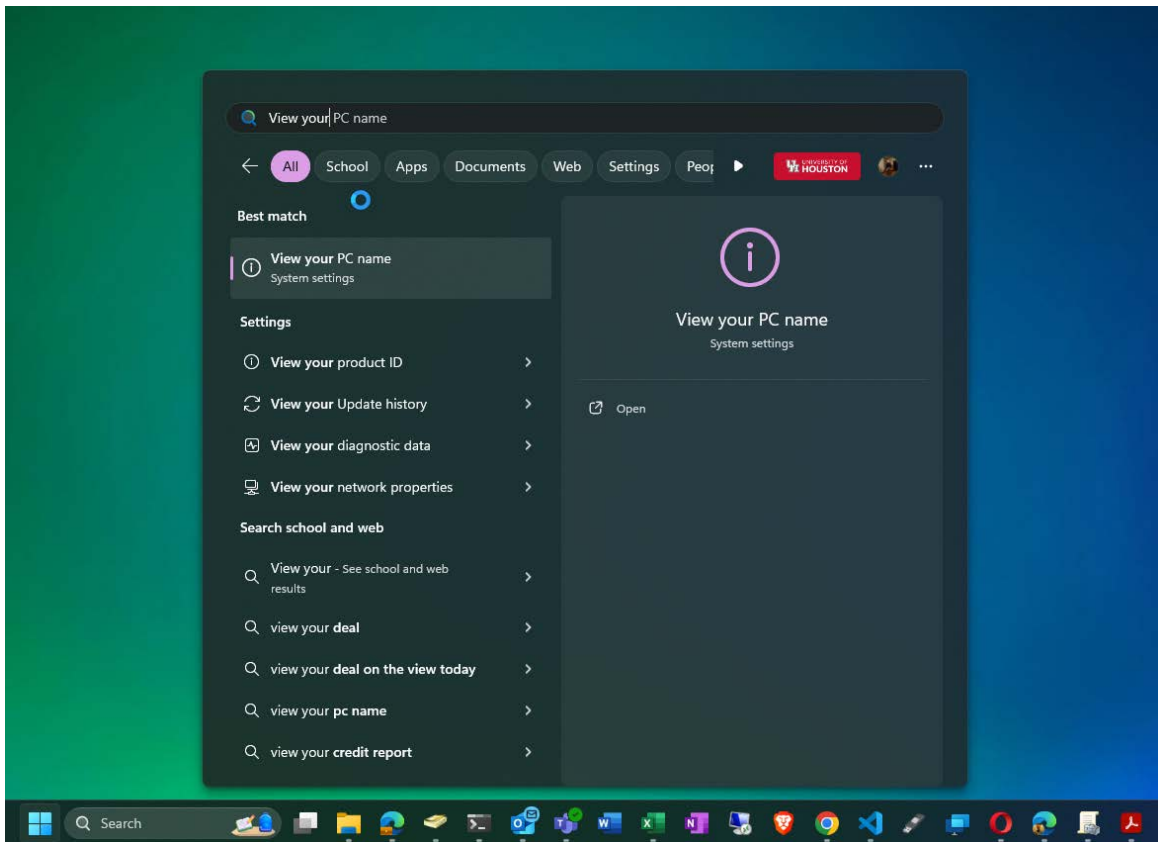# Connecting to Remote Desktop

1. Before we start using Window's "Remote Desktop Connection", there's two things we need to make sure that is gathered and setup:
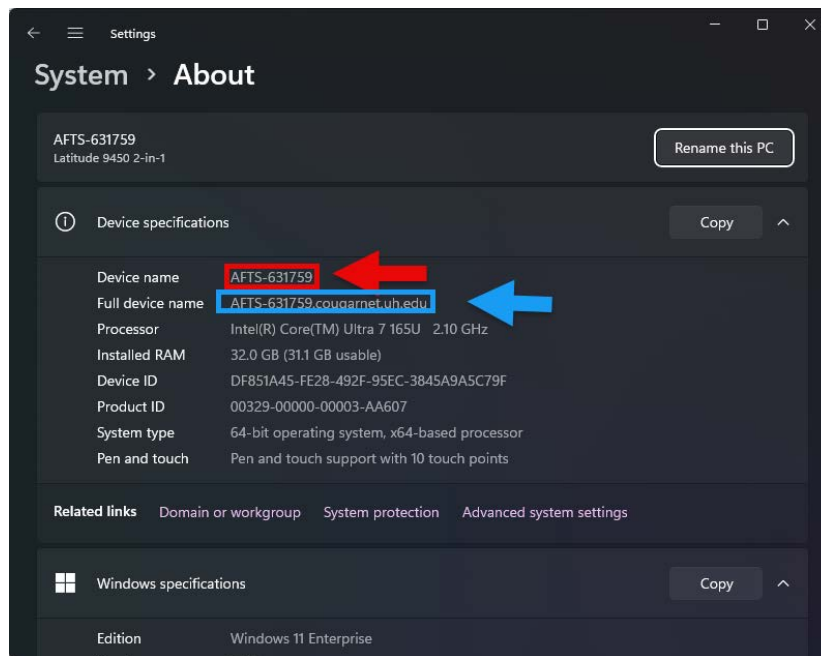
    a. **Need to remember the computer name that you are remoting <u>INTO</u>.**

    b. **UH VPN has to be setup on the device you're remoting <u>WITH</u>, if not then follow the "Setting up VPN" to get your UH VPN setup.**

    !!!ATTENTION: Steps 2 to 3 are to be done on the desktop you are remoting <u>INTO</u>!!!

2. First, bring up your start menu by pressing either the Windows key on your keyboard or clicking on the Windows icon on your taskbar and type View your PC Name into the search
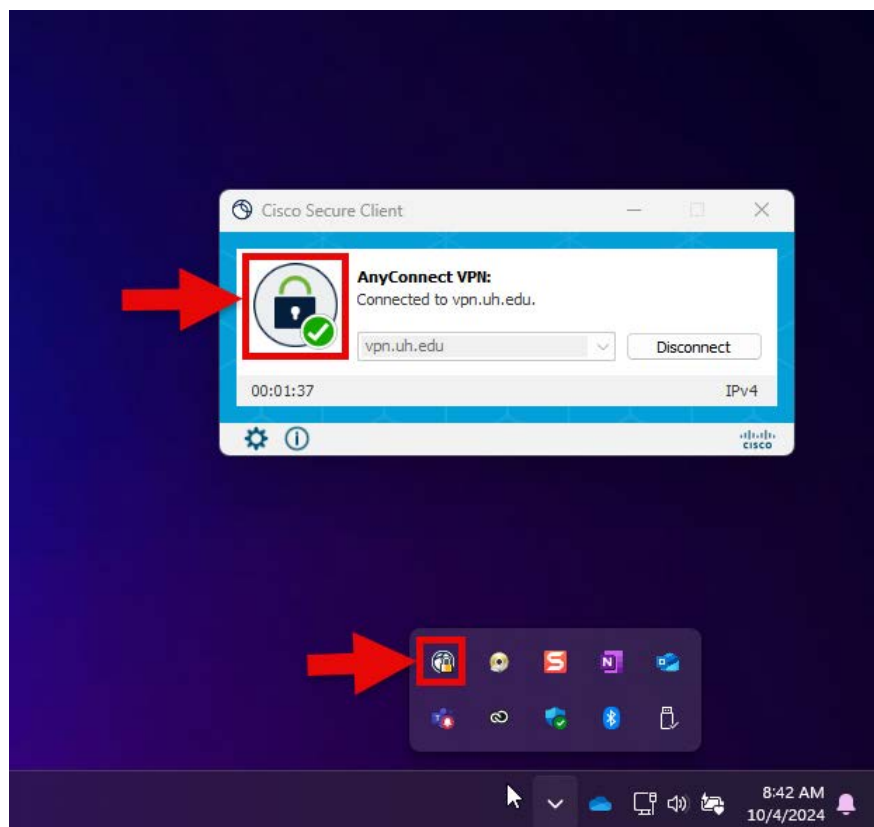

3. Next, a window should pop-up as shown below. The Computer name you will need to use will either be the one with the red arrow (use this one first) or the one with the blue arrow if the first option doesn't work. It is the same as the first option but with .cougarnet.uh.edu added at the end.
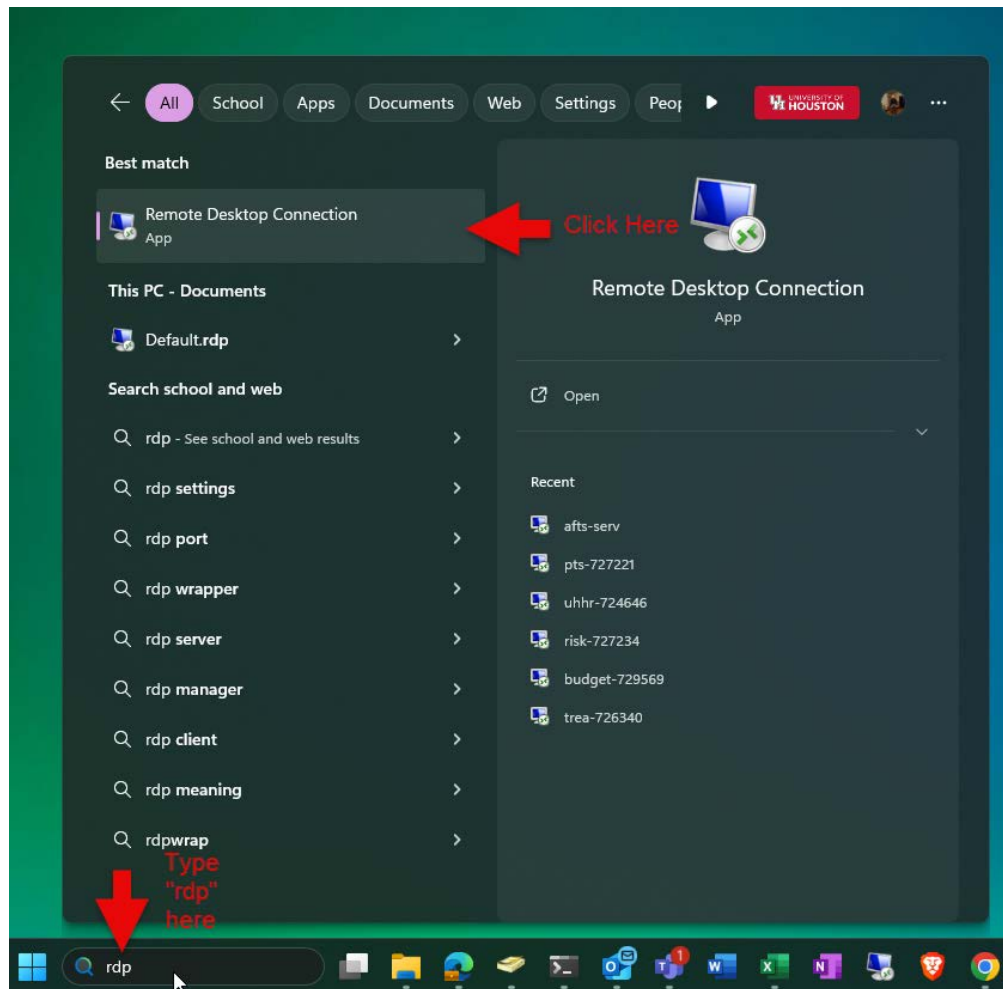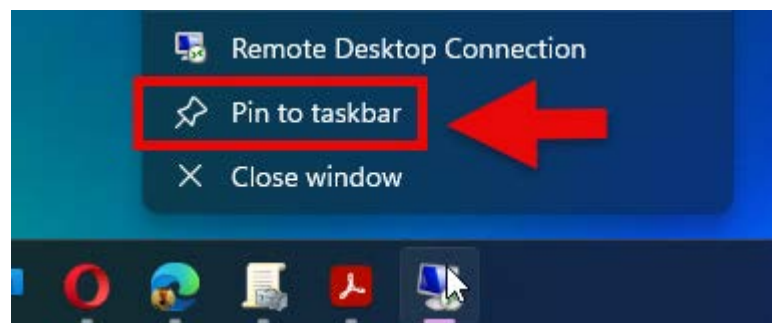
4. **Please make sure that you are connected the UH VPN on your home computer/laptop.** You can see that in the "Cisco Secure Client" in the "icon tray", if you're successfully connected you will see a check mark on the lock like the picture shown below and a lock is added to the icon in the system tray.
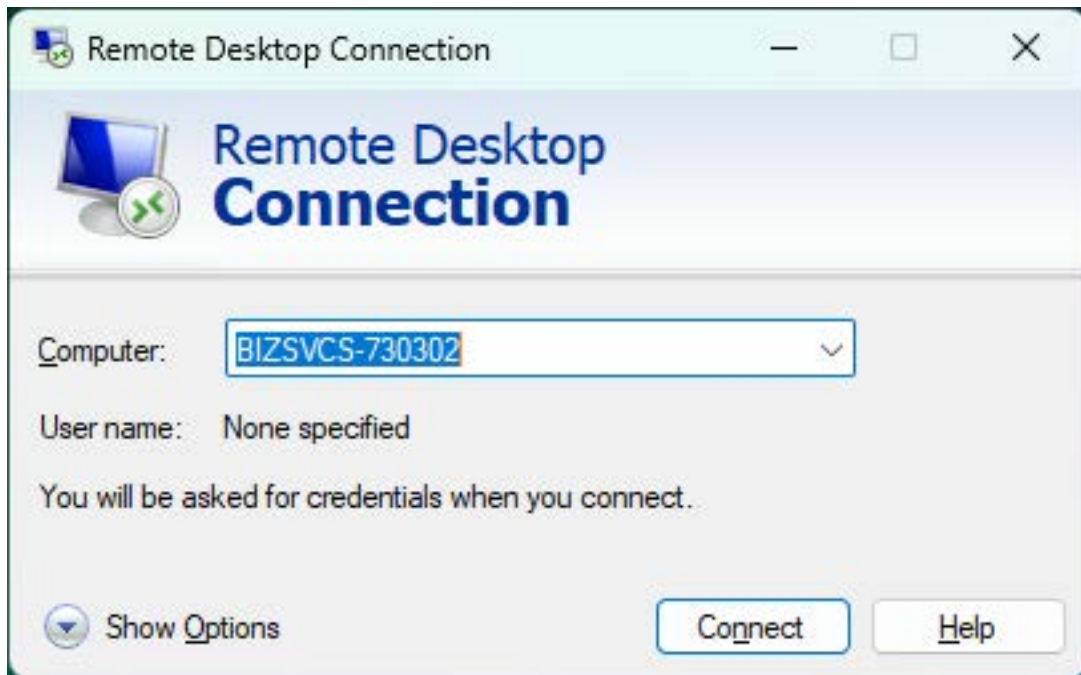
5. **Then, in the search bar on the taskbar of your home computer/laptop screen type in "rdp" (without quotes)**, it should come out in the search result and just double click to run it.
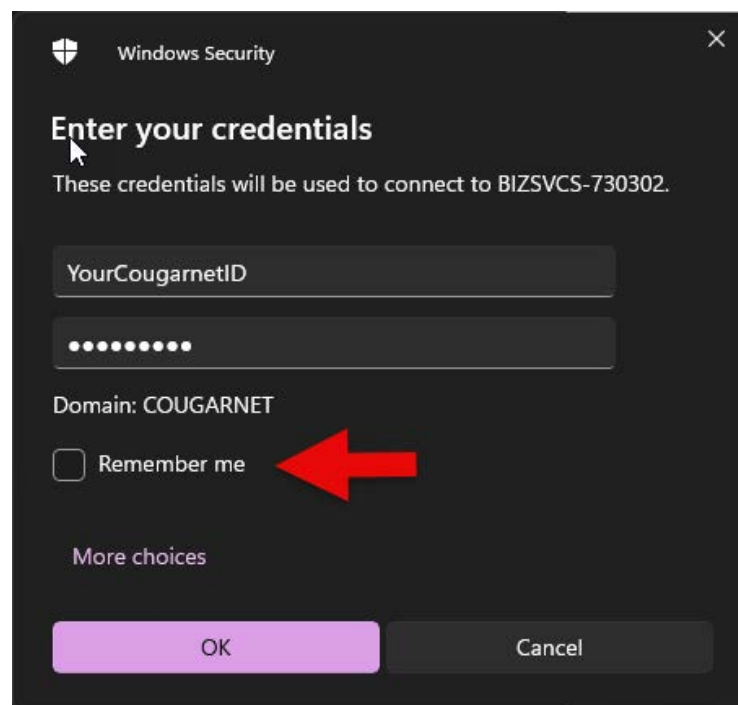

5b (optional). If you will be using RDP often, you may want to pin it to your taskbar. To do so, right click on the icon that has appeared on your taskbar and select "Pin to Taskbar". This will make it a little quicker to get to RDP the next time you want to use it.
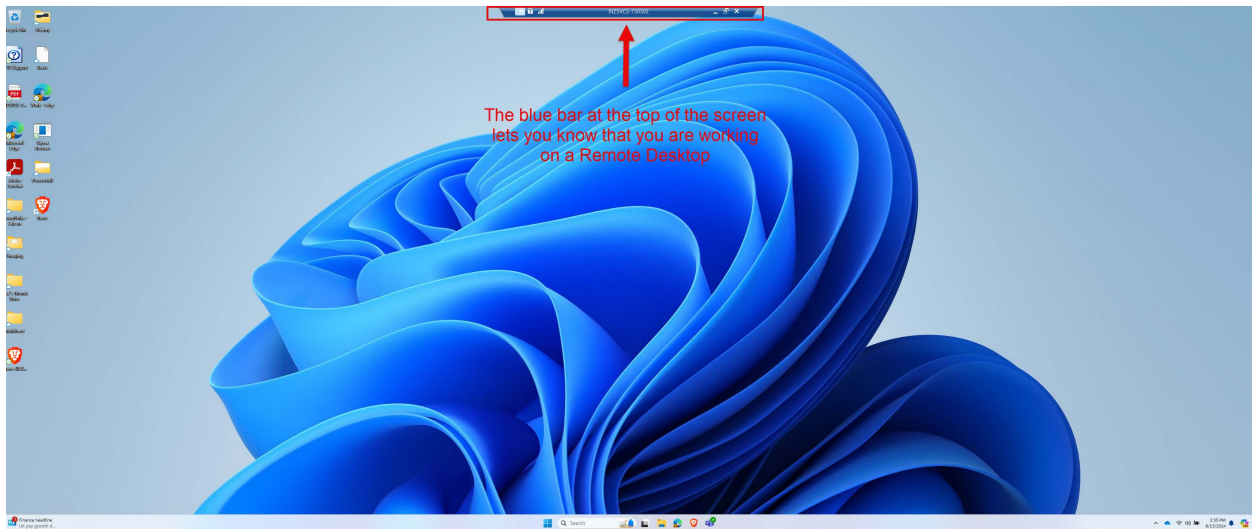
6. Once the window for "Remote Desktop Connection" is opened, type in **your computer's name that you are remoting into** that you took down in step 2 in the "Computer" field.

7. When you click on "Connect" you will be prompted to type in your user credentials as below. **Make sure to click on "Remember me"** to save time typing in your username next time.

8. Finally, you'll be connected to your remote desktop. You'll know that you're on your remote desktop when you see the following picture below, feel free to exit it out of the remote desktop by click on the "X" button in the section highlighted below. If you cannot remote into your desktop please contact IT support.
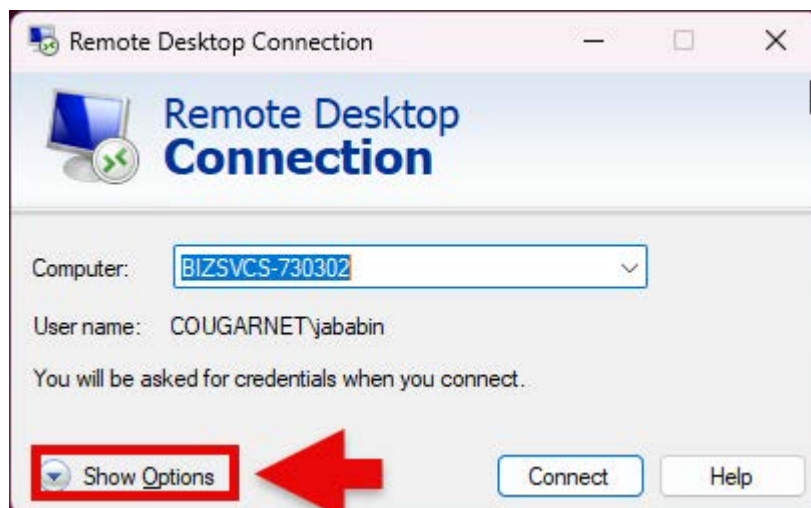

The blue bar at the top of the screen lets you know that you are working on a Remote Desktop

Useful Tips for using RDP

I. When making a Teams call or joining a meeting on Teams while using RDP, you will be accessing the camera and microphone of the device you are remoted into. Meaning other people in the meeting will not be able to hear you or see you. To avoid this minimize the Remote Desktop by pressing the minimize button on the blue bar at the top of the screen and use Teams from the device you are using to work remotely.

II. Using Multiple Screens while using RDP

You can use all of the screens connected to the computer you are using to remote WITH while using RDP by selecting Show Options at the login screen

On the display tab check the box labeled "Use all my monitors for the remote session"