# Remote Desktop: Configuring your Office Computer

## Overview

In order to connect to your office computer from another location, there are several configuration steps that must be completed on your office machine. Please remember that your home computer or whichever computer you are using to connect to your office, must be protected with the latest OS and security updates.

### Configuring your Office Computer (Microsoft Windows 10)

1. Click the **Start/Windows** button.
2. Click on the **Settings** icon in the Start Menu.
3. In the Settings window, click **System.**
4. Click on **Remote Desktop** on the left-hand side.
5. Switch the **Enable Remote Desktop** option to **On**.
6. Make note of the **PC name** in the **How to Connect to this PC** section of the screen. You will need this when connecting remotely.
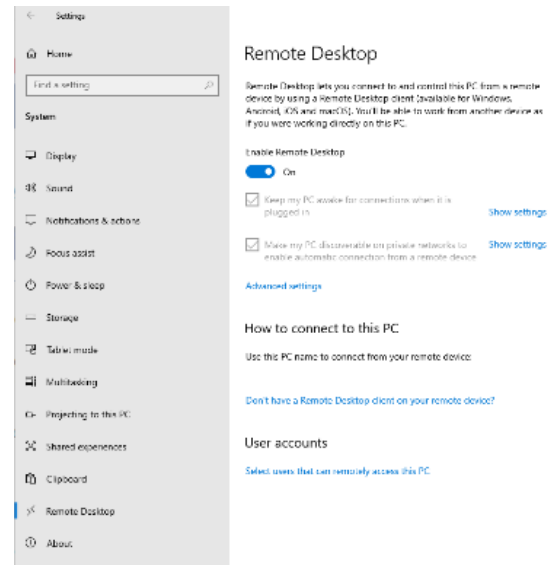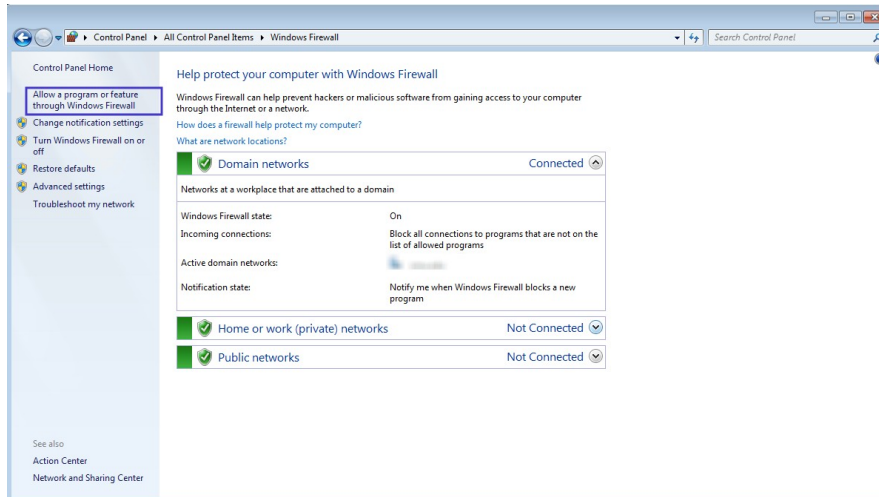
### Microsoft Windows 7

1. Click **Start**
2. Open the **Control Panel**
3. Double click the **System** icon
4. Click **Remote Settings**
5. On the remote tab, select "**Allow connections from computers running any version of Remote Desktop**" (Figure 2)
6. Click **OK**
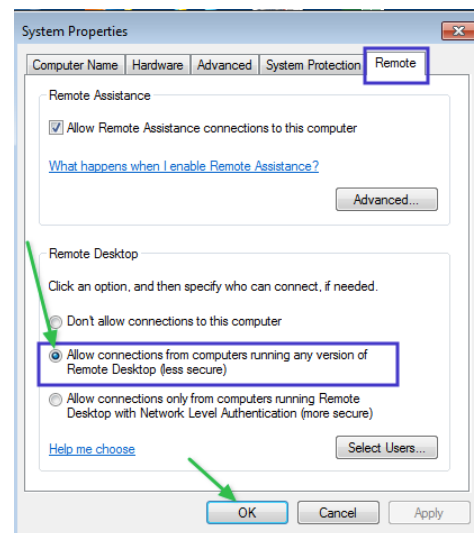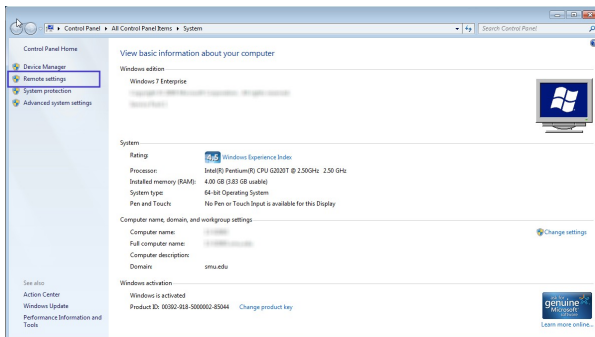
7. Return to the Control Panel and double click on **Windows Firewall**
8. Click Allow a program or feature through Windows Firewall



9. Click **Change Settings**

10. Scroll down and verify that **Remote Desktop** is checked

11. Click **OK**
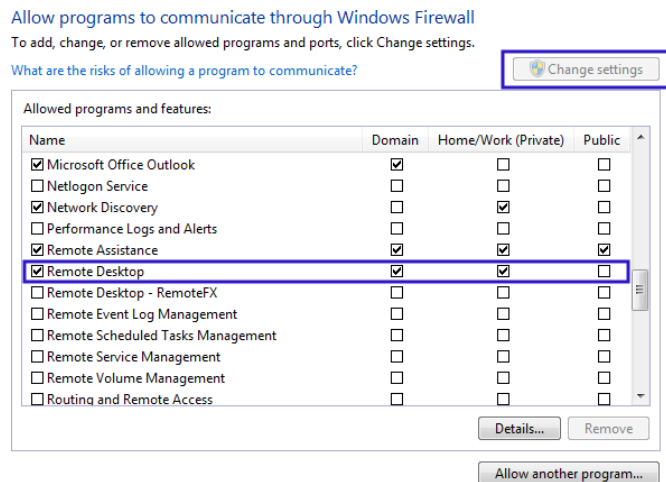


12. Visit smu.edu/hostname and write down the hostname shown. This will be the address you use when connecting at home.
13. *Be sure to either log off or lock your workstation but leave it powered on.*

# Remote Desktop: Configuring Your Home Computer

**Overview**

After you have configured your office computer to accept remote connections, you will need to get your home computer set up in order to connect to your campus computer.

**Download the VPN Client on your home computer**

1. Login to https://vpn.smu.edu using your SMU ID and password
2. Click AnyConnect on the left-hand side
3. Download the AnyConnect client following the instructions located on the website.

**Establish the VPN connection**

1. Launch the **Cisco AnyConnect** client from your Programs folder.
   a. For Windows 7, the program will be in the Programs or All Programs folder of the Start Menu.
   b. For Windows 8 and 8.1, press Windows+S and enter "Cisco" in the search box. The AnyConnect Secure Mobility Client should appear in the results.
   c. For Windows 10, the program will be in the application list in the Start menu.
2. Type **vpn.smu.edu** in the connection box in the window that appears.
2. Click **Connect**
3. Enter your **SMU ID** and **Password** when prompted.

**Create the Remote Desktop Connection (from your home machine)**

1. Click **Start**
   a. In Windows 8, use the search tool in the charms bar or by pressing Windows+S, search for Remote Desktop and click on it. Skip steps 2-5.
2. Click **Programs**
3. Click **Accessories**
4. Click **Remote Desktop Connection**
5. Click the **Options** button
6. Enter the **Hostname** of your office machine.
7. Click the **Local Resources** tab
8. *If you wish to access local printers or the clipboard, make sure those two options are checked.*
9. Click **Connect,** and Login with your SMU ID and password

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