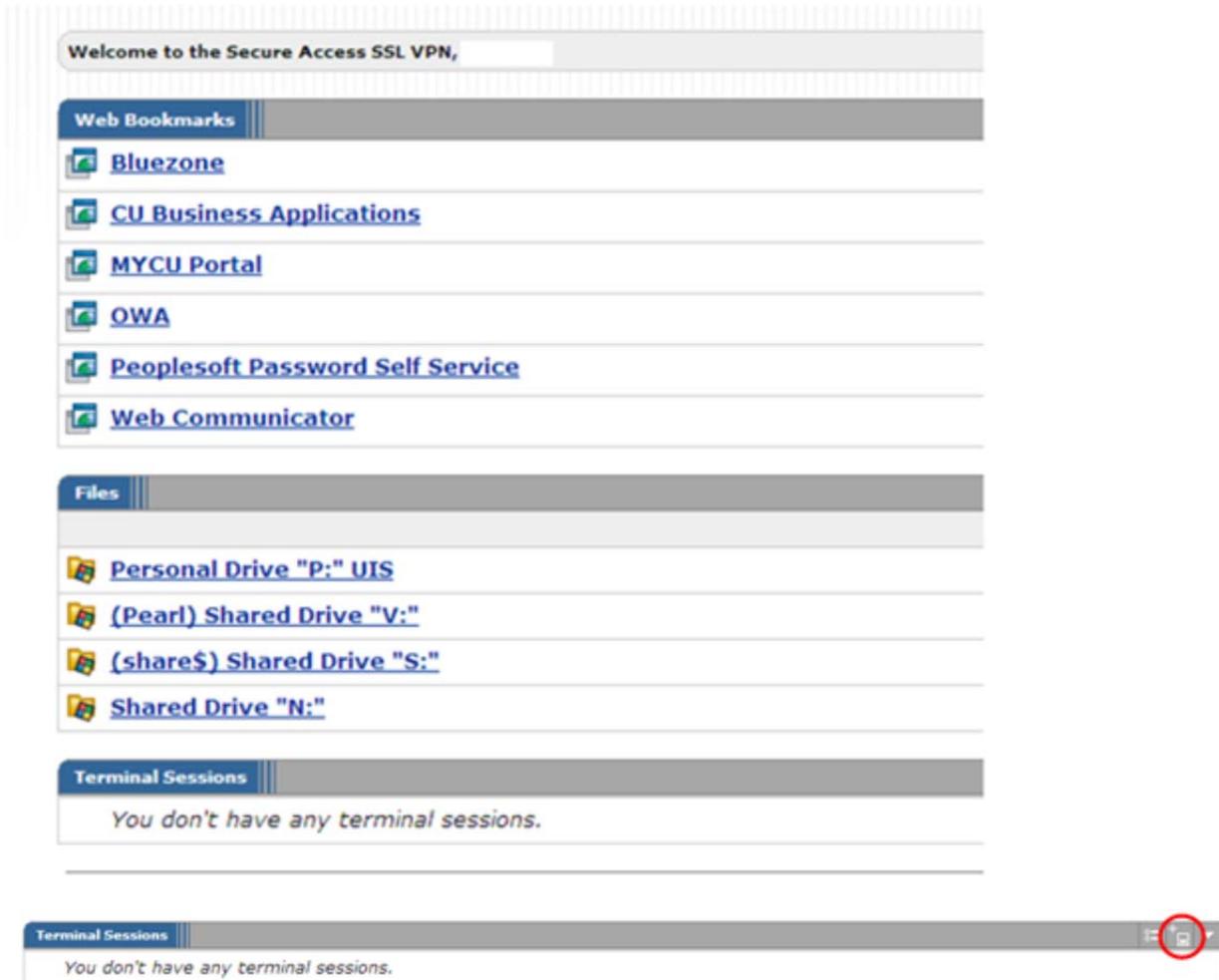


# How to

## Remotely Access your Office Computer

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Connect to VPN



To create your Remote Desktop connection, click on the  icon. It is in the middle of the three icons at the right side of the blue "Terminal Sessions" heading bar.

## Add Terminal Services Session

Session Type:

Bookmark Name:

Description:

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### Settings

\* Host:  Name or IP address of remote host

Client Port:

Server Port:

Screen Size:  Size in characters and rows

Color Depth:

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### Session

**Authentication:**

Username:  Username or <USER> for IVE session username

Password:

**Start Application:**

Launch seamless window  
[NOTE: Seamless window check box applicable only for servers running Windows 2008 and later]

Path to application:

Working directory:

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### Connect Devices:

Connect local drives  Connect local printers

Allow Clipboard Sharing  
Note: Due to limitations in Windows Terminal Services prior to RDP 6.0, disabling the clipboard will disable all local devices

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### Display Settings:

Desktop background  Show contents of window while dragging

Menu and window Animation  Themes

Bitmap Caching  Font Smoothing (RDP 6.0 onwards)

Desktop Composition (RDP 6.0 onwards)

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### Add Terminal Services Session?

Type the following information in the boxes next to the following labels:

- **Bookmark Name:** Type the name of your PC, or some identifier that you will remember, e.g. "Office desktop"
- **Host:** Type the IP address of your host (office desktop) computer. It will look something like this: 192.168.209.xxx

Note: If you are unsure of your desktops IP address see Self-Help Document "How to Obtain your IP address"

- **Color Depth:** 32-bit (use the dropdown box to select)
- **Username: and Password:** (your UIS AD Windows username and password)

- Put checkmarks in the Connect Local Drives, Connect Local Printers, and Allow Clipboard Sharing, and Desktop Composition
- Click on "Add" and you should return to the SSL VPN front page, and your Remote Desktop connection should be listed under the Terminal Sessions heading.



Click on this connection, and it should bring you to the Remote Desktop login for your office computer.