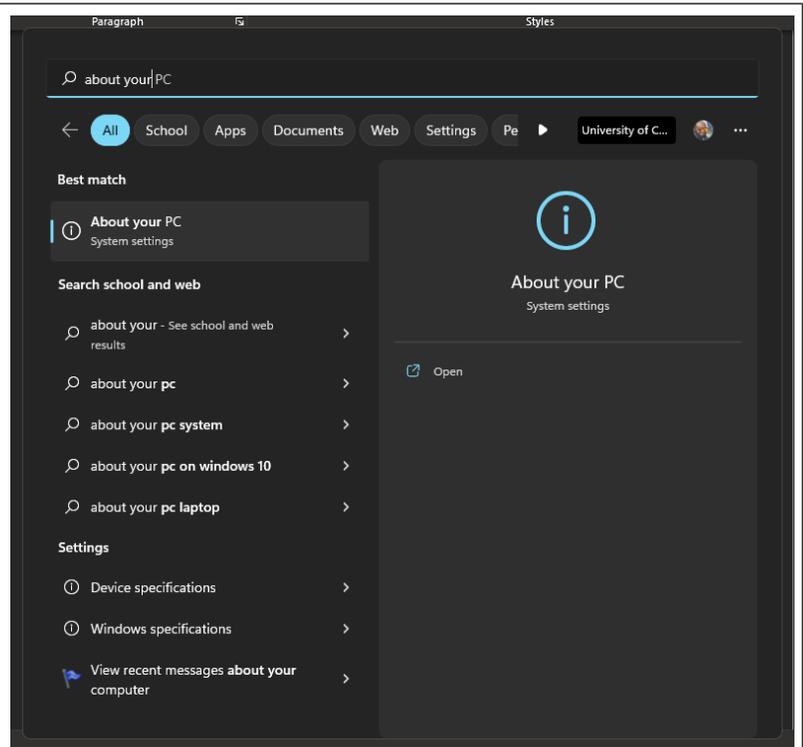# How to use Windows Remote Desktop

PURPOSE:
- How to find your computer name
- How to connect to Cisco AnyConnect VPN
- How to configure and connect to a Remote Desktop
- How to disconnect from a Remote Desktop

HOW TO USE WINDOWS REMOTE DESKTOP:

Before you begin: Please look up the computer name you are trying to remote into before attempting to connect. You will need this information to complete the Remote Desktop Protocol (RDP) connection. To find your computer name, right click on the Windows icon in the lower left of your screen and type "About Your PC". Click **OPEN** on the right.	

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Directly under ABOUT is your PC name, which you will need for RDP.

Note: Depending on your device, it may also be listed by similar names like "Computer name" or "Device name"

System > About

UIS-V-MONROEM
VMware Virtual Platform

ⓘ Device specifications

Device name   UIS-V-MONROEM
Full device name   UIS-V-MONROEM.ad.cu.edu
Processor   Intel(R) Xeon(R) CPU E5-2660 v4 @ 2.00GHz   2.0
Installed RAM   16.0 GB
Device ID   375DDB48-FEB2-47D9-BFE6-5E85FC0397DF
Product ID   00329-00000-00003-AA254
System type   64-bit operating system, x64-based processor
Pen and touch   No pen or touch input is available for this display

Related links   Domain or workgroup   System protection   Advanced sys

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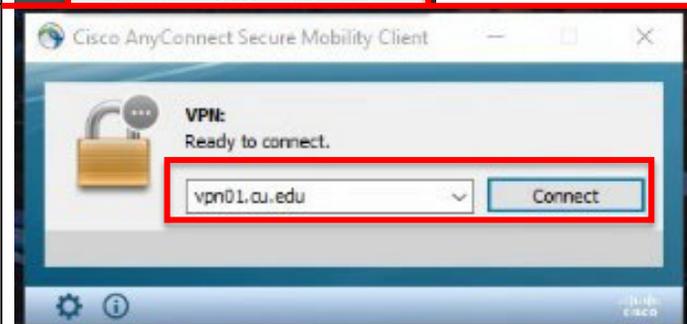
Verify Cisco AnyConnect is:
- Installed on the laptop or machine you will use to connect to the remote desktop
- Online and connected

If you are already connected to the VPN using vpn01.cu.edu, skip to page 4.

If not connected to VPN, start by searching for **Cisco AnyConnect** through the windows search bar and selecting Cisco AnyConnect Secure Mobility Client.
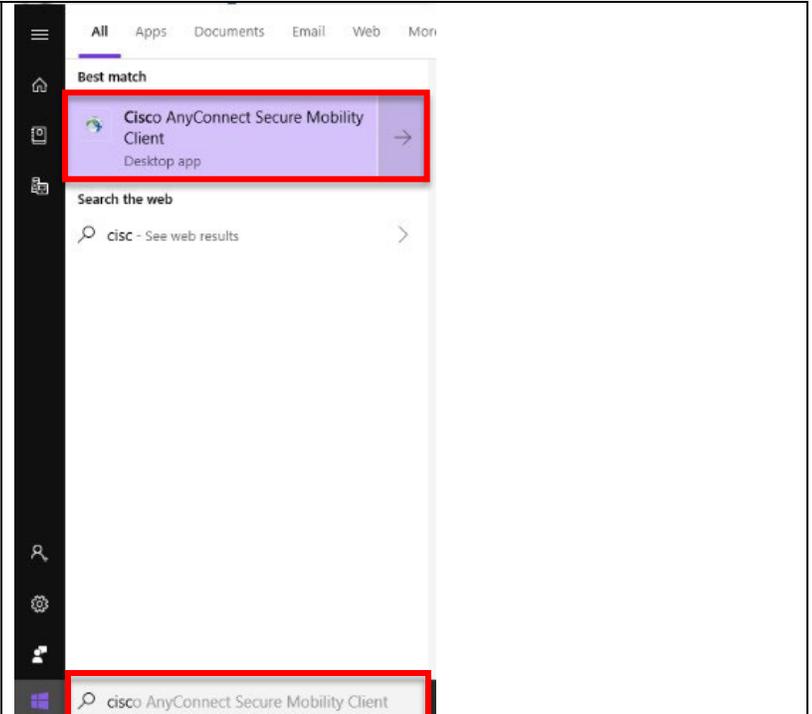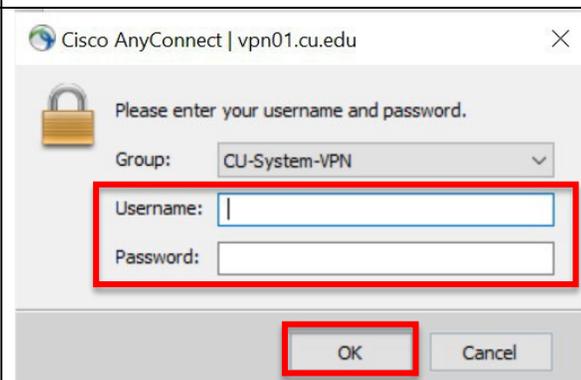
Once the Cisco AnyConnect Secure Mobility Client opens (typically in the bottom right corner of your screen), type in: vpn01.cu.edu and click "Connect".

Login to the VPN using your regular system credentials.
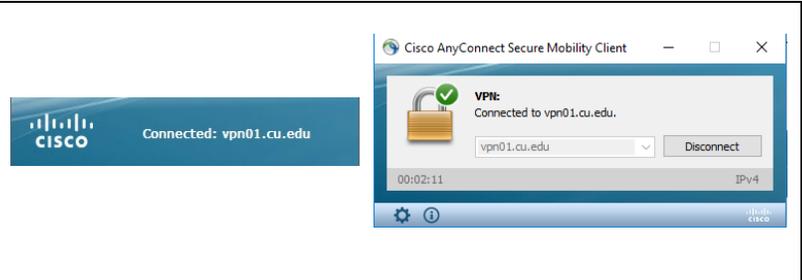
Press OK.

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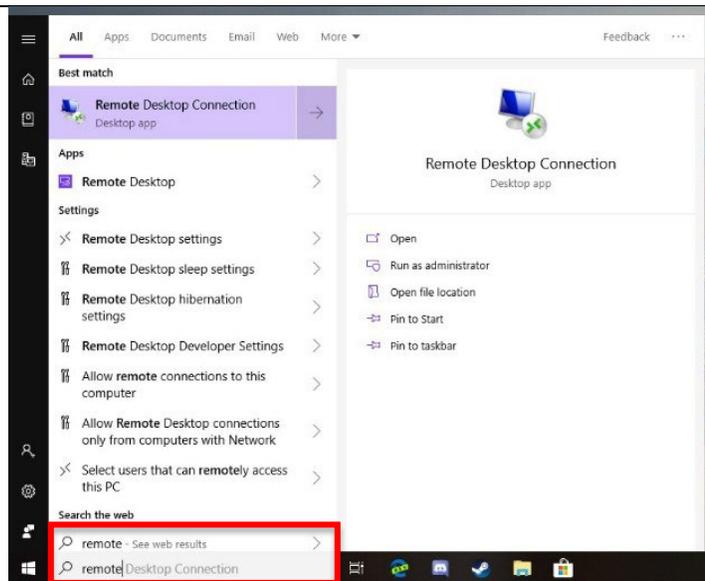Email: help@cu.edu

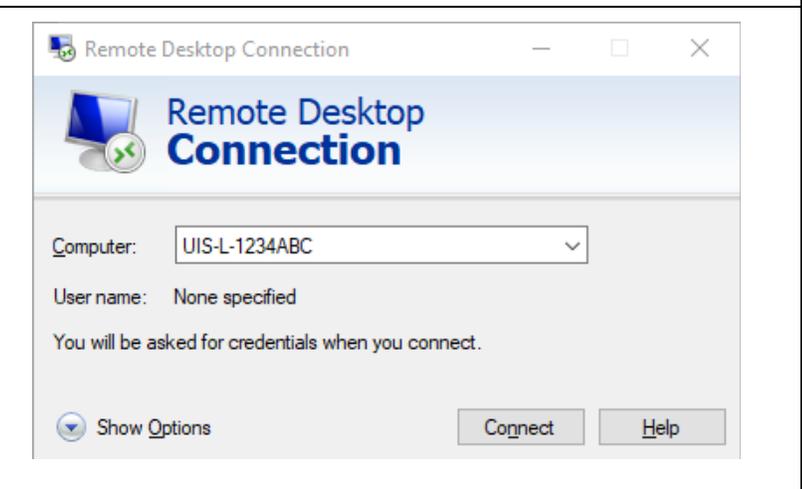|	
Verify the VPN is connected to vpn01.cu.edu. You will receive a notification that you are connected. A green checkmark will now appear over the lock icon and the "Connect" button changes to "Disconnect".	
Once connected to VPN, you can begin connecting to a remote computer. Click on the Windows icon on the bottom left, and search for Remote Desktop Connection. Click on it to launch the RDP client.	
Type the computer name of the remote computer (identified at the beginning of this guide) into the "Computer" field. Press **Connect.**	

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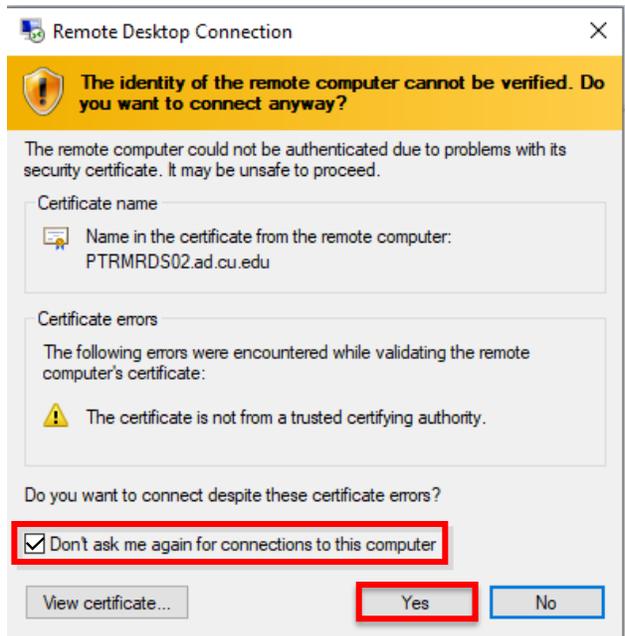|	
Windows will now request for a login. Type your system credentials in using the following format: Username: ad\systemusername (ex: ad/gilmorer) Password: Your system password	**Windows Security** ✕ **Enter your credentials** These credentials will be used to connect to WYNNVDI-WIN10. [ad\username] [Password] Domain: ad ☐ Remember me More choices [OK] [Cancel]
Windows will ask if you want to store the certificate from RDP. This is necessary to complete the connection. Select **Don't ask me for connections to this computer**. Select **Yes** and proceed to connect. You are now connected to your remote desktop.	**Remote Desktop Connection** ✕ ⚠ **The identity of the remote computer cannot be verified. Do you want to connect anyway?** The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed. Certificate name Name in the certificate from the remote computer: PTRMRDS02.ad.cu.edu Certificate errors The following errors were encountered while validating the remote computer's certificate: ⚠ The certificate is not from a trusted certifying authority. Do you want to connect despite these certificate errors? ☑ Don't ask me again for connections to this computer [View certificate...] [Yes] [No]

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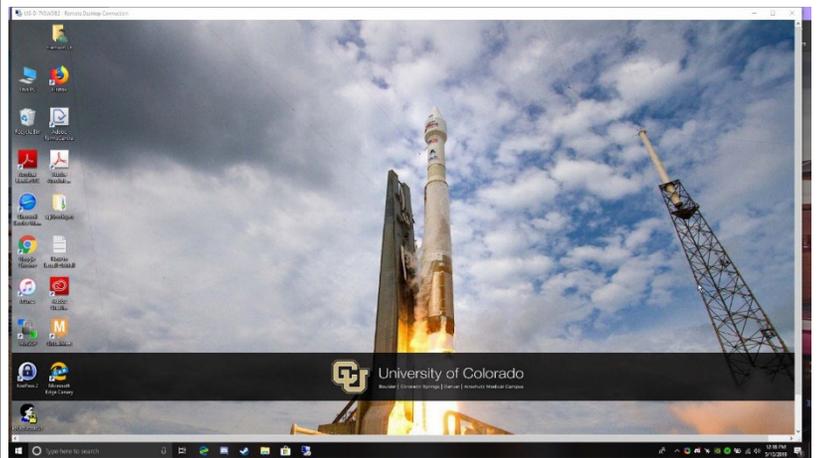
Ready to disconnect?

There are two ways to disconnect from the Remote Desktop.

To disconnect without ending your Remote Desktop session, click the **Close** button on the connection bar (the X on the horizonal bar at the top of the screen).

This leaves your programs running so that, next time you connect, you can continue where you left off.
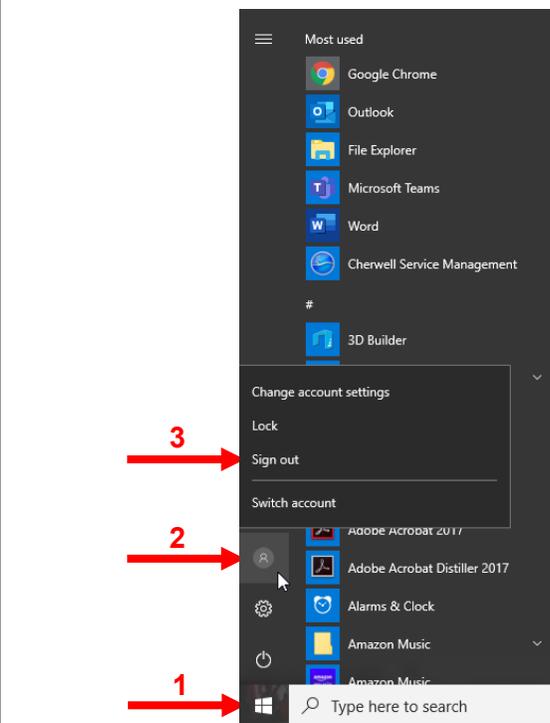

You can also sign out of your remote machine, using the normal sign out method and then closing the Remote Desktop Application using the instructions above.

To sign out:
1. Select the **Windows button**
2. Select the **Account icon**
3. Select **Sign out**

You have now disconnected from your Remote Desktop session and left the remote computer in a state that will be accessible the next time you want to login.