

How to use Windows Remote Desktop

PURPOSE:

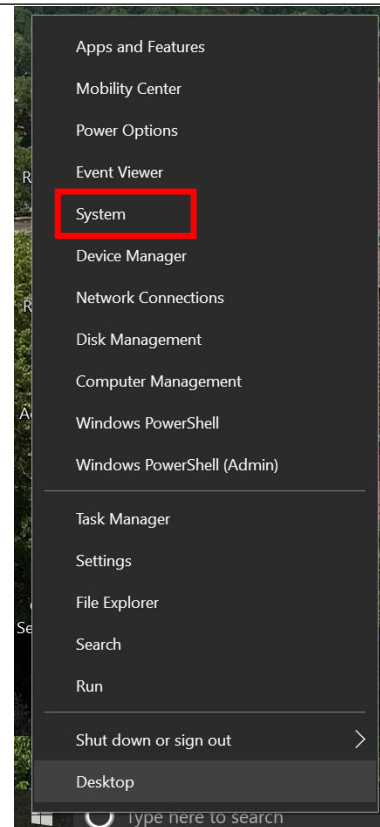
- How to find your computer name
- How to connect to Cisco AnyConnect VPN
- How to configure and connect to a Remote Desktop
- How to disconnect from a Remote Desktop

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 RDP connection.

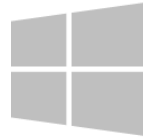
To find your computer name, right click on the Windows icon in the lower left of your screen and click on "System".



Next to PC name is the information that you'll need to remote desktop protocol (RDP).

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

About



Windows 10

PC name	EMS-L-3VL7MH2
Organization	AD
Edition	Windows 10 Enterprise
Version	1703
OS Build	15063.1689
Product ID	00329-00000-00003-AA343
Processor	Intel(R) Core(TM) i7-7600U CPU @ 2.80GHz 2.90 GHz
Installed RAM	16.0 GB (15.6 GB usable)
System type	64-bit operating system, x64-based processor
Pen and touch	No pen or touch input is available for this display



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Call: (303) 860-4357

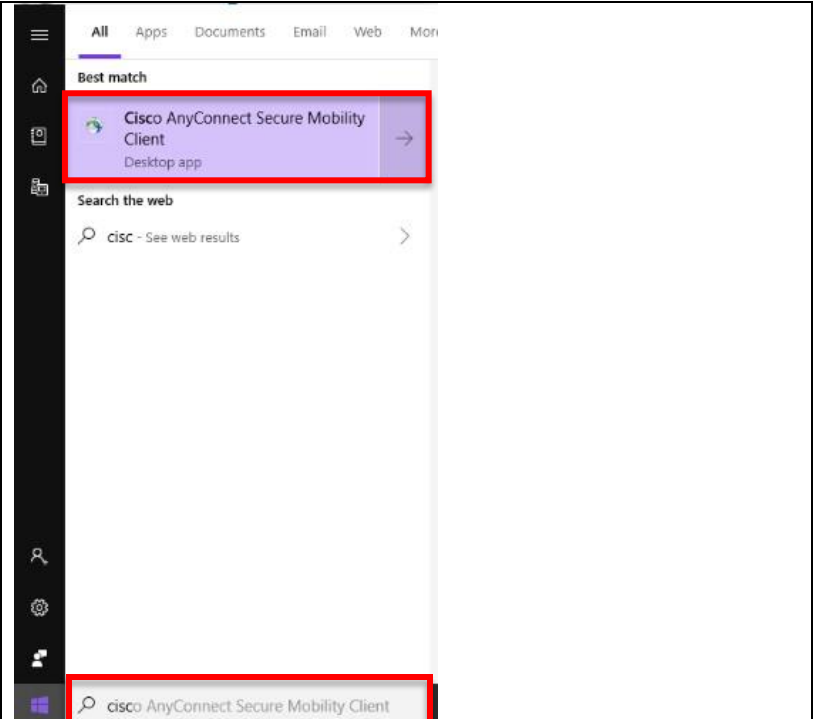
Email: help@cu.edu

Verify Cisco AnyConnect is:

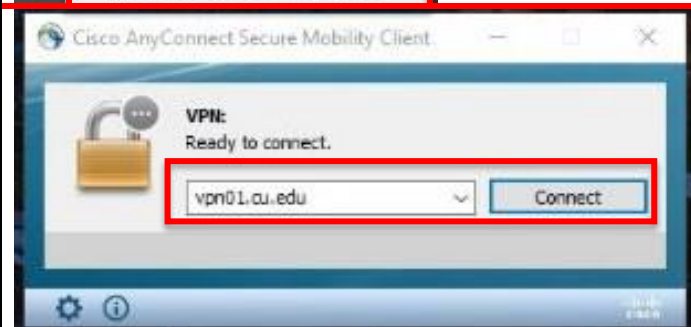
- Installed on the laptop or machine you will use to connect to the remote desktop
- Online and connected

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.

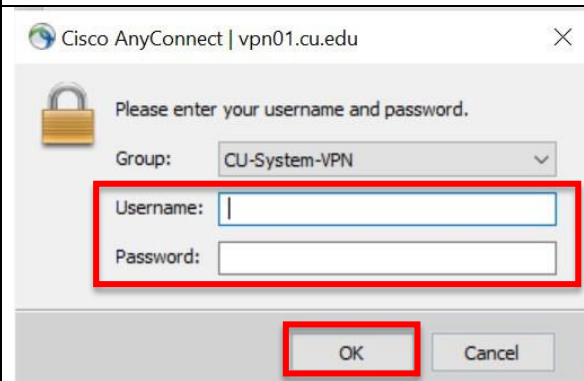


Once the Cisco AnyConnect Secure Mobility Client opens (typically in the bottom right corner of your screen), type in: vpn01.cu.edu and click "Connect".



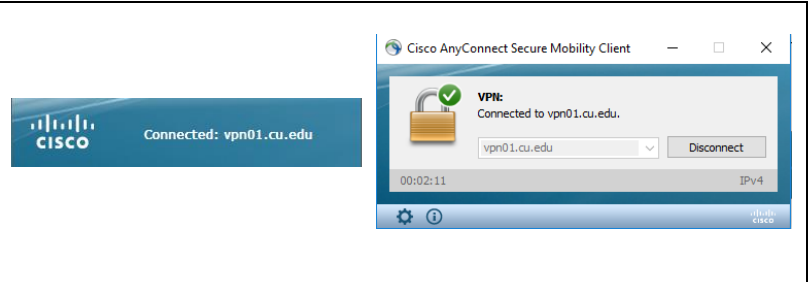
Login to the VPN using your regular system credentials.

Press OK.



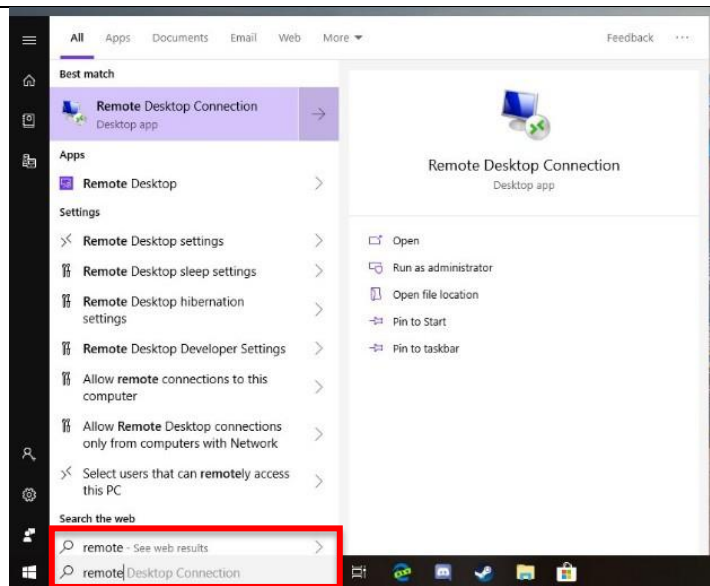
Verify the VPN is connected to vpn01.cu.edu. You will receive a notification that you are connected.

A green checkmark will now appear over the lock icon and the “Connect” button changes to “Disconnect”.



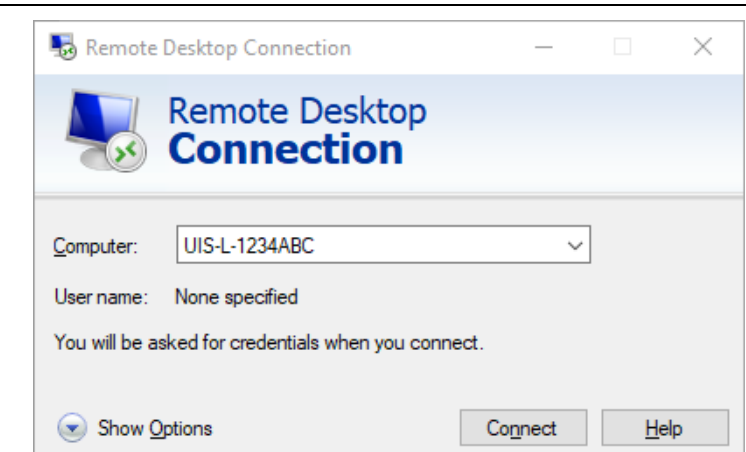
Once connected to VPN, you can begin connecting to a remote computer.

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.

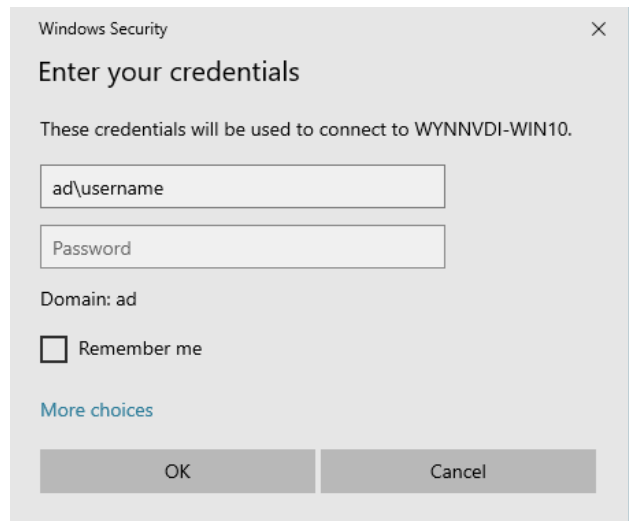
Press Connect.



Windows will now request for a login. Type your system credentials in using the following format:

Username: AD\systemusername

Password: your regular system password



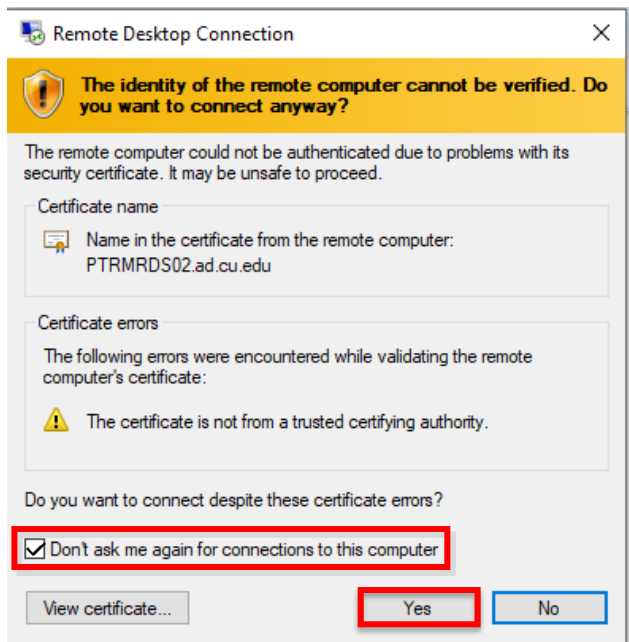
The screenshot shows a 'Windows Security' dialog box with the title 'Enter your credentials'. Below the title, it says 'These credentials will be used to connect to WYNNVDI-WIN10.' There are two input fields: 'ad\username' and 'Password'. Below the fields, it says 'Domain: ad' and has an unchecked checkbox for 'Remember me'. At the bottom, there are 'OK' and 'Cancel' buttons. A link for 'More choices' is also present.

Step 9: 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!



The screenshot shows a 'Remote Desktop Connection' dialog box with a yellow warning banner that says 'The identity of the remote computer cannot be verified. Do you want to connect anyway?'. Below the banner, it says 'The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.' There is a section for 'Certificate name' with a sub-section 'Name in the certificate from the remote computer:' containing the text 'PTRMRDS02.ad.cu.edu'. Below that is a section for 'Certificate errors' with a warning icon and the text 'The following errors were encountered while validating the remote computer's certificate:'. A specific error is listed: 'The certificate is not from a trusted certifying authority.' At the bottom, it asks 'Do you want to connect despite these certificate errors?' and has a checked checkbox for 'Don't ask me again for connections to this computer'. There are also 'View certificate...', 'Yes', and 'No' buttons.



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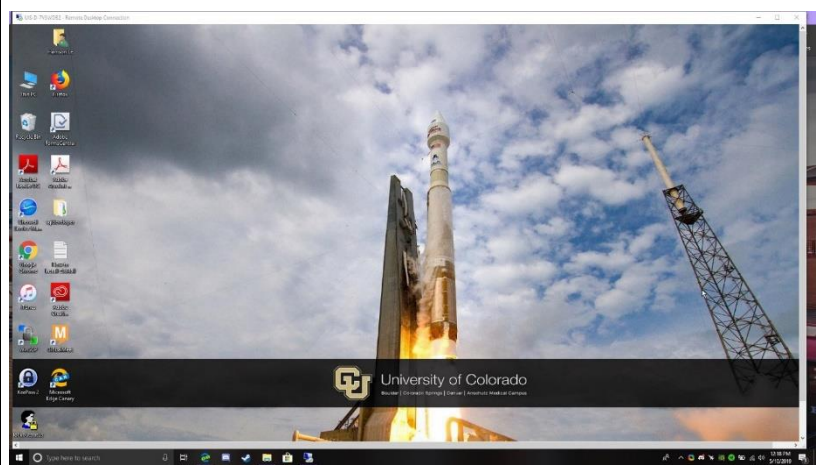
UIS SERVICE DESK

COMPUTER HELP

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 horizontal 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.

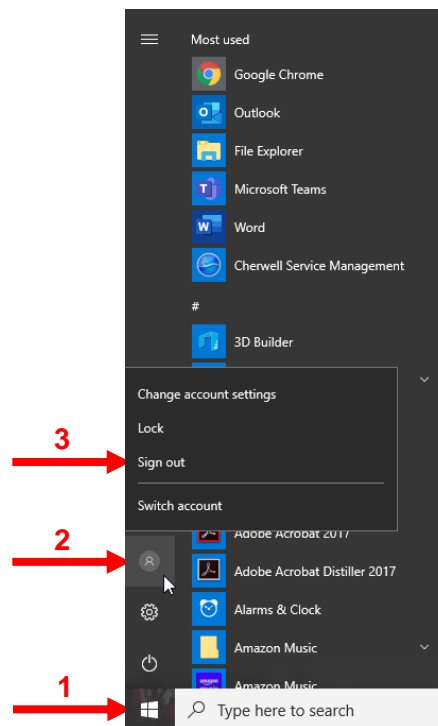


You can also sign out of your remote machine, using the normal sign out method and then closing the Remote Desktop Application using the instructions above.

To sign out:

1. Select the Windows button
2. Select the Account icon (or picture)
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.



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