How to connect to a remote computer or terminal server in Windows

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1 - Connect to the System VPN client using the Pulse Secure VPN client installed on your workstation. This step is required in order to connect to a remote computer or terminal server.

2 - Once you have verified that you are connected to the System VPN, navigate the **Start** Menu and search for “Remote Desktop Connection” (minus quotes). Click the icon to launch the Remote Desktop Connection client.
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3 – Click the **Show Options** arrow to expand the connection options.

4 - In the **Logon settings** section, locate the Computer field.

5 – Enter the full computer name of the computer or terminal server you wish to connect to. Use the following format:

```
computername.ad.cu.edu
```

6 - In the **User name** field, enter **AD\username** followed by your System username.
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7 - In the Logon settings section, locate the Computer field.

8 – Enter the full computer name of the computer or terminal server you wish to connect to. Use the following format:

    computernamex.ad.cu.edu

9 - In the User name field, enter AD\ followed by your System username.
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10 - To configure your Remote Desktop Connection session to use multiple displays, navigate to the Display tab and check the **Use all my monitors for the remote session** checkbox.
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11 - To configure the use of your local printers and clipboard with your remote session, navigate to the Local Resources tab and check the Printers and Clipboard options within the Local devices and resources section.
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12 - Once your session is configured to your liking, navigate to the **General** tab and locate the **Connection Settings** section, then click the **Save As...** button.

13 – Save the connection file to a location of your choice. We recommend naming this file as “My Work Computer” or similar, and that you save this file to your Desktop.
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14 – Click **Connect** to connect to the remote computer. When prompted, enter your System password.

Alternatively, locate the connection file saved in step 10 and double-click to launch. This will also prompt you to enter your System password.

You are now connected to the remote computer.
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15 – To disconnect, navigate to **Start** → **Logoff**.

Alternatively, you can close the Remote Desktop Connection client window – this disconnects your session and locks the screen on the remote computer.

As always, please contact the UIS Service Desk should you have any questions or for additional assistance.