



## **Guide to Remote Desktop (RDP) Connections on Windows 10**

## What is Remote Desktop?

Remote Desktop (RDP) lets you connect to your office PC from another machine (e.g. a laptop at home) and use the office PC as if you were sitting in front of it. RDP effectively connects the screen, keyboard and mouse on the other machine to the office PC.

This means that all work happens on the office PC and all data stays on the office PC. Although there are still some security risks, it is much safer than other methods of working remotely, such as copying files onto the other machine or accessing drives over the internet.

For the purposes of this guide:

- “Office PC” - this is the University owned desktop PC that remains in the University building.
- “Home PC” - this is the desktop or laptop computer that you are going to use when working remotely (e.g. from home or on business trips etc.)

## Enable Remote Desktop for Windows 10



To use RDP, you will need to configure your office PC and home PC, as follows:

- 1) Enable RDP access on your office PC
- 2) Disable Sleep mode on your office PC
- 3) Lock your office PC and leave it switched on
- 4) Connect your home PC to the MSD-IT VPN service
- 5) Connect to the office PC from the home PC using RDP

### 1) Enable RDP access on your office PC.

You will need to know the IP address of your office PC. You can find out the IP by visiting the following website while on the office PC: <https://www.whatismyip.com>

On the office PC:

1. Select the **Start**  button, then select **Settings** .
2. Select **System** > **About**. Then, under **Related settings**, select **System info**.

Related settings

[Additional administrative tools](#)

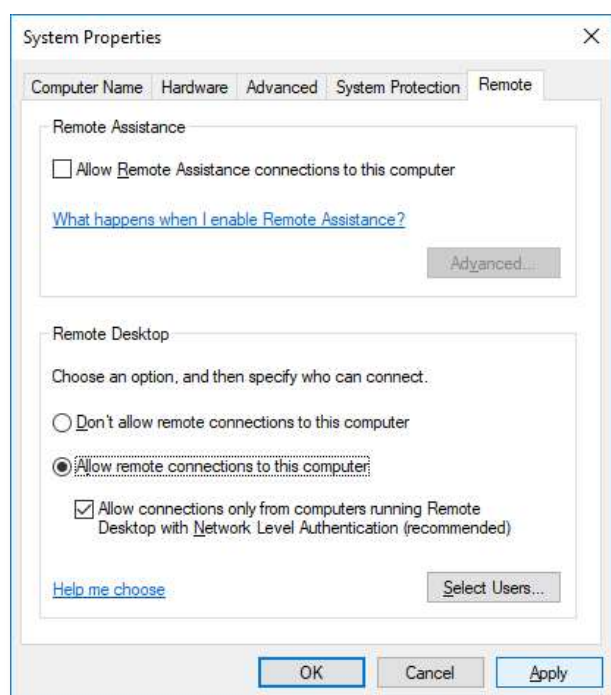
[BitLocker settings](#)

[Device Manager](#)

[System info](#)



3. In the left pane of the **System** window, select **Advanced system settings**.

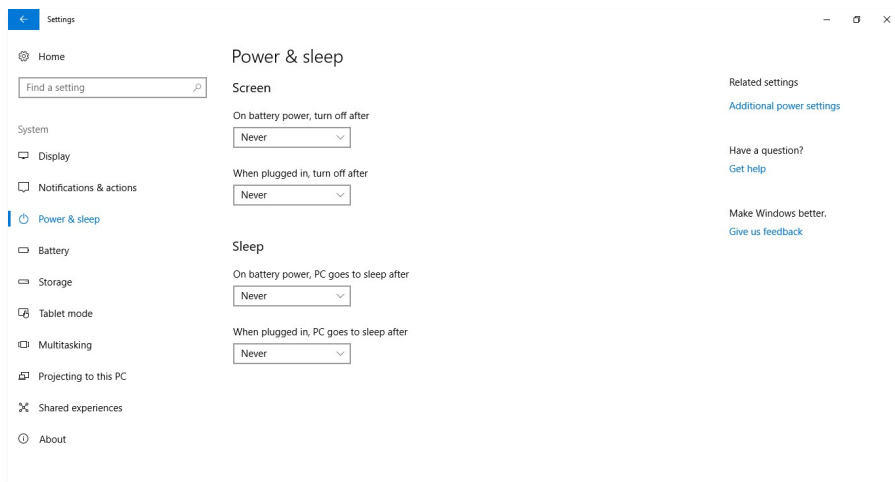
4. On the **Remote** tab of the **System Properties** dialog box, under **Remote Desktop**, select **Allow remote connections to this computer**, and then select **OK**.



## 2) Disable Sleep mode on your office PC

Next you will need to disable sleep mode on the office PC. If the PC goes to sleep, you will not be able to access it remotely.

1. Select the **Start**  button, then select **Settings** .
2. Select **System** > **Power & sleep** and check to make sure **Sleep** is set to **Never**.



*Above example is from a laptop.*

The office PC is now set up to allow remote connections.

## 3) Lock your office PC and leave it switched on

You must leave your PC switched on so that you access it. To prevent unauthorised users from using the PC while it is unattended you must lock the PC. To do this, press the Windows key and the L key at the same time, or click your user icon in the start menu and then select “lock”.

By default, Windows 10 PCs will lock automatically after a period of time when they are not in use. If you have disabled this default for any reason, you should re-enable it to ensure that your machine will lock if you forget to manually lock it.

## 4) Connect your home PC to the MSD-IT VPN service

To create a secure encrypted connection between your home PC and the Office PC, you need to use the MSD-IT VPN service.

*Note: If you currently use the central University VPN service, you will not need to install the Cisco AnyConnect VPN software (described below), but you WILL need to enter the address of the MSD-IT VPN service. The University VPN service is on the “wrong side” of the MSD-IT firewalls and so cannot be used.*

You will need to download/install the Cisco AnyConnect VPN client software on the home PC before you can connect to the office PC.

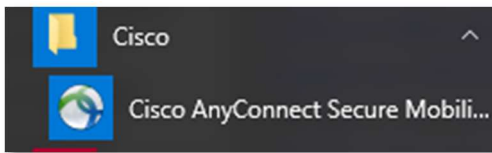
The software can be downloaded from

<https://register.it.ox.ac.uk/self/software?swp=vpn>

You will need to log into the site with your Single Sign On (SSO) credentials. Once installed, or if previously installed for the central University VPN service, we need to tell the software where the MSD-IT VPN service is.

On the home PC:

1. Select the **Start**  button, then select **Cisco > Cisco AnyConnect Secure Mobility Client**.



2. Once opened enter the string "**vpn1.imsu.ox.ac.uk**" (without quotes) into the **Ready to Connect** text box.



3. Click **Connect**, you will then be prompted for your MSDIT (Novell) credentials. This is the same username/password you use to log into your office PC.




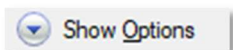
Once a successful connection has been made, the VPN Client will minimise itself to the System Tray (bottom right hand corner of the desktop).



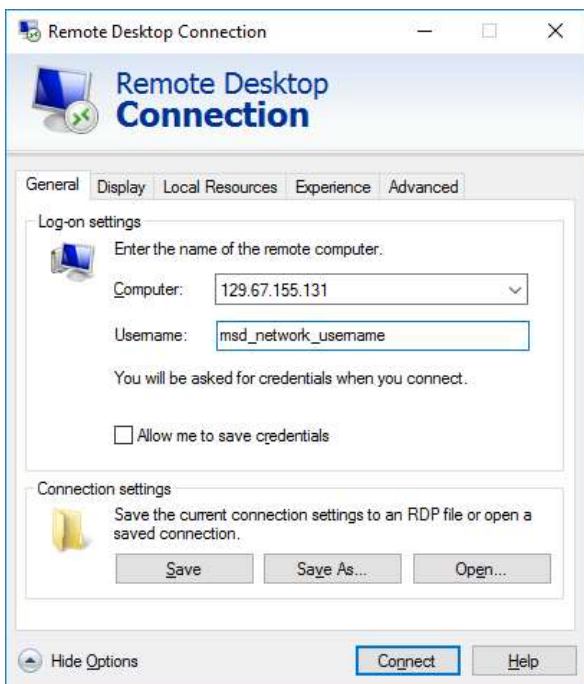
## 5) Connect to the office PC from the home PC using RDP

On the home PC:

1. Select the **Start**  button, then type “**Remote Desktop**” into the search box.
2. Then select **Show Options** in the bottom left hand corner.



3. Type in the IP address of your office PC ('129.67.155.131' is an example here) and your MSD (Novell) network username, then click **Connect**.

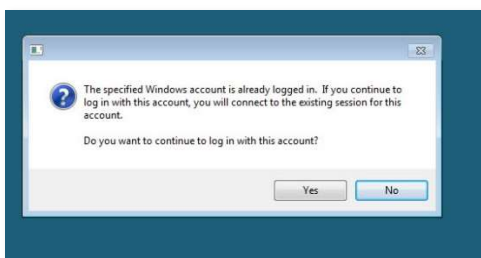


4. You should then receive a message like this:



Tick the box **Don't ask me for connections to this computer** and then click **Yes**.

5. If you left your username logged in to your work PC, you will then be presented with the following:



Select **Yes** and you will finally be connected to your office PC.

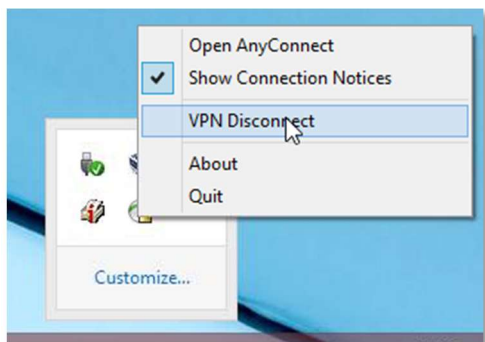
In future, each time you want to connect to your office PC from your home PC you will need to run the Cisco Anyconnect Software and then the Remote Desktop Connection software, although the settings for each should be remembered by the software. If you forget to run the Anyconnect software first, the Remote Desktop software will not be able to connect to your office PC.

## Disconnecting from office PC

1. To close down the RDP session (do not shutdown or log off from your Work PC - unless this is actually what you want to do), simply click on the 'X' on the top central panel of the RDP Screen, titled with your remote machine's IP address.



2. Now close the VPN Session; in the System Tray locate the Cisco AnyConnect icon, right click on it and select **VPN Disconnect**.



If you require any further help or support while setting up or using this service, please contact MSD-IT (<http://www.imsu.ox.ac.uk/content/contact-us>)