

REMOTE DESKTOP CONNECTION:

Microsoft has interesting features in Windows XP that can make computer management more flexible. You can take advantage of Microsoft's **Remote Desktop Connection** (RDC) utility to connect to your office computer as if you were sitting in front of your Office PC. It means that you can connect to your work computer from home and or another location and have full access to all of your applications, files, and network resources as though you were in front of your computer at work. You can leave programs running at work and when you get home, you can see that you have your work desktop displayed on your home computer, with the same programs running. *IT IS COOL!!!*

Hardware and software requirements:

- Your work computer must be running Windows XP Professional.
- Your remote computer operating system should be Windows 98, Windows ME, Windows 2000, or Windows XP.
- You must have a fast internet connection such as cable modem or DSL.
- You must have your Office computer IP address or Full Computer Name
- Choose a complex password to access your computer.

Enabling Remote Desktop Access on Office Computer

1. To enable remote desktop access, right click on “My Computer” icon on your Desktop, then choose **Properties**, or click on **Start -> Settings -> Control Panel -> System**. Then click **Remote** tab.

In the Remote Desktop part, remember “full computer name” for future use. Select the **Allow users to connect remotely to this computer** check box. Click **OK** button when the pop-up box appears.

Click **Select Remote Users** and when the Windows click on the on Add button to edit users and groups who have permission to remotely access your computer.

Notice that Administrator and current user (having Administrator right) already has access. Click on **Add** button to edit the user/ group list and make sure that only valid users can access the computer from a remote side (select your user name from the list). Click **OK** to end setting.

2. Click **OK** to quit System Properties. Leave your computer running (you might want to log off before you leave the office) and connecting to the network. Use the **Ctrl+Alt+ Delete** key to lock your computer.

Connecting to your Office Computer from Home

To connect to your office computer follow the steps below:

Click on **Start -> Programs (or All Programs) -> Accessories -> Communications -> Remote Desktop Connection**.

When the Remote Desktop Connection windows appears, type the full computer name or IP address of the office computer.

The drives on the local computer can be redirected in the session so that files can easily be transferred between the office (host) and the home (remote) computer. The drives include local hard disks, floppy disk drives, and mapped network drives. If you want to do so, click on **Options>>** button, then click on **Local Resources** tab. Select the **Disk drives** check box to enable the function.

After you check on the appropriate boxes, click on **Connect** tab.

Your home computer monitor will turn black as it loads the logon screen of the host (office) computer. The remote Desktop window will appear where you will be required to provide proper log on credentials, you will have full access to your office computer.

After you provide the proper log on credentials, you will have full access to your office computer.

To close/end the session, click on the connection bar of the remote desktop to cancel the current session. Another way to end the session is to click on **Start -> Disconnect**, choose **Disconnect** from pop-up box.