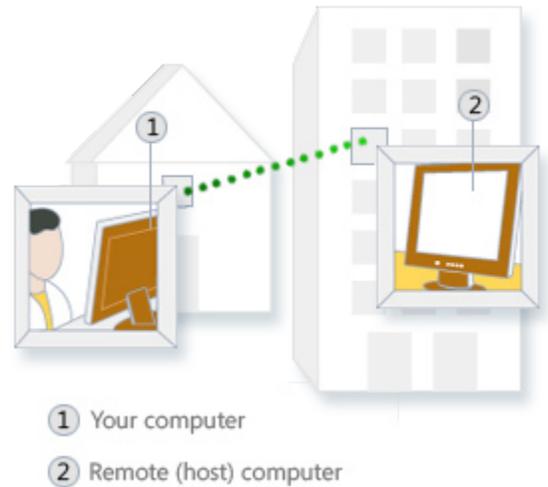


Remote Desktop

What is Remote Desktop Connection?

Remote Desktop Connection is a technology that allows you to sit at a computer (sometimes called the client computer) and connect to a remote computer (sometimes called the host computer) in a different location. For example, you can connect to your work computer from your home computer and have access to all of your programs, files, and network resources as though you were in front of your computer at work. You can leave programs running at work and then, when you get home, you can see your work computer's desktop displayed on your home computer, with the same programs running.



From Microsoft.com

Initiate Remote Desktop Connection

If you are NOT on the MSM network, ie. at home or travelling, you must first connect to MSM's network via VPN. Once connected to the network, open a web browser and go to the following address:

<http://showme.msm.edu>

Or you can open the Remote Desktop Application on your computer: Start > All Programs > Accessories > Remote Desktop Connection

You will need to know the computer name of the remote computer before you can connect to it. See the "How to Find My Computer Name" section at the end of this guide.

The remote computer must be on! If you plan on remoting to your office computer, make sure it is left on does not hibernate or go to sleep. Contact the Help Desk for assistance in setting your computer's power options.

Enter the computer name and then click the "Connect" button to begin the connection process.



Enter the computer name and then click "Connect"

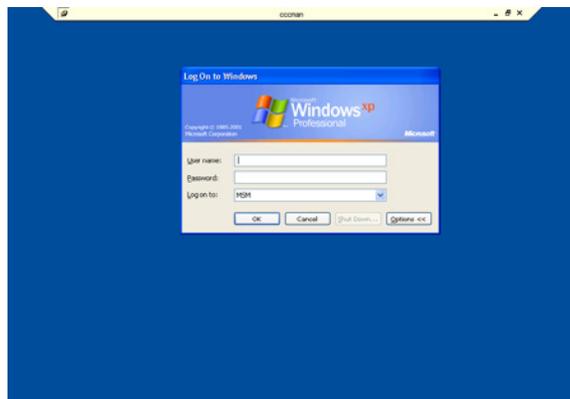
Remote Desktop

The next window that appears asks you if you want to allow the remote computer access to the local clipboard. If you check this box, you will be able to copy files from your local computer and paste them to the remote computer and vice versa.

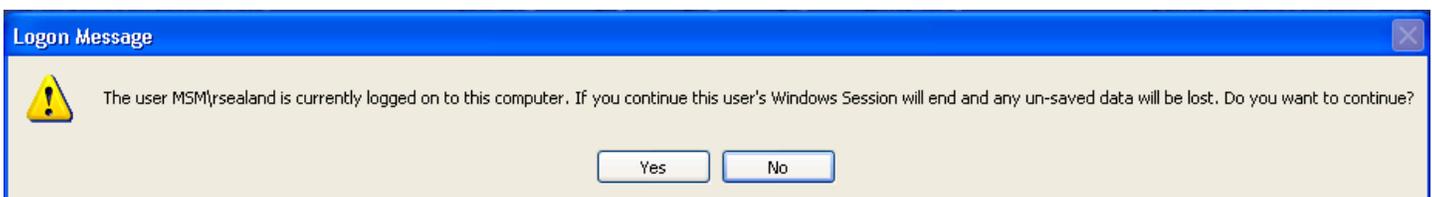
Click “Yes” to continue.



The third screen that you are presented is the remote desktop with the usual Windows login screen. This is to log on to the remote computer. Use your normal username and password. (*HINT: Your username is everything to the left of the @ in your e-mail address.*) If you are not able to log in, please call the Help Desk at 404.752.1111.



If someone is currently logged onto the remote computer, you will get a warning. *Notice that if you click “Yes” the other user will lose all un-saved changes to their work!* You will not get this message if you are the user logged into the remote computer.

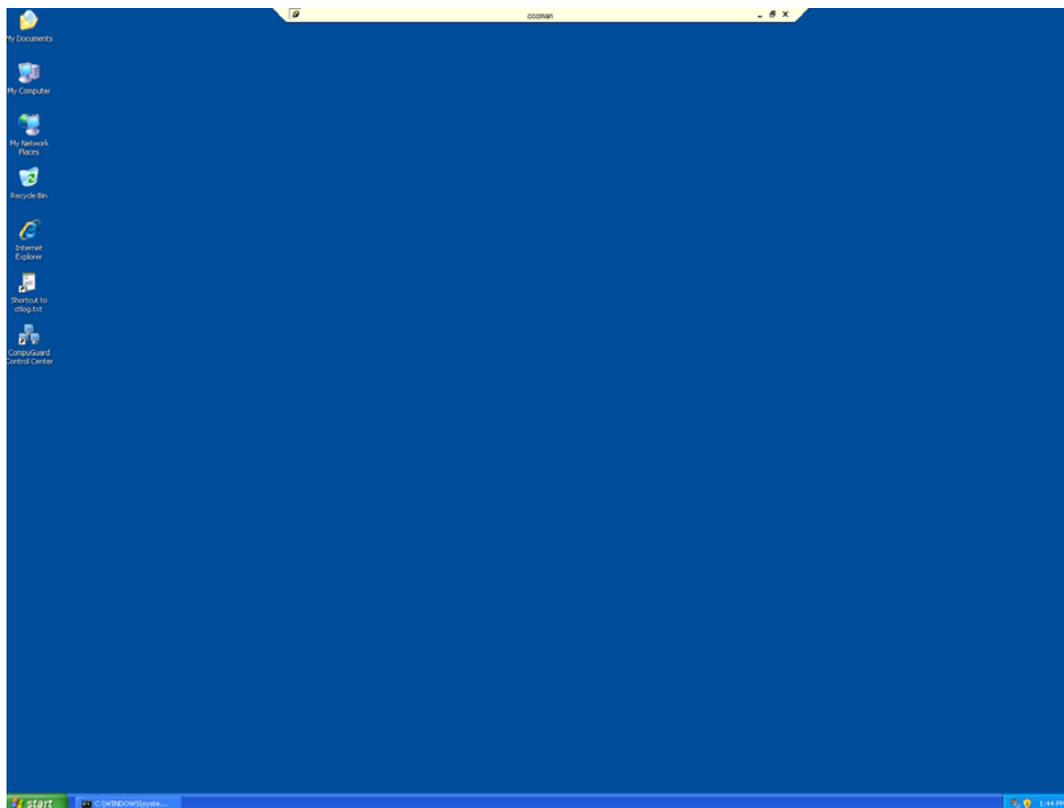


Remote Desktop

Once you are logged in you will see the desktop of the remote computer. If you are logging on to your computer, do not panic if you do not see your normal desktop image/background. Sometimes those images do not show up when using remote desktop.

Notice the yellow bar across the top of the screen. This indicates that you are viewing a remote desktop. You can use the minimize button on the yellow bar to hide the remote desktop and return to the local desktop.

You may now use the remote computer, you will have all the same functionality as if you were sitting in front of the computer. Some memory- or video-intensive applications may run slowly.



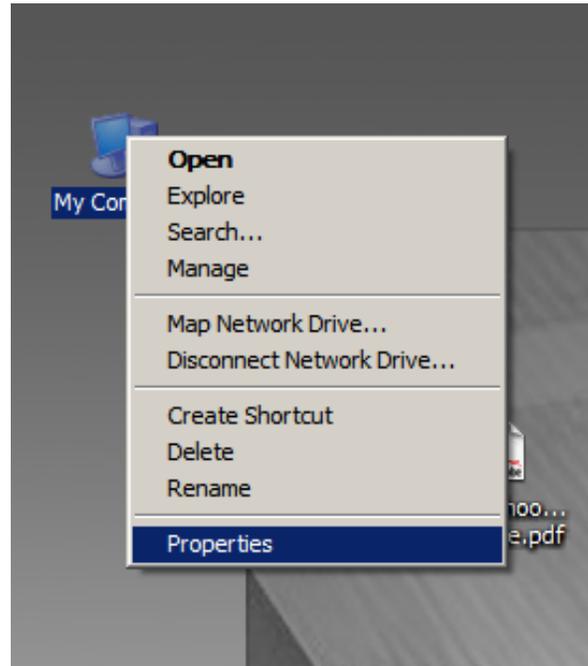
Logging Off of Remote Desktop

To log off, simply go to the “Start” menu of the remote desktop and select “Log Off”. Once you are logged off, the Remote Desktop Connection will end.

Remote Desktop

How To Find My Computer's Name

Right-click on "My Computer" on your desktop.



Select the "Computer Name" tab. The full computer name is listed in the middle of the window.

