

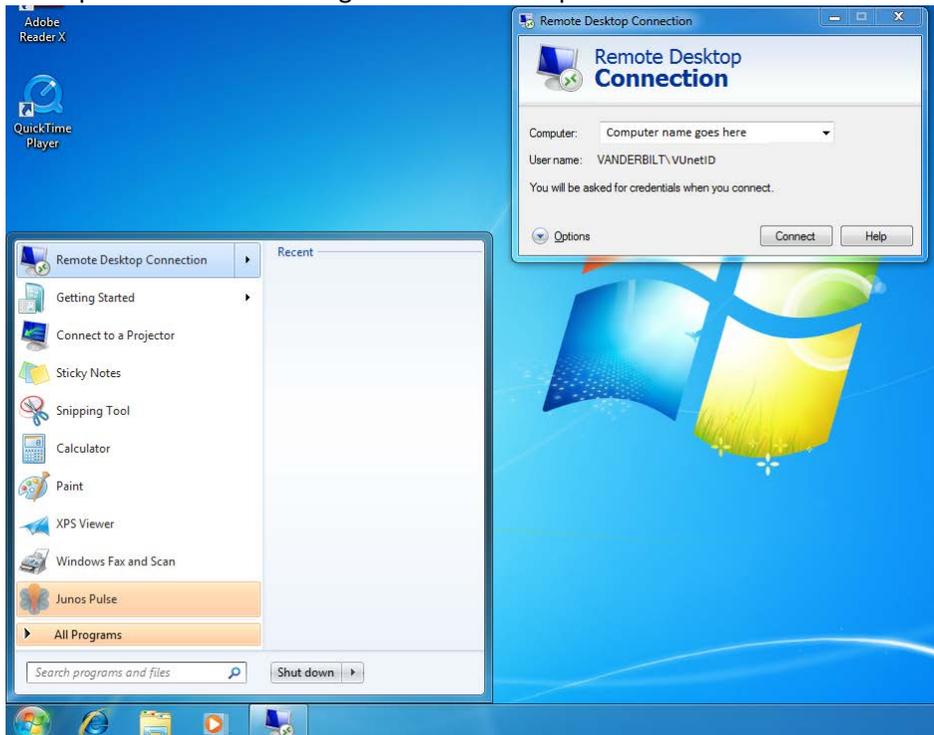
Logging onto a Remote Windows Computer

Requirements:

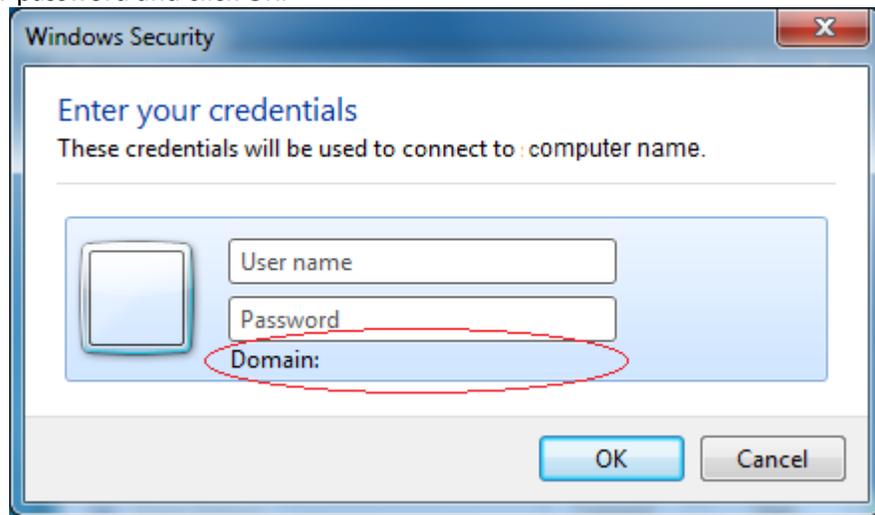
1. A **VPN connection** to Vanderbilt's network (only required if you are logging on from a location off campus):
https://my.vanderbilt.edu/loganrunger/?attachment_id=110
2. The **Computer Name** of the computer to which you wish to connect ("target PC"):
 - Start button
 - Right-click on Computer
 - Properties – Computer name
3. **Permission** to connect to the target PC:
<http://windows.microsoft.com/en-us/windows7/allow-someone-to-connect-to-your-computer-using-remote-desktop-connection>
4. The target PC must be turned on and connected to the network. It can be asleep and no one needs to be logged into it.
5. If anyone else is using the target PC, they must log off before you can log on. They will be prompted to allow you to log on when you try to connect.

Procedure:

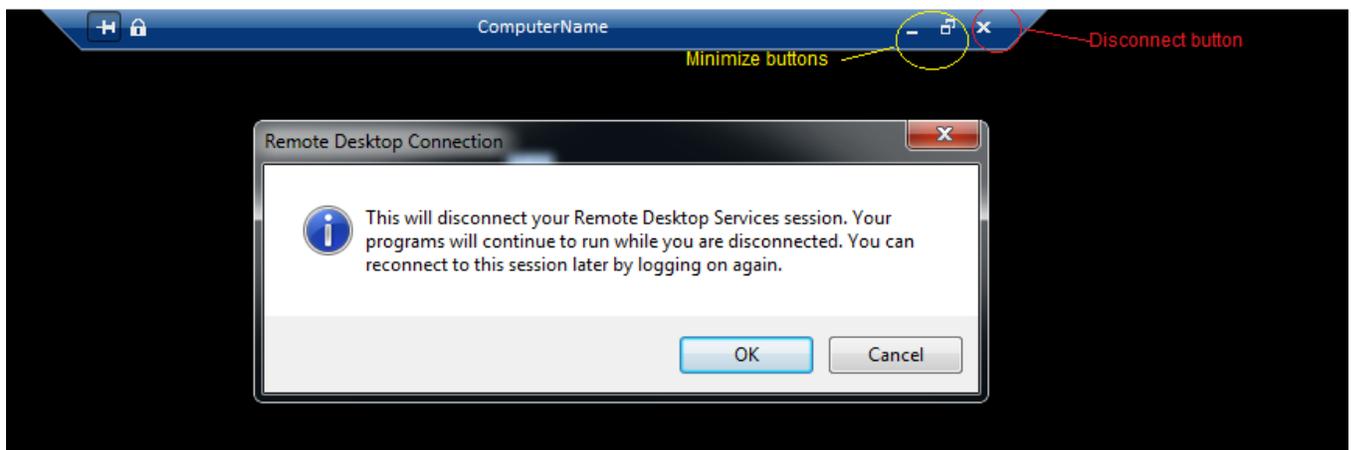
1. Open a VPN connection with Junos Pulse to Vanderbilt's network (only required if you are logging on from a location off campus).
2. Open the Remote Desktop Connection application:
 - Start Button
 - Enter "remote" in the search field
 - Click on Remote Desktop Connection when it appears
3. Enter the Computer Name of the target PC on the Computer field and click Connect:



4. You will be prompted to enter your VUnetID and password.
- If “VANDERBILT” is not listed as the Domain (as in the screenprint below), insert “Vanderbilt\” before your VUnetID.
 - If “VANDERBIT” is listed as the Domain, enter your VUnetID only.
- Then enter your password and click OK:



5. This should connect you to the Desktop of the target PC.
- You can switch back and forth between the target PC and the PC you are currently on (remote PC) with the **minimize buttons** on the small bar at the top center of the target PC screen.
 - You cannot drag and drop files between the target PC and the remote PC. *Suggestion: Use your Vanderbilt Box account to access your files on any computer with an internet connection: <http://it.vanderbilt.edu/services/box/index.php>*
 - When you are ready to disconnect from the target PC, you can use the Start button (choose Disconnect) or click the “x” **Disconnect button** on the small bar at the top center of the target PC screen.



For more information, Google “Remote Desktop Connection”.