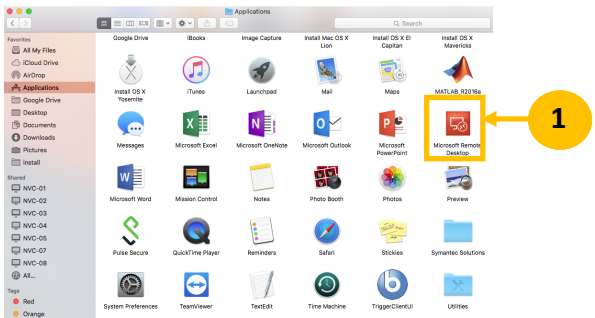


Before beginning:

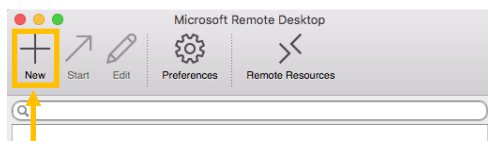
You will need to install Microsoft’s Remote Desktop software from the Apple App store.
<https://itunes.apple.com/us/app/microsoft-remote-desktop/id715768417?mt=12>

- You must have access to the campus VPN and have the Pulse Secure software from Virginia Tech’s website downloaded and installed.
- Remote Desktop must be enabled on your office computer running Microsoft Windows.



- After connecting to the VPN using Pulse Secure, open **Microsoft’s Remote Desktop** program.

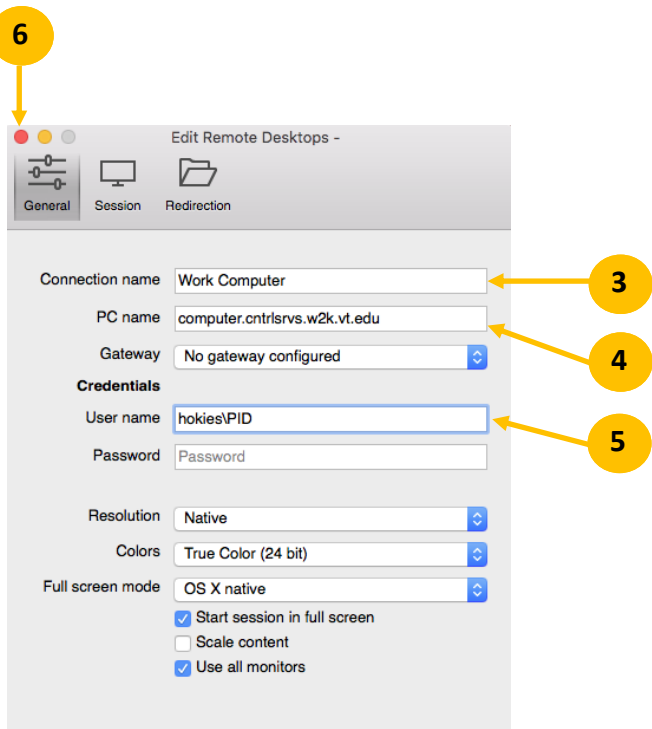
Finder > Applications > Microsoft Remote Desktop



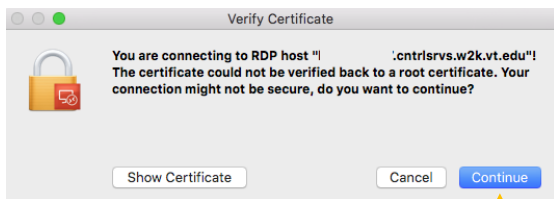
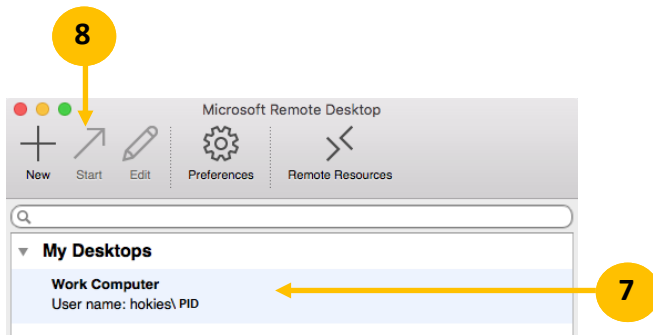
- Click on the **New** button.
- In the text box labeled **Connection name**, enter a description, for example: “Work Computer”
- In the text box labeled **Computer**, enter your office computer’s name. Your computer name should look something like this:

computer.cntrlsrvs.w2k.vt.edu

If you don’t know your office computer’s name, contact NVC Information Services at nvccomputerhelp@vt.edu or 703-538-8444.



- In the Username text box enter, **Hokies\Your PID**.
- Click on the **Close window** button.



7. Click on the computer listed under **My Desktops**.
8. Click on the **Start** button.
9. A new window will open and Microsoft Remote Desktop will begin to connect to your office computer.
10. If you are prompted to “**Verify Certificate**”, click on the **Continue** button.
11. Your office computer’s login screen will now be displayed with your username already filled in.
12. Type in your **hokies password** in the password field then press the **Enter** key.
13. If both your username and password were entered correctly, you will then be taken to your office computer’s desktop.

If either your username or password were entered incorrectly at your computer’s login screen, you will be prompted to re-enter both credential’s again.