Before you begin:
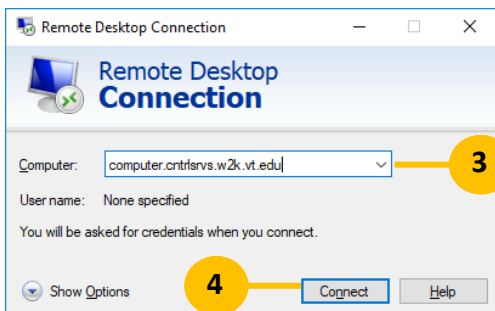
- You must have access to the campus VPN and have the Pulse Secure software from Virginia Tech's 4help website (https://4help.vt.edu) downloaded and installed.

- Remote Desktop must be enabled on your office computer running Microsoft Windows. If you are unsure whether remote desktop is enabled on your computer, please contact NVC Computer Help at 703-538-8444 or nvccomputerhelp@vt.edu.

- Your office computer must be <u>turned on</u> and <u>not in sleep/hibernate mode</u> in order to be remoted into.

1. Connect to the campus VPN using the Pulse Secure VPN software.

2. After connecting to the campus VPN using Pulse Secure, open the **Remote Desktop Connection** program.

   In Windows 10
   -Start button > Windows Accessories > Remote Desktop Connection
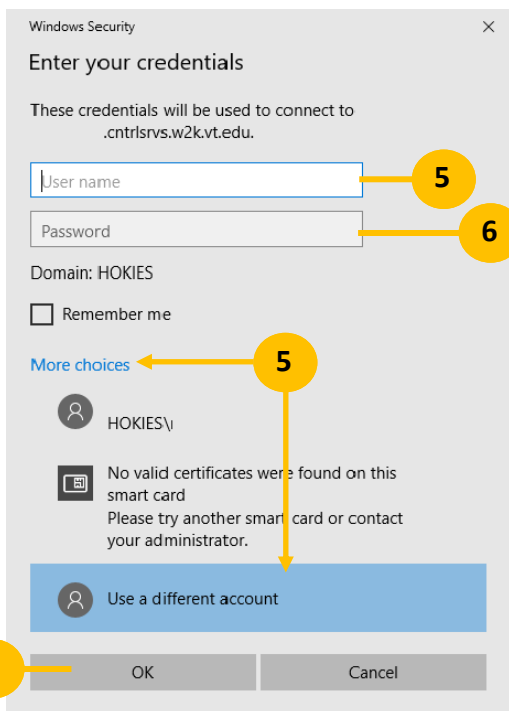   -or type in "Remote Desktop" in the search box on the taskbar.

3. In the text box labeled **Computer**, enter your office computer's name. Your computer name should look something like this:
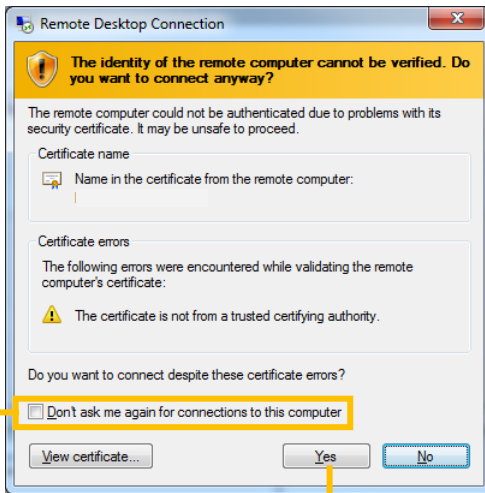
   computer-name.cntrlsrvs.w2k.vt.edu

   For example, if your office computer's name is "Grad-100" then you would type in: grad-100.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**.

4. Click the **Connect** button.

5. When you are prompted for a username and password:
   -In the **User name** text box enter, **Hokies\Your PID**.
   -If you are unable to change the username, click on **"More choices",** then **"Use a different account".**

6. In the **Password** text box, enter your hokies password.

7. Click the **OK** button.

8. After a few moments, you will be connected to your office computer.

9. If you receive a **"computer cannot be verified"** warning message, put a check in the box next to **"Don't ask me again for connections to this computer"**.

10. Click on the **Yes** button.

11. A new window will open displaying your office computer's desktop. You are now remoted into your office computer.

12. Once you are finished, click on the **X** in the remote desktop menu at the top of the screen.

13. Also please remember to disconnect from the Pulse Secure VPN when finished.