Help Document Series: Accessing Your Windows Computer Remotely

This document will guide you through the steps you need to access your primary Clark Windows computer remotely from another computer. Before you can try to connect, you will need to obtain the name of your computer. If the computer you are using to access your Clark computer is off campus, you will need to connect to the Clark VPN before proceeding (https://www.clarku.edu/its/vpn).

Notes:
- While on the Clark Network including ClarkWiFi, you do not need the Clark VPN, in fact the VPN will not work.
- Students are not permitted to remotely connect to University computers unless faculty or staff have worked with ITS to provide access.

Step 1.
Right click the My Computer icon, on your Clark computer, and click Properties. Then click the Computer Name tab and record the Full computer name.

Step 2.
You must next establish a connection to the Clark VPN on the off-campus computer. Please see information and instructions at https://www.clarku.edu/its/vpn

Step 3.
On your Windows Vista/7 computer click on the Start button and in the Start Search bar type “Remote Desktop”. Click on the Remote Desktop icon that appears.

On your Windows XP computer, go to Start, All Programs, Accessories and click on the Remote Desktop Connection icon. Note: this sometimes is found in the Communications folder under Accessories.
Step 4.
When the **Remote Desktop Connection** window opens, click the **Options** button.
Enter the **computer name** of your Clark computer from Step 1. Enter your Clark email address “username@clarku.edu”, without the quotation marks, in the **User name** field. Click **Connect**.

Step 5.
In Windows Vista/7, you will be prompted to verify the connection; click **Yes**.

*Note:* The RDC 6.1 client can be used to connect to legacy terminal servers or to remote desktops as before. However, some new features are available only when the client connects to a remote computer that is running Windows Vista/7 or Windows Server 2008. Clark University uses legacy terminal servers and you may receive the above warning. Simply click Yes to connect to the remote computer.

You will be prompted to log onto your remote computer; you should use your Clark Account username and password to gain access; just as you would on campus.

If you share this computer with someone else and they are logged on, you will be notified that someone else is logged on. If you choose to log them off, they will lose all work/files they have not saved.

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or **helpdesk@clarku.edu**.

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