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 Windows computer. Before you can begin, 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 Computer icon, on your Clark computer, and select Properties. Then look for the Computer Name section and record the Full computer name.

Step 2.
Go to the Windows Icon in the bottom left of your desktop and search for, and select, Power Options. Set the power option to Min Savings/Remote Desktop.

Step 3.
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 4.
On your Windows computer click on the Start button and in the Start Search bar type “Remote Desktop”. Click on the Remote Desktop icon that appears.

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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Step 5.
When the Remote Desktop Connection window opens, click Show Options in the bottom left of the window.

- Enter the computer name of your Clark computer from Step 1.
- Enter clarku\ followed by your Clark username in the username field.
- Click Connect.

Step 6.
You will be prompted to verify the connection; click Yes.

When 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.

**NOTE:** 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.