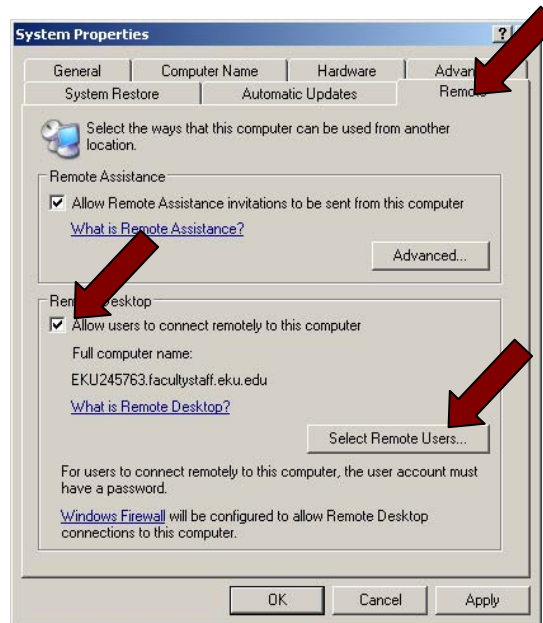


Remote Desktop Connection Instructions



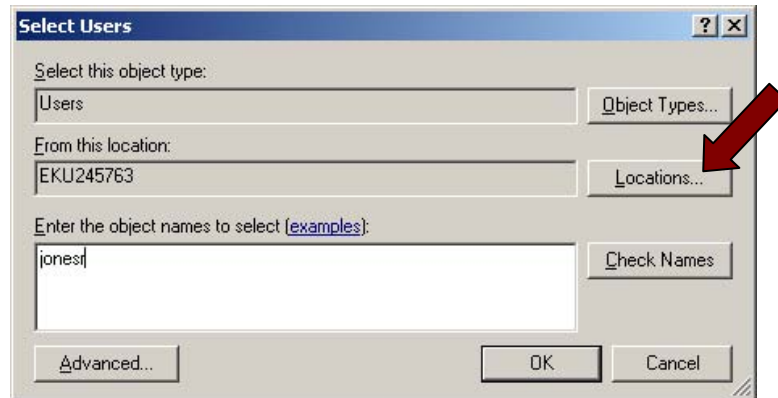
1. Before you start, you must have a broadband internet connection at your home or remote location to use this service. Before you can connect to your work computer from a remote site, you must enable your computer to allow remote connections. Right click on your My Computer icon on the desktop or click the Start button and right click on My Computer button. Select Properties.



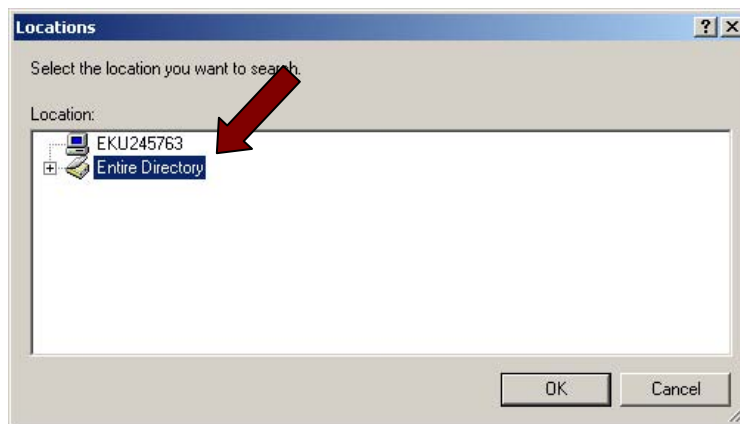
2. Select the Remote tab and check the box under Remote Desktop for *Allow users to connect to this computer*. Make a note of the *Full computer name*; here it is EKU245763.facultystaff.eku.edu. You will need this later. Click the **Select Remote Users** button.



3. Ensure that your user name is listed like the example above. If not, or you wish to allow someone else access to your computer (not normally recommended), click the **Add** button. Otherwise click OK and skip to step 7.

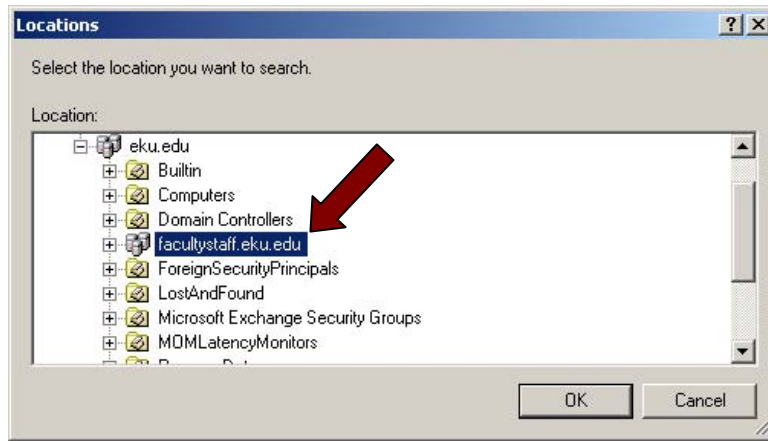


1.

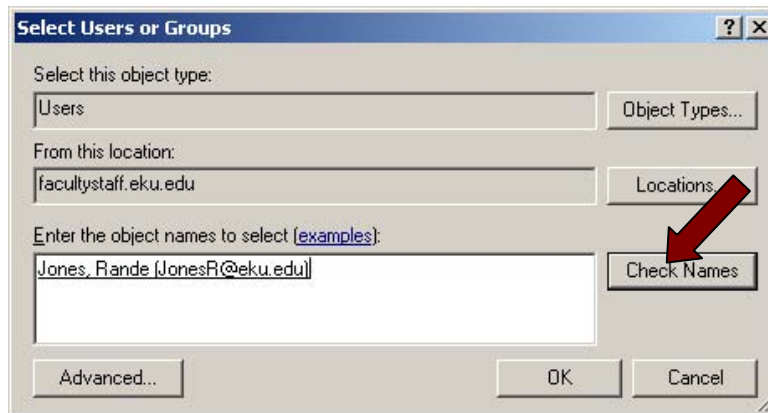


2.

4. Enter the user name and verify that **facultystaff** (Image 1) is listed under From this location. If not, click the **Location** button, expand the selection list (Image 2) and select **facultystaff.eku.edu** (Image 3).



3.

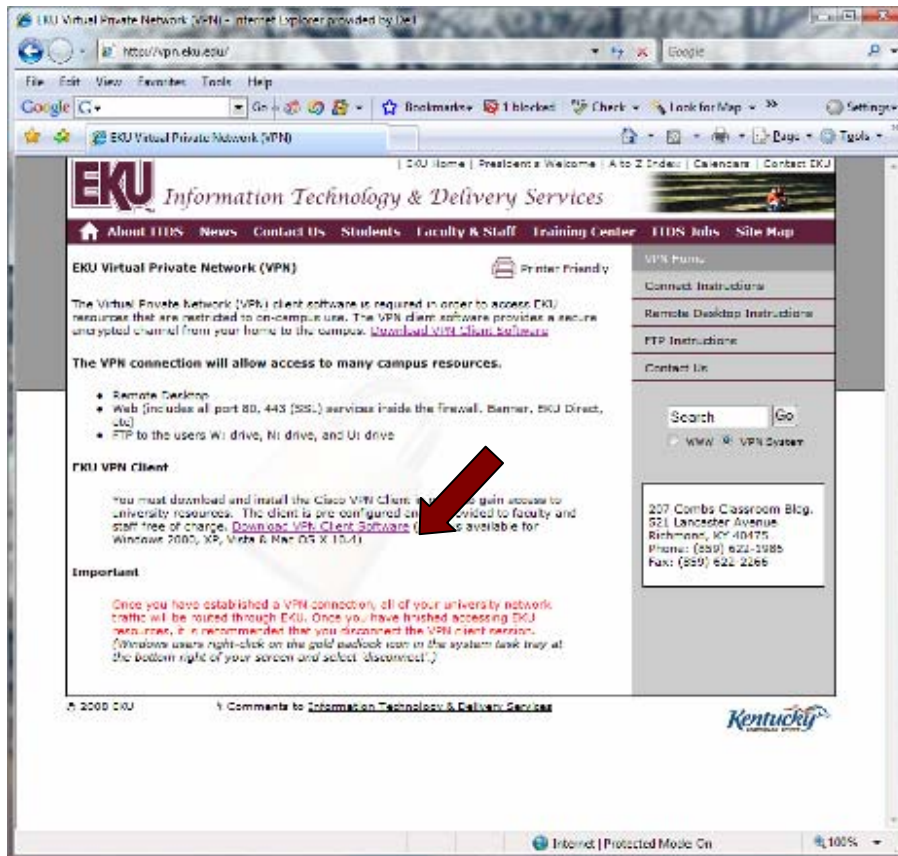


4.

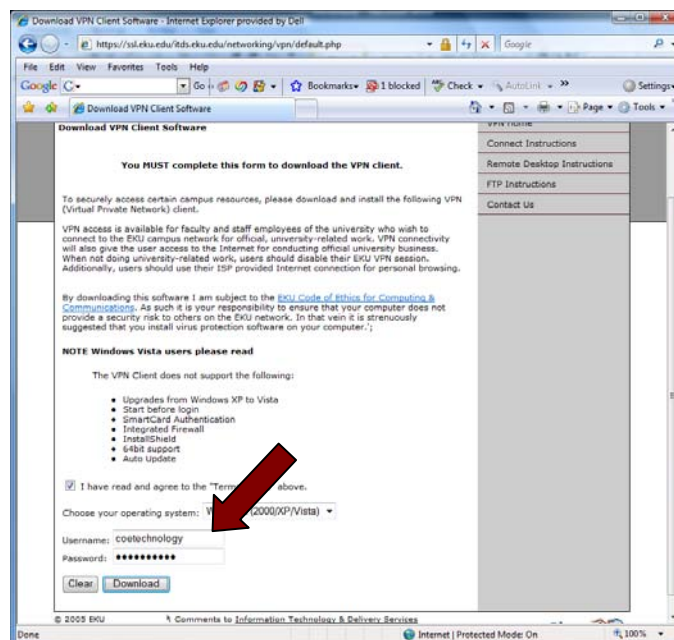
5. Click OK. You will return to the Select Users window, with a user name entered in the text box, click **Check Names** button. If the user name is correct and found, it will look similar to what is listed in Image #4. Click OK and you will return to Remote Desktop Users window with the user listed in the box.



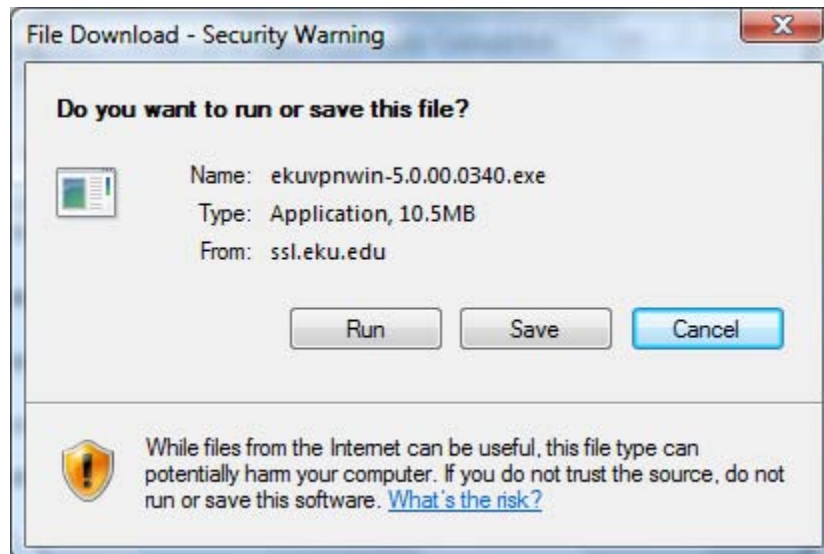
6. Click OK, the window will close and then click Apply and OK to close the last window. Your computer should now be ready to accept remote connections.



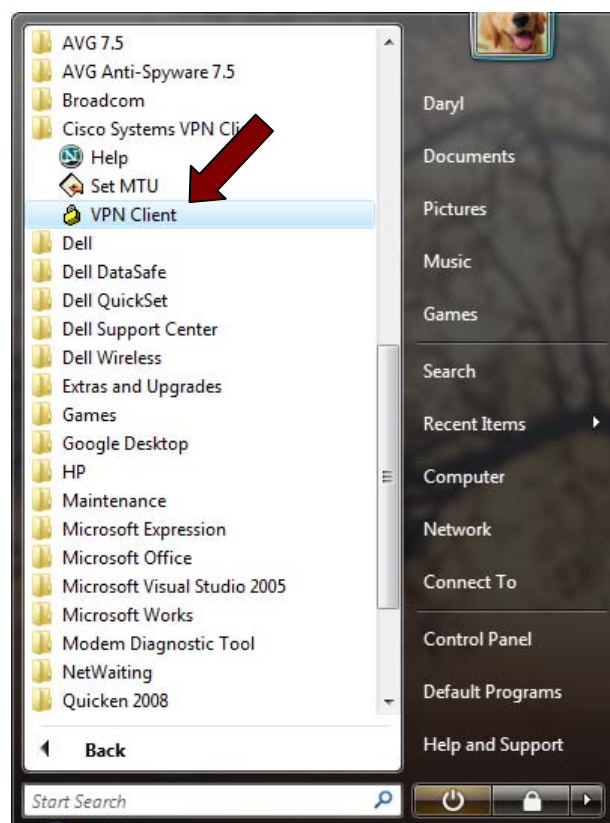
7. Click <http://vpn.eku.edu> or enter the link in the address bar of your internet browser to access the page with the link to the Virtual Private Network (VPN) and click Download VPN Client Software. The page below will load.



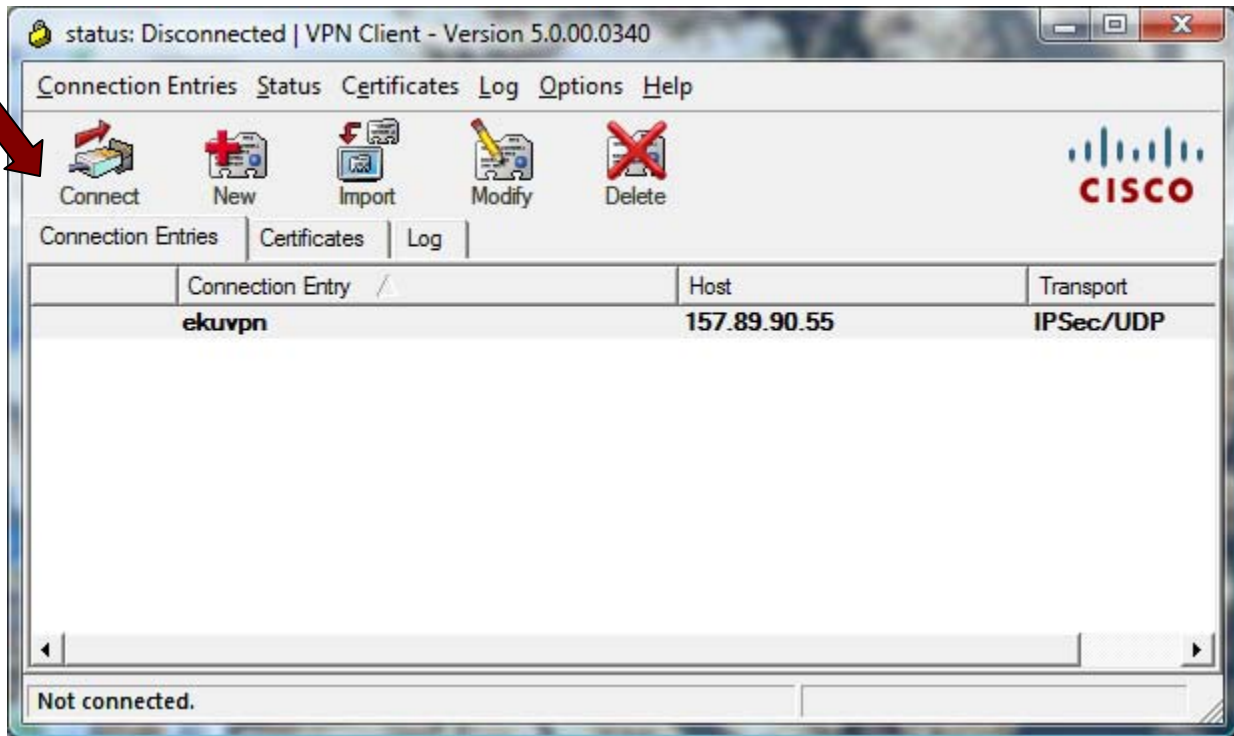
8. Enter your user name and password and click on the Download button



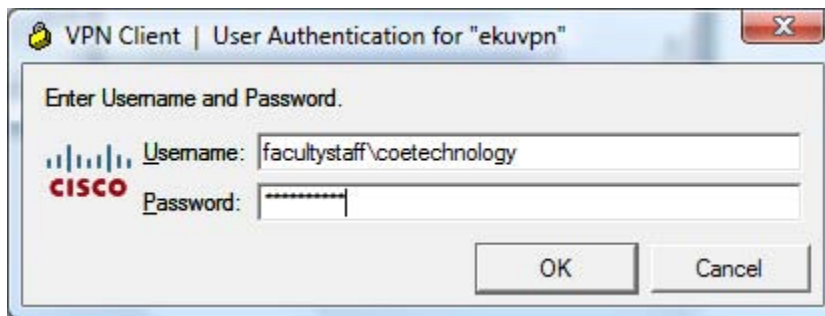
9. The window above should appear. Click on Run and allow the file to install.



10. Click on Start and click on All Programs. Locate the Cisco Systems VPN Client folder and click on VPN Client.



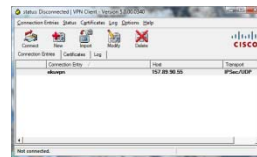
11. Click on Connect.



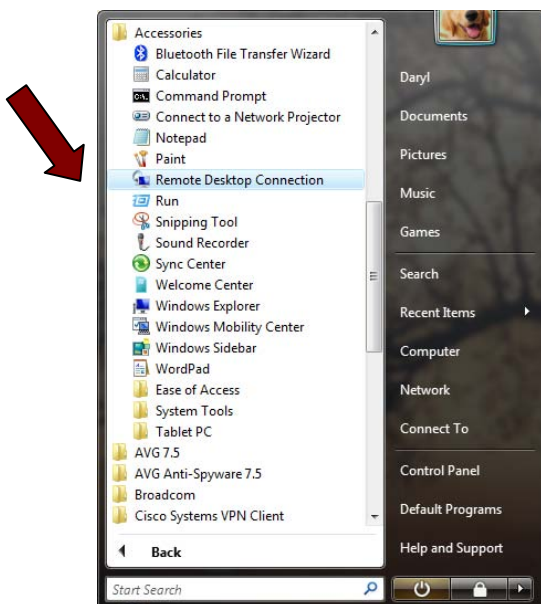
12. Enter the information for the Username as **facultystaff\yourusername** instead of facultystaff\coetechnology. Your password is what you use to access your computer at work.



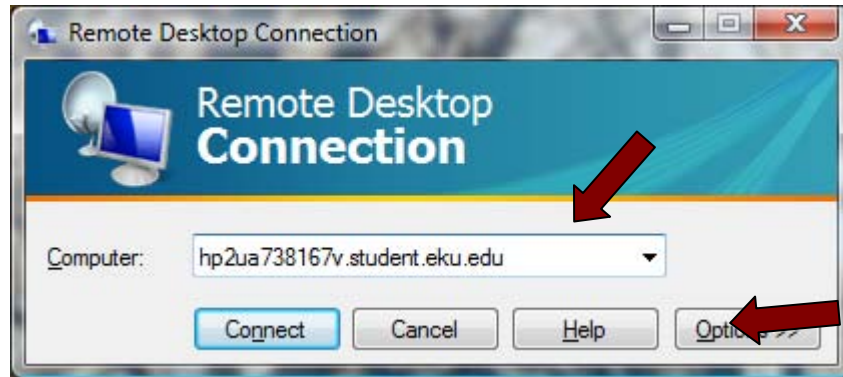
13. It may take a few minutes to authenticate. When it does and a padlock will appear in the system tray. The lock should to connect to the EKU computer remotely.



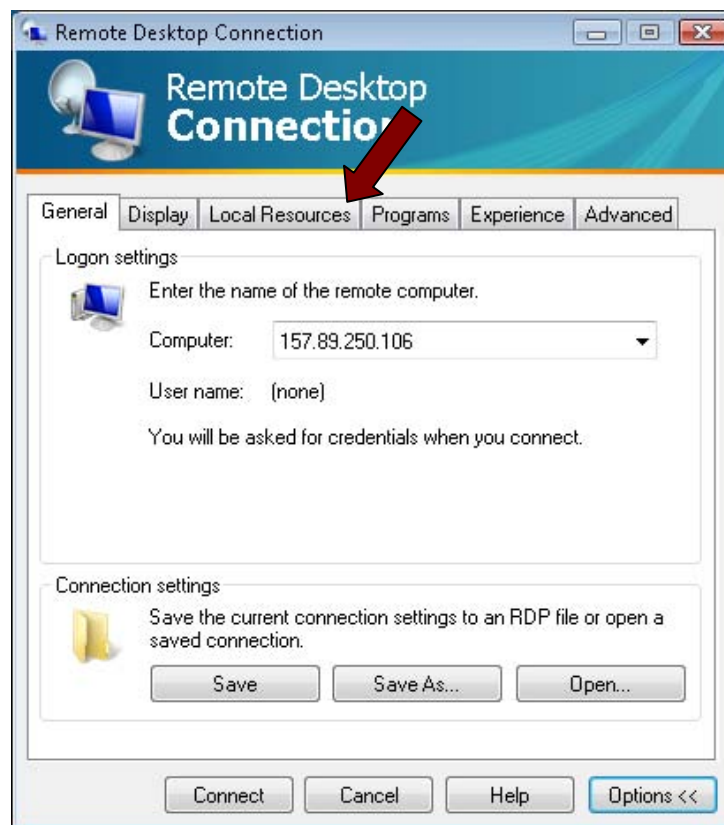
will disappear from the desktop appear locked. The next step is



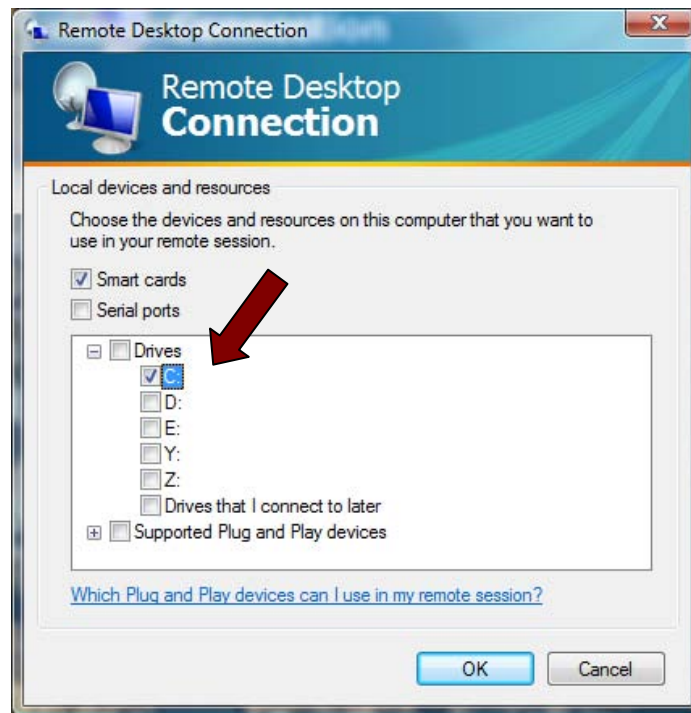
14. Click on Start, All Programs, Accessories, Remote Desktop Connection.



15. Enter the computer name you are given (this one is *hp2ua738167v*) followed by *.facultystaff.eku.edu*. **Do not click Connect yet.** Instead click on Options to change a setting so that you can copy saved files to your computer or removable media. If you don't wish to do this, then click Connect and skip to Section 12.



16. The dialog box expands and the tabs above are displayed. If you wish to save files to your local computer that you have created or edited on the remote computer, click on the Local Resources tab.



17. Select the drive (s) that you wish to copy documents or files you created on the remote PC to. Click OK and then after verifying the information is correct in Computer box, click Connect.



18. Enter your User Name and Password and click OK. This should connect you to the remote computer on campus from which you can use any program installed on the computer. Your speed connecting and utilizing applications depends on the speed of your internet connection.