

Remote Desktop: Configuring your Office Computer

Overview

In order to connect to your office computer from another location, there are several configuration steps that must be completed on your office machine. Please remember that your home computer or whichever computer you are using to connect to your office, must be protected with the latest OS updates, antivirus software and antispyware software.

Microsoft Windows XP

1. Click **Start**
2. Right click the **My Computer** icon
3. Select **Properties**
4. Click on the **Remote** tab (Figure 1)
5. Select “**Allow users to connect remotely to this computer**”.
6. By default, your SMU account will be granted permissions to remote to the machine. Click **OK**
7. Return to the Control Panel and double click on **Windows Firewall**
8. Click the **Exception** tab
9. Scroll down and verify that **Remote Desktop** is checked
10. Click **OK**
11. Go to the Control Panel and double click the **Network Connections**
12. Highlight the **Local Area Connection** icon look at the bottom left corner of that window.
13. Write down the **IP address** of your network connection (129.119.xxx.xxx)
14. Be sure to either log off or lock your workstation but leave it powered on.

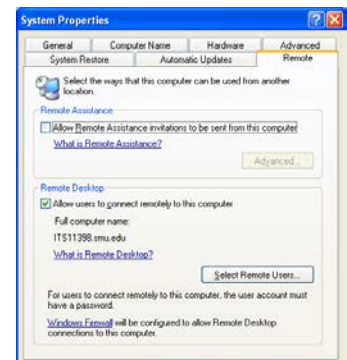


Figure 1

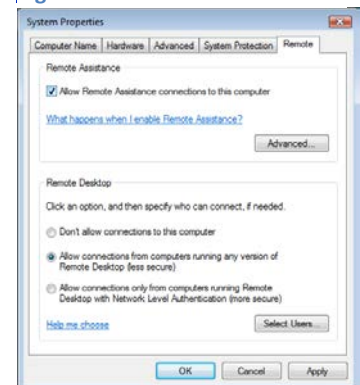


Figure 2

Microsoft Windows Vista and 7

1. Click **Start**
2. Open the **Control Panel**
3. Double click the **System** icon
4. Click **Remote Settings**
5. On the remote tab, select “**Allow connections from computers running any version of Remote Desktop**” (Figure 2)
6. Click **OK**
7. Return to the Control Panel and double click on **Windows Firewall**
8. Click **Change Settings**
9. Click the **Exception** tab (Figure 3)

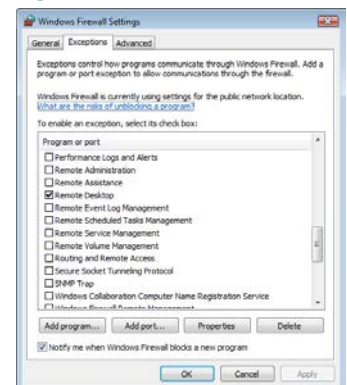


Figure 3

10. Scroll down and verify that **Remote Desktop** is checked
11. Click **OK**
12. Visit displaymyhostname.com and write down the hostname shown. This will be the address you use when connecting at home.
16. Be sure to either log off or lock your workstation but leave it powered on.

Configuring your Office Computer (Microsoft Windows 8)

1. Move your cursor to one of the right side corners of your screen, or swipe to the left from the right edge of the screen if on a touchscreen. The charms bar will appear.
2. Click on the Settings icon.
3. In the sidebar that appears, click on PC info.
4. In the new window that appears, click on **Remote Settings** on the left hand side.
5. Make sure your settings appear identical to the ones in Figure 4.
6. Bring up the Charms bar and click **Settings**, then **Control Panel**.
7. In the Control Panel, click on or search for **Windows Firewall**.
8. Click on **Allow a program or feature through Windows Firewall**.
9. Make sure that Remote Desktop is checked as shown in Figure 5.

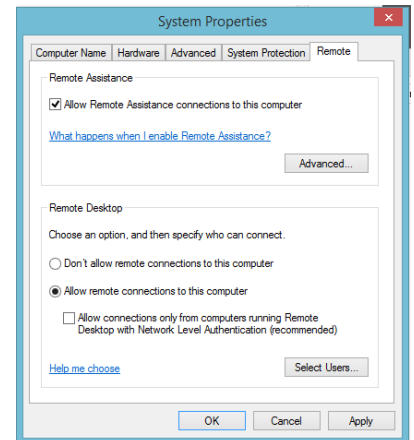


Figure 4

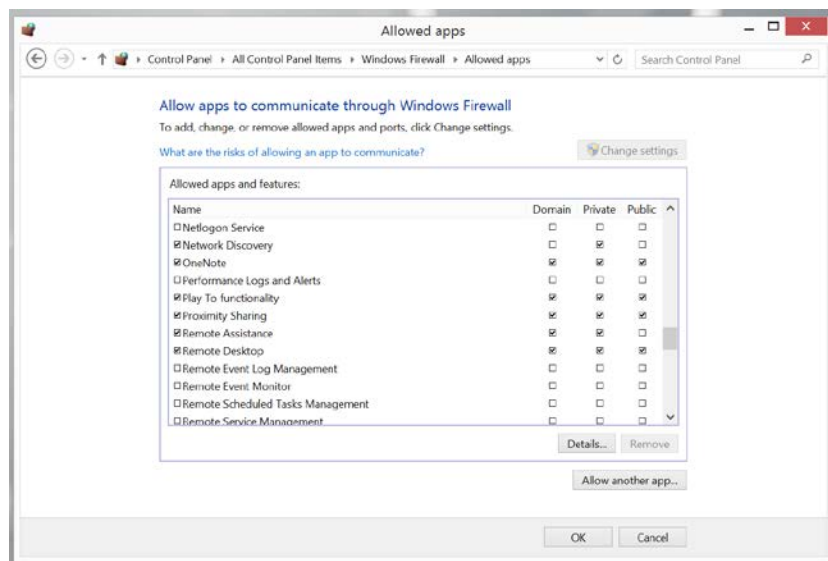


Figure 5

Remote Desktop: Configuring Your Home Computer

Overview

After you have configured your office computer to accept remote connections, you will need to get your home computer set up in order to connect to the VPN and

Download the VPN Client on your home computer

1. Login to <https://securenet.smu.edu> using your SMU ID and password
2. Click AnyConnect on the left hand side
3. Download the AnyConnect client following the instructions located on that website.

Establish the VPN connection

1. Launch the **Cisco AnyConnect** client from your Programs folder.
 - a. For Windows XP, Vista, and 7, the program will be in the Programs or All Programs folder of the Start menu.
 - b. For Windows 8 and 8.1, press Windows+S and enter "Cisco" in the search box. The AnyConnect software should appear in the results.
2. Type securenet.smu.edu in the connection box in the window that appears.
2. Click **Connect**
3. Enter your **SMU ID** and **Password** when prompted.

Create the Remote Desktop Connection (from your home machine)

1. Click **Start**
 - a. In Windows 8, use the search tool in the charms bar or by pressing Windows+S, search for Remote Desktop and click on it. Skip steps 2-5.
2. Click **Programs**
3. Click **Accessories**
4. Click **Communication** (Windows XP only)
5. Click **Remote Desktop Connection**
6. Click the **Options** button
7. Enter the **IP address** or **Hostname** of your office machine.
8. Click the **Local Resources** tab
9. If you wish to access local printers or the clipboard, make sure those two options are checked. *Please note, if you are using a Vista machine at work, this will reset your default printer each time you connect! So only check this option if you need to print to your home printer from your office machine.*
10. Click **Connect**



11. You will be prompted to login to your computer with your SMU account information.

