

## Setting up Remote Desktop

For general information about remote desktop use in the Spears School of Business please refer to the “Introduction to Remote Desktop” section. The introduction document also contains policy and security information that you need to be aware of if you plan to use remote desktop to connect to your office PC.

This document assumes that you have Windows XP installed on the computer that you will be connecting from (your home machine). Remote Desktop can be made to work to on a Windows 2000 system and also on a Mac but the installation and configuration details are beyond the scope of this document.

How to get remote access to your office system:

Overview:

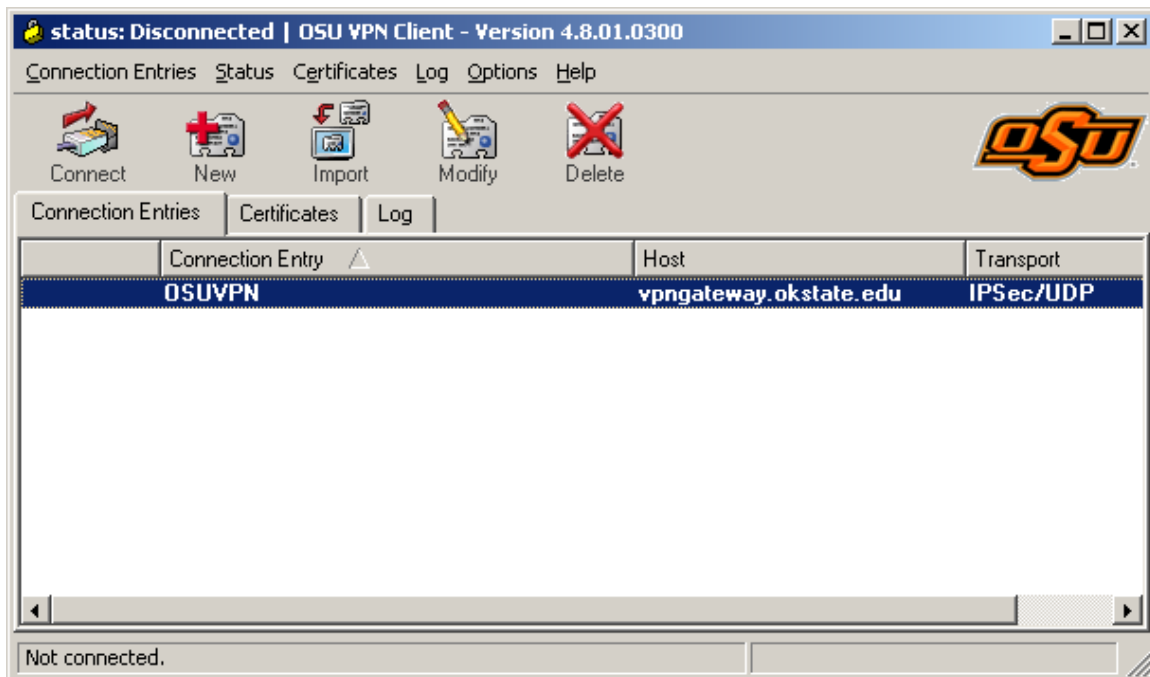
- A) Read the Introduction to Remote Desktop Document
- B) Turn in a signed copy of the Acknowledgment Document
- C) Have SSB Support configure your office PC for remote access
- D) Download and install the VPN client on your home computer
- E) Run the VPN client software and log in to the OSU Network
- F) Run the Remote Desktop Connection application and log in to your office PC

Instructions:

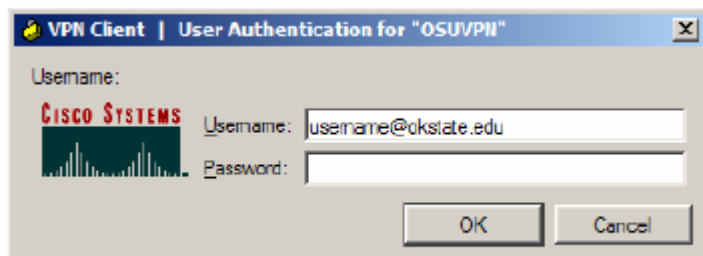
- 1) If you are a faculty member give SSB Support a copy of your read and signed Acknowledgement document. You can obtain a copy of the acknowledgement document by clicking [here](#). If you are not a faculty member see the Introduction to Remote Desktop document for details about additional requirements and restrictions that may apply.
- 2) Request that your office computer be configured for remote access. You can give Paula a call at (4-5067) or drop by the office. Do not enable remote desktop without our assistance. Additional changes in your system configuration are required in order to provide an increased level of security.
- 3) To connect to your office computer you will need to have the VPN software installed and working correctly on the computer you are connecting from. Download and install the OSU Virtual Private Networking (VPN) software on any computer(s) that you plan to connect from. The VPN software can be downloaded from <https://app.it.okstate.edu/sdc/login.php>. Use your O-Key Password and ID to access the site. After you are logged in, download the appropriate VPN Software for your home computer (or other system you intend to connect from). For Windows users the correct choice is “Cisco VPN for Windows”. For MAC users the correct choice is “Mac - Cisco

VPN for Mac”. Note: Additional cost based software is required to connect from a Mac to a PC using remote desktop. Follow the onscreen instructions to download the software and the installation instructions. Follow the directions contained in the installation instructions that you downloaded (for windows the file is named InstallationGuideforWindowsXP.pdf). If you have problems installing or using the VPN Client software contact The IT Help desk at 744-4357.

4) You have to run the VPN Software before you can connect to your office computer. To run the VPN client choose “Start – Programs – OSU VPN Client – OSU VPN Client”. After starting the VPN Client you will be presented with the following window:



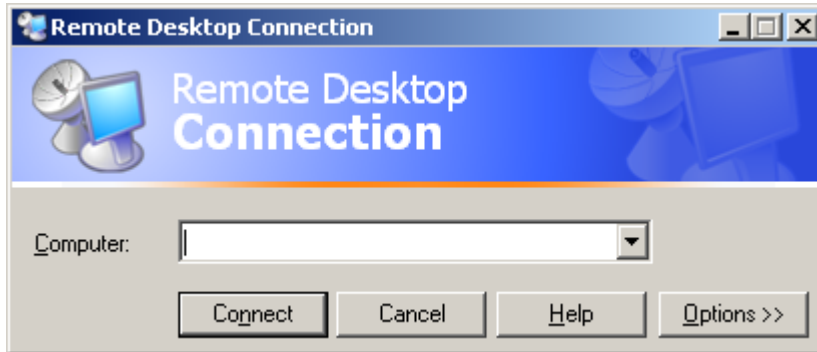
Click on the line that says OSUVPN in the connection entries list. Then click the connect button in the upper left hand corner of the window. You will be presented with a dialog box to use to log in to the OSU network (below).



Enter your O-key User name and Password – press OK. After you have successfully authenticated to the OSU network you can connect to your office computer.

5) To connect to your office computer:

Choose “Start – Programs – Accessories – Communications – Remote Desktop Connection”. After starting the remote desktop client application you will see the following window:



Enter the name of your office computer and choose connect. The computer name is the fully qualified domain name (FQDN) of your computer (or it's IP address). You'll be given the FQDN name of your computer when SSB support configures your office computer for remote connections.


After a few seconds you should see the login screen from your office computer. Type your O-key user name and password to authenticate to your office computer.

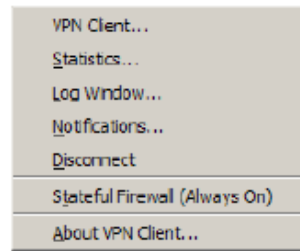
Remote desktop has many useful features. For more information about remote desktop and how to use it refer to the Windows help system “remote Desktop” or “Using Remote Desktop” section for more details. There are several custom setting available in remote desktop by choosing the options button in the lower right portion of the dialog (above).

When you finish using your remote desktop connection you log off from the remote computer like you normally logoff when you are sitting in front of the computer.

**IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT - IMPORTANT**

It is important that you disconnect the VPN client when you are finished using remote desktop. If you do not disconnect the VPN client your connection to the internet will be slower than normal.

To disconnect the VPN tunnel, right-click on the VPN task bar indicator (  ) and choose Disconnect from the pop-up menu:



#### 6) Notes:

The VPN task bar indicator looks like a padlock. When VPN is active the padlock is locked. When VPN is inactive the padlock is open.

If you disconnect the VPN client then want to reconnect to your office computer you will need to reconnect the VPN Client (right click on the padlock icon in the taskbar and choose connect) before you can remote in.

You cannot run the VPN client on a computer that is located on campus.