Creating & Using RDP Sessions (Windows)

Often used with a VPN connection to work remotely, an RDP session will allow you to connect to another computer. Follow the steps below to set up such a session. Screenshots are from a Windows 10 machine and may vary slightly from your machine.

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Creating RDP Session

1. Click start and begin typing in "Remote Desktop Connection." You should not have to type the entire phrase to get the desired result. Click on the icon to launch the utility.

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Best match							
Remote Desktop Connection							
Settings							
\times	Remote desktop settings >						
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2. On the screen that opens, expand the "Show Options" option. Enter in the information for computer and username. The computer will typically be an IP address provided to you. The username will typically be the internal domain name and your individual username.

Do NOT mark the box to save credentials unless otherwise instructed.

Press "Save As..." and save the RDP file somewhere handy, usually the desktop. The file can be named whatever you wish.

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General	Display Loca	al Resources	Experience	Advanced			
Logon s	ettings						
	Enter the n	Enter the name of the remote computer.					
00	Computer:	Computer: 192.168.100.456			~		
	User name:	User name: domain/usemame					
	You will be	asked for crea	ed for credentials when you connect.				
	Allow m	e to save cred	lentials				
Connec	tion settings						
	Save the conserved conr	urrent connec nection.	tion settings to	an RDP file	or open a		
	Sav	e	Save As	C)pen		





Using RDP Session

1. Locate and double-click on the saved RDP icon.



2. If you receive a security prompt, mark the "Don't ask me again" option and press "Connect."

둸 Rem	ote Desktop Connect	ion X
0	The publisher of this connect anyway?	remote connection can't be identified. Do you want to
This remo where thi	ote connection could ha is connection came from	m your local or remote computer. Do not connect unless you know or have used it before.
	Publisher:	Unknown publisher
200	Туре:	Remote Desktop Connection
	Remote computer:	computername
🕑 Don't 💽 Sho	ask me again for conne w Details	ctions to this computer Connect Cancel



	Smart	Pat	
You will receive	a password prompt:		
s	Windows Security Enter your credentials These credentials will be used to connect to dc03. domain\username Password Domain: domain Remember me More choices	×	

Enter the password you use to log in to your work computer.

OK

3. An RDP window will then open. Inside it, you will have access to your work computer as if you were seated at it normally. You can then begin work.

Cancel

4. When finished with your session, it is recommended you log off of the remote computer. This will close your remote session and bring you back to your physical computer. You can also minimize your remote session if needed to bring it back up later. Keep in mind it will eventually time out and disconnect automatically.

Reach out to SmartPath Technologies if you experience any issues.

