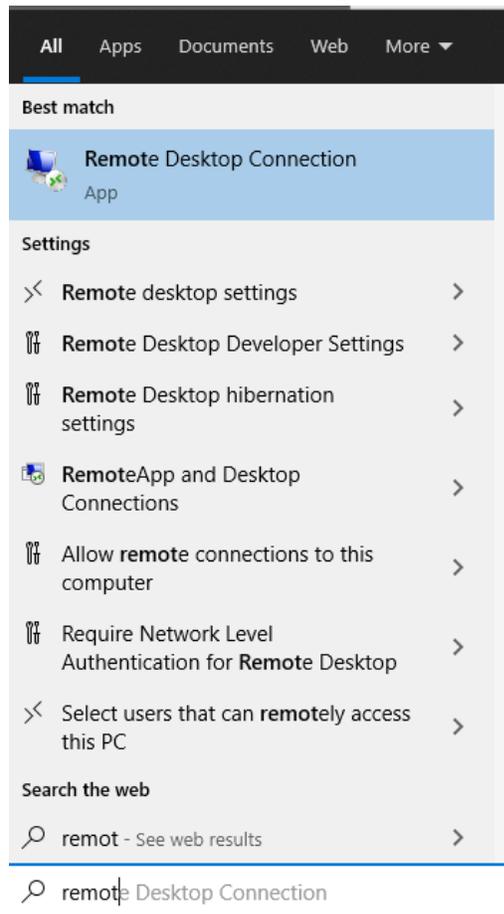


Creating & Using RDP Sessions (Windows)

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.

Creating RDP Session

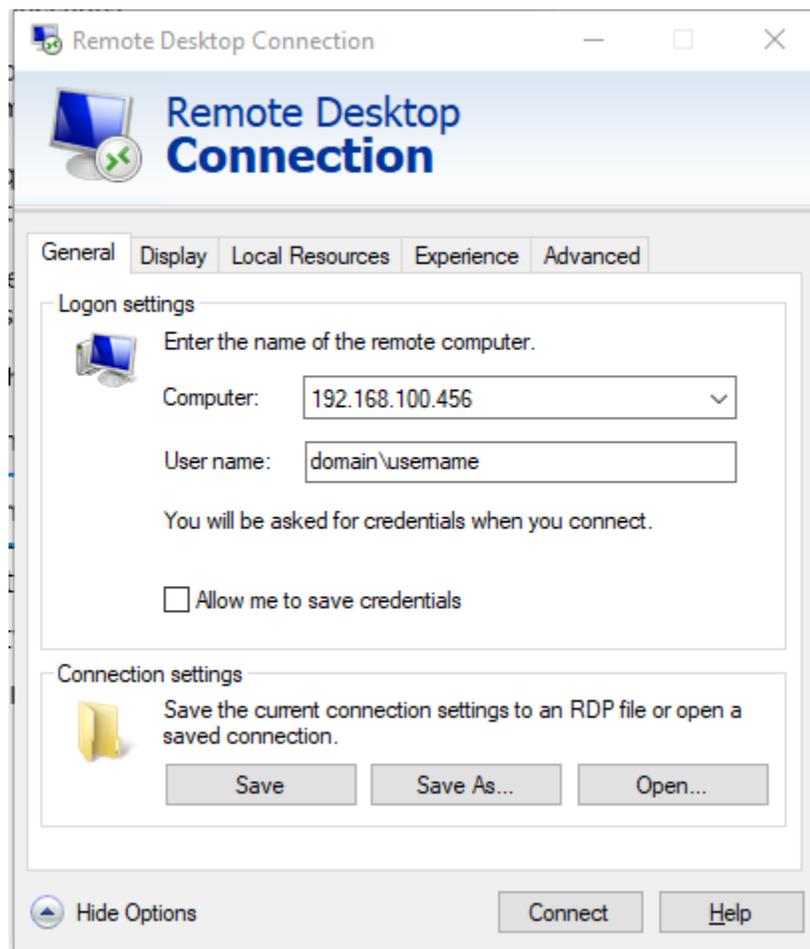
1. Click start and begin typing in "Remote Desktop Connection." You should not have to type the entire phrase to get the desired result. Click on the icon to launch the utility.



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.

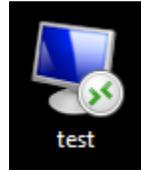
Do NOT mark the box to save credentials unless otherwise instructed.

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

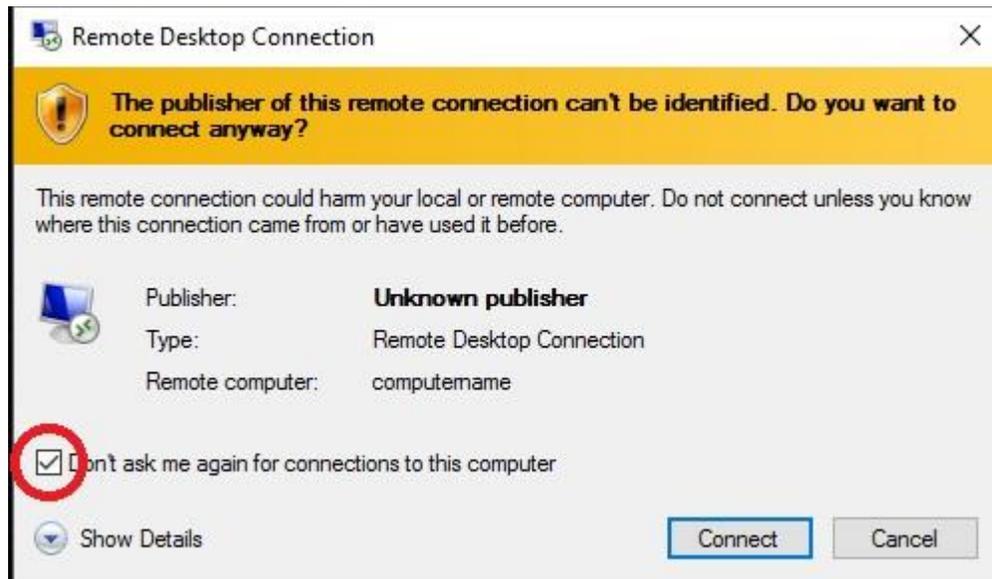


Using RDP Session

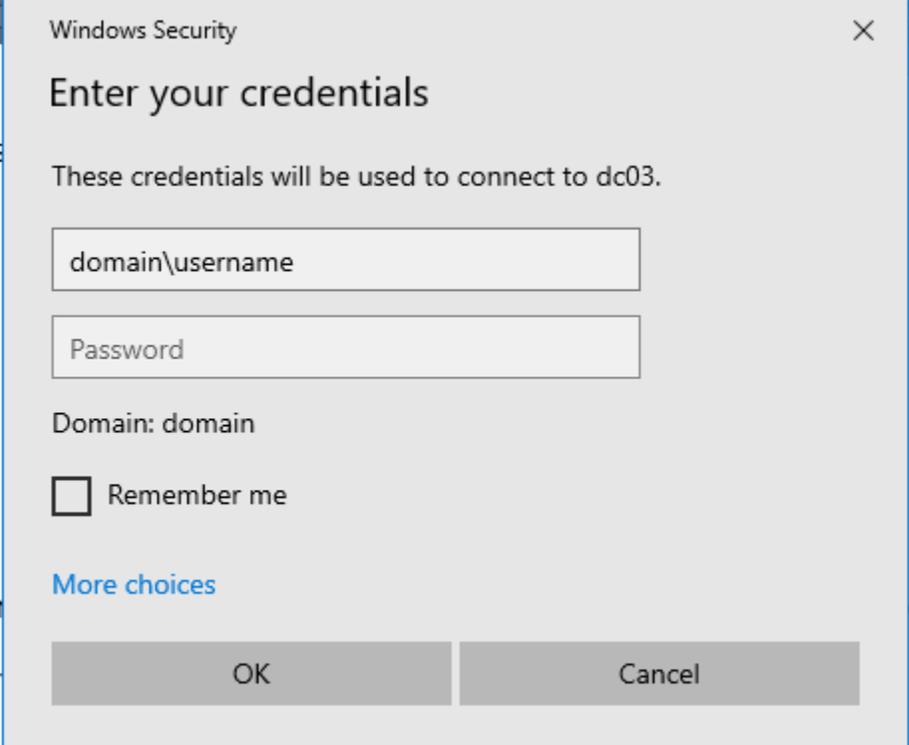
1. Locate and double-click on the saved RDP icon.



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



You will receive a password prompt:



The screenshot shows a Windows Security dialog box titled "Enter your credentials". The text inside reads: "These credentials will be used to connect to dc03." Below this are two input fields: the first contains "domain\username" and the second is labeled "Password". Underneath the fields, it says "Domain: domain" and has an unchecked checkbox for "Remember me". A blue link "More choices" is visible. At the bottom are "OK" and "Cancel" buttons.

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

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.
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.

