Establishing a Remote Desktop Protocol Session

Requirements:

1. You must know the machine name to which you will be connecting (probably your office computer).
2. The machine to which you will be connecting must be left powered on. You can be logged off, but the machine needs to be left powered on.
3. If you are off-campus, you must have established a VPN connection before you can initiate an RDP session.

Steps:

Find your remote desktop connection by going to your Start menu (or your Apps menu, depending on your device), and typing "remote" in the search box.

Choose the option for "remote desktop connection " This brings up a window with a box for "Computer "

In that box, type your full computer name. It should look something like this:

OT--WDE0820-01S.ucmo.local

You must include the ".ucmo.local" after your machine name to make the remote connection.

Click "connect "

Depending on the configuration of your home machine, you may receive some security warnings before connecting. You'll want to respond to those warnings with "yes, I want to connect " (NOTE: Individual machines may show you different warnings, so you'll have to read those warnings and apply judgment to respond in the affirmative.)

Once your RDP session is initiated, you'll see a blue bar at the top of the page. Use the buttons on that blue bar to minimize your RDP desktop and go back to operating on your home machine, close the RDP session completely, or move the blue bar across the screen to access items behind it.

If you need more assistance with creating an RDP session, please contact the Technology Support Center.