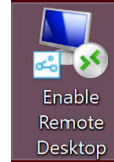


## Instructions to Enable and Use Remote Desktop Services

This document will step you through enabling the Remote Desktop service on your CVM workstation and then how to login from your PC or Mac computer from a remote location.

Note: This service install is for workstations within the CVM ONLY. This cannot be installed outside the CVM.

### Follow these simple instructions to prepare your CVM workstation to be remotely accessed by you.



1. Look on your Desktop for the **Enable Remote Desktop** icon. Also available in your Start Menu.
2. Double click this icon to setup the current logged in user for Remote Access.
3. Once complete you will be presented with a message window, letting you know that your machine is configured and your computer name that is needed to login remotely.
4. Use your phone to take a picture of this screen, you will need this information at home. You can also press Windows key + Shift + S to take a snip of the screen for printing.
5. You now have all the information you need to connect back to your computer remotely.

### Now on your remote CVM or personal computer, follow these steps:

1. You need to launch the Anyconnect VPN client and connect to connect.tamu.edu using your NetID and password. You will be directed to DUO for dual authentication.
  - a. Information about installing the VPN is on the Remote Access info sheet and on the screen image you took when setting up your remote service.
2. Locate the Remote Desktop Connection app,
  - a. Click your Start Menu
  - b. Type REMOTE, the Remote Desktop Connection app will show up at the top of your list. *You can right click and select pin to Start or Task menu for easy access.*
  - c. If not found It can be installed from the Microsoft Store.
3. Launch the Remote Desktop app.
  - a. Enter the computer name from the screen shot you took previously.
  - b. Use the entire name, i.e. RNewman2A200-.cvm.tamu.edu
  - c. Click Connect
  - d. Enter your Netid, i.e. [RNewman@tamu.edu](mailto:RNewman@tamu.edu) and password.
4. You will be connected to the desktop computer you configured in your office. The same credentials are passed to the workstation to login to your account.

All applications, and accessories will be available just as they would be in your office.

### Important notes for a successful remote session:

- Your office computer must be ON for the remote desktop to be able to connect.
- Close all or most applications on your office computer before you leave to increase performance.
- When exiting your remote session you have 3 options:
  - Disconnect – This will leave all applications running and your desktop locked until you login with your remote session again.
  - Logoff- This will close all open applications and will be available for login again.
  - Shut Down – This will close all open applications and shut down your office computer. It will not be accessible until manually restarted again.
    - Careful, this has been the reason for many a midnight drive.

If you need assistance, please contact the Helpdesk at 862-4554 or [Helpdesk@cvm.tamu.edu](mailto:Helpdesk@cvm.tamu.edu)