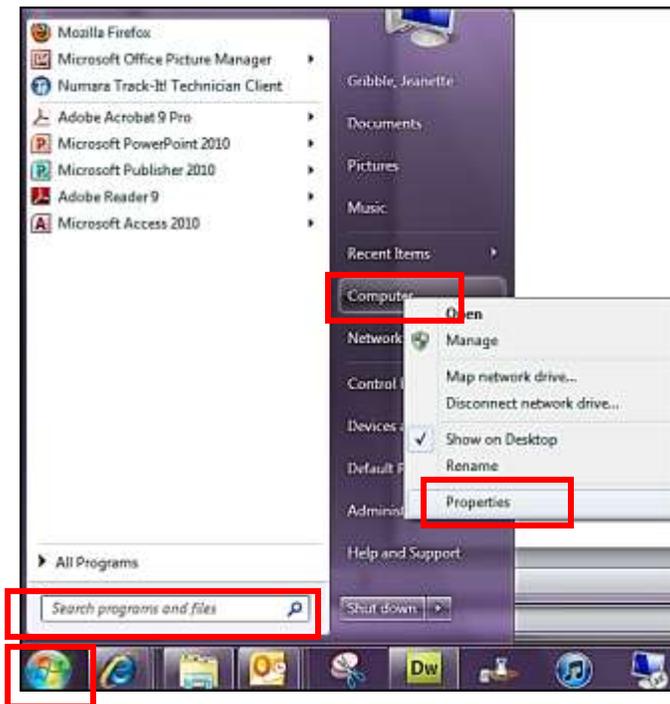


## Remote Desktop – Windows 7 & Windows XP

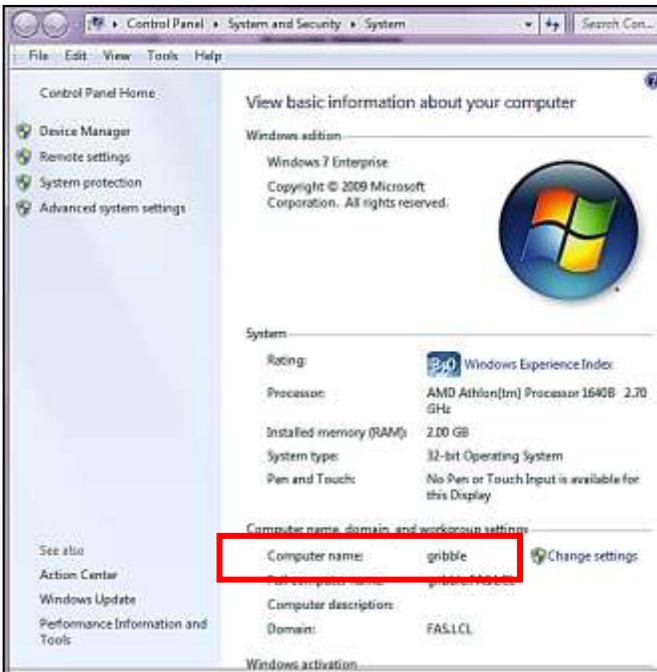
First you will need to know the Computer Name of the computer in your office at Dickinson College that you are trying to remote to. You will also need to contact the helpdesk to have your account set up with permissions to be able to Remote Desktop. This will **not** work to remote from your home computer. This tutorial is for both [Windows 7](#) and [Windows XP](#).

### Windows 7 - Setting up & Using Remote Desktop

1. Click on the **Start** button. Right mouse click on **Computer** to find a menu and choose **Properties**.



2. The **Control Panel** dialog box opens. Look for **Computer name**. Most of the times it will be your username.

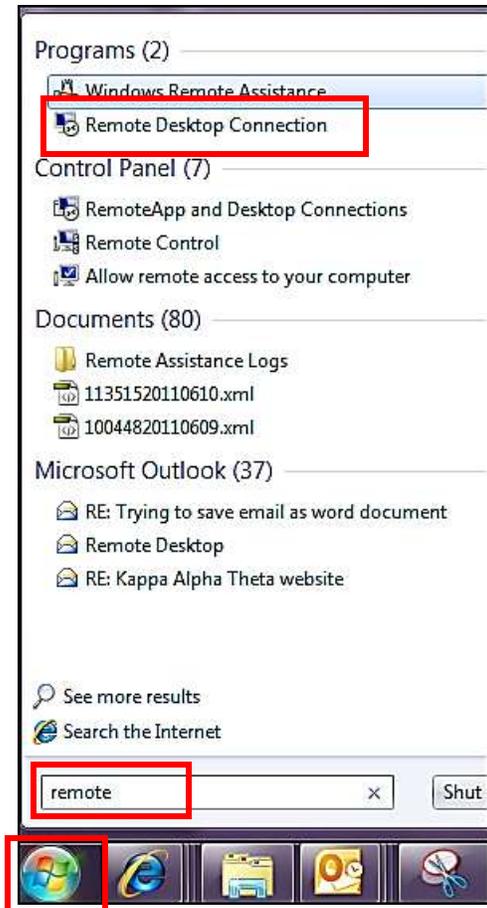


3. Write down the computer name, and then click **OK**. Be sure to contact the helpdesk by email with your request & the computer name to [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) to have your account set up with permissions to be able to do Remote Desktop. This must be done in advance and once you are set up your account will not have to be set up again. In fact, even when you get a new computer it will retain it as long as the compute name is the same.
4. Take the computer name with you to use to Remote Desktop to remote to your computer.
5. In order to access it from a remote computer your computer must be turned on and you must be logged in. You can lock your computer before you leave your office by clicking on **Cntl, Alt & Delete** keys at the same time.

### Connecting from a Remote Computer to your Office Computer

Bring your computer name with you to be able to remote on campus. Follow these steps to connect your remote computer to your office computer. Be sure your computer is turned on and that you are logged into the computer. You can lock your computer before you leave your office by clicking on **Cntl, Alt & Delete** keys at the same time.

1. Click on the **Start** button, type **Remote** in Search dialog box.



2. A list of items will appear, click on **Remote Desktop Connection**.



1. In the **Remote Desktop Connection** dialog box, type the computer name of computer name of your office computer, which you wrote down earlier. Click the **Connect** button.
2. Then the **Log On To Windows** dialog box appears, type your user name and password, then click **OK**. The Remote Desktop window now opens, and you see files on your desktop because you are on your office computer. Your computer remains locked, and nobody can access it. In addition, no one will be able to see the work you are doing remotely.

## Ending your Remote Desktop session

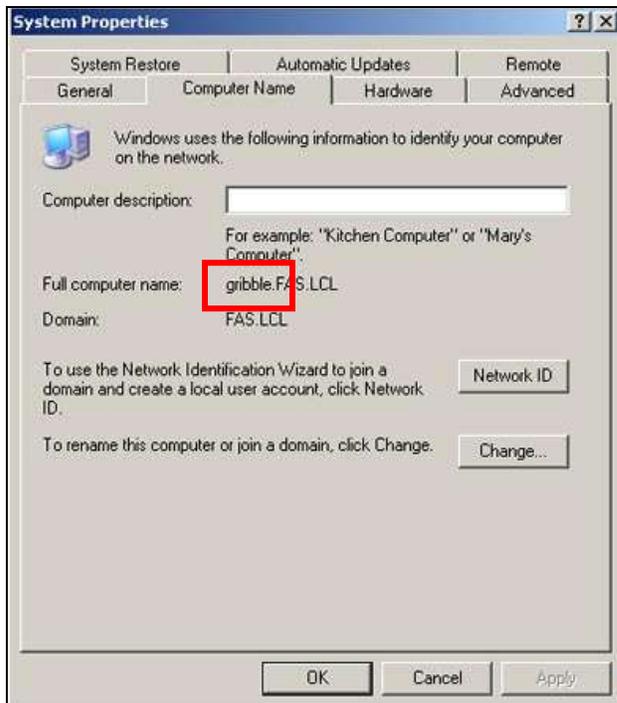
Ending the Remote Desktop session is simple, but it is important to remember to do so in order to protect your files and programs. You must do this before you log off of the computer you are on.

To close the remote session click on the X on the bar that sits on the top of the screen. You will get the **Log Off Windows** dialog box, confirm by clicking on the **Log Off** button.



## Windows XP - Setting up & Using Remote Desktop

1. From the Desktop, right-click on **My Computer**, then click **Properties**. The **System Properties** window will appear.
2. Click the tab labeled **Computer Name**. At Dickinson College usually the computer name is the person's username. The Full computer name below is **gribble** (you do not need the FAS.LCL)



3. Write down the full computer name, and then click **OK**. Be sure to contact the helpdesk by email with your request & the computer name to [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) to have your

account set up with permissions to be able to do Remote Desktop. This must be done in advance and once you are set up your account will not have to be set up again. In fact, even when you get a new computer it will retain it as long as the compute name is the same.

4. Take the computer name with you to use to Remote Desktop to remote to your computer.
5. In order to access it from a remote computer your computer must be turned on and you must be logged in. You can lock your computer before you leave your office by clicking on **Ctrl, Alt & Delete** keys at the same time.

### Connecting from a Remote Computer to your Office Computer

Bring your computer name with you to be able to remote on campus. Follow these steps to connect your remote computer to your office computer. Be sure your computer is turned on and that you are logged into the computer.

3. Click **Start**, then **All Programs**, and then **Accessories**.
4. In the **Accessories** menu, click **Communications**, and then click **Remote Desktop Connection**.
5. In the **Remote Desktop Connection** dialog box, type the computer name of your host computer, which you wrote down earlier.



6. Click **Connect**. Then the **Log On To Windows** dialog box appears, type your user name, password and then click **OK**.
7. The Remote Desktop window now opens, and you see the desktop settings, files, and programs that are on your host computer. Your host computer remains locked, and nobody can access it. In addition, no one will be able to see the work you are doing remotely.

### Ending your Remote Desktop session

Ending the Remote Desktop session is simple, but it is important to remember to do so in order to protect your files and programs.

1. To close the remote session click on the X on the bar that sits on the top of the screen. You will get the **Log Off Windows** dialog box, confirm by clicking on the **Log Off** button.

