Connecting to Desktop Via Remote Desktop (RDP)

This document will describe how to connect to your desktop from a remote machine. It will assume that if you are connecting remotely, that you have already established the appropriate VPN connection into the UT network.

 This first step will help you identify the name of the destination machine that you wish to remote control. If you already know this information, you can skip this step and proceed to Step
 On the machine that you are wishing to remote control, open a browser window and direct it to the site **mycomputer.utoledo.edu**. Note the "Computer Name" field.

	HOME UT	AD ADMIN			
	THE UNIV	ERSITY OF T	OLEDO		
UTAD Administration					
	Tuesday, March 17, 2020 : Pola	k, Scott (spolak2)			
	CONTACT US	Computer Name:	UT1G2T682.uc.utoledo.edu		
	Main Campus Building Name Toledo, Ohio 43606-3390 Phone: 419,530.INFO Toll Free: 1,800.5TOLFDO	IP Address:	131.183.73.221		
	webmaster@utoledo.edu	Operating System: MAC Addresses: (Win	Windows 7 or higher		
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			¥		

 Open the Remote Control client on the machine that you wish to control your desktop from (from Step 1). You can do this by hitting the Windows key, and then type "Remote Desktop Connection." Select the app to run it.



3. If the Remote Desktop Connection client is not installed, you can download it from the following site:

https://docs.microsoft.com/en-us/windows-server/remote/remote-desktopservices/clients/windowsdesktop

4. You will then be presented with a screen like the following. Enter the Computer Name of the machine that you wish to connect to (from Step 1) in the "Computer" field, and then hit the "Connect" button. Note that if you wish to have the audio from the remote machine play on your local machine (such as for a WebEx conference), see the configuration in Step 9. If you wish to use your local video camera *webcam) on the remote desktop (such as to forward the video for a WebEx), see the configuration in Step 10.



5. You might be then asked for credentials. Enter password, and click "OK." If you are having difficulty authenticating on this screen, make sure that the username is in the format "UTAD\<yourUTAD>," where "yourUTAD" is your UTAD logon ID. If you need to change this, you can select the "More choices" option.

Windows Security ×					
Enter your credentials					
These credentials will be used to connect to					
Password					
UTAD					
Remember me					
More choices					
ОК	Cancel				

6. You may see a warning regarding the certificate on the remote machine. Click "Yes" to continue.

S Remote Desktop Connection X
The identity of the remote computer cannot be verified. Do you want to connect anyway?
The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.
Name in the certificate from the remote computer: VL-DEA-OPEN-009.utad.utoledo.edu
Certificate errors
The following errors were encountered while validating the remote computer's certificate:
1 The certificate is not from a trusted certifying authority.
Do you want to connect despite these certificate errors?
$\fbox{\ \underline{D}}\ \mbox{ont}$ ask me again for connections to this computer
View certificate Yes

7. You will then be connected to the remote machine within the new window that opened. This should behave just as if you were sitting at the monitor/keyboard of this remote-controlled machine.



8. To disconnect from the remote computer, click on the "X" in the upper right portion of this window. You should see the following dialog box. Click "OK" to disconnect. (Alternately, you can log off of the remote-controlled machine as if you were in front of it, but be aware that any programs that were running may close or shut down.)



9. Remote Audio Configuration

If you wish to have the audio play from the remote machine onto your local machine (such as for a WebEx conference), you will need to configure your local Remote Desktop client to request this.

Select the "Options" drop-down on the client screen.

Nemote [Desktop Connection	-		×
	Remote Desktop Connection			
Computer:	<mycomputer></mycomputer>	~		
User name: None specified The remote computer name is not valid. Enter a valid remote computer name.				
Show Op	otions Co	o <u>n</u> nect	<u>H</u> e	lp

Then, select the "Local Resources" tab, and then "Settings" under "Remote Audio."

Semote Desktop Connection -		×
Remote Desktop		
General Display Local Resources Experience Advanced		
Configure remote audio settings.		
Keyboard		
Apply Windows key combinations:		
Only when using the full screen	\sim	
Example: ALT+TAB		
Local devices and resources		
Choose the devices and resources that you want to remote session.	use in your	
Printers Clipboard		
More		
Hide Options	<u>H</u> e	elp

Select "Play on this computer" (for remote audio to play on local machine) and "Record from this computer" (for local mic to be used on remote machine) and then select "OK."

Nemot	e Desktop Connection		×
	Remote Desktop Connection		
Remote a	udio playback		
	Play on this computer		
	◯ <u>D</u> o not play		
	OPlay on remote computer		
Remote a	udio recording		
~	Record from this computer		
	◯ Do <u>n</u> ot record		
		ОК	Cancel

Note that the audio and the microphone must first be configured correctly on the local machine in order to use them.

10. Local video on remote machine

If you wish to utilize the camera on your local machine on the remote machine, it must be configured on the Remote Desktop client. Since there are too many scenarios to cover in this document due to local devices/configuration, the following will show you where to do this configuration, but will not take you through the specific steps. As in the previous step with audio, you must ensure that your local camera is operating correctly on your local machine in order to utilize it on the remote computer.

From the remote Desktop client on your local machine, select "Show Options."

Nemote [Desktop Connection	-		×
N	Remote Desktop Connection			
Computer:	<mycomputer></mycomputer>	~]	
User name:	None specified			
The remote computer name is not valid. Enter a valid remote computer name.				
Show Op	utions C	Co <u>n</u> nect	He	lp

From there, select the "Local Resources" tab and then the "More..." button under "Local devices and resources."

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General Displ	ay Local Resources	Experience	Advanced		
	, Configure remote audio <u>S</u> ettings	o settings.			
Keyboard	Apply Windows <u>k</u> ey co Only when using the fu	ombinations: Ill screen	~		
	Example: ALT+TAB				
Local devices	and resources Choose the devices ar remote session.	nd resources t	that you want to use	e in your	
	✓ Prinţers More	√c	lipboard		
Hide <u>O</u> ption	IS		Co <u>n</u> nect	<u>H</u> e	lp

From the next screen, check the box next to "Video capture devices" and select "OK."



If you wish to save the settings from either of the previous two steps, return to the "General" tab and select the "Save" button. Alternatively, you can save/restore multiple configuration settings with the "Save As..." and "Open..." buttons/options.

퉳 Remote	Desktop Connection	- 🗆	×
	Remote Desktop Connection		
General D	isplay Local Resources Experience Addition tings Enter the name of the remote computer. Computer. Computer Qomputer: <mycomputer> User name: <myutad> The remote computer name is not valid. E computer name.</myutad></mycomputer>	tvanced]
Connectio	n settings Save the current connection settings to an <u>Save</u> Sa <u>v</u> e As	RDP file or open a	-lp