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.

1. Open a browser window on the machine that you wish to remote control, and direct it to the site mycomputer.utoledo.edu. Note the “Computer Name” field.

2. 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-desktop-services/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.
5. You might be then asked for credentials. Enter password, and click “OK.”

![Windows Security dialog box with credentials]

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

![Remote Desktop Connection dialog box with certificate warning]
7. You will then be connected to the remote machine within the new window that opened.

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.