

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. 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 2. 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.

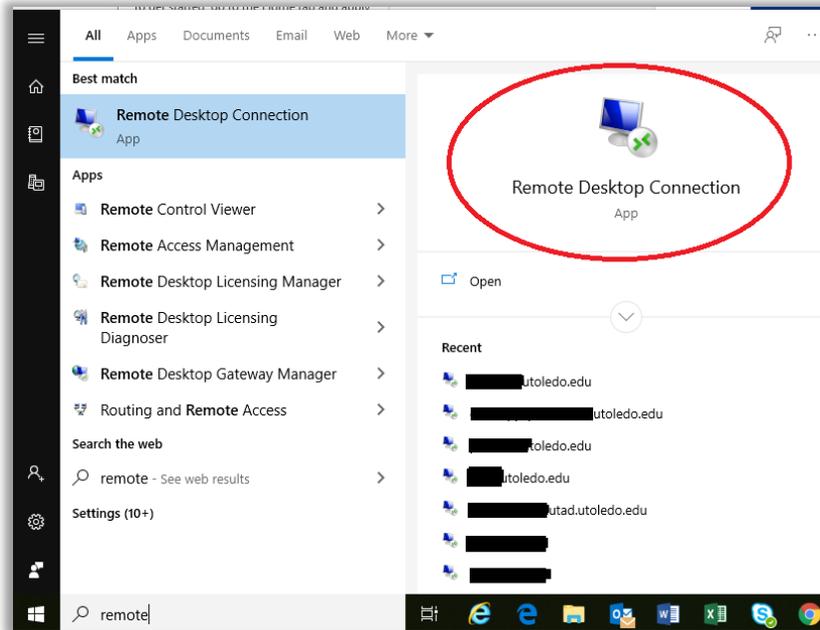


The screenshot shows a web browser window with the URL <http://mycomputer.utoledo.edu/>. The page has a dark blue header with "HOME" and "UTAD ADMIN" buttons. Below the header, it says "THE UNIVERSITY OF TOLEDO" and "UTAD Administration". A yellow banner below that displays the date and time: "Tuesday, March 17, 2020 : Polak, Scott (spolak2)".

On the left side, there is a "CONTACT US" section with the following text:
Main Campus
Building Name
Toledo, Ohio 43606-3390
Phone: 419.530.INFO
Toll Free: 1.800.5TOLEDO
webmaster@utoledo.edu

On the right side, there is a form with the following fields:
Computer Name: (This field is circled in red in the image)
IP Address:
Operating System:
MAC Addresses: (Windows Machines in UTAD Only)

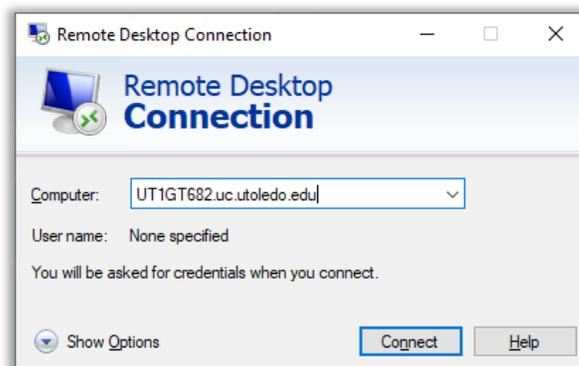
2. Open the Remote Control client on the machine that you wish to control your desktop from (from Step 1). You can do this by hitting the Windows key, and then type “Remote Desktop Connection.” Select the app to run it.



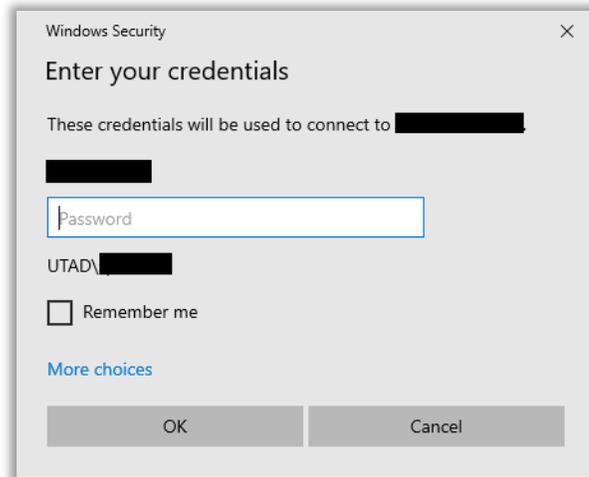
3. If the Remote Desktop Connection client is not installed, you can download it from the following site:

<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. 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.



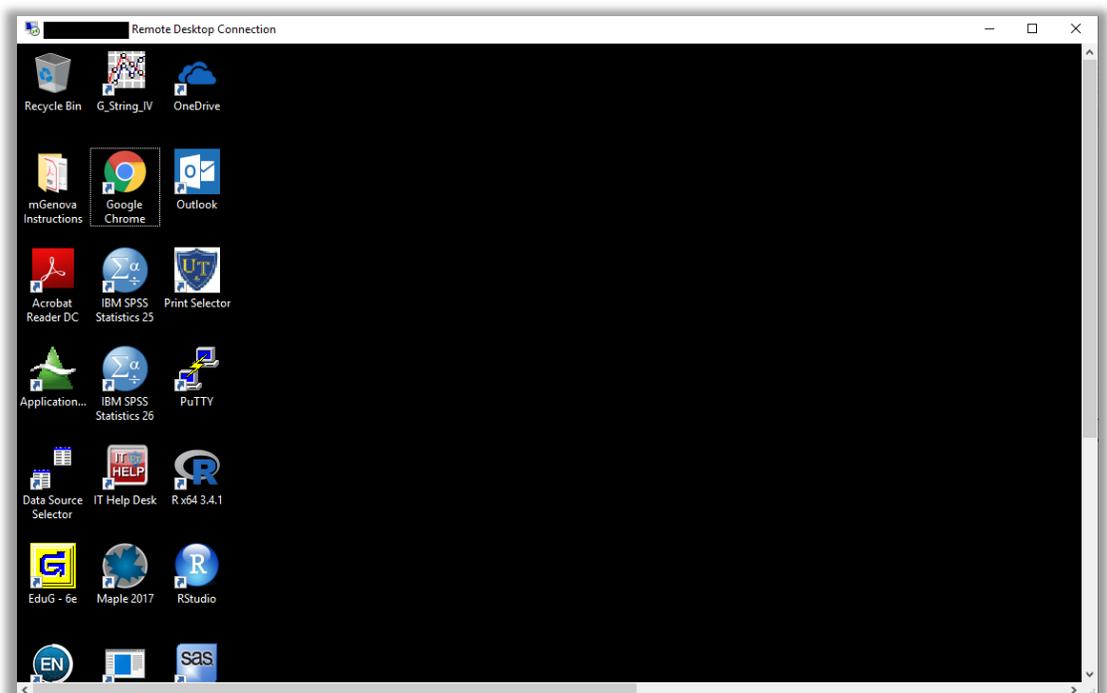
- You might be then asked for credentials. Enter password, and click “OK.” If you are having difficulty authenticating on this screen, make sure that the username is in the format “UTAD\<yourUTAD>,” where “yourUTAD” is your UTAD logon ID. If you need to change this, you can select the “More choices”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



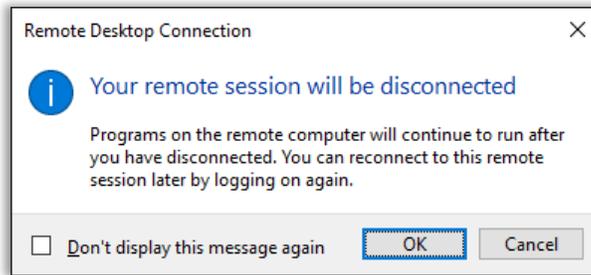
- You may see a warning regarding the certificate on the remote machine. Click “Yes” to continue.



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.



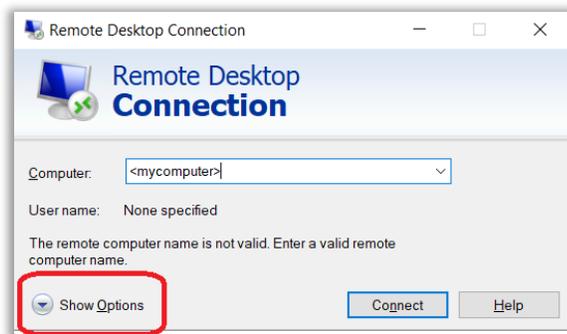
8. To disconnect from the remote computer, click on the "X" in the upper right portion of this window. You should see the following dialog box. Click "OK" to disconnect. (Alternately, you can log off of the remote-controlled machine as if you were in front of it, but be aware that any programs that were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



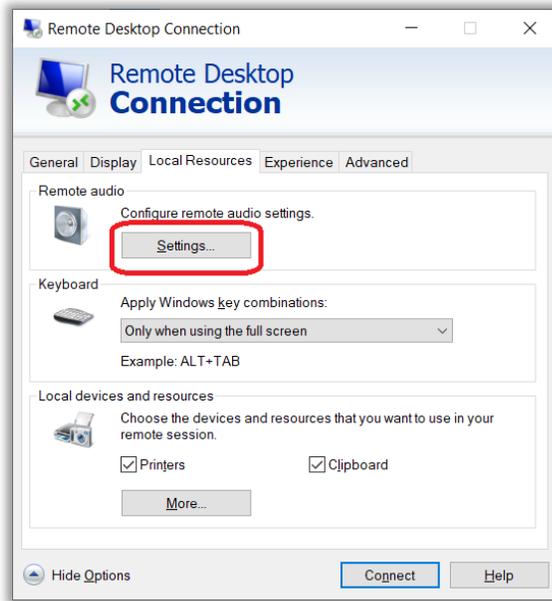
9. Remote Audio Configuration

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.

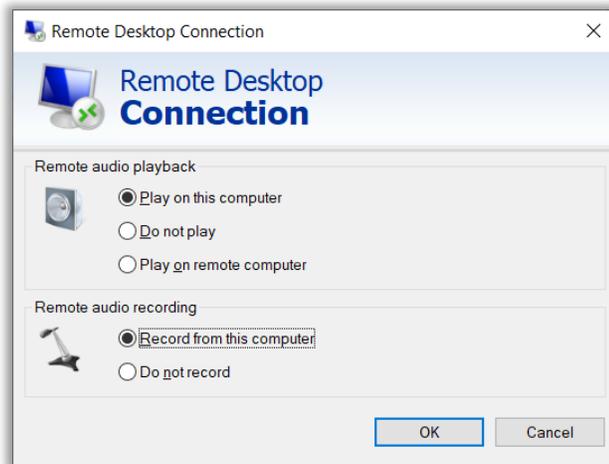
Select the "Options" drop-down on the client screen.



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



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."



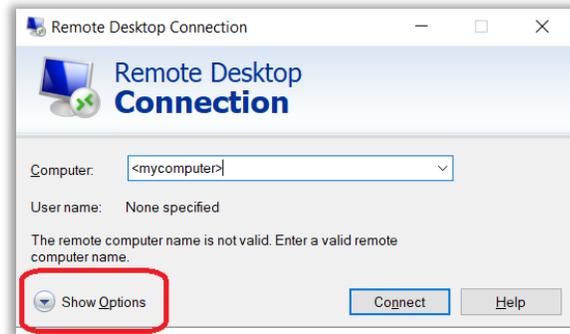
Note that the audio and the microphone must first be configured correctly on the local machine in order to use them.

10. Local video on remote machine

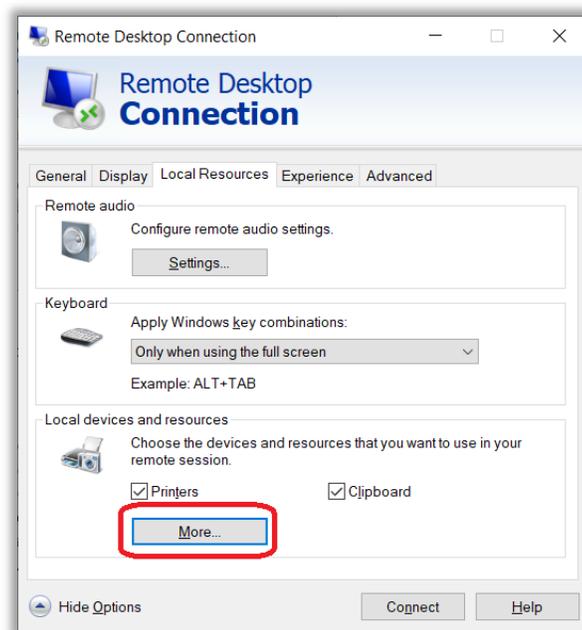
If you wish to utilize the camera on your local machine on the remote machine, it must be configured on the Remote Desktop client. Since there are too many scenarios to cover in this document due to local devices/configuration, the following will show you where to do this configuration, but will not 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.

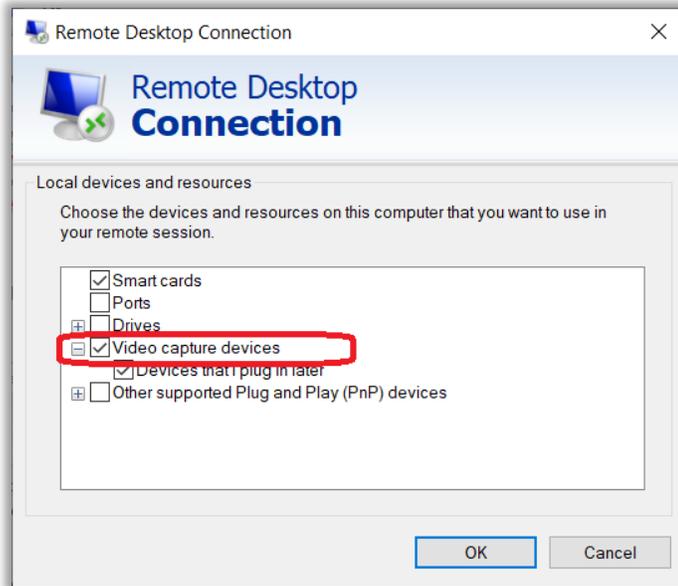
From the remote Desktop client on your local machine, select “Show Options.”



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



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.

