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# CONNECTING TO YOUR REMOTE DESKTOP

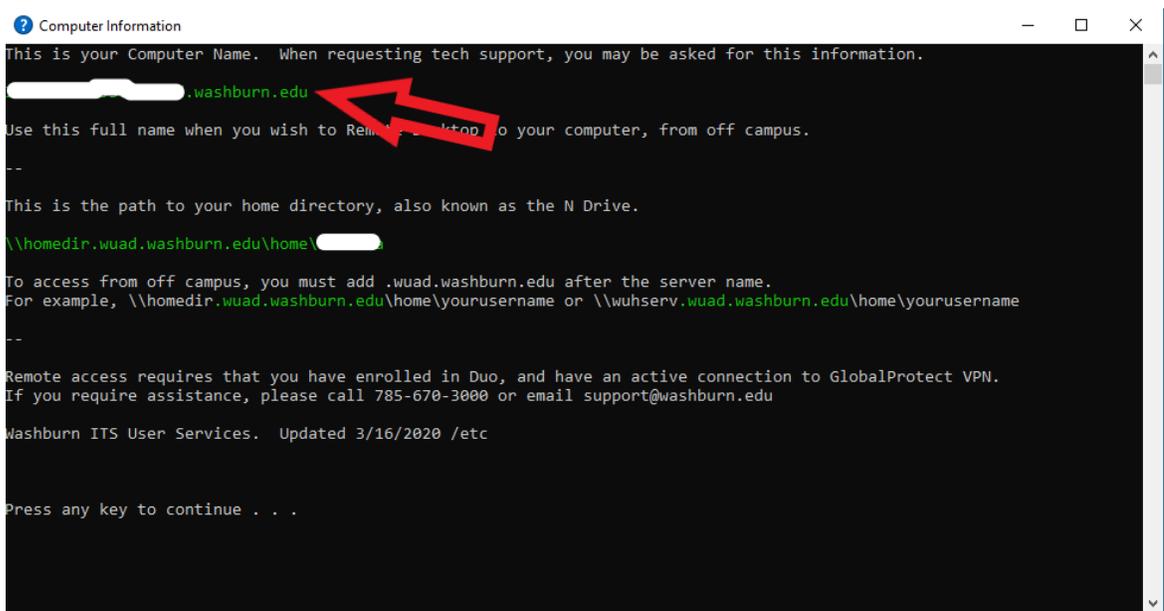
## WINDOWS 10

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1. On your office computer where you want to remote into the computer, it will be necessary to get the hostname of your office computer. To do so, double-click the icon on your office computer's desktop labeled **Computer Information**:

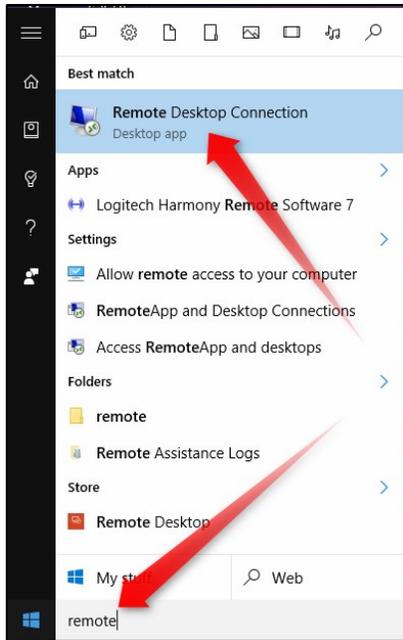


2. Note the Computer Name listed in the window that opens as it will be needed for step 6.



3. You will need to connect to our **VPN** and two factor authentication (**Duo**) before proceeding further.
4. Type **Remote Desktop Connection** (or begin typing) into the search box next to the Windows button. If Remote Desktop Connection does not appear, it can be installed from the Microsoft Store to install Remote Desktop Connection.

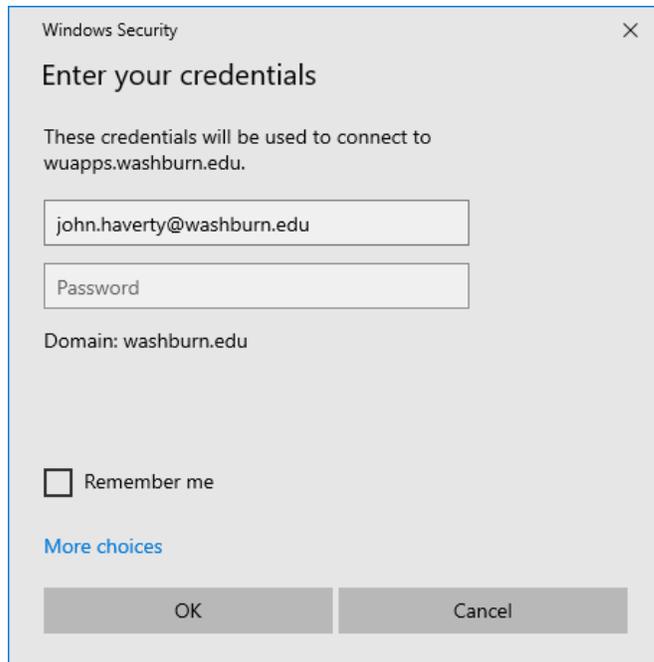
5. Select **Remote Desktop Connection** when it appears in the list



6. In the **Computer** field type the **computer name** you gathered in step 1, then click the **Connect** button.



7. A new window will appear. In the top field, type your **email address** and in the bottom field, type **email address password**, then Click the **OK** button.



8. You will be asked to accept the local certificate for the remote computer. Click **Yes**.



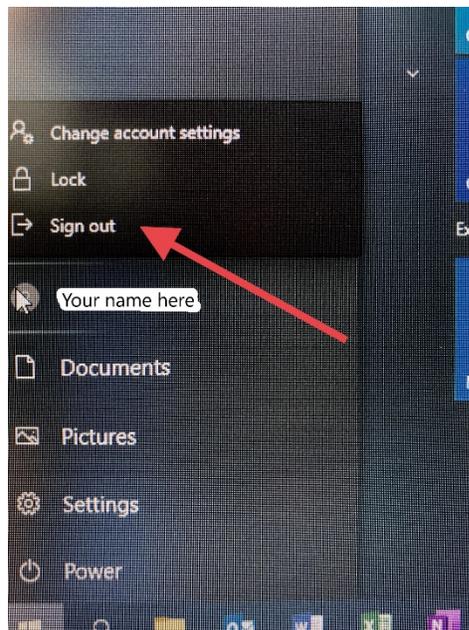
9. You will be asked to accept the **Washburn University Acceptable Use Policy**. Click the **OK** button.



10. Your remote desktop should pop up on your screen with a bar on the top with the name of your host:



11. When you are ready to leave your remote desktop, click on the **Windows Button** -> **(your name)** -> **Signout**.



Questions or problems, please contact ITS User Services at 785-670-3000 or email [support@washburn.edu](mailto:support@washburn.edu).