

Configuring Remote Desktop

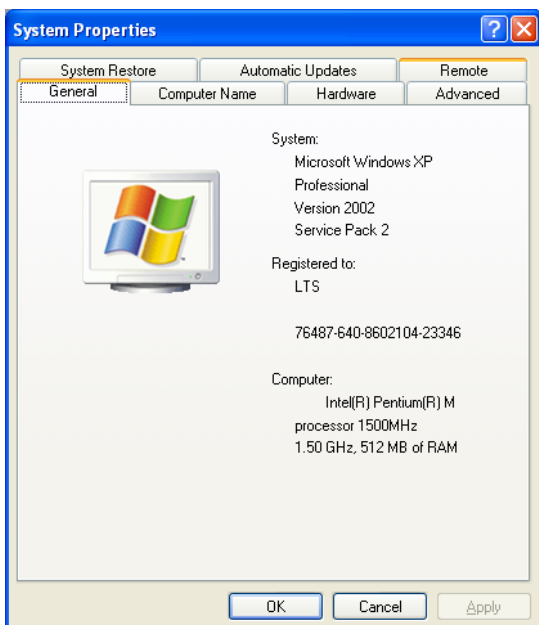
Note: The pictures are meant to compliment the written instructions, not replace them

Enabling Remote Desktop on your Office PC:

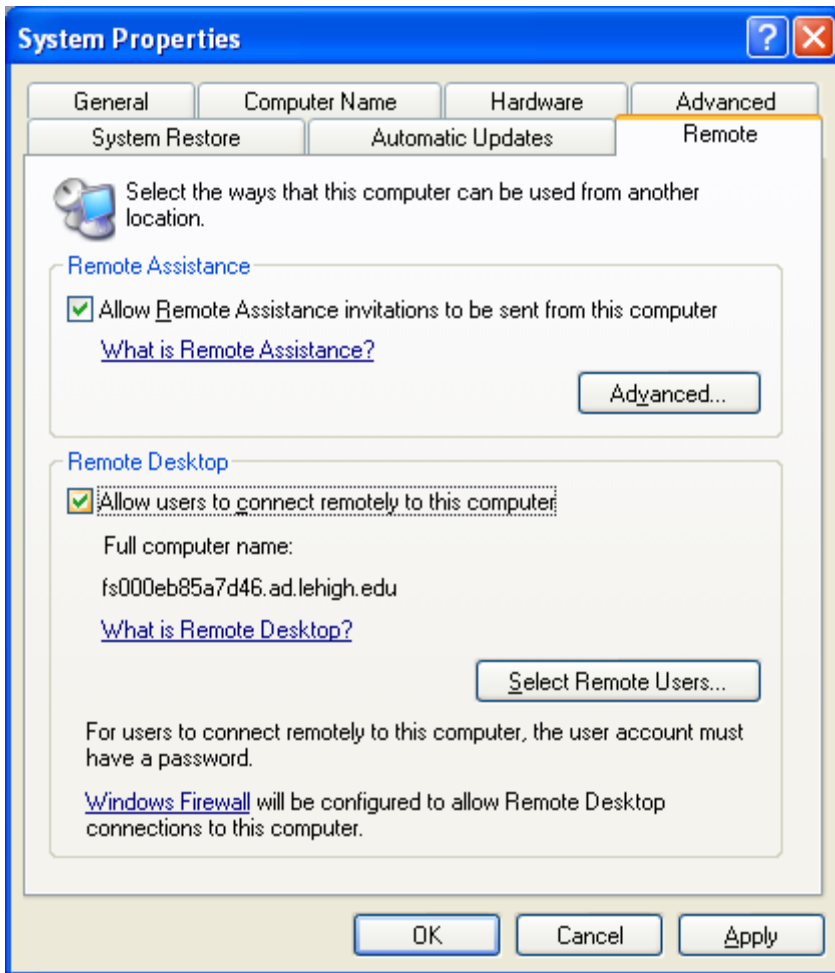
1. Right click **My Computer** and select **Properties**



2. Click on the **Remote** tab

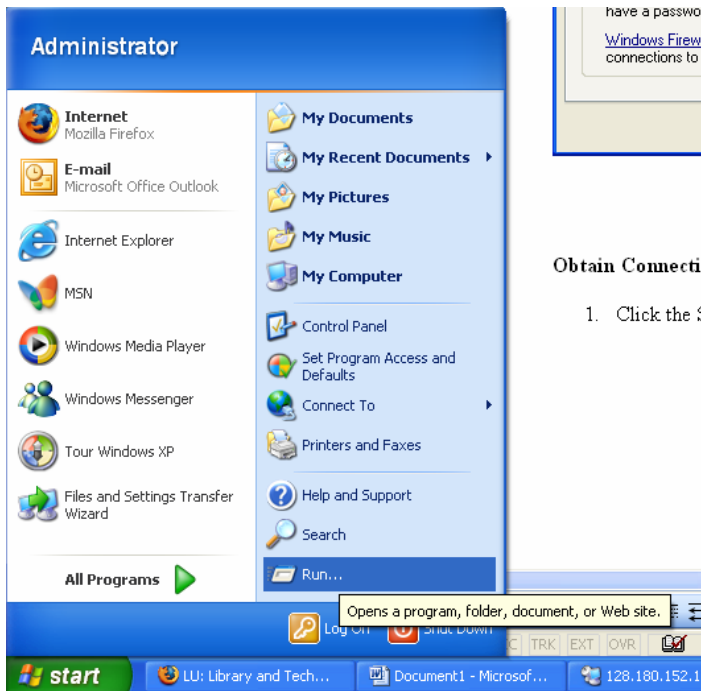


3. Ensure that you are an administrator or member of the Remote Desktop Users group on your computer and check the **Allow users to connect remotely to this computer** check box



Obtain Connection Information

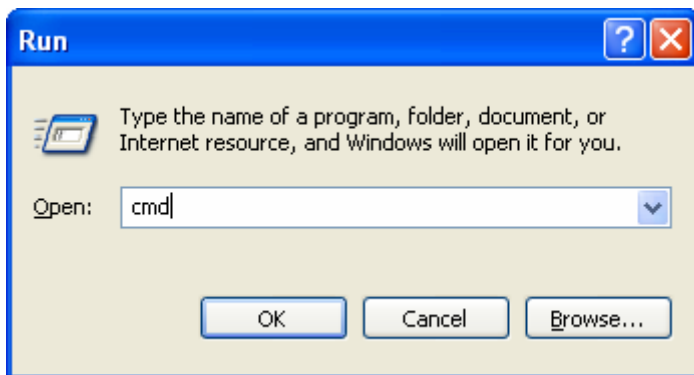
1. Click the **Start** button and hit **Run**



Obtain Connection

1. Click the S

2. Type **cmd** and hit the OK button.



3. At the DOS screen type **ipconfig** and note the IP Address.

```
C:\ Select C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

C:\Documents and Settings\Administrator>ipconfig

Windows IP Configuration

Ethernet adapter Wireless Network Connection:

    Connection-specific DNS Suffix  . : lehigh.edu
    IP Address. . . . .                : 128.180.3.203
    Subnet Mask . . . . .              : 255.255.255.0
    Default Gateway . . . . .          : 128.180.3.254

Ethernet adapter Local Area Connection 2:

    Connection-specific DNS Suffix  . : lehigh.edu
    IP Address. . . . .                : 128.180.3.190
    Subnet Mask . . . . .              : 255.255.255.0
    Default Gateway . . . . .          : 128.180.3.254

C:\Documents and Settings\Administrator>
```

Leaving Your Office

1. Do not Shutdown the computer. Simply **Log Off**

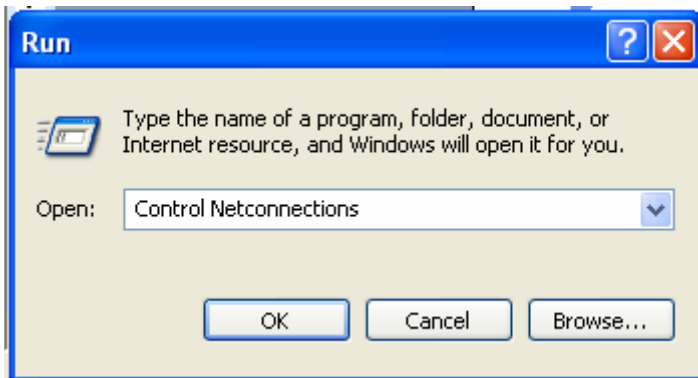


Connecting from your remote location

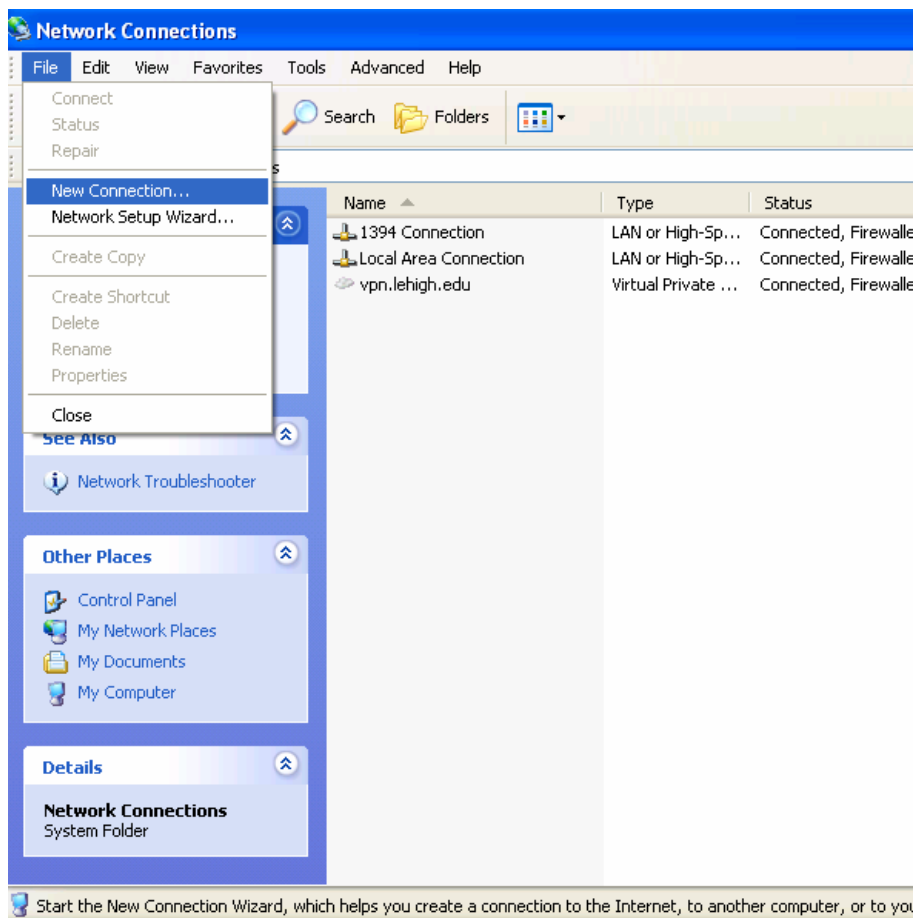
(You must have Windows XP)

Setting up the VPN

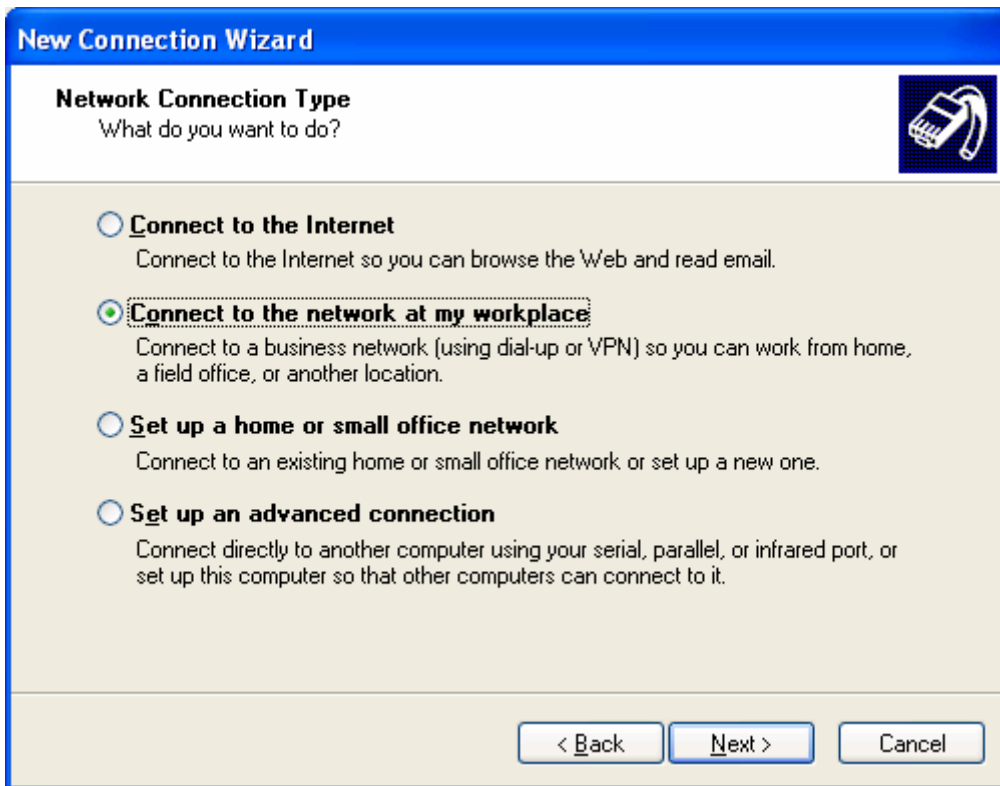
1. Click on Start -> Run and type in Control Netconnections



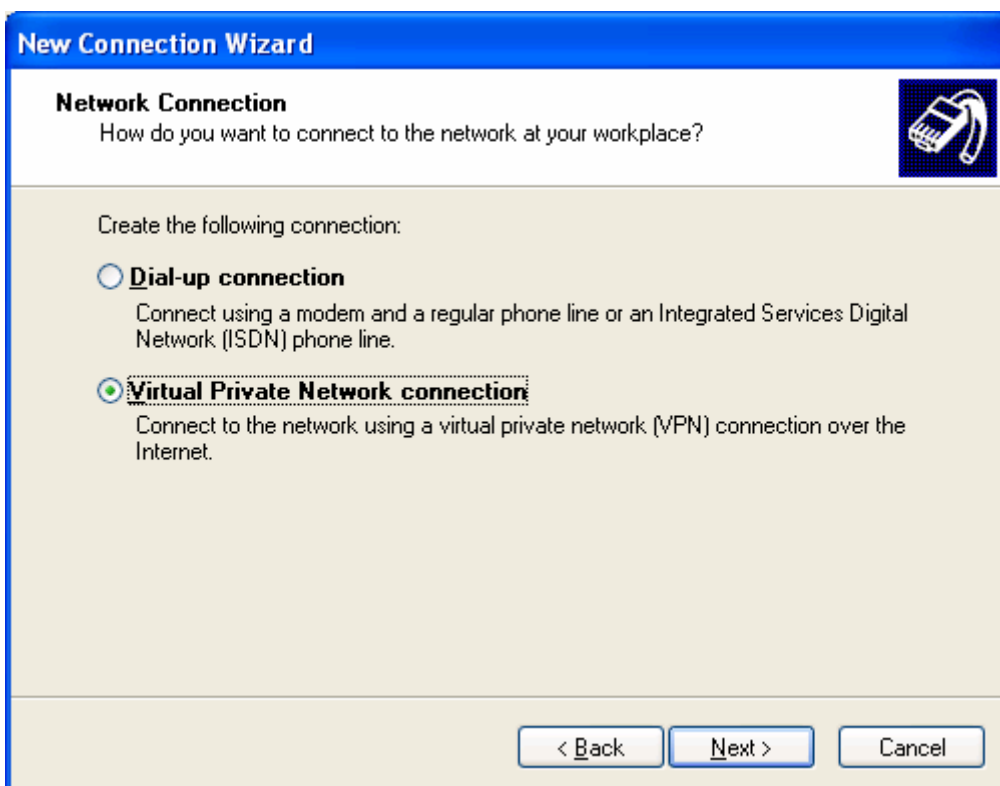
2. Pull down the **File** menu and select **New Connection**.



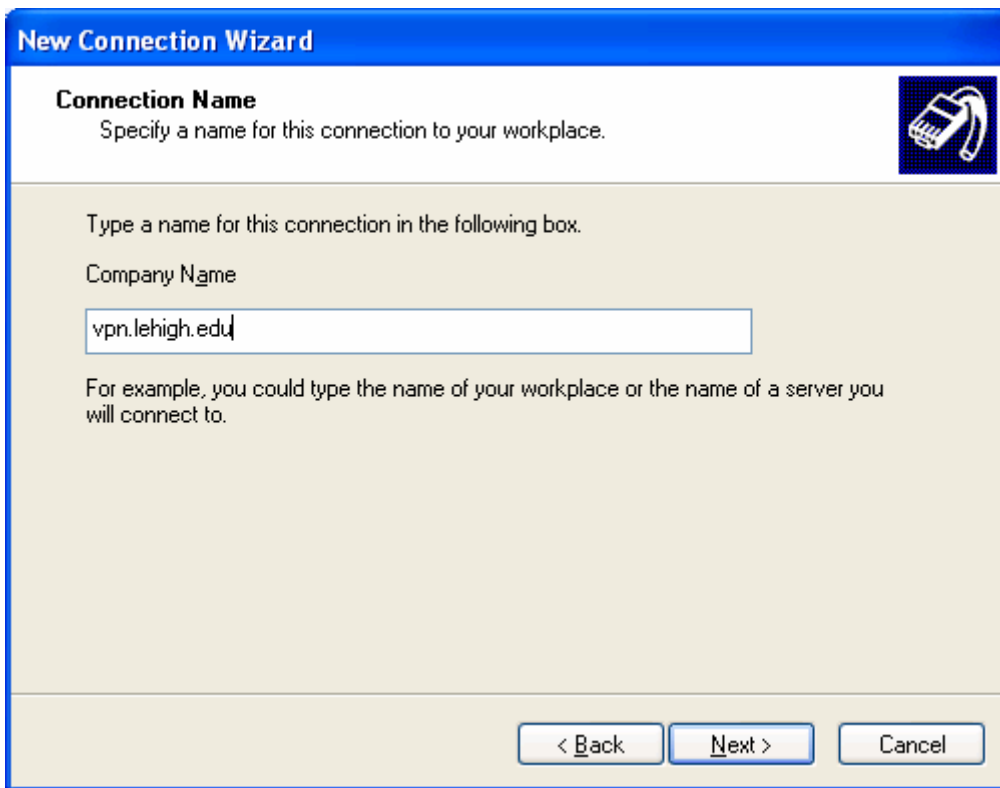
3. Hit **Next** in the Network Connection Wizard dialog box.
4. In the **Network Connection Type** click **Connect to the network at my workplace** to select it.



5. From the next screen select **Virtual Private Network Connection**.



6. For **Company Name** type “ **vpn.lehigh.edu** ” without the quotes and hit **Next**.



New Connection Wizard

Connection Name
Specify a name for this connection to your workplace.

Type a name for this connection in the following box.

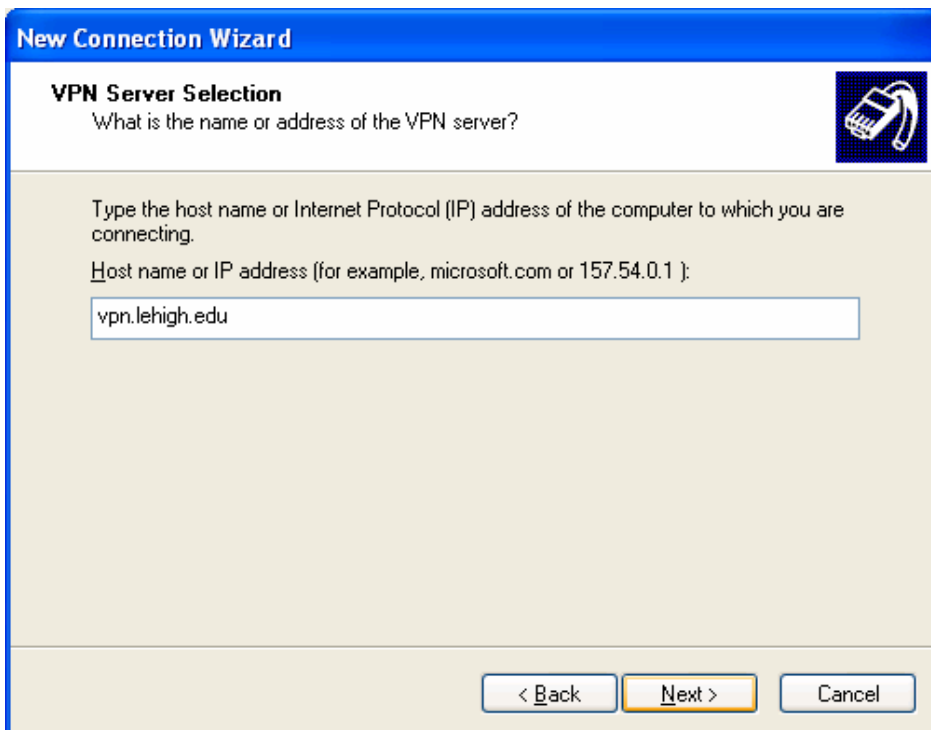
Company Name

vpn.lehigh.edu

For example, you could type the name of your workplace or the name of a server you will connect to.

< Back Next > Cancel

7. In the next screen type “ **vpn.lehigh.edu** ” for **Host name or IP address** and hit **Next**.



New Connection Wizard

VPN Server Selection
What is the name or address of the VPN server?

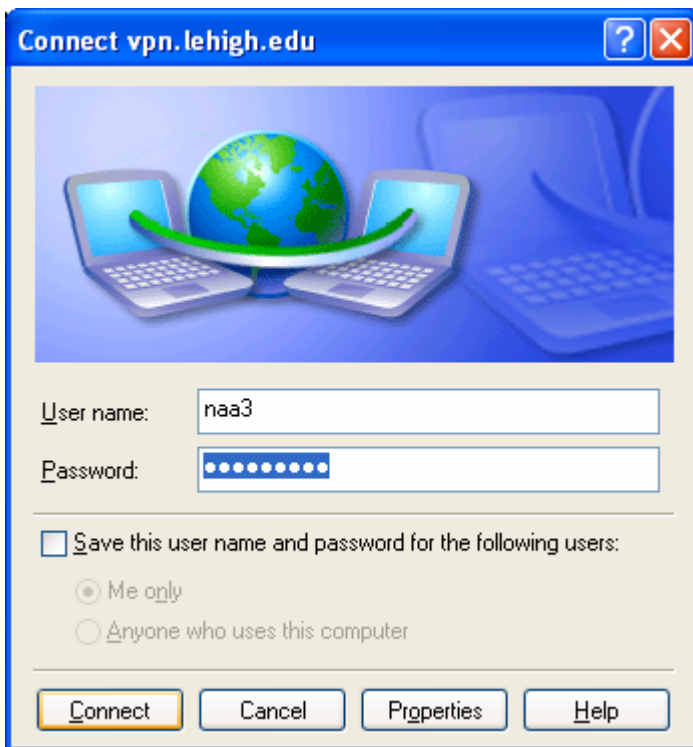
Type the host name or Internet Protocol (IP) address of the computer to which you are connecting.

Host name or IP address (for example, microsoft.com or 157.54.0.1):

vpn.lehigh.edu

< Back Next > Cancel

8. Hit **Finish** to save your settings and type in your email **user name** and **password** in the following screen.



9. The VPN will then connect and minimize to the system tray near the clock. You can reconnect to the VPN again by using the newly created icon on the desktop.

Connecting from your remote computer.

1. Hit the Start button → All Programs → Accessories → Communications and select Remote Desktop Connection.

2. Hit the **Options** button to review settings.

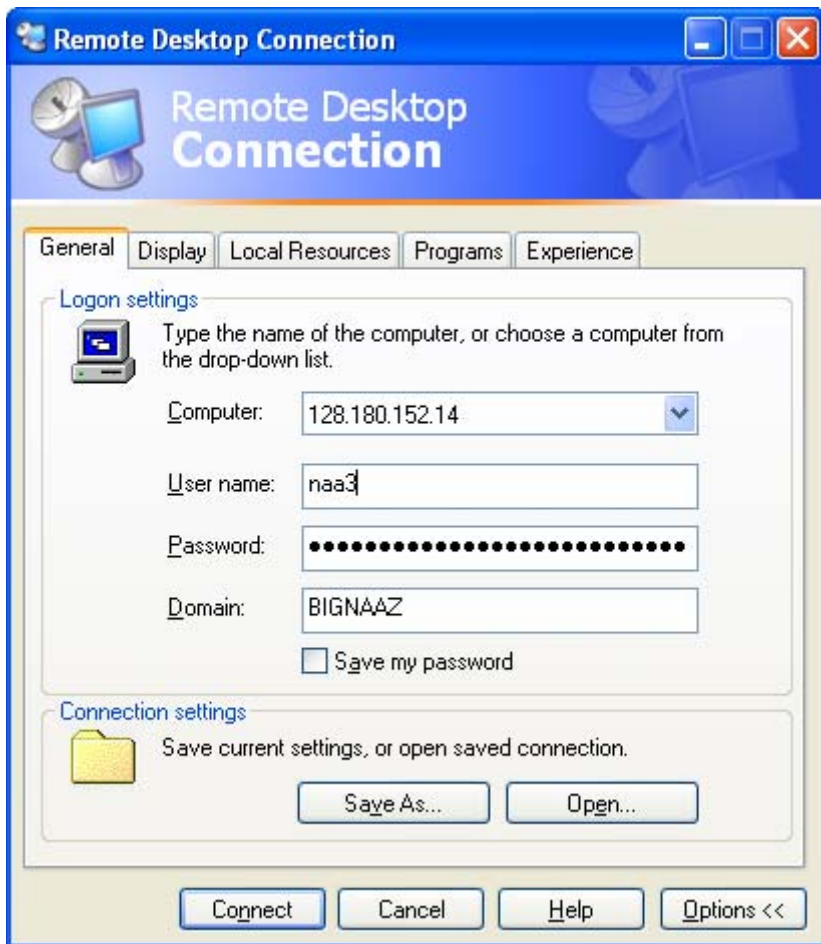
3.



4. From the **Local Resources** tab you can select the following checkboxes:
Disk Drives – selecting this will allow you to copy and paste files and data between the two computers.
Printers – selecting this will allow you to use the printers connected to the host computer.
Windows XP will remember these settings once you do it once.



5. Go back to the **General** tab and type in the IP Address next to Computer and supply the **User name** and **Password**. This will most likely be your email user name and password.



6. Hit **Connect** to proceed.