## Off-Campus connection to RDSessionFarm1 from Windows 7, 8.1, & 10

**Introduction**

This document contains instructions for connecting to the rdsessionfarm1 terminal server from a Windows computer located off-campus.  You do not have to be connected to Virtual Private Network (VPN).
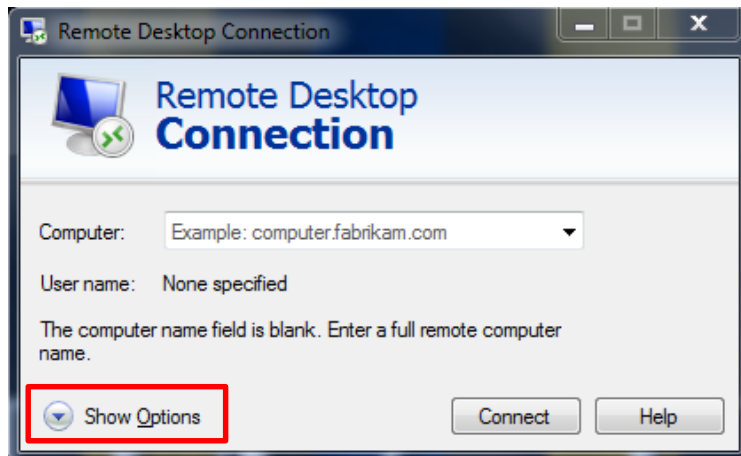
Windows 7 Users

- click **Windows Start** button
- click **All Programs**
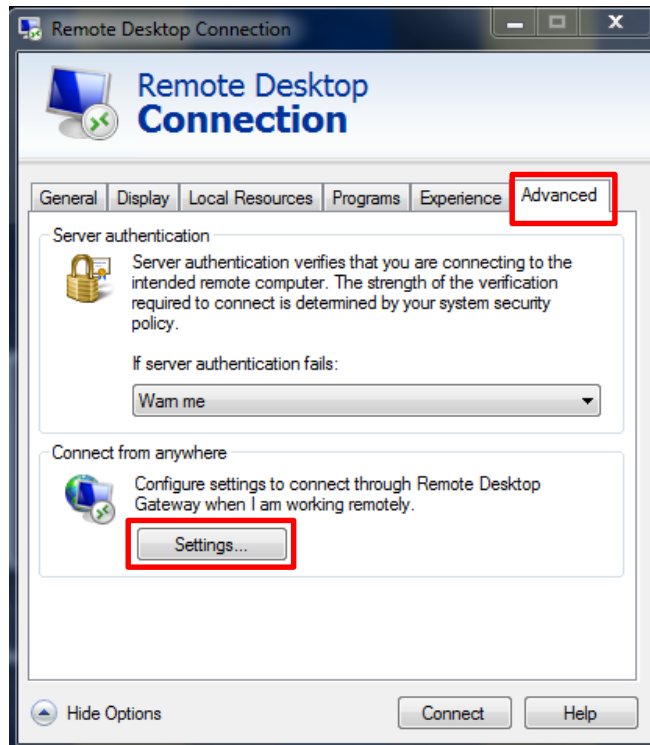- click **Remote Desktop Connection** under **Accessories**
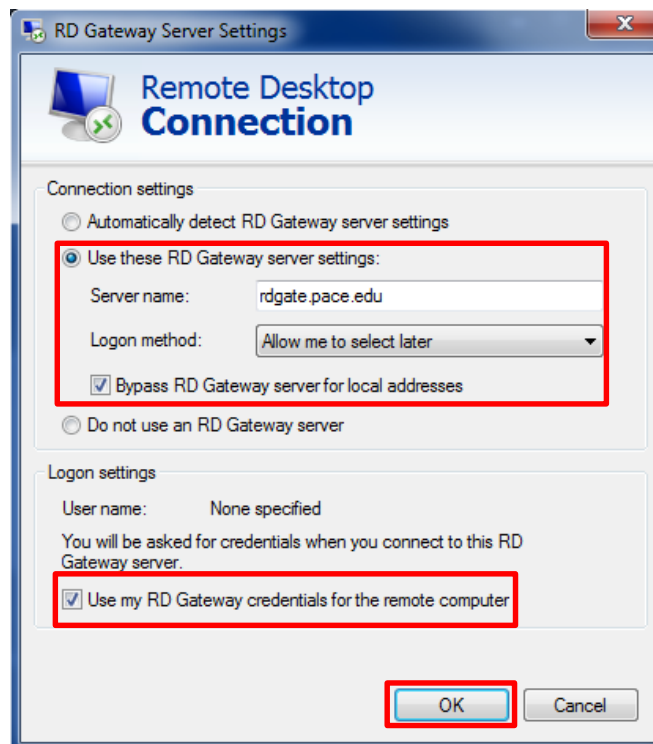
-or-

Windows 8.1 and 10 Users

- click **Windows Start** button
- type *Remote Desktop Connection* in **Search** field
- click **Remote Desktop Connection** app



- click **Show Options** in the lower left corner

- click **Advanced** tab
- click **Settings**



- click **Use these RD Gateway server settings** under **Connection settings**
- type *rdgate.pace.edu* in **Server name** field

- select **Allow me to select later** in **Logon method** field
- place a check next to **Bypass RD Gateway server for local addresses**
- place a check next to **Use my RD Gateway credentials for the remote computer** under **Logon settings**
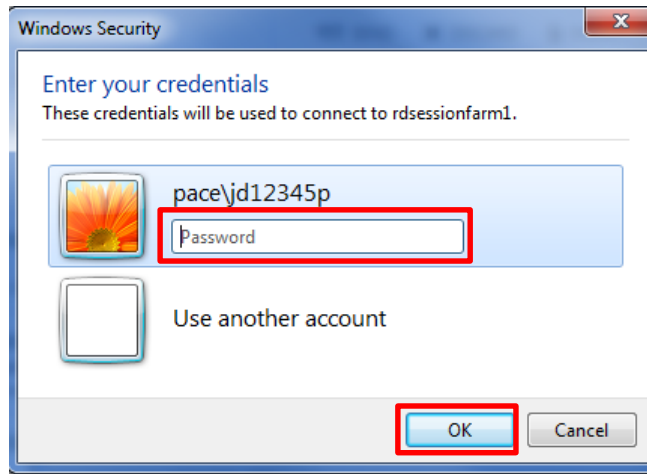- click **OK**
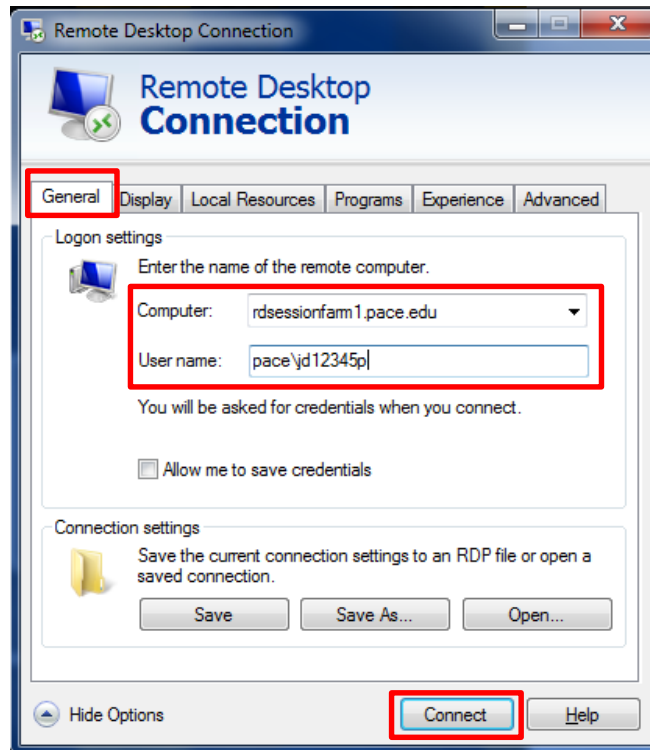


- click **General** tab
- type *rdsessionfarm1.pace.edu* in **Computer** field
- type *pace\username* (e.g., pace\jd12345p) in **User name** field
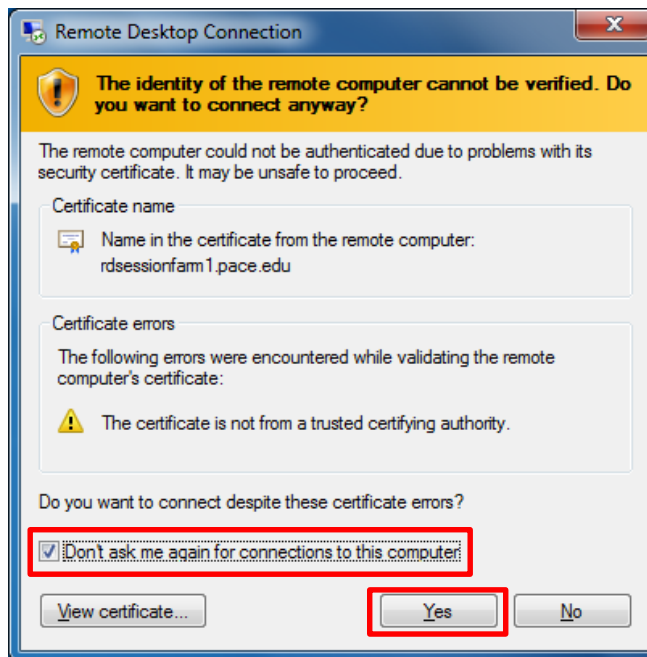- click **Connect**
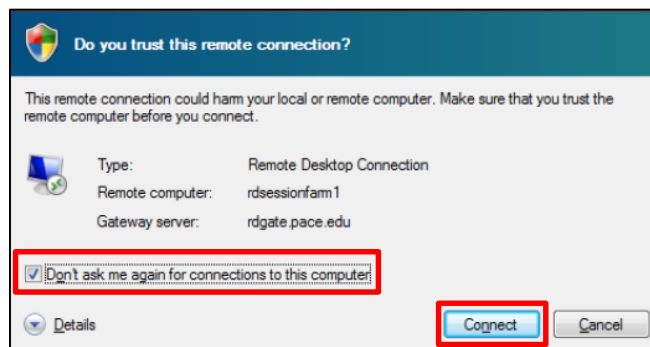


If you receive the prompt **Do you trust this remote connection?**

- place a check next to **Don't ask me again for connections to this computer**
- click **Connect**

- type your *MyPace Portal Password* when prompted
- click **OK**



If you receive the prompt **The identity of the remote computer cannot be verified.  Do you want to connect anyway?**

- place a check next to **Don't ask me again for connections to this computer**
- click **Yes**

**Disconnecting from Terminal Server**

- click **Windows Start** button
- click **Log off**