

## Remote Desktop Access

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### Introduction

**Remote Desktop Access** for **Windows XP Professional** or **Windows Vista Business** provides access to a Windows session that is running on your computer from another computer. For example, if you are working on your computer from home, you will be able to access all applications, files, and network resources on your office computer.

When gaining access using this method, Remote Desktop automatically locks the computer you are connecting to so no one else can access that particular machine while you are gone. When you return to your workstation, you will be prompted to unlock the machine and re-enter your MyPace Portal password.

To use Remote Desktop, you will need the following:

1. A computer running Windows XP Professional or Windows Vista Business (the 'office' computer) with a connection to a Local Area Network or the Network
2. A second computer (the 'home/remote' computer) with access to the Local Area Network via network connection or modem. This computer must have the VPN Client installed and Remote Desktop Connection.

**Note: VPN will not work with 64 bit Vista or Vista that is upgraded from XP. Office 2004 or later is not needed in order to utilize Remote Desktop on the Mac. If Remote Desktop is not installed on your Mac, it can be obtained from the Microsoft Mac site <http://mactopia.com/>.**

There are two crucial steps to setting up Remote Desktop Access. The first entails enabling your 'office' computer to allow connection remotely. The second step involves launching Remote Desktop on your 'home/remote' computer. Please make sure you have completed both steps.

Below are instructions for setting up Remote Desktop Access for the following operating systems: Windows XP Professional and Windows Vista Business.

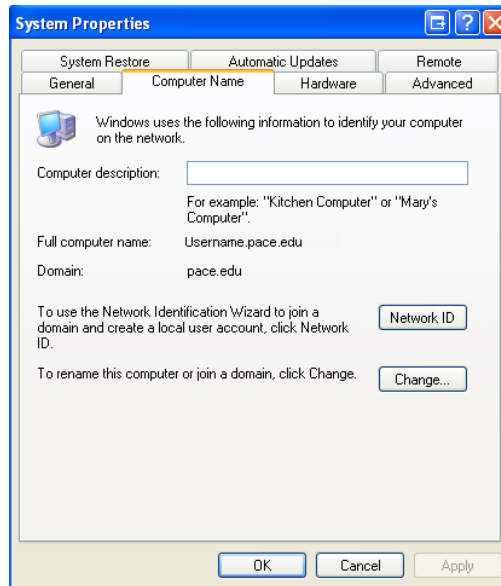
### Windows XP Professional

To set up Remote Desktop on **Windows XP Professional 'office' computer**:

You must first set up your 'office' computer to enable remote connectivity:

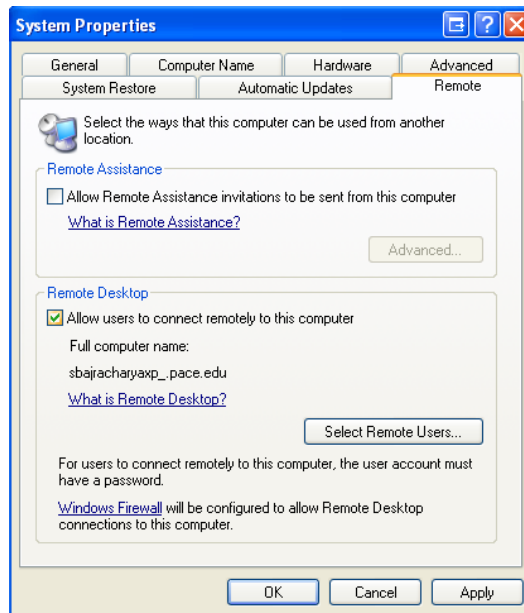
- click **Start** and select **My Computer**
- select **View System Information** under **System Tasks**
- click the **Computer Name** tab

The *System Properties* dialog box displays.



**Note:** Write down your computer's Full computer name. You will need this name in subsequent steps.


- click the **Remote** tab



- check the box next to **Allow users to connect remotely to this computer** under the **Remote Desktop** section
- click **Apply**
- click **OK**

**Note:** You must be logged on as an administrator or a member of the Administrators group to enable the Remote Desktop feature.

To check if you are an administrator of your computer or a member of the Administrator's group on your computer:

- click **Start**
- select the **Control Panel** (or if you are using the *Classic Start menu* configuration, select **Settings** and then select **Control Panel**)
- select **User Accounts** 



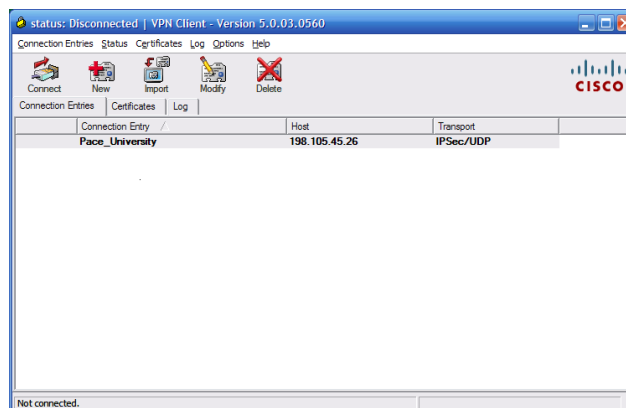
The next step is to initiate VPN and Remote Desktop from your 'home/remote' computer.

To launch a VPN session from your 'home/remote' computer:

- click **Start** and select **All Programs**
- click the  next to **Cisco Systems VPN Client** folder
- select **VPN Client** 

**Note:** If you have created a shortcut icon  for the Pace VPN Dialer and placed it on your desktop, you can double-click the icon to launch Pace VPN.

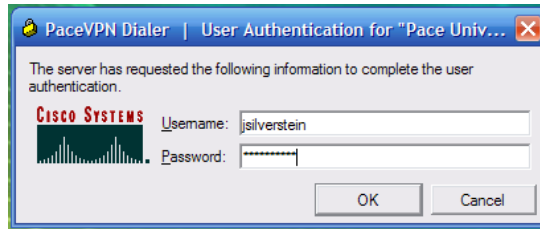
The *VPN Client – Version 5.0.03.0560* dialog box displays.



- click **Connect**



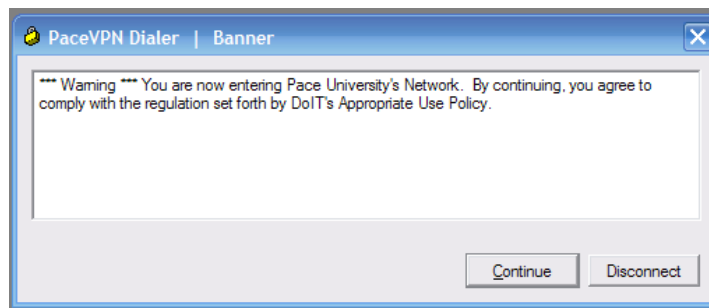
The *User Authentication for “Pace University”* dialog box displays.



- enter *your MyPace Portal Username and Password*
- click **OK**

**Note:** Students, faculty and staff members are automatically given a VPN account. Problems with user accounts should be addressed to the DoIT’s Customer Support Center at 914-773-3648 or at [doithelpdesk@pace.edu](mailto:doithelpdesk@pace.edu).

The *Banner* message displays.

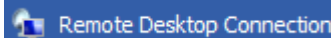


- click **Continue** to agree with DoIT’s Appropriate Use Policy

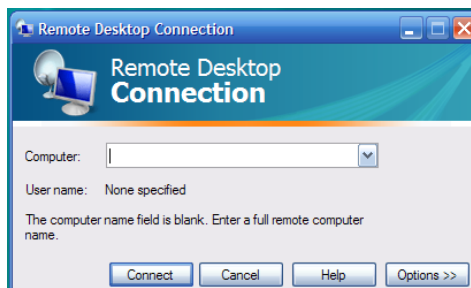
The **Padlock** icon  displays on the **Taskbar** and you are now connected to Pace VPN. Once connection to Pace VPN has been established, you must launch Remote Desktop.

To launch a Remote Desktop session from your ‘home/remote’ computer:

- click **Start**
- select **All Programs** and click **Accessories**
- click **Remote Desktop Connection**



The *Remote Desktop Connection* dialog box displays.



- type *your work 'office' computer's Full computer name* in the **Computer** field
- click **Connect**
- click **OK** to accept Pace University's Appropriate Use Policy



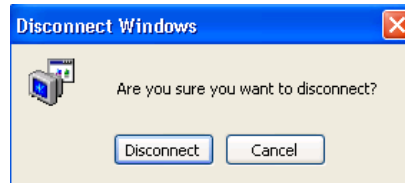
- enter *your MyPace Portal Username* and *Password* to log into your 'office' computer
- click **OK**

### Disconnecting from Remote Desktop and VPN sessions for Windows XP Professional

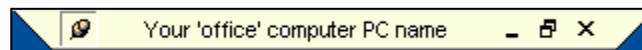
To end a Remote Desktop session:

- click **Start**
- click **Disconnect** 

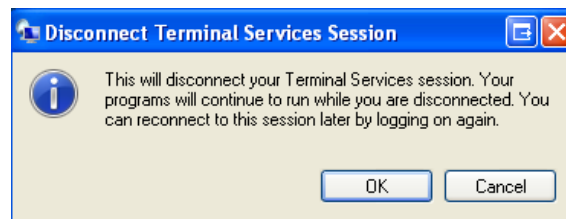
The *Disconnect Windows* dialog box displays.



- click **Disconnect**
- or-
- click the **X** on the toolbar at the top-middle portion of the screen



The *Disconnect Terminal Services Session* dialog box displays.

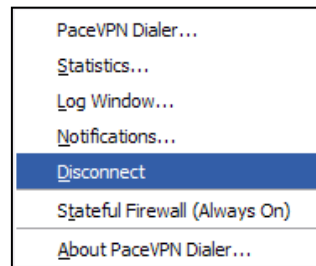


- click **OK**

Your 'home/remote' computer is now disconnected from your 'office' computer.

To disconnect a VPN session:

- right-click the **VPN padlock icon**  on the **Taskbar**



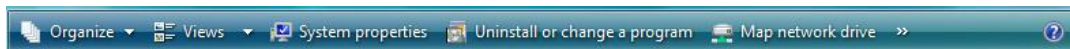
- click **Disconnect**

## Windows Vista Business

To set up Remote Desktop on **Windows Vista Business ‘office’ computer**:

You must first set up your ‘office’ computer to enable remote connectivity:

- click **Start**
- select **Computer** and select **System properties** at the top of the screen

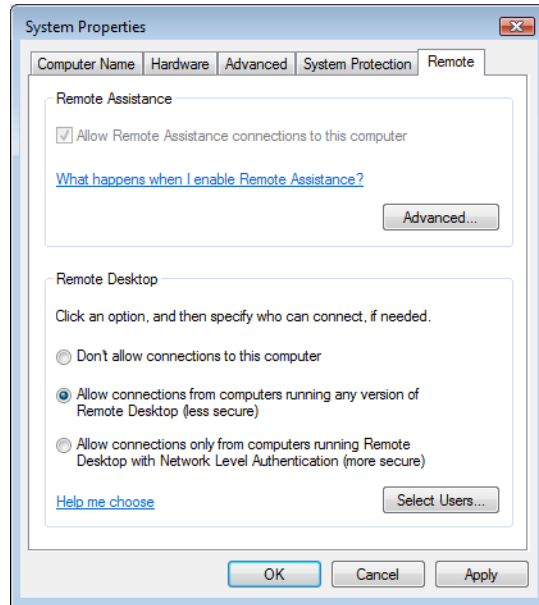


The *System Properties* dialog box displays.



**Note:** Write down your computer’s Full computer name. You will need this name in subsequent steps.

- select **Remote Settings** on the left hand side under the **Tasks** section

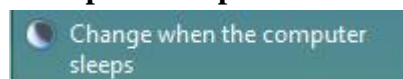


- check the box next to **Allow connections from computers running any version of Remote Desktop** under the **Remote Desktop** section

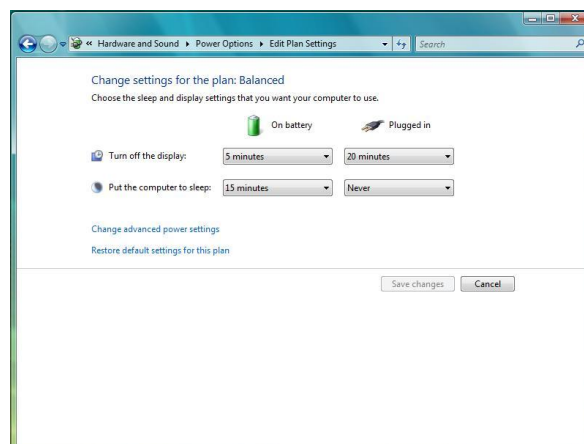
A Remote Desktop notice displays.



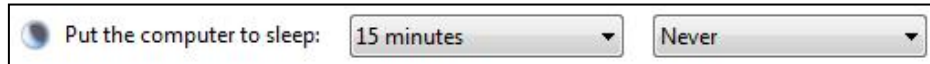
- click **Power Option** hyperlink
- select **Change when the computer sleeps**



The *Edit Plan Settings* dialog box displays.



- click the down arrow in the **Plugged in** column next to **Put the Computer to sleep** and select **Never**

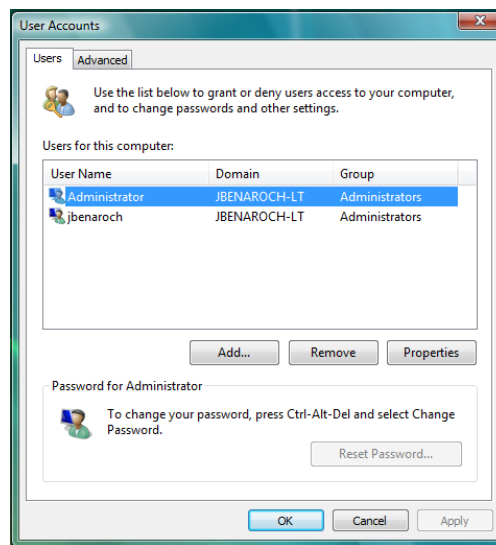


- click **Save Changes**
- click **OK**
- click **Apply**
- click **OK**

**Note: You must be logged on as an administrator or a member of the Administrators group to enable the Remote Desktop feature.**

To check if you are an administrator of your computer or a member of the Administrator's group on your computer:

- click **Start**
- select the **Control Panel**
- select **User Accounts**  [User Accounts](#)  
[Change account type](#)



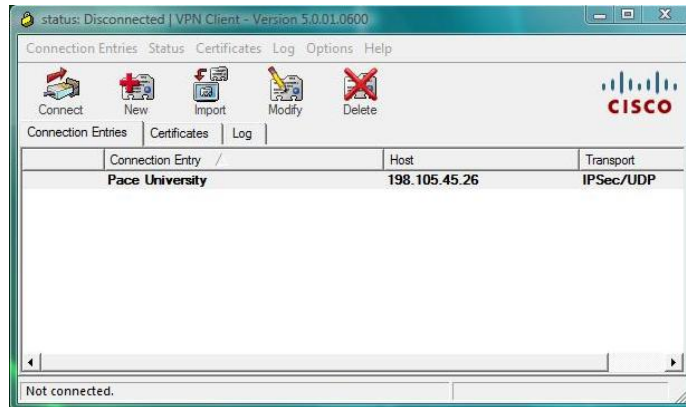
To launch a VPN session from your 'home/remote' computer:

- click **Start**
- select **All Programs**
- open **Cisco Systems VPN Client**
- select **VPN Client** 

**Note: If you have created a shortcut icon  for the Pace VPN Dialer and placed it on your desktop, you can double-click the icon to launch Pace VPN.**



The *VPN Client – Version 5.0.03.0560* dialog box displays.



- click **Connect**



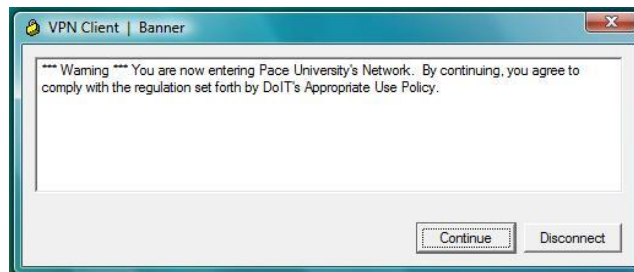
The *User Authentication for “Pace University”* dialog box displays.



- enter *your MyPace Portal Username* and *Password*
- click **OK**

**Note:** Students, faculty and staff members are automatically given a VPN account. Problems with user accounts should be addressed to the DoIT’s Customer Support Center at 914-773-3648 or at [doithelpdesk@pace.edu](mailto:doithelpdesk@pace.edu).

The *Banner* message displays.



- click **Continue** to agree with DoIT’s Appropriate Use Policy

The **Padlock** icon  displays on the **Taskbar** and you are now connected to Pace VPN. Once connection to Pace VPN has been established, you must launch Remote Desktop.

To launch a Remote Desktop session from your 'home/remote' computer:

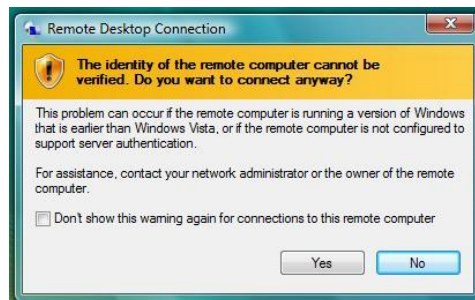
- click **Start**
- select **All Programs** and click **Accessories**
- click **Remote Desktop Connection** 

The *Remote Desktop Connection* dialog box displays.



- type *your work 'office' computer's Full computer name* in the **Computer** field
- click **Connect**

**Note:** For users connecting to an earlier version of Windows (i.e. Windows XP), the below dialog box will appear. You must click **Yes** to continue connecting.




- click **OK** to accept Pace University's Appropriate Use Policy



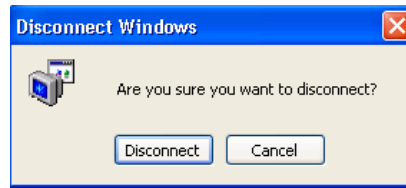
- enter *your MyPace Portal Username* and *Password* to log into your 'office' computer
- click **OK**

## Disconnecting from Remote Desktop and VPN sessions for Windows Vista Business

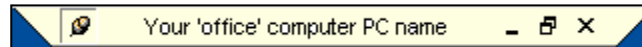
To end a Remote Desktop session:

- click **Start** on the 'remote' computer
- click **Disconnect** 

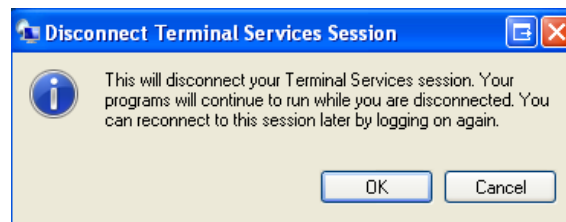
The *Disconnect Windows* dialog box displays.



- click **Disconnect**
- or-
- click the **X** on the toolbar at the top-middle portion of the screen



The *Disconnect Terminal Services Session* dialog box displays.

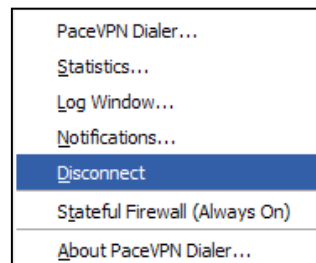


- click **OK**

Your 'home/remote' computer is now disconnected from your 'office' computer.

To disconnect a VPN session:

- right-click the **VPN padlock icon**  on the **Taskbar**



- click **Disconnect**