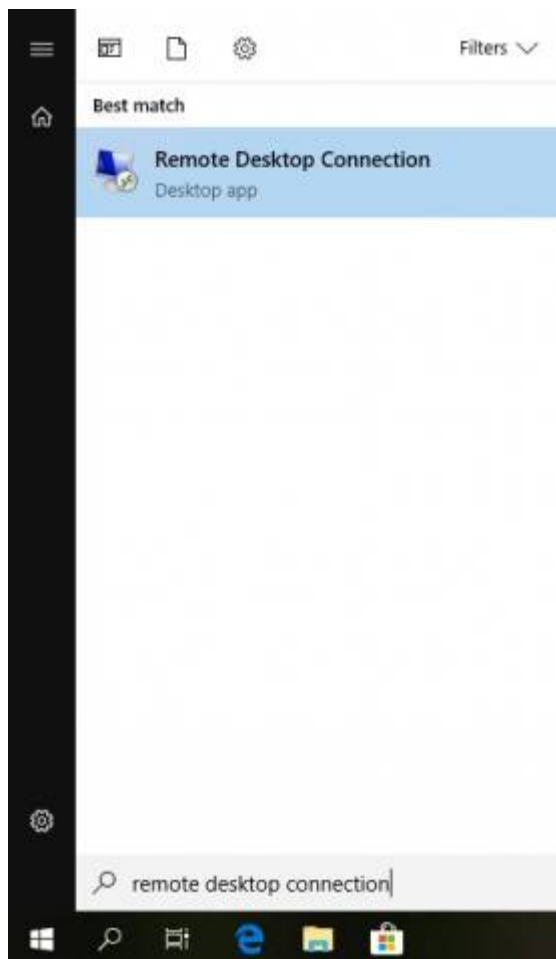


Remotely Access Your Office Computer from Windows

You may remotely access your office computer from on or off campus using Windows's built-in **Remote Desktop Connection** app.

Please note: When remoting in from off-campus, you must be connected to VPN **first**.

1. Click the **Start** icon in the bottom left of your screen and start typing **Remote Desktop Connection** to search for the app. Press **Enter** to open it.



2. Enter your office computer's name in the **Computer** field. To find the name of your office computer (while physical present at it), click the **Start** button in the bottom left of your screen. Click the **Settings** (gear) icon, then choose **System**. Under the **About** tab in the sidebar on the left, find the **Device name** under **Device specifications**. If you are away from your office, contact IT for the computer name.



3. If desired, you can save this connection to your desktop for quick access in the future. To do so, expand **Show Options** and click **Save As...** under **Connection settings**.

4. Click **Connect**.

5. If the username in the login box that appears is autofilled, click **More choices**, then **Use a different account**. In the **Username** field, enter **ACADEMIC** with your Trinity username (e.g. **ACADEMIC\jdoe**). Enter your Trinity password, check **Remember me**, and click **OK**.

