## REMOTELY CONNECT TO YOUR OFFICE COMPUTER FROM ANOTHER COMPUTER ON CAMPUS

Before you attempt a remote connection, make sure your office computer is powered on and know the exact name of your computer. Your computer's name should begin with the first letter of your building followed by your suite number. For example, Bayou 2300 would be B2300. Typically what follows, separated by a dash, is the letter **D** for desktop followed by your computer's tag number (minus the leading zero) -- like B2300-D45678. To verify your computer's name, please call the Support Center at extension 2828.

Connect to your office PC:

1) Search for Remote Desktop App by typing **Remote Desktop** in the search window (in the lower left of your screen).
2) Open **Remote Desktop App** and you'll get this window:
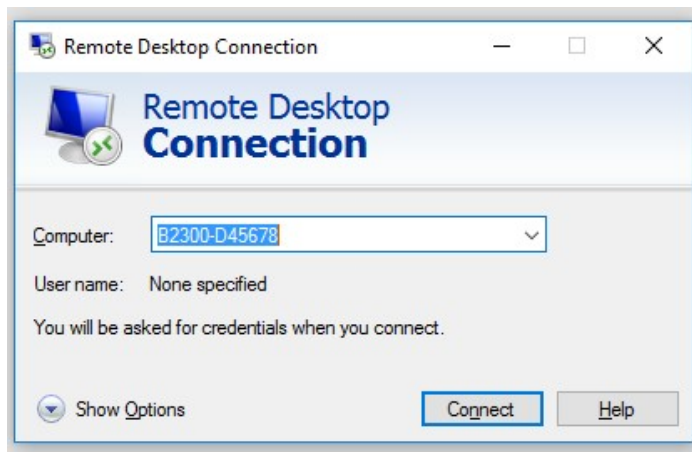
3) Type in the computer name of your computer and press **Connect**. You should then be prompted to log in to access your computer.
4) If connection fails, please call the Support Center for assistance.