Remote Desktop Connection

Remote Desktop Connection (RDC) allows you to connect to a desktop computer located on the University network, from a computer that is located on the internet but not at the University network. This allows you to access all the software and files located on your office computer as if you were there.

Step by Step Guide

1: Enable Remote Desktop on Your University Device

If you already have your computer configured to receive remote desktop protocol connections: e.g., you connect remotely already through a virtual private network (VPN connection), you can skip steps 1 and 2 and proceed to step 3.

In order to connect via Remote Desktop Connection (RDC) to your Yale computer, make sure to connect to Virtual Private Network (VPN) first.

Instructions on how to download, install and configure VPN can be found on the ITS Software Library website at [http://software.yale.edu/](http://software.yale.edu/)
For more information on VPN go to [http://its.yale.edu/services/wifi-and-networks/vpn-campus-access](http://its.yale.edu/services/wifi-and-networks/vpn-campus-access)

Once a VPN connection has been successfully established, then you can open Remote Desktop Connection and connect to your office computer.

1. Right click on the **Computer** option from the Start menu.
2. Left-click on **Properties**. The screen will display basic information about your computer.
3. Left-click on **Remote Settings** from the left-hand side of the screen.
1. The User Account Control pop-up window will be displayed.
2. Click Yes to allow the program, System Remote Settings, to make changes to your computer. The System Properties window will open on the Remote tab.
3. NOTE: If you see the message "You must enable the Window Firewall exception for Remote Desktop" in the dialogue box, click on the provided link. The page that pops up will give you additional instructions on how to change settings for Remote Desktop Connection so that it works.
4. Verify that the third radio button is selected. If it is not, select it.
5. Click OK.
Step 2: Note Your Computer Name

After completing the above steps, you will be returned to the Properties (basic information about your computer) window.

1. Write down the information listed in the Full computer name field. This information is needed when attempting to connect to your University computer from your remote PC.
Step 3: Connect Remotely

1. Click on the **Start** button and open the Remote Desktop Connection software by typing “**remote desktop connection**” into the search bar or “**MSTSC**”, and then selecting it.
2. Enter into the **Computer** text box the full name of the computer that you noted in “**Step 2: Note Your Computer Name**.”
3. Click the **Options** drop-down arrow.

**RDC on a Mac:**

Launch **Remote Desktop Connection**

Enter the IP address of your work computer and click Connect.
On the next window enter your credentials to login to your office computer.