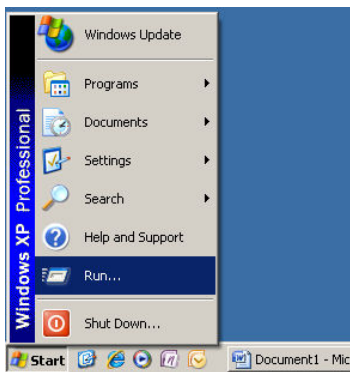


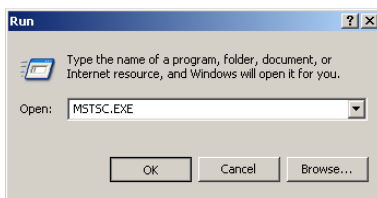
## Setting up a Remote Desktop Connection to your workplace

Remote Access must be enabled by your network administrator prior to this connection being setup.

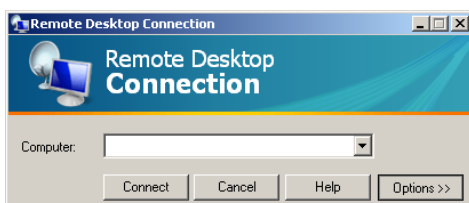
1. Click on the Start button and then click on 'Run'



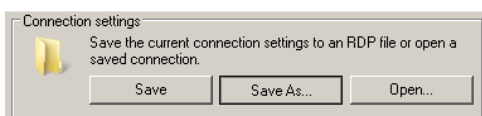
2. Type **MSTSC.EXE** and click 'OK'



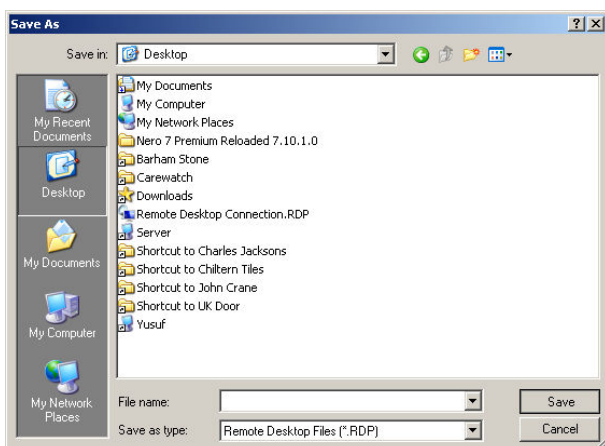
3. The Remote Desktop Connection window will now pop up, type in the **PC address** provided to you and click 'Options'



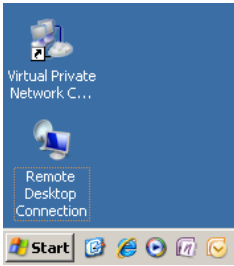
4. Under the 'Connection settings' section, click 'Save As...'



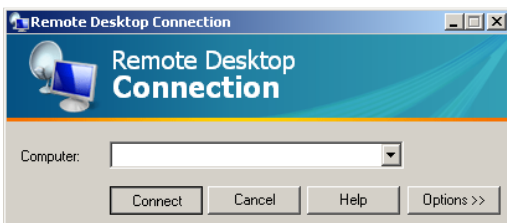
5. Choose a name and location for the shortcut(preferably desktop) for the connection and click 'Save'



6. If you have saved the connection icon on the desktop then close all windows, and double click on the connection you have saved



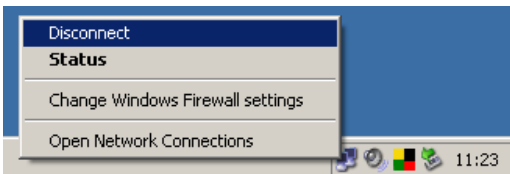
7. The Remote Desktop Connection window will now pop up with the relevant **PC address** entered, click connect to access the PC



The Remote Desktop Connection icon can now be used to connect to the PC.

## Disconnecting

Once you have finished the remote session, disconnect the VPN connection (If applicable) by right clicking on the network connection icon in the notification area and clicking 'Disconnect'.



To establish a VPN connection again, simply double click on the network connection icon on the desktop and carry out step 17 of the **PPTP VPN** document.

