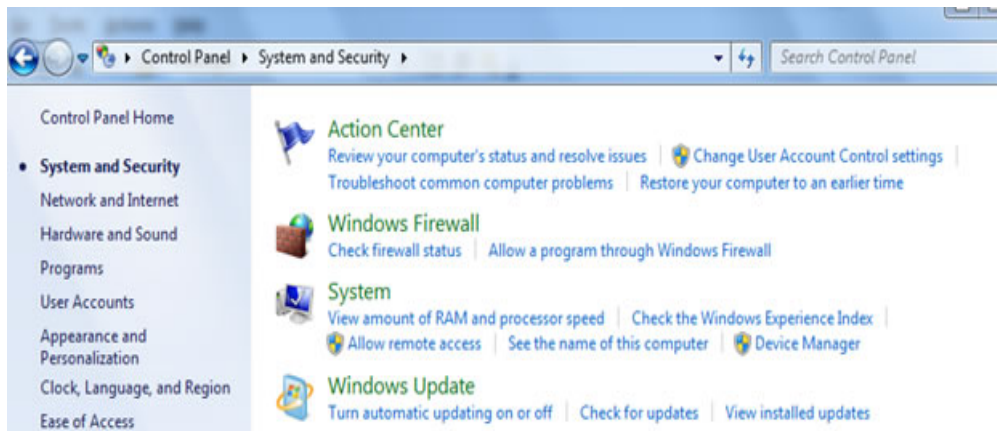


The Remote Desktop feature in Windows allows you to control your computer from another office or from home. Remote Desktop allows you to use the applications on your office computer, and access your data without being in your office.

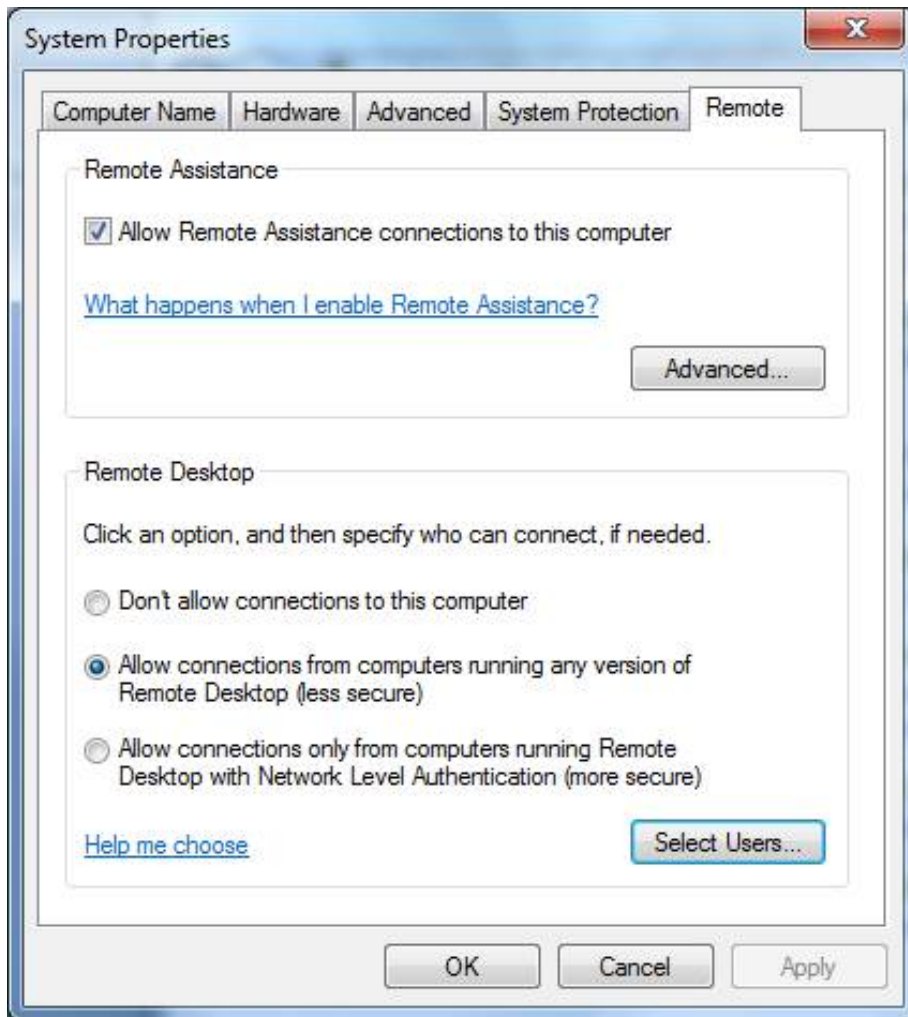
Information to configure your Windows 7 office computer is described below.

If you would like to connect to your work computer from home, and your desktop work computer is running Windows 7, then you will need to set up your work computer to allow you access. You do this from the Control Panel by selecting “Allow remote access” from the System category...

Start by going to the start menu then control panels, open system and security as shown below:




You need to allow remote access. Check the box that says, “Allow connections from computers running any version of Remote Desktop”, as shown below:



You also need to change your firewall settings as well to be able to connect from off-campus.

Because Windows Firewall restricts communication between your computer and the Internet, you might need to change settings for Remote Desktop Connection so that it can work properly.

1. Open Windows Firewall by clicking the **Start** button , and then clicking **Control Panel** and choose Windows Firewall. You will see the below screen

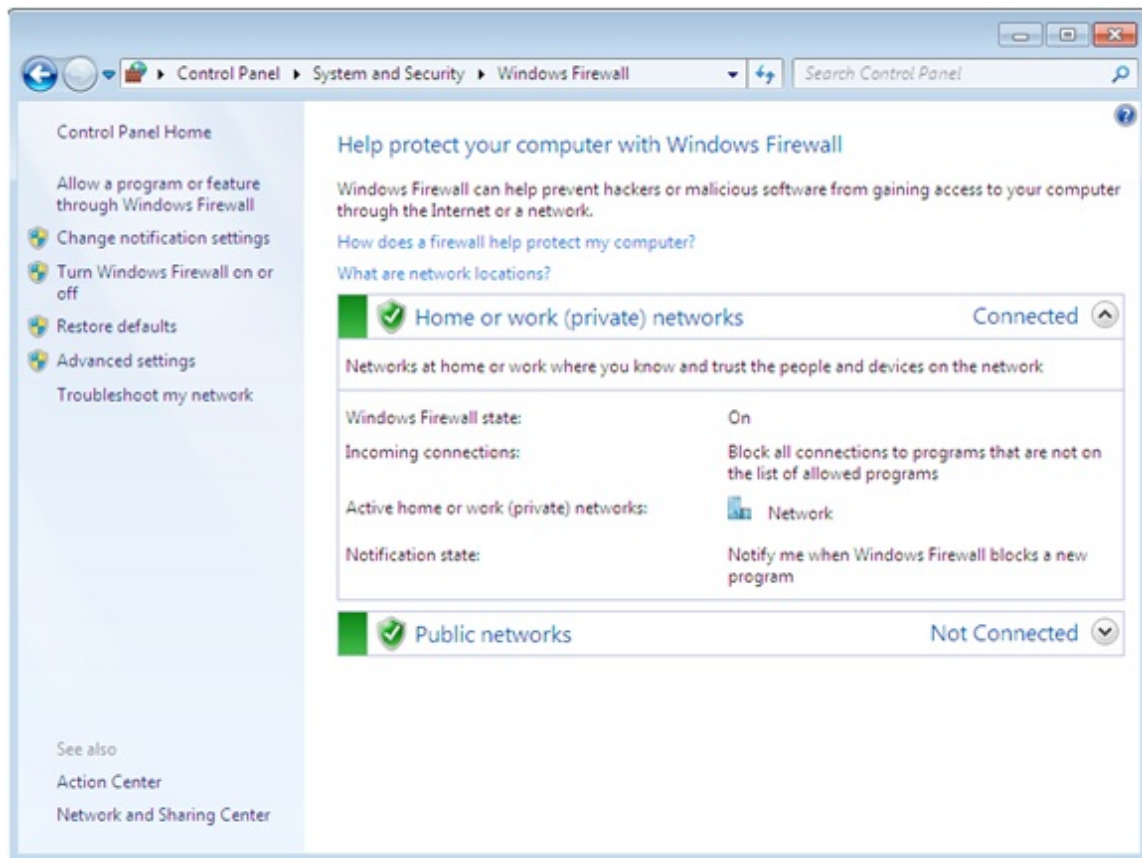



Figure 1- In the left pane: Click on "Allow a Program or Features thru Windows Firewall"

Click **Change settings**.  If you're prompted for an administrator password you will need to contact your Systems Manager to do this for you

Allow programs to communicate through Windows Firewall

To add, change, or remove allowed programs and ports, click Change settings.

What are the risks of allowing a program to communicate?

Change settings

Allowed programs and features:

Name	Domain	Home/Work (Private)	Public
<input type="checkbox"/> Netlogon Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Network Discovery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Network Load Balancing Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Performance Logs and Alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Remote Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Remote Desktop	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remote Desktop - RemoteFX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remote Event Log Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remote Scheduled Tasks Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remote Service Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Remote Volume Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Routing and Remote Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details... Remove

Allow another program...

Figure 2: Scroll down and find Remote Desktop

Check the box next to Remote Desktop and check the "Domain Box Option" then click OK

Connecting to your Machine from Off-Campus

You will need to know your Computer Name in order to remote in from off campus:

To obtain your computer name:

Right click on my computer and choose Properties:

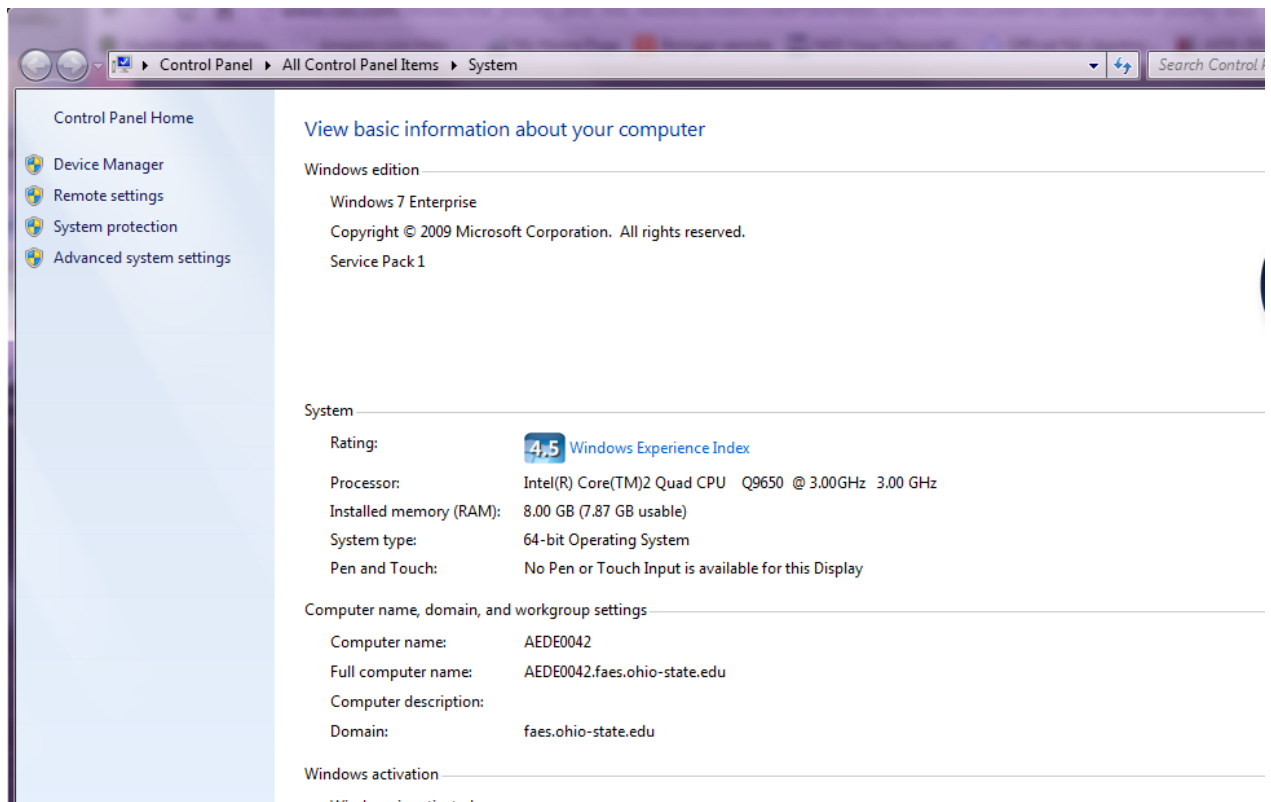


Figure 3- Look at ***Computer Name*** and make note of it

Before Using Remote Desktop from off campus you must first Cisco VPN in:

On your laptop while at the office, you need to install the Cisco VPN Program:

Go to “My Computer” and Open the Y drive as shown below:

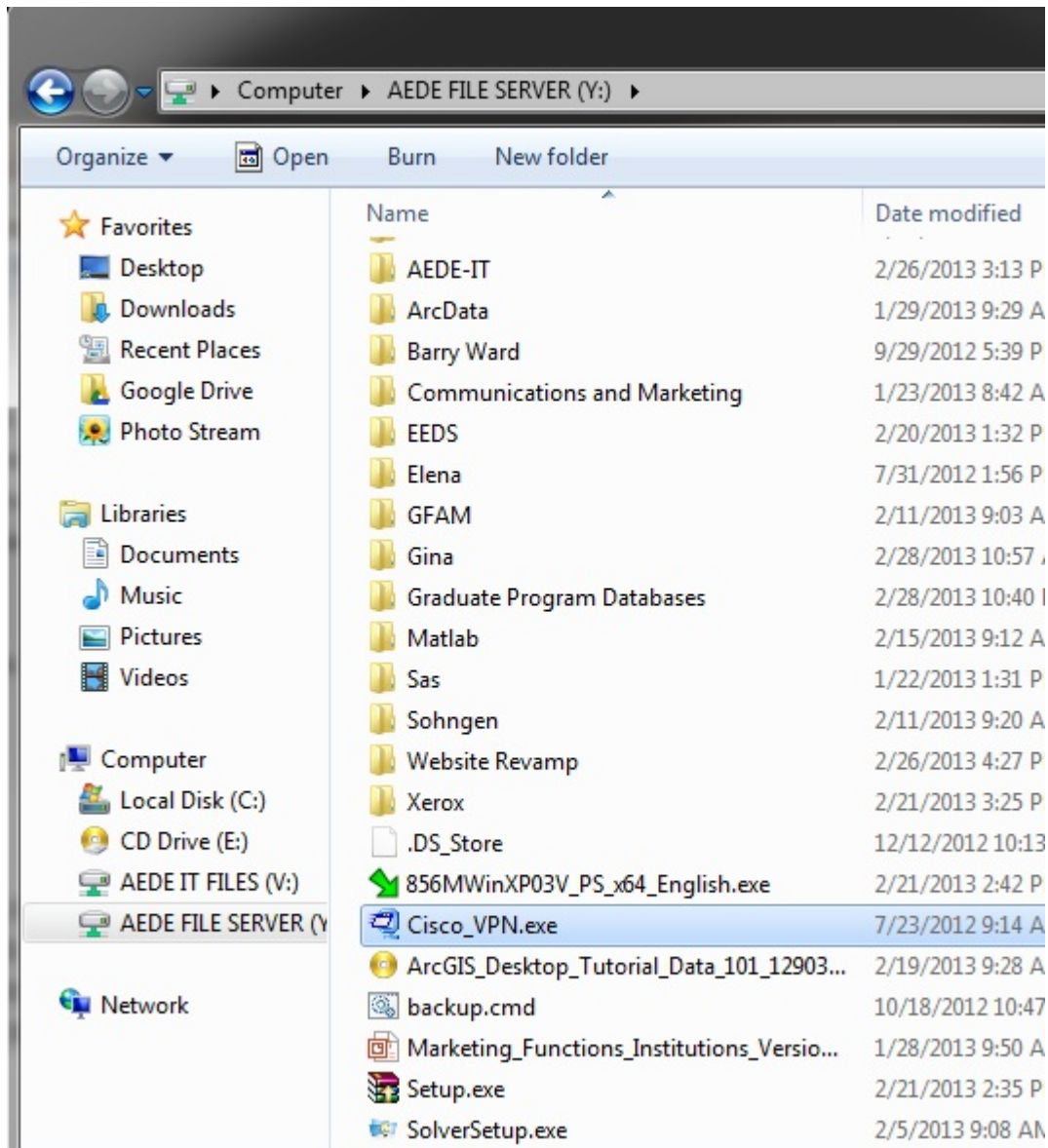


Figure 4-Copy the Cisco VPN client to your laptop or a flash drive

You need to install the Cisco VPN software package now:

1. Double click on the Cisco Client that you just copied
2. Or Copy the file to your home machine and then double click to install it

You will see the window below:

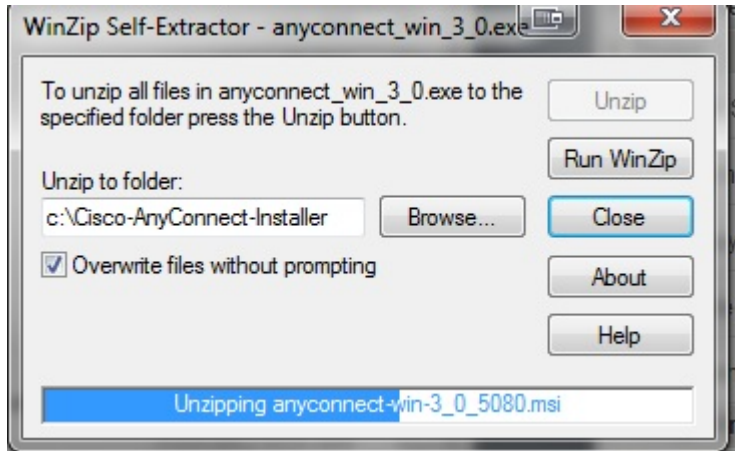


Figure 5- In the Unzip folder: Type in C:\Cisco then click Unzip

Now go to “My Computer” open the C drive, open the Cisco folder and then double click the “Cisco-AnyConnect-Installer” to install. Now you will see:



Figure 6- Click the Next Button- The Program will install

Once program is installed open: Start Menu, Click on “Cisco AnyConnect Secure Mobility Client” as shown below:

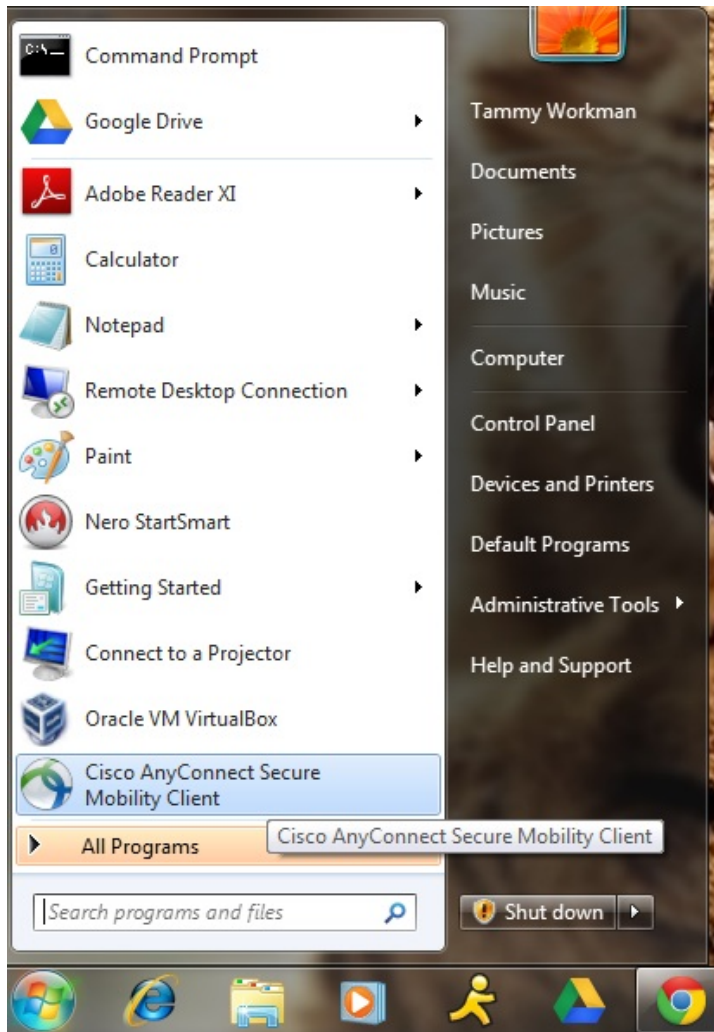


Figure 7-Click on Cisco AnyConnect

The Cisco Window opens as shown below:

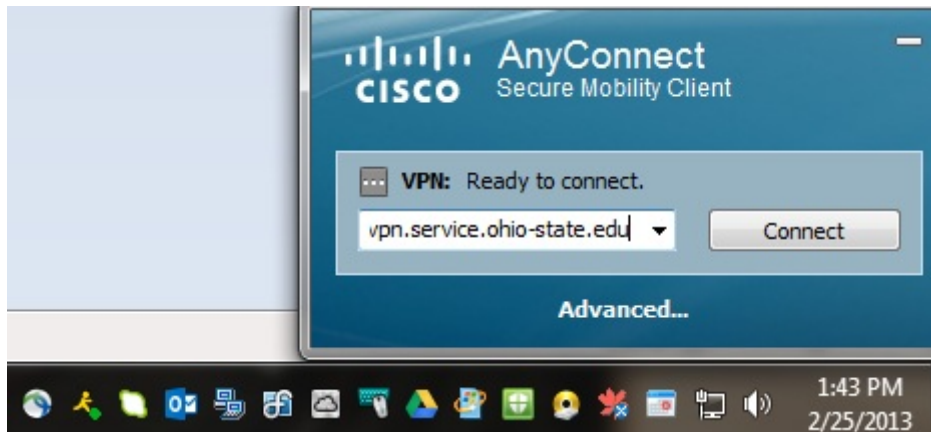
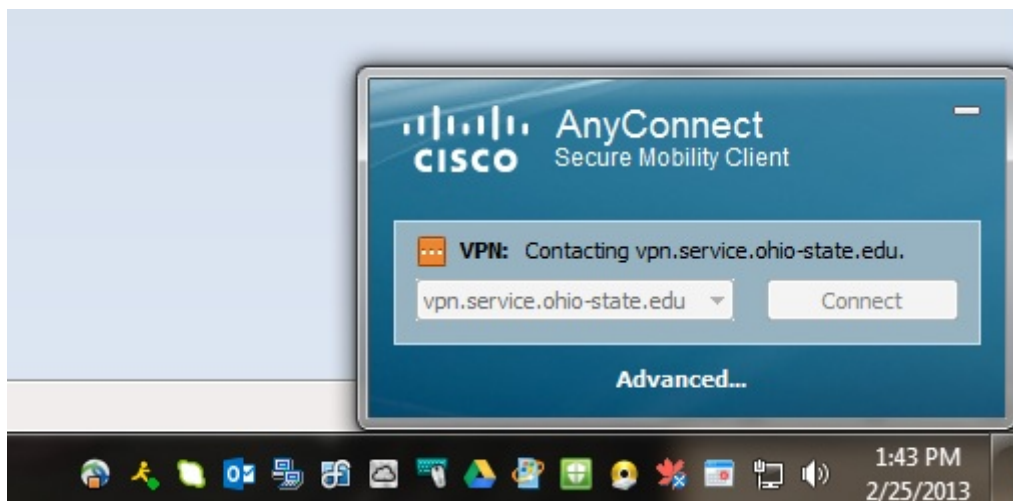


Figure 8-In the Blank box enter: `vpn.service.ohio-state.edu`

Now Click Connect and this window shows up



You will then be prompted to provide credentials as shown here:

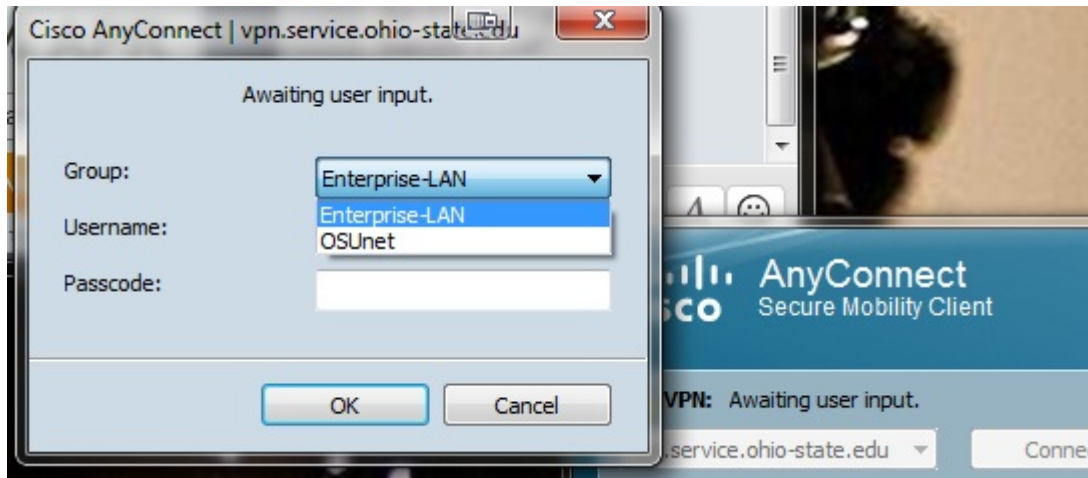


Figure 9- In the "Group" drop down menu Choose "Enterprise-LAN" (you only have to do this one time)

Then enter your OSU name.# and the password, the one you use for email and any other OSU login's

You will know you are connected when you see this window:



Now you can remote to your machine in your office by following the Instructions below

If you have Windows XP, VISTA or Windows 7 on your home computer or laptop, it is very easy to connect to your computer at work, **once you have Cisco installed**. You cannot connect without be connected thru Cisco VPN:

****Remember that you need to leave your office computer on****

1. Click on the **Start** button, point to **All Programs**, point to **Accessories**, and then click on **Remote Desktop Connection**.
2. In **Computer** window, type the *computer name" which you acquired above**t**.
3. The **Log on to Windows** dialog box appears. Type in your user name, password and domain.

4. The Remote Desktop window will open and you are now using your computer at work. Your office computer will remain locked, and no one will be able to see the work you are doing on your office computer.

To disconnect from the remote desktop session properly, go to Start menu, Shut down and choose Log Off.