# Remote Desktop Connection Basics

Note: Remote Access permission is only given with Manager and IT approval. Remote Access for Work From Home must be accompanied by a Telework Agreement and Remote Work Plan provided by Employment Services. This guide does not cover remoting in from home. This guide can be used together with "Installing Agent for VPN Connection" guide to connect from home and utilize more features of Remote Desktop Connection.

Remote in to a Computer

1. Open Remote Desktop Connection by clicking on your Start Menu and typing "Remote Desktop" to make the Remote Desktop Connection application appear.
2. Click on Remote Desktop Connection to open it.
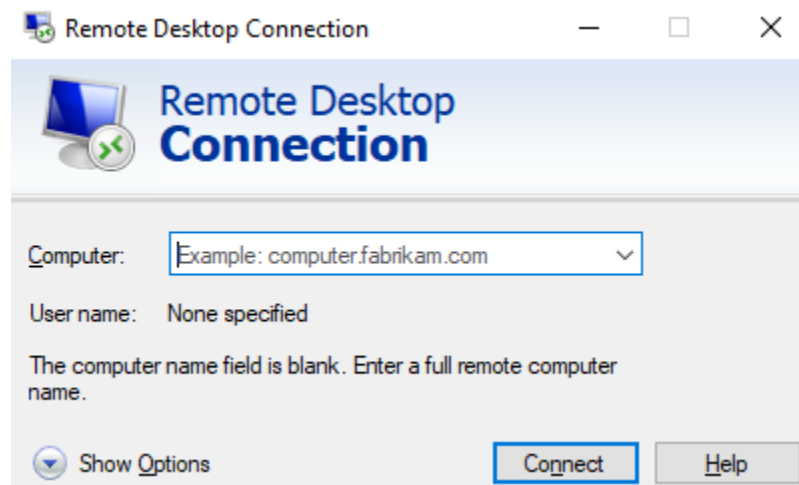
3. Type in the Fully Qualified Domain Name or IP Address of the computer you are trying to connect to and click Connect.
4. You will be prompted for a Password, or a Username and Password that will allow remote access to the computer.

Saving a Remote Desktop Connection Shortcut

Recommended so your settings can be saved each time you connect to a specific computer.

1. Click on Show Options
2. Set desired settings such as Computer, Username, etc.
3. Click Save As and save it to a location of your choosing.
4. Now Double Clicking the shortcut initiates a remote session to the computer.

Utilize Dual (or more) Screens on Your Remote Session

1. Click on Show Options
2. Click on the Display tab.
3. Check the box next to "Use all my monitors for the remote session"
4. You can then connect to the computer or save a shortcut to make the setting persistent.

Utilize Your Computers Mic in Your Remote Session

1. Click on Show Options
2. Click on the Local Resources Tab
3. Click on the Settings button in the Remote Audio section.
4. Make sure "Recorrd from this computer" is selected under the Remote audio recording section.
5. You can then connect to the computer or save a short to make the setting persistent.

Please let Foundation IT know if you would like explanations for other settings, any assistance, or clarification at fdnmis@cpp.edu or our Helpdesk line at 909-869-5488.