

# Remote Desktop + VPN Client (Windows 10)

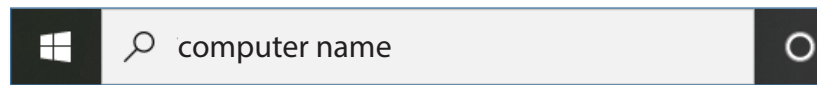
In order to access your ODU computer using Remote Desktop, your remote computer needs to be connected to the campus VPN.

## VPN Access

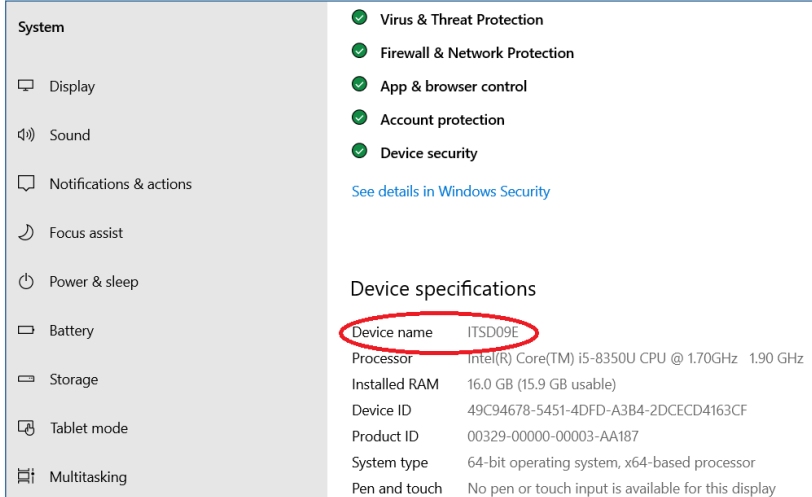
1. Request a VPN account through MIDAS. (More information about account requests [here](#).)
2. Enroll in the Remote User Security Training course. (More information [here](#).)
3. Take and pass the Remote User Security Training course in Blackboard.
4. Download and install the VPN client on your remote computer. (More information [here](#).)

## Remote Desktop Access

1. With your supervisor's permission, submit a request for Remote Desktop access at [ITS Help Online](#). Include your supervisor's name in the description field.
2. Your TSP will set up your office workstation to allow remote desktop connections.
3. Find your office computer's name. Type **Computer Name** in the search bar (next to the Windows button in the bottom left corner of the screen).



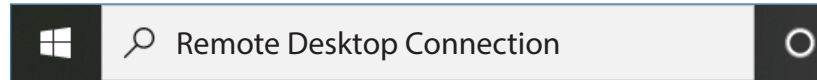
4. Make a note of the **Device name** found under **Device specifications**.

A screenshot of the Windows Settings application, specifically the System settings page. The left sidebar shows various system settings like Display, Sound, Notifications & actions, Focus assist, Power & sleep, Battery, Storage, Tablet mode, and Multitasking. The main content area is divided into two sections: "Virus & Threat Protection" and "Device specifications". Under "Device specifications", the "Device name" is listed as "ITSD09E" and is circled in red. Other specifications include Processor (Intel(R) Core(TM) i5-8350U CPU @ 1.70GHz 1.90 GHz), Installed RAM (16.0 GB (15.9 GB usable)), Device ID (49C94678-5451-4DFD-A3B4-2DCECD4163CF), Product ID (00329-00000-00003-AA187), System type (64-bit operating system, x64-based processor), and Pen and touch (No pen or touch input is available for this display).

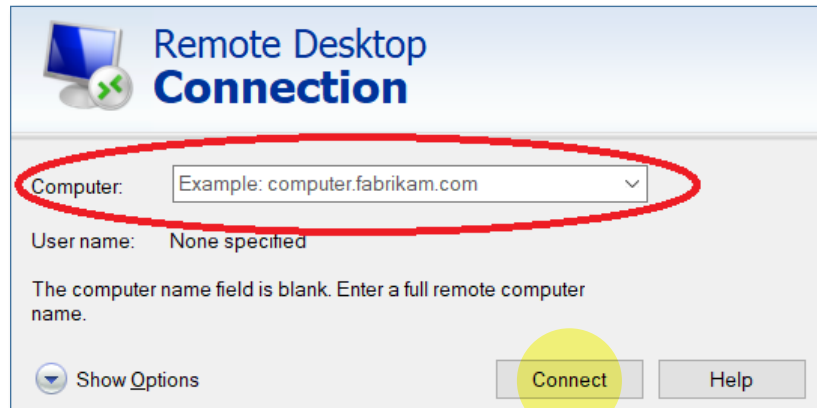
Category	Item	Value
Security	Virus & Threat Protection	On
	Firewall & Network Protection	On
	App & browser control	On
	Account protection	On
	Device security	On
<a href="#">See details in Windows Security</a>		
Device specifications		
Device name	ITSD09E	
Processor	Intel(R) Core(TM) i5-8350U CPU @ 1.70GHz	1.90 GHz
Installed RAM	16.0 GB (15.9 GB usable)	
Device ID	49C94678-5451-4DFD-A3B4-2DCECD4163CF	
Product ID	00329-00000-00003-AA187	
System type	64-bit operating system, x64-based processor	
Pen and touch	No pen or touch input is available for this display	

## Using Remote Desktop

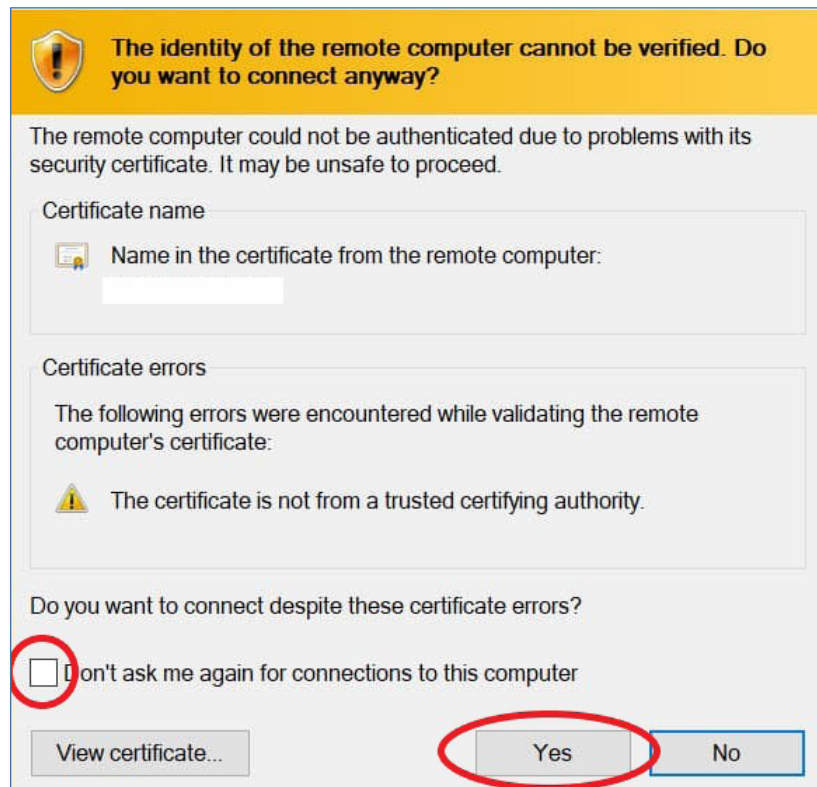
1. From the remote computer, connect to the VPN. (More information [here.](#))
2. Type **Remote Desktop Connection** in the search bar (next to the Windows button in the bottom left corner of the screen).



3. Type in the name of your office computer in the **Computer** field, and click **Connect**.



4. If you see a warning that the remote computer cannot be verified, check the box next to **Don't ask me again...**, and click **Yes**.





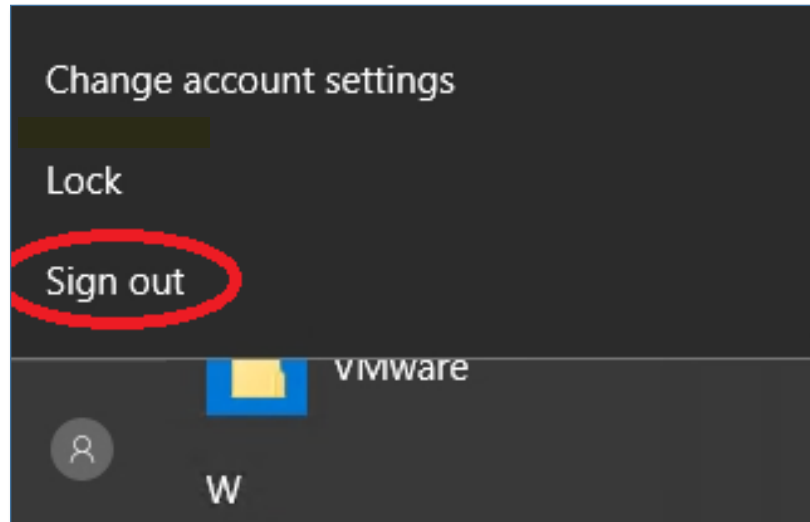
5. Enter your MIDAS credentials (the ones you use to log into your work computer), with **odunet\** in front of your username, as shown. Click **OK**.

The screenshot shows a Windows Security dialog box titled "Enter your credentials". The subtitle reads "These credentials will be used to connect to icicle.ts.odu.edu." The dialog contains a text input field with "odunet\" and a small 'x' icon on the right. Below it is a "Password" field. The text "Domain: odunet" is displayed. There is an unchecked checkbox labeled "Remember me". Under the heading "More choices", there is a small circular icon with a person silhouette and a blank text field. Below that is a blue button with a person icon and the text "Use a different account". At the bottom are "OK" and "Cancel" buttons.

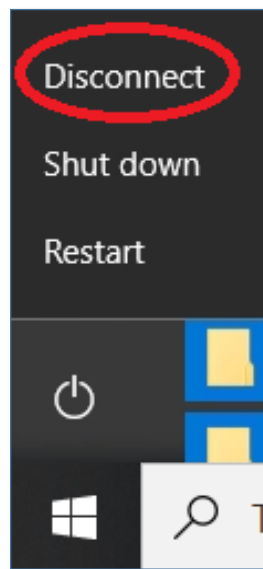
## Ending a Remote Desktop Session

When you are finished working, you have two options:

- **Sign out.** Your desktop applications and files will close, and you will see the login screen the next time you sit down to your computer. Click the **Start** button, look for the avatar icon, and click **Sign out**.



- **Disconnect.** Your applications will continue to run and files will stay open. When you return to the office or establish another remote connection, you can continue working from where you left off. Click the **Start** button, look for the power icon, and click **Disconnect**.

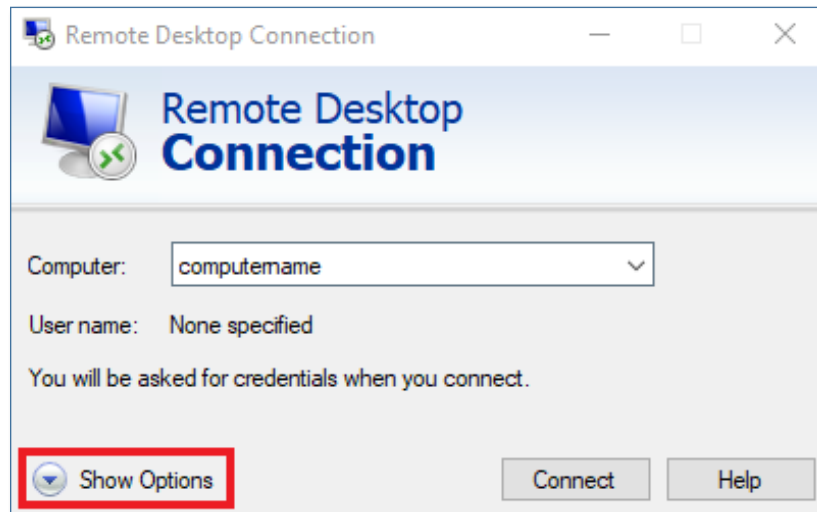


Once you are disconnected from the remote session, disconnect your VPN.

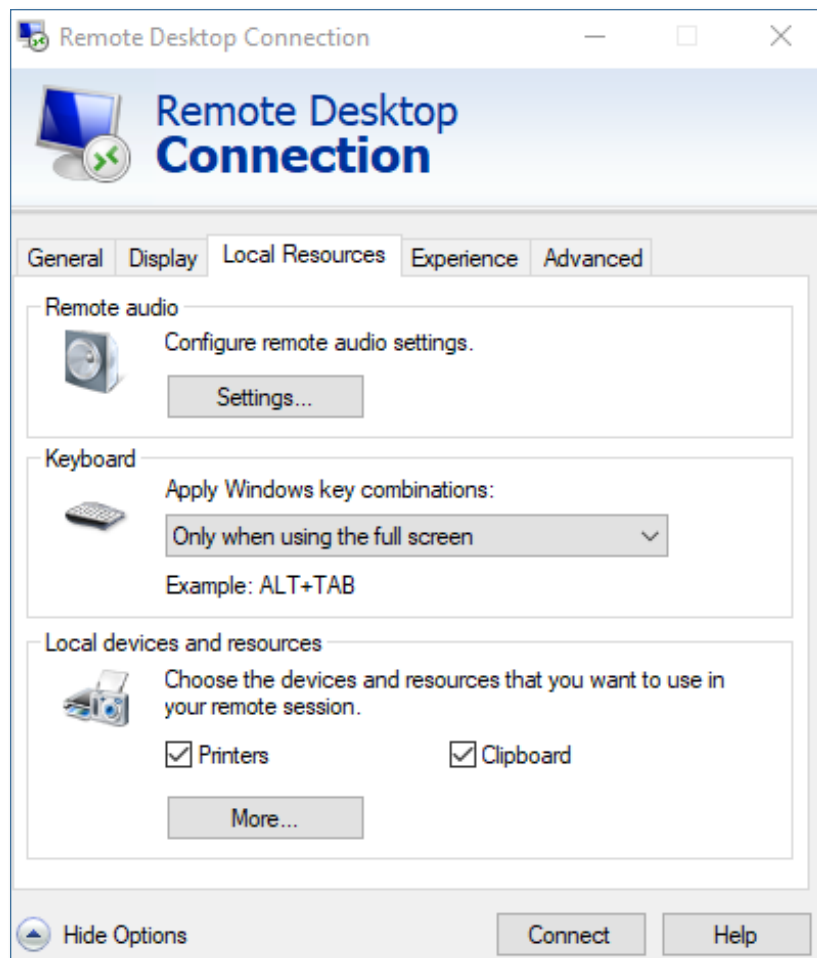
## Advanced Features of Remote Desktop

The *Remote Computer* is the computer you are connecting to through Remote Desktop. The *Home Computer* is the computer you are connecting from.

From the Remote Desktop startup screen on your Home Computer, click **Show Options**.



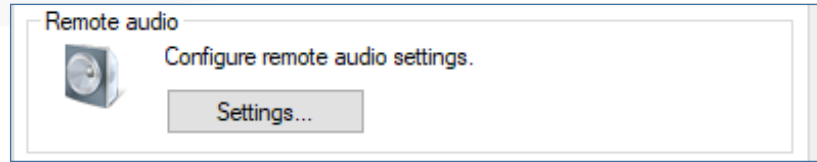
The most common advanced features are under the **Local Resources** tab.



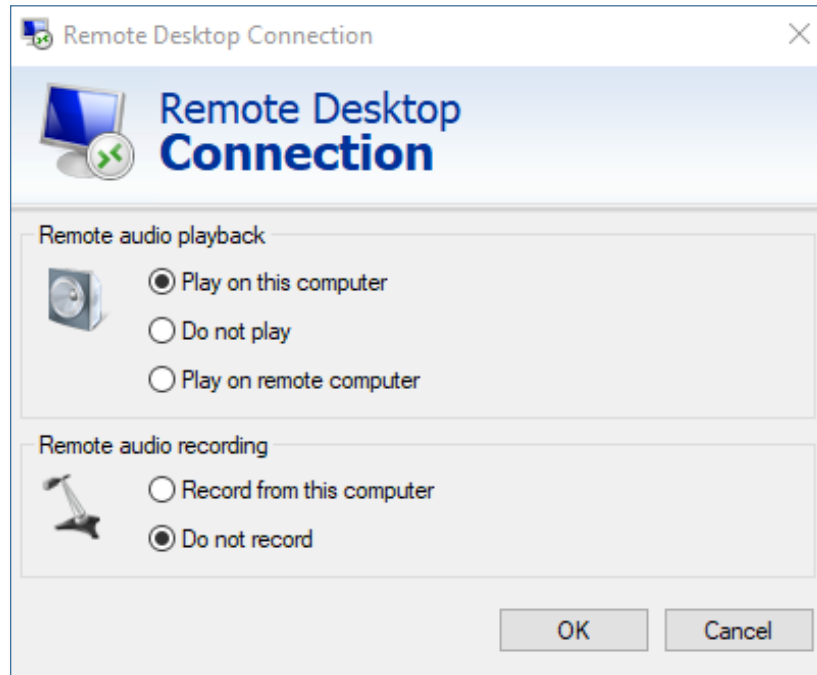


## Remote audio

Click the Remote audio **Settings** button.



Select where you want the sound from your Remote Computer to play: on your Home Computer, nowhere, or only on your Remote Computer. Click **OK**.

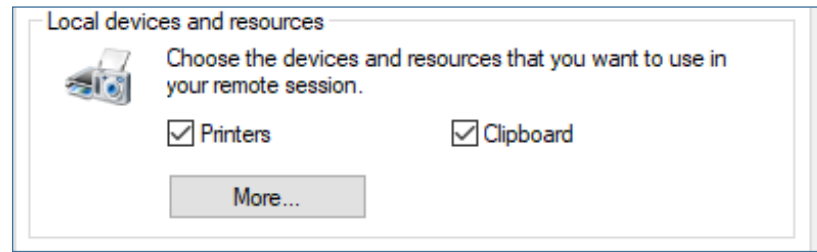


## Local devices and resources (printers and drives)

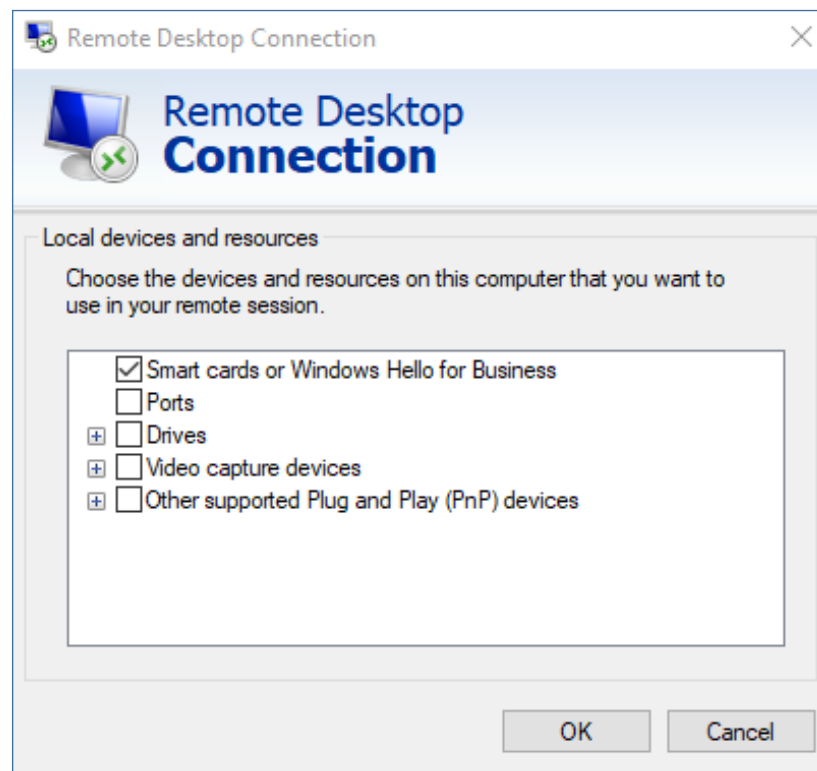
Check the box next to **Printers** so your home printer appears as an option when you print from the Remote Computer.

Check the box next to **Clipboard** so that things you copy on your Home Computer (using “Ctrl+C” or the “Copy” menu option) can be pasted into documents on your Remote Computer.

Click the **More** button for more options.



Here you can choose to use your Home Computer’s camera to record to your Remote Computer, or make your Home Computer’s files available to work with on your Remote Computer. You can also work with any peripherals you have plugged into your Home Computer, like scanners or drawing tablets.

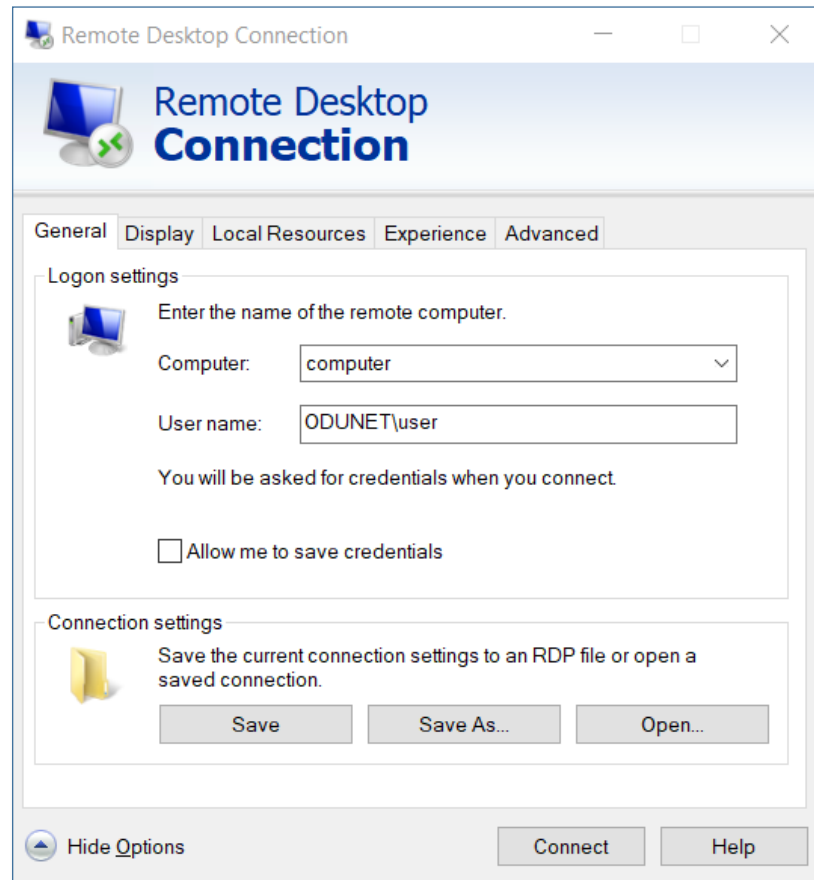




## Save your connection settings

Once you have your settings just right, save them as an RDP file to your Home Computer's desktop or documents folder.

1. Go to the **General** tab and click the **Save As...** button.



2. Give your connection file a name, and choose where to save it.
3. For future connections, just double click the RDP file (wherever you've saved it) to connect immediately with your saved settings.

*Note: We do not advise that you click the "Allow me to save credentials" checkbox. Future password changes will render your settings and RDP file unusable.*