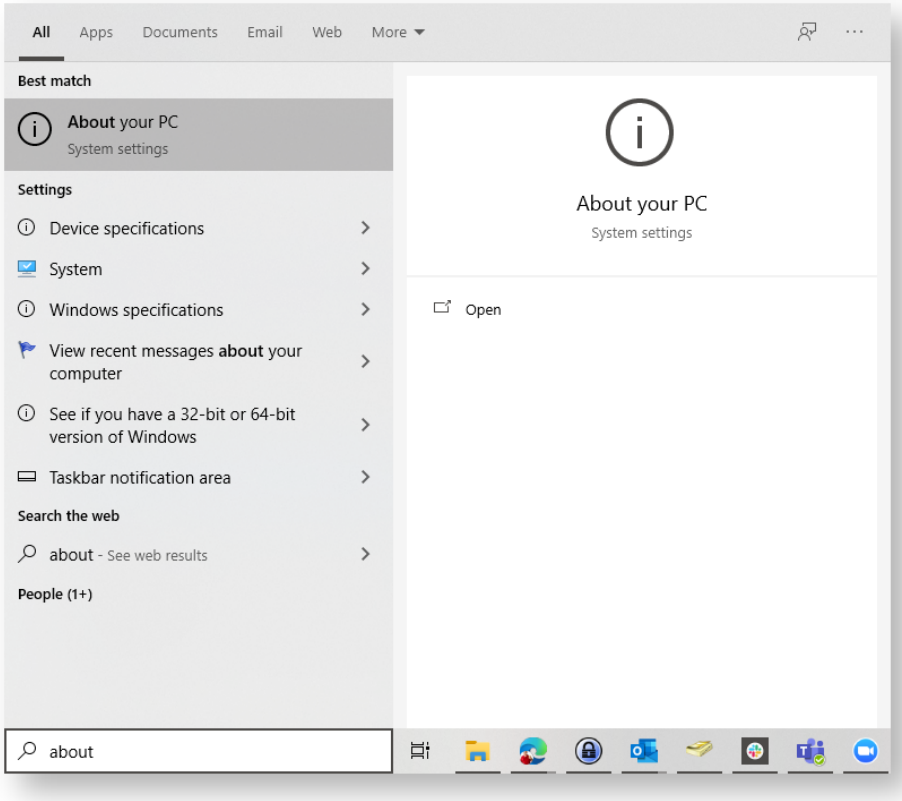
How To Use Remote Desktop To Connect To Your Work Computer - Windows

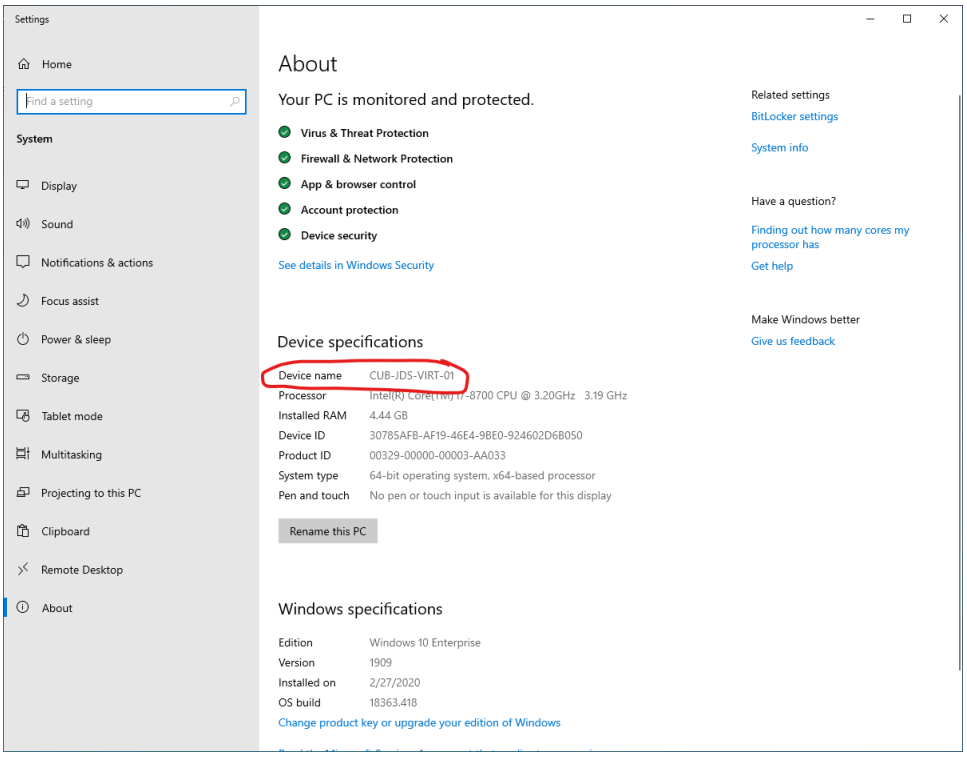
IF YOU ARE OFF CAMPUS - You Must Be Connected to GlobalProtect VPN to vpn.wsu.edu before you can use Remote Desktop on your home /local device. (For more information on the GlobalProtect VPN Software visit https://its.wsu.edu/ssl-vpn/)

STEP ONE - Find the Name of your Work PC (you do this on your Work Computer)

1. On the work computer, click on the "start menu" in the bottom-left corner of the screen.
2. Type "About"
   Windows lets you search from anywhere in the start menu, so you do not need to click into a specific search bar.
3. Click on the first option you see, it should match the image below.



4. In the new window, write down the "Device Name" and add ".ad.wsu.edu" to the end of it.
   For the example below, the "device name" is "CUB-JDS-VIRT-01" and the information that I would write down is "CUB-JDS-VIRT-01.ad.wsu.edu".
   This information is very important for later steps. Do not lose it.
   This PC Name is unique to your work computer, do not copy someone else's PC name or use the example provided in this document.



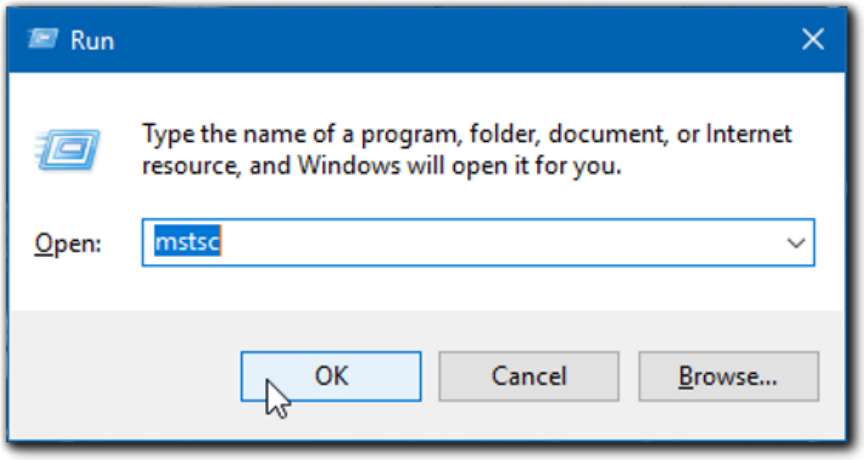
These are the only steps that need to be performed on the work computer. The rest of the following steps are on a personal computer or assigned mobile device.

STEP TWO - Use Remote Desktop To Connect To Your Work PC

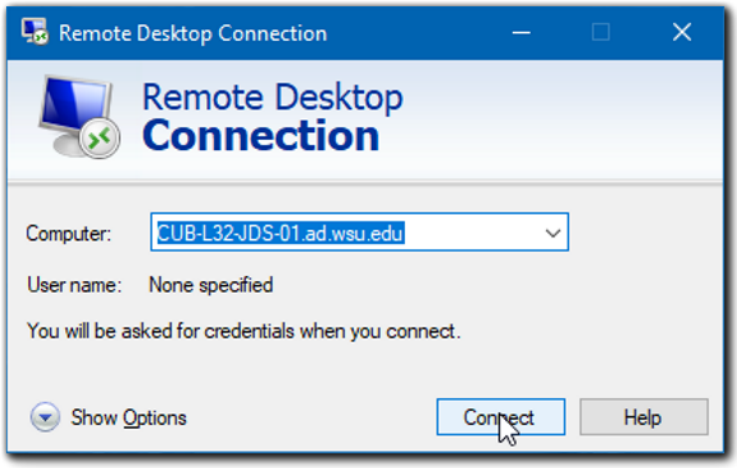
Once again, IF YOU ARE OFF CAMPUS - You Must Be Connected to GlobalProtect VPN to vpn.wsu.edu before you can use Remote Desktop on your home/local device. (For more information on the GlobalProtect VPN Software visit https://its.wsu.edu/ssl-vpn/)

On your home/local Windows Computer:

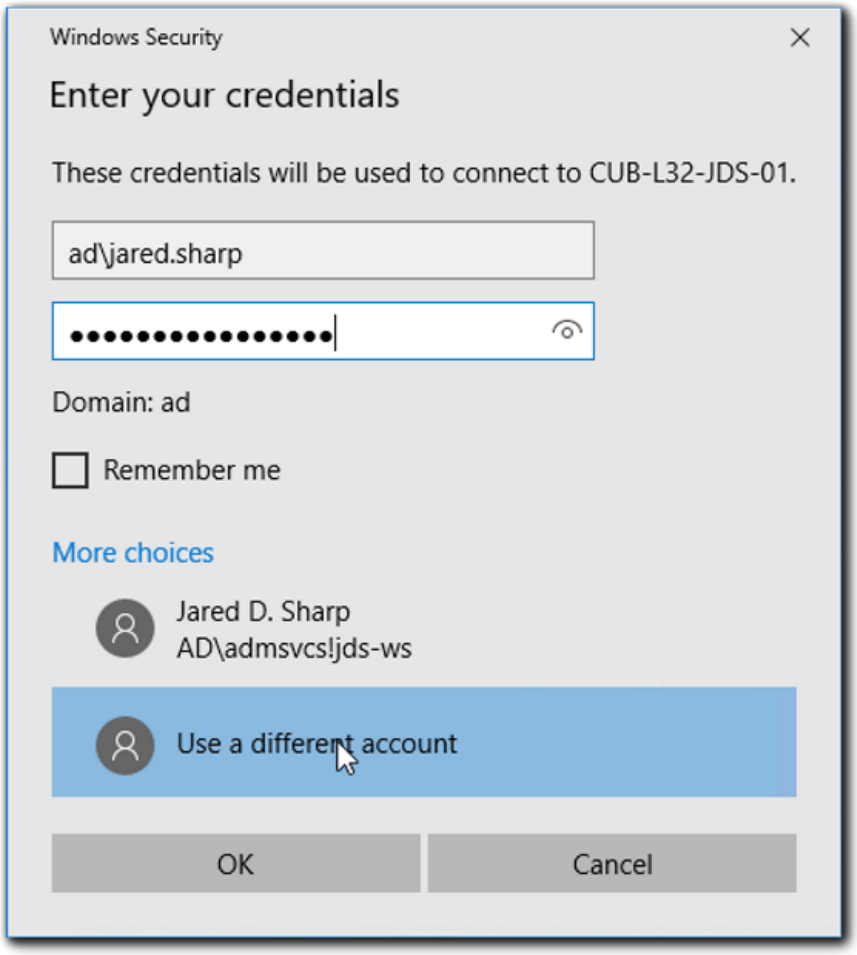
1. Press and hold the Windows key and then press the R key.
2. In the text box, type in "mstsc" and click "OK"



3. In the next window, type the full computer name you noted from step 1. The computer name should look similar to this: "[computername].ad.wsu.edu"



4. Click "Connect"
5. In the "Windows Security" window, click on "Use a different account", then type in your network ID (NID for short) in the following format: AD\[NID]
   The password is your regular WSU NID password.



6. If the next window that pops up asks you if you trust this connection, click yes.