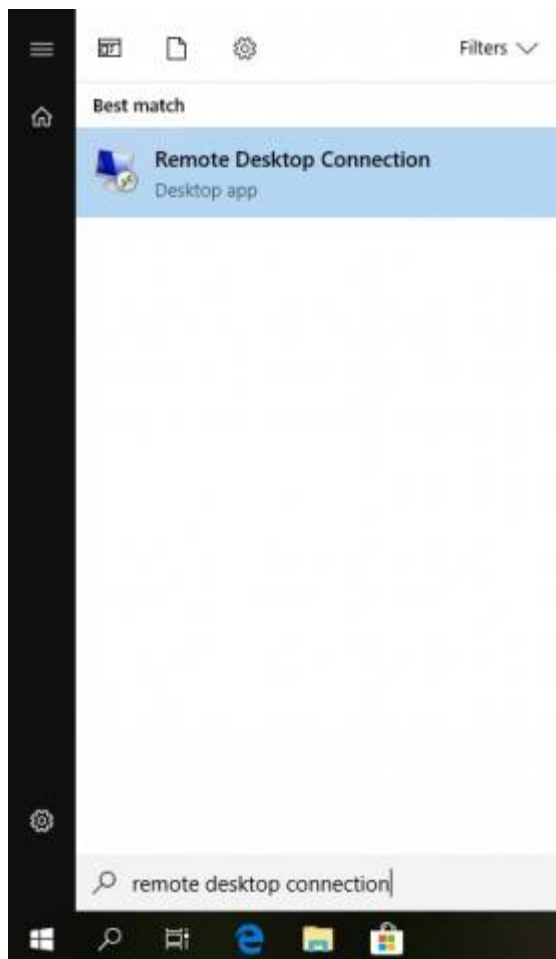


# Remotely Access Your Office Computer from Windows

You may remotely access your office computer from on or off campus using Windows's built-in **Remote Desktop Connection** app.

**Please note:** When remoting in from off-campus, you must be connected to VPN **first**.

1. Click the **Start** icon in the bottom left of your screen and start typing **Remote Desktop Connection** to search for the app. Press **Enter** to open it.



2. Enter your office computer's name in the **Computer** field. To find the name of your office computer (while physical present at it), click the **Start** button in the bottom left of your screen. Click the **Settings** (gear) icon, then choose **System**. Under the **About** tab in the sidebar on the left, find the **Device name** under **Device specifications**. If you are away from your office, contact IT for the computer name.



3. If desired, you can save this connection to your desktop for quick access in the future. To do so, expand **Show Options** and click **Save As...** under **Connection settings**.

4. Click **Connect**.

5. If the username in the login box that appears is autofilled, click **More choices**, then **Use a different account**. In the **Username** field, enter **ACADEMIC\** with your Trinity username (e.g. **ACADEMIC\jdoe**). Enter your Trinity password, check **Remember me**, and click **OK**.



# Remotely Access Your Office Computer from macOS

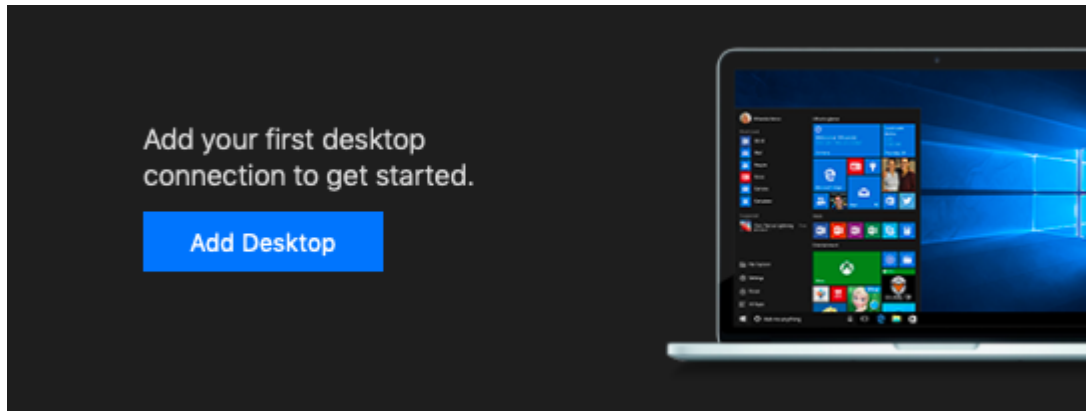
You may remotely access your office computer from on or off campus using the **Microsoft Remote Desktop 10** app for macOS.

**Please note:** When remoting in from off-campus, you must be connected to VPN **first**.

1. Install the **Microsoft Remote Desktop 10** app from the App Store.



2. Once it installs, open the app and click **Add Desktop**.

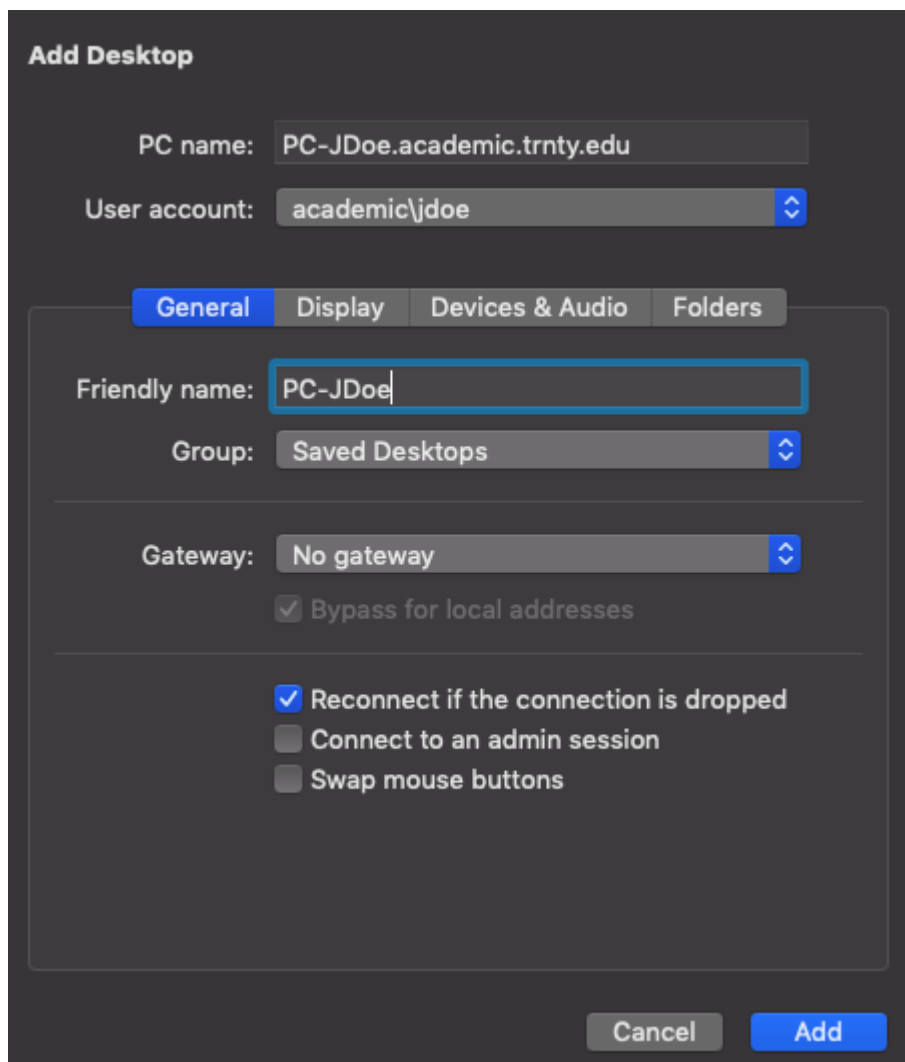


3. Enter the **PC name**, followed by **.academic.trnty.edu**. \*Note: Contact IT if you are unsure of your computer's name. In special circumstances, your computer may be followed by **.admin.trnty.edu** instead.

4. In the User Account dropdown, select **Add User Account...** and enter **academic\** (make sure this is a **backslash**, not a forward slash) followed by your Trinity username in the Username field. Enter your password and click **Add**.

A screenshot of a dark-themed dialog box titled "Add User Account". It contains three input fields: "Username:" with the text "academic\jdoe", "Password:" with a series of dots, and "Friendly name:" with the text "Optional". At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Add" button. The "Password:" field is highlighted with a blue border.

5. Enter a **Friendly name** for your office computer, if desired, then click **Add**.



6. Double-click on the computer under Saved Desktops to enter a remote desktop session.

