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Remote Desktop capabilities refers to the ability to run and operate the desktop and operating system of a computer that is not your workstation. Using a remote desktop session provides the ability to control the “remote” workstation and use the files and software that are saved or installed onto that workstation.

Before You Begin

Before you can begin the remote desktop session, you will need to obtain the following information and take the following steps.

1. You will need the computer name or the IP address of the workstation to which you want to connect. Either method is acceptable and will perform the same. Use the connection method with which you are most comfortable.

2. If you are establishing a remote desktop session from outside the USC network, you will need to establish a VPN connection in order to utilize remote desktop functionality. For assistance with establishing a VPN connection, review the VPN documentation, located at http://dornsife.usc.edu/documentation.
Locating the Computer/Host Name

Follow the steps below to locate the name of the workstation that you want to remotely access.

1. Select the Windows Start menu. A screen similar to the following is displayed.

2. Right-click on the Computer option. A menu is displayed.
3. Select **Properties**. The **System** screen displays.

4. Locate the **Computer name, domain, and workgroup settings** section of the **System** screen. The information contained within the **Computer name**: field is the name of your workstation. Write this information down as you will need it when you establish a remote desktop session.

5. Close the **System** screen and proceed to the next section.
Locating Your IP Address

Follow the steps below to locate the IP address of the workstation that you want to remotely access. You will need to have the IP address of the remote workstation before you can establish a remote desktop session.


2. The website displays the IP address of the workstation. Write down this information as you will use it to establish the remote desktop session.

Continue to the next section to establish the remote desktop session.
Beginning a Remote Desktop Session

The Microsoft Remote Desktop Connection application is what you will use to establish the remote desktop connection. This application is installed on your workstation as a standard part of the Windows operating system. If the application is not on your workstation or you need further assistance, contact Dornsife Technology Services.

Complete the following steps to initiate a remote desktop connection.

1. Locate the Microsoft Remote Desktop Connection application.

2. Launch the application. The application displays similarly to the image below.

3. Enter the host name or IP address of the workstation you are accessing remotely. The host name for the workstation you are accessing is the computer name plus USC.EDU. For example, if your workstation’s name is PEDABC123, the host name for your workstation is pedabc123.usc.edu. An example IP address is 120.0.0.13.
4. After you enter the host name or IP address, select the Connect button. The Windows Security screen displays.

5. In the User name field, enter the username (your USC NETID) you use to log into your computer. You will need to enter “DTS\” before your username. If your USC NETID, or username, is jdoe, you would enter DTS\jdoe in the User name field.

In the Password field, enter the password you use to log into your computer. The username and passwords entered at this step correspond to the remote workstation, not the workstation from which you are establishing the remote desktop session. Then, select the OK button.

6. Depending upon your workstations security settings, a security certificate warning, similar to the above, may display. If the workstation that you are accessing remotely is trusted (in most cases, the answer is yes), then select the Yes button to accept the security certificate warning and continue with the remote desktop process. Optionally, if you would like for this warning to not appear in the future, select the Don’t ask me again for connections to this computer checkbox.

7. The desktop of the workstation you are accessing is displayed. Use the remote desktop session to complete your tasks.

Repeat these steps to establish remote desktop sessions, as is needed.
Sharing Resources with a Remote Desktop Sessions

The Microsoft Remote Desktop Connection application provides the ability to share resources between the workstation you are using and the one you are accessing remotely. Most notably useful in this instance is the ability to share a local printer (a printer in your current location) with the remote desktop session. Complete the following steps to enable local printing from the remote desktop session.

1. Open the Microsoft Remote Desktop Connection application and select the Show Options button located at the bottom of the screen.
2. The screen expands and displays several tabs. Select the **Local Resources** tab.

3. In the *Local devices and resources* section of the **Local Resources** tab, select the **Printers** checkbox if the option is not already selected. You can now print documents from the remote desktop session to your local printer.

4. Select the **Connect** button to establish the remote desktop session.

   Repeat this process as is necessary.
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