REMOTE DESKTOP CONNECTIONS

USER’S GUIDE FOR MACINTOSH

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# TABLE OF CONTENTS

Remote Desktop Connections ........................................................................................................... 3
  Before You Begin ........................................................................................................................... 3
  Locating Your IP Address ............................................................................................................ 4
  Beginning a Remote Desktop Session .......................................................................................... 5
  Sharing Resources with a Remote Desktop Sessions ............................................................... 9

Contact Dornsife Technology Services ....................................................................................... 11
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.


2. You will need the IP address of the workstation to which you want to connect.

3. 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](http://dornsife.usc.edu/documentation).
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. You should have downloaded and installed this application, as previously instructed. If you need assistance with installing the Microsoft Remote Desktop Connection application, contact Dornsife Technology Services.

Complete the following steps to initiate a remote desktop connection.

1. Locate the *Microsoft Remote Desktop Connection* application. The icon for the application should appear similar to the following image.

2. Launch the application. The application displays similarly to the image below.
3. Select the New icon ( ) located at the top of the screen. The Edit Remote Desktops – screen displays. This screen provides the ability to configure a new remote desktop connection.

![Remote Desktop Configuration Screen]

4. Configure the following fields on the Edit Remote Desktop – screen according to the following specifications in order to establish a remote desktop connection.

   a. **Connection name:** In the Connection name field, enter the identifying name for this connection. If you will be using many different remote desktop sessions, give the Connection name a unique and identifying name.

   b. **PC name:** In the PC name field, enter the IP address of the Windows computer to which you are going to remotely connect.

   c. **User name:** In the User name field, enter your USC NetID. Your USC NetID is the part of your USC e-mail address that appears before the @ symbol. For example, if your USC e-mail address is jdoe@usc.edu, your USC NetID is jdoe. 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.

   d. **Password:** In the Password field, enter the password that corresponds to your USC NetID.
5. After you have finished entering the information in the appropriate fields, select the red circle ( ) located in the top left corner of the screen to exit. The new remote desktop configuration is now listed on the My Desktops screen.

6. To establish the remote desktop connection, highlight the name of the remote desktop session you want to use, and then select the Start icon ( ).
7. Depending upon your workstations security settings, a security certificate warning, similar to the following, may display. If the workstation that you are accessing remotely is trusted (in most cases, the answer is yes), then select the **Continue** button to accept the security certificate warning and continue with the remote desktop connection. If you do not want to continue, select the Cancel button and the remote desktop connection will not be established.

![Certificate Warning](image)

8. The desktop of the workstation you are accessing is displayed. Use the remote desktop session to complete your tasks, as you normally would.

![Remote Desktop Session](image)

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 highlight the previously configured remote desktop connection.


![Edit Remote Desktops – Windows Remote Desktop screen](image)
3. Select the **Session** icon ( ), located at the top of the screen. The **Sound** menu displays.

4. Underneath the **Sound** menu are three (3) checkboxes. Select the **Forward printing devices** checkbox. You can now print documents from the remote desktop session to your local printer.

5. Select the red circle ( ), located on the top left side of the screen, to exit the **Session** screen.

Repeat this process as is necessary.
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