

Remote Desktop for PC

Accessing your Towson PC Remotely

Introduction

Remote Desktop allows faculty and staff at Towson University to connect remotely to their Towson PC from any Windows 7 or Windows 10 computer (home, hotel or different location on campus). Once connected, you will see the desktop of your Towson PC and you will have access to all software and data, just as if you were actually sitting at your Towson PC.

Locating the Name of your Towson PC

Follow the steps below to locate the name of your Towson PC. This will be needed to connect from a remote PC.

1. Login to your Towson PC.
2. Click on **Search Windows** button next to the **Start button**.



Figure 1

3. Click the **Search Windows** box and type **Towson System Information**.

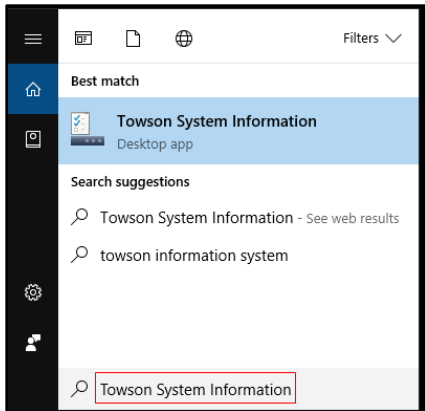


Figure 2

4. Press the **Enter** key. The **Towson University System Information** window will appear.
5. Locate your **Computer Name** beneath **Asset Records**. You will use this when connecting to this PC for the first time when setting up your Remote Desktop Connection.

6. Click **Close**.

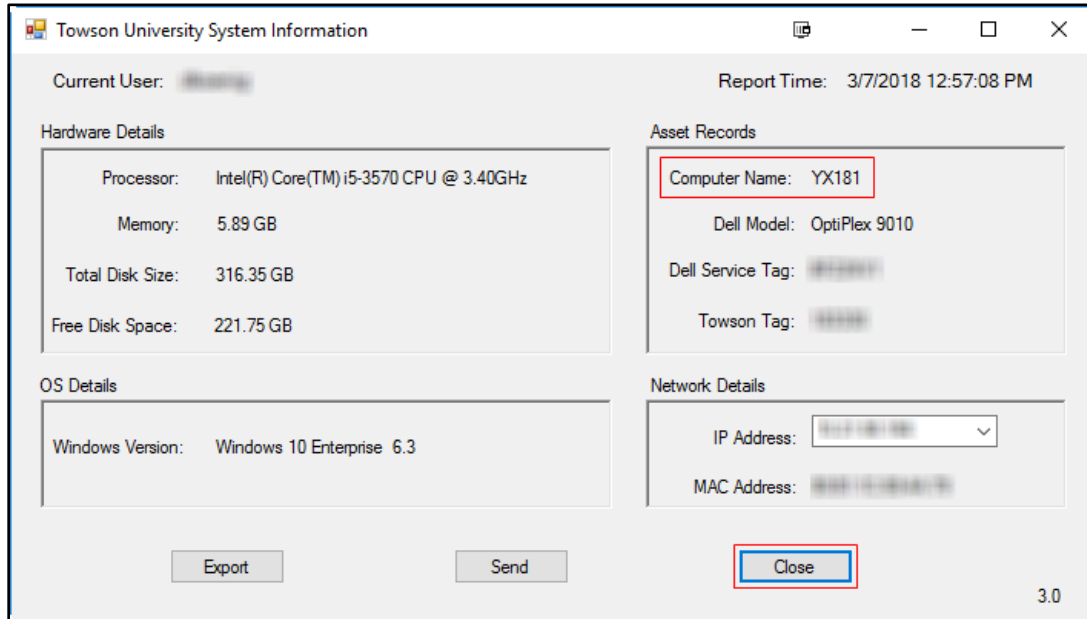


Figure 3

Requirements for Remote Desktop:

To connect to your Towson PC using Remote Desktop, the following are required:

- Your Towson PC and your remote computer must both be running Windows 10
- Your Towson PC must be powered on and connected to the Towson network through Ethernet
- You must have logged into your Towson PC at least once

Downloading the Remote Desktop Connection File

Towson provides a pre-configured Remote Desktop Connection file you can save to your desktop, allowing you to connect to your Towson PC. Download the file to your remote computer by following the steps below (you only need to do this once):

1. Open Internet Explorer and navigate to **remotedesktop.towson.edu**.
2. Beside **Quick Link**, click the **Remote Desktop Connection File** link.



Figure 4

3. Navigate to the downloaded file and move it to your desktop. The file name is **TowsonRemoteDesktop.rdp**.

Connecting to your Towson PC

1. Double-click the **TowsonRemoteDesktop.rdp** file on your desktop.

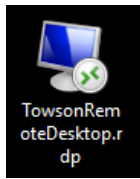


Figure 5

2. The **Remote Desktop Connection** window will appear.
3. In the **Computer** text box, type the name of the Towson PC.
4. Click the **Connect** button.

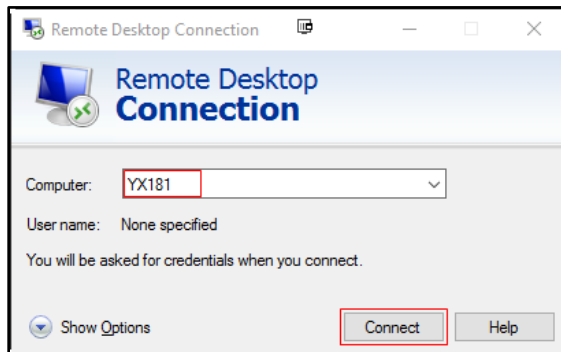


Figure 6

5. The first time you connect to your Towson PC, an **Unknown Publisher** dialog box will appear. Click the box beside **Don't ask me again for connections to this computer**.
6. Click the **Connect** button.

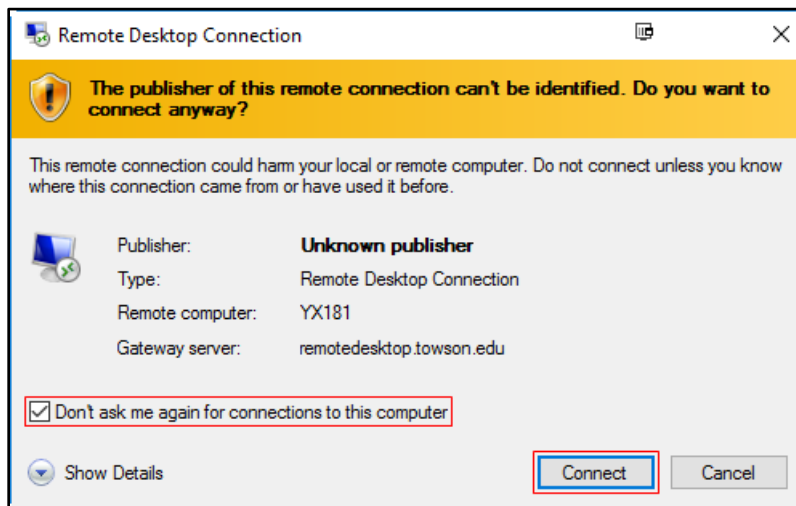


Figure 7

7. The **Enter your credentials** window will appear. Type your **User name** (Towson University email address) and **Password** in the corresponding fields and then click the **OK** button.

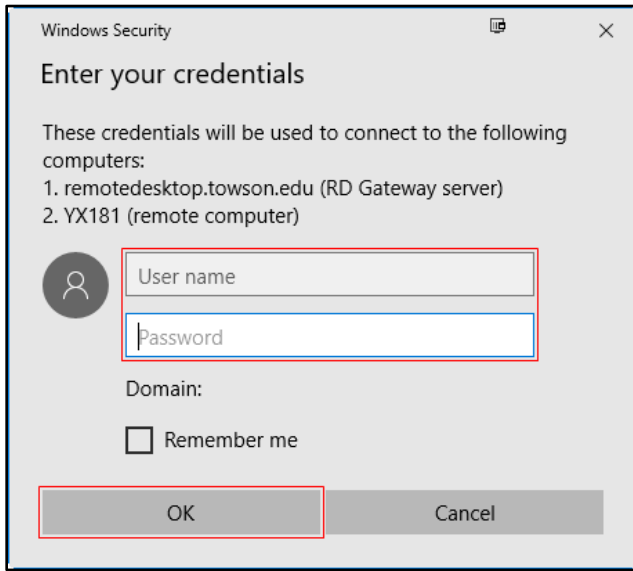


Figure 8

8. Click the **OK** button.
9. The remote desktop session will begin to connect. You may be prompted for **Duo** authentication. Once you have verified your **Duo** account, the session connection will finish.

Using Local Resources while Connected to Remote Desktop

If you want to use your local webcam, printer, and audio devices while connected to remote desktop, you must make those selections before connecting.

1. Double-click the **TowsonRemoteDesktop.rdp** file on your desktop.

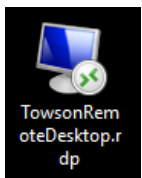


Figure 9

2. The **Remote Desktop Connection** window will appear.
3. In the **Computer** text box, type the name of the Towson PC.
4. Click the **Show Options** arrow at the bottom of the dialog box to expand.

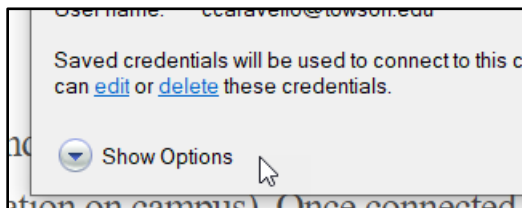


Figure 10

Accessing your Towson PC through Remote Desktop

5. You have the following options:
 - a. Displaying multiple local monitors.
 - i. Click the **Display** tab.
 - ii. Select the check box beside **Use all my monitors for the remote session**.

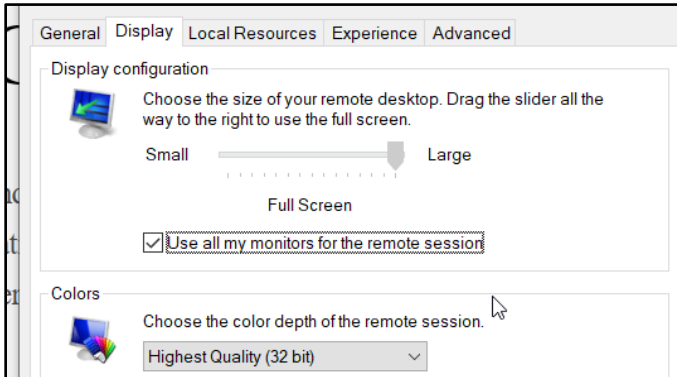


Figure 11

- b. Using audio from your local computer.
 - i. Click the **Local Resources** tab.
 - ii. Click **Settings** under **Configure remote audio settings**.
 - iii. Select the check boxes beside **Play on this computer** and **Record from this computer**.
 - iv. Click **OK**.

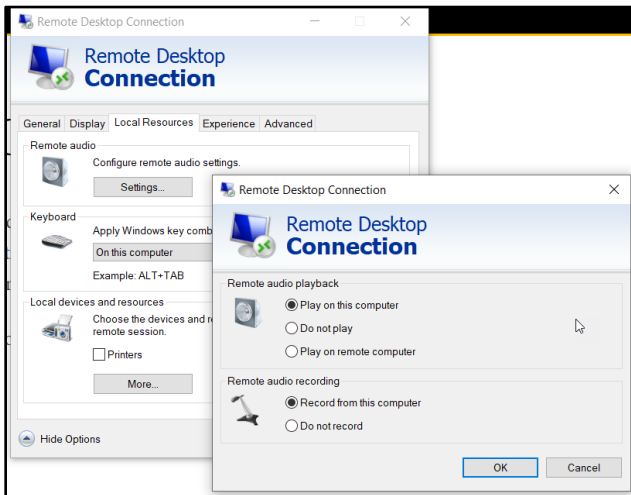


Figure 12

- c. Using your local printer.
 - i. Click the **Local Resources** tab.
 - ii. Select the **Printers** check box under **Local devices and resources**.
 - iii. Click **OK**.

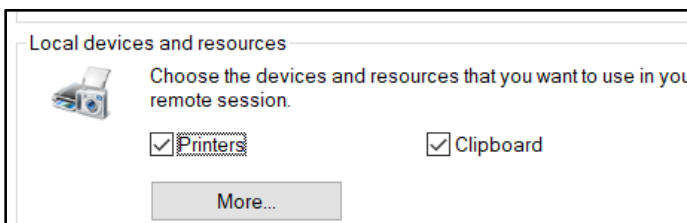


Figure 13

- d. Using your local video camera.
 - i. Click the **Local Resources** tab.
 - ii. Click **More** under **Local devices and resources**.
 - iii. Click **expand (+)** beside **Video capture devices**.
 - iv. Select **Video capture devices** (everything underneath will be selected as well).
 - v. Click **OK**.

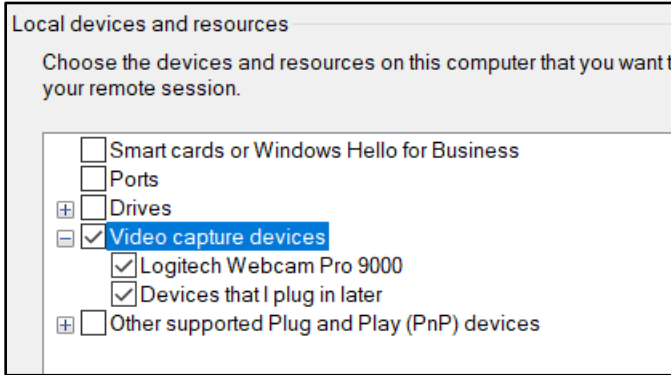


Figure 14

- 6. To save these options, click the **General** tab and then click **Save**.
- 7. Click the **Connect** button after you have made all selections.

Logging Off of Remote Desktop

- 1. Click the **Start** button.
- 2. Click on **Power**.
- 3. Click on **Disconnect**. You will now return to your PC desktop.

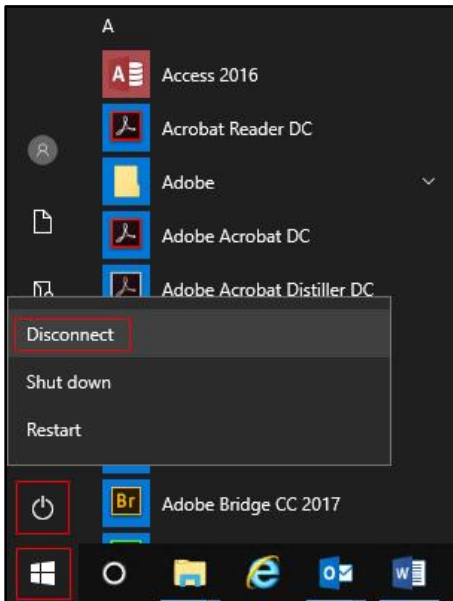


Figure 15