The following are instructions for setting up and using Remote Desktop from off campus. The majority of this document only needs to be done once. After setting it up initially, you will only need to do the final step to connect each time. **NOTE:** Upon connecting to RD Gateway you will be prompted to verify your identity using two-factor authentication. You must enroll in Duo two-factor authentication prior to beginning this process. For further information regarding enrollment in Duo, visit TwoStep.tamuc.edu.

1. You will need your office computer name and/or IP address. To get this information;
   - For computer name on Windows 7 click the **Start button**, right-click on **My Computer**>**Properties**
   - For computer name on Windows 10 right-click the **Start button** and select **System**
   - For IP address, search "**cmd**" and hit enter. This will bring up a command window. In the command, window type "**ipconfig**" and hit enter.

2. Next you will need allow remote access to the computer you want access to (your work computer).

   a. Right-click on **My Computer** and select **Properties** for Windows 7 computers. For Windows 10 right-click the **Start button** and select **System**.
   b. Select the **Remote tab.**
   c. Click **Select Remote Users**. If your computer is joined to the domain TAMUCC\IslandID should be listed, if your computer is not joined to the domain the username that you use to log onto your computer should be listed. Administrators of your computer automatically have access, if you need access and are not an administrator of your computer, you will need to ask an administrator to set it up for you.
   d. Click **OK**>**OK**
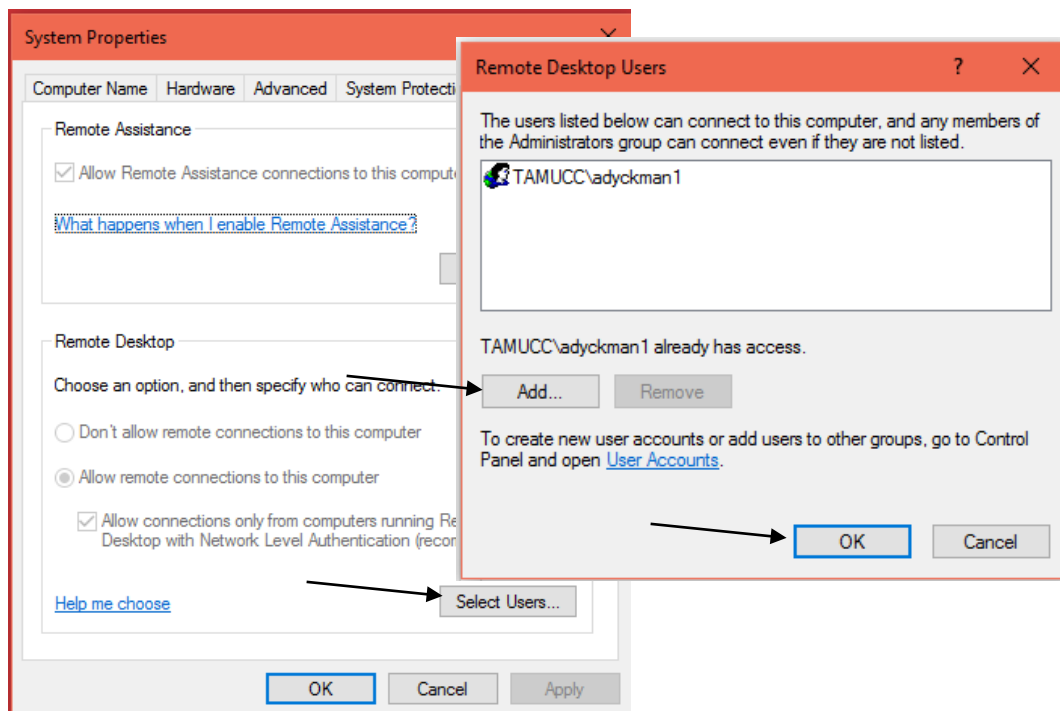
3. Now you have workstation set up and you are ready to set up the computer you want access from (your home computer). To enable this functionality, you need the Remote Desktop client. This is standard with Windows.

- To open Remote Desktop click the **Start Button**> All programs> open **Accessories** or **Windows Accessories**>**Remote Desktop Connection**

- Select **Options**>**Advanced tab**

- Select **Settings** under "Connect from anywhere"

- Select **Use these TS Gateway server settings:**

- Enter **rdgateway.tamucc.edu** in the Server name box

- Clear the Bypass TS Gateway server for local address check box

- Click **OK**

- Select the **General tab**

- Enter the **full computer name** or **IP address** of the computer you want to connect to in the **Computer:** text box

- Enter the IslandID in the TAMUCC\IslandID format
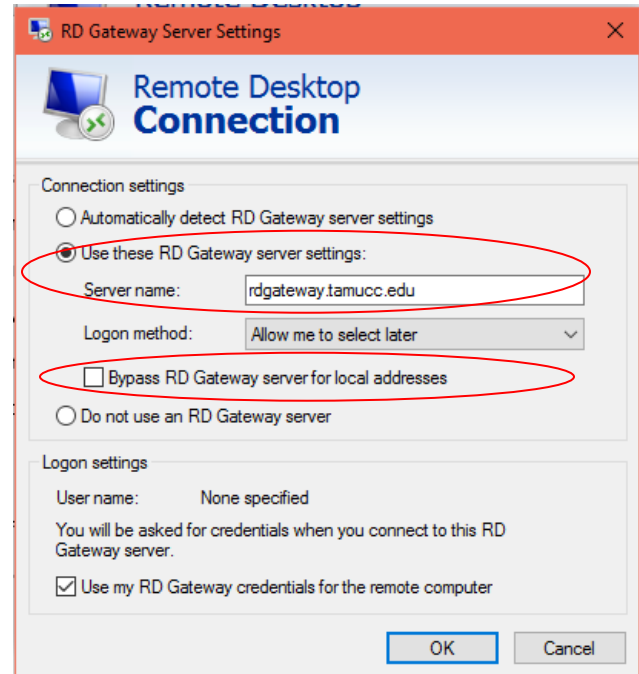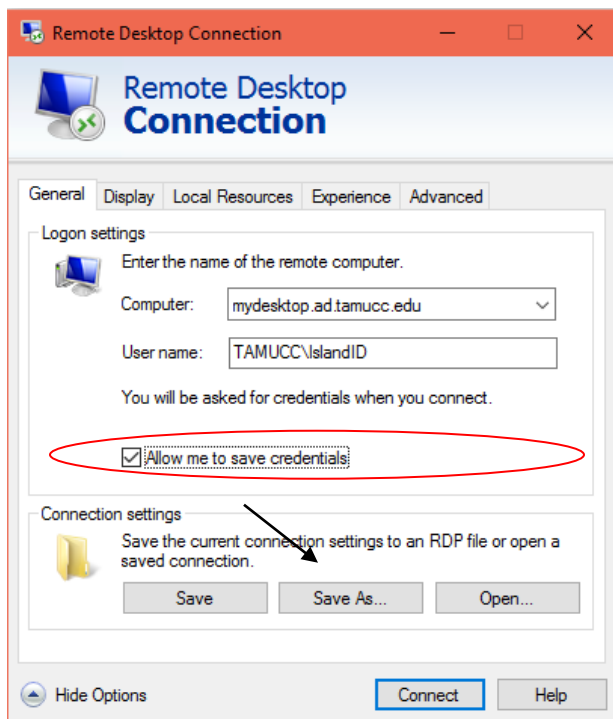
- Check the **Allow me to save credentials** check box

- Click **Save As** and name the connection settings as **RDGateway.rdp**

4. Now you are ready to connect to your desktop remotely, from this point on is all you will need to do for future connections:

   a. Open the .rdp file you saved earlier

                        OR

   b. Open the RDP client as you did previously

- **Start**>**All Programs** or **All Apps**>**Accessories** or **Windows Accessories**>Remote Desktop Connection
- Choose **Options**>**Open**
- Choose **RDGateway.rdp** (this will be wherever you saved it when you created it earlier)
- Choose **Open**
- Enter your **IslandID** and select **Connect**
  NOTE: After clicking Connect you will need to verify your identity using Duo two-factor authentication. You MUST have a <u>push capable device</u> such as a smart phone or tablet and you MUST have the "<u>Automatically send me a push</u>," option enabled on your account. To enable the automatic push feature, log into the enrollment/management portal at **twostep.tamucc.edu**.
- After approving the Duo push message you may receive an Unknown Publisher warning, click **Connect.**
- Log into RD Gateway with your **IslandID** and password in the **TAMUCC\ IslandID** format
- If your computer is joined to the domain, rdgateway will pass your credentials; if it is not you will also need to log into your computer.