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

System Properties				× .
Computer Name	Hardware	Advanced	System Protecti	Remote Desktop Users ? × The users listed below can connect to this computer, and any members of
Allow Rem	ote Assistan s when I ena	ce connection	ns to this compute	the Administrators group can connect even if they are not listed.
Remote Deski Choose an op Don't allow	top tion, and the v remote con	n specify who nections to th	o <mark>can connect.</mark> nis computer	TAMUCC\adyckman1 already has access. Add Remove To create new user accounts or add users to other groups, go to Control Panel and open <u>User Accounts</u> .
Allow c Desktop	onnections o p with Netwo	nly from com ork Level Auti	puters running Re nentication (recor	OK Cancel
Help me choo	<u>se</u>	ОК	Cance	elect Users

- 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

💀 Remote Desktop Connection 🦳 🗆										
Remote Desktop Connection										
General Display Local F	lesources	Experience	Advanced							
Logon settings										
Enter the name	Enter the name of the remote computer.									
Computer:	mydesktop.ad.tamucc.edu 🗸									
User name:	TAMUCC\IslandID									
You will be asked for credentials when you connect.										
Allow me to	Allow me to save credentials									
Connection settings										
Save the curre saved connect	Save the current connection settings to an RDP file or open a saved connection.									
Save		Save As		Open						
 Hide Options 			Connect	He	łp					

RD Gateway Server Settings									
Remote Desktop Connection									
Connection settings									
O Automatically detect RD Gateway server settings									
Use these RD Gateway server settings:									
Server name: rdgateway.tamucc.edu									
Logon method: Allow me to select later ~									
Bypass RD Gateway server for local addresses									
O Do not use an RD Gateway server									
Logon settings									
User name: None specified									
You will be asked for credentials when you connect to this RD Gateway server.									
Use my RD Gateway credentials for the remote computer									
OK	el :								

- 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 twofactor 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.