How to connect to a remote computer or terminal server in Windows

UIS Service Desk

303-860-HELP (4357)

help@cu.edu

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1 - Connect to the System VPN client using the Pulse Secure VPN client installed on your workstation. This step is required in order to connect to a remote computer or terminal server.

2 - Once you have verified that you are connected to the System VPN, navigate the **Start** Menu and search for "Remote Desktop Connection" (minus quotes). Click the icon to launch the Remote Desktop Connection client.

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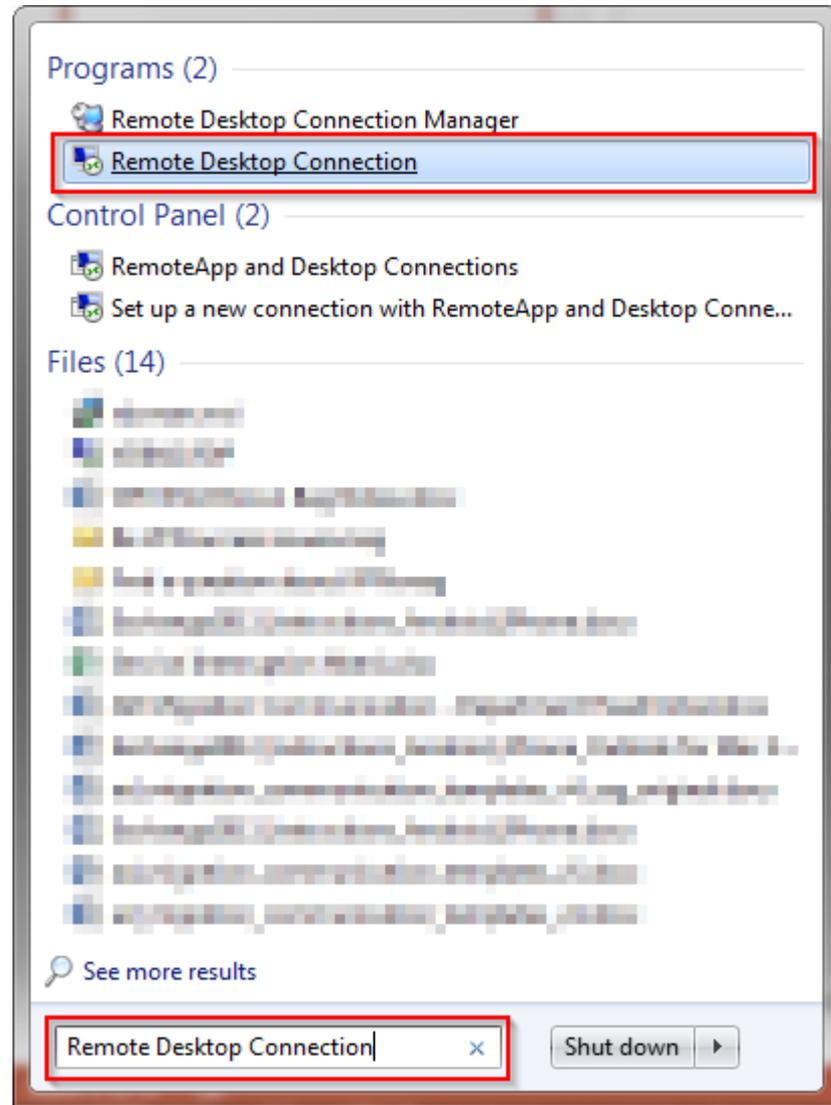
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3 – Click the **Show Options** arrow to expand the connection options.

4 - In the **Logon settings** section, locate the Computer field.

5 – Enter the full computer name of the computer or terminal server you wish to connect to. Use the following format:

***computername*.ad.cu.edu**

6 - In the **User name** field, enter **AD** followed by your System username.

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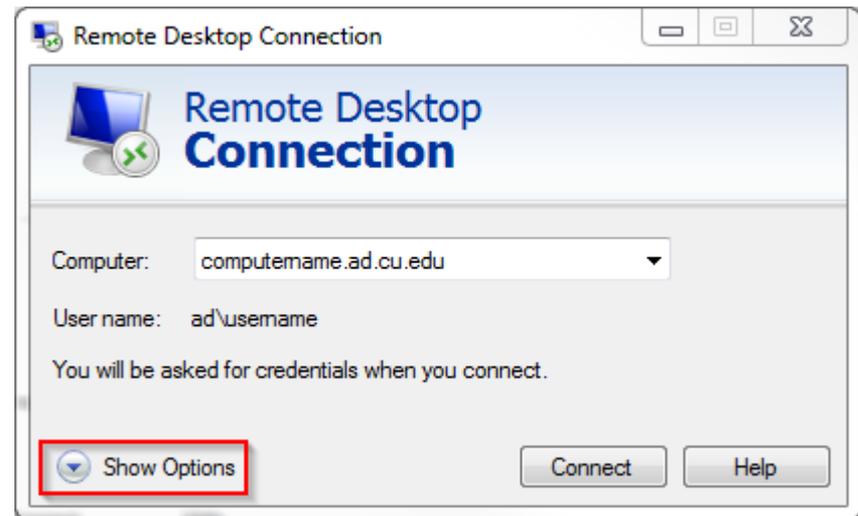
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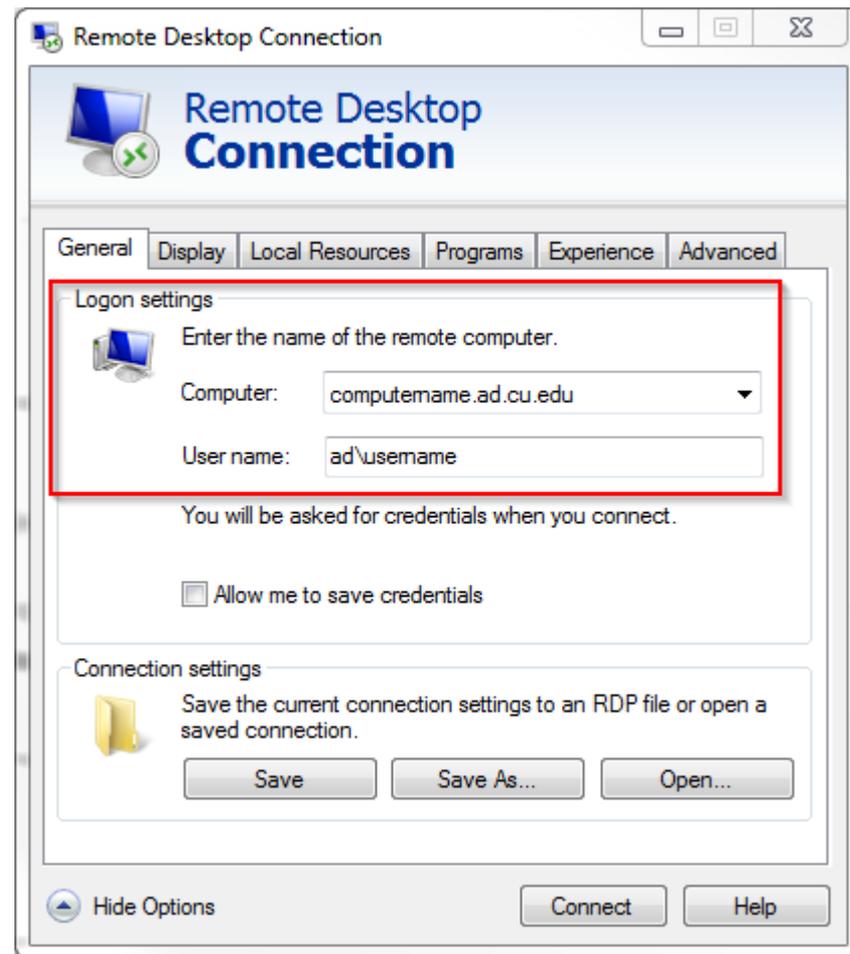
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10 - To configure your Remote Desktop Connection session to use multiple displays, navigate to the **Display** tab and check the **Use all my monitors for the remote session** checkbox..

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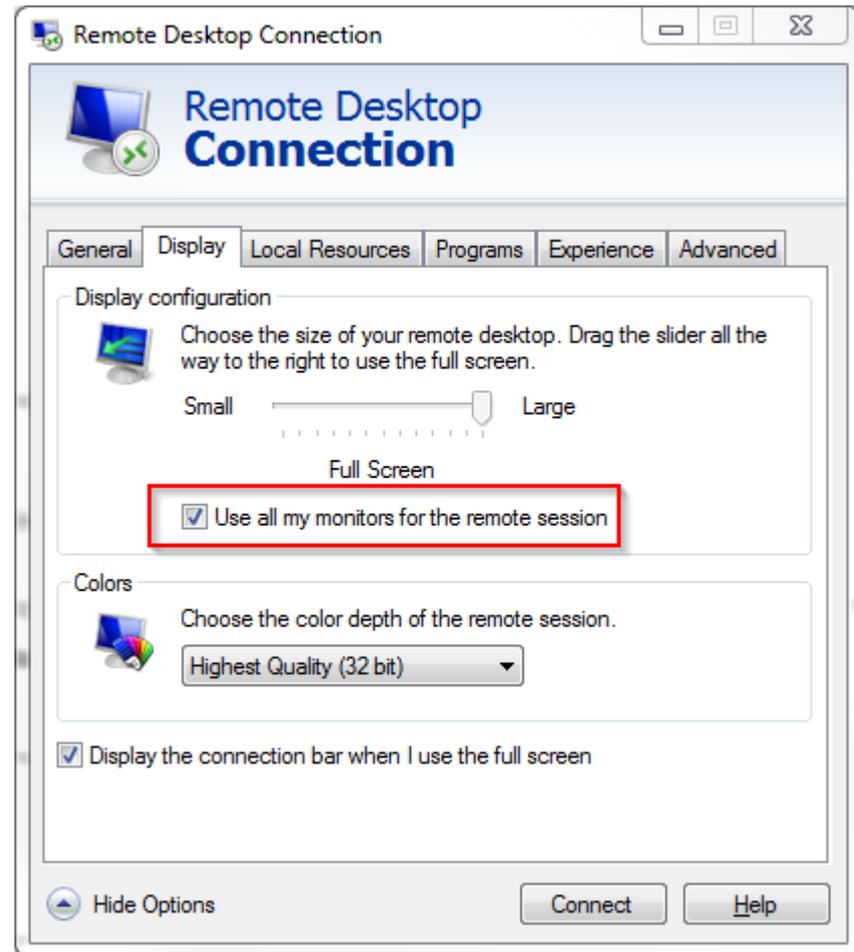
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11 - To configure the use of your local printers and clipboard with your remote session, navigate to the **Local Resources** tab and check the **Printers** and **Clipboard** options within the **Local devices and resources** section

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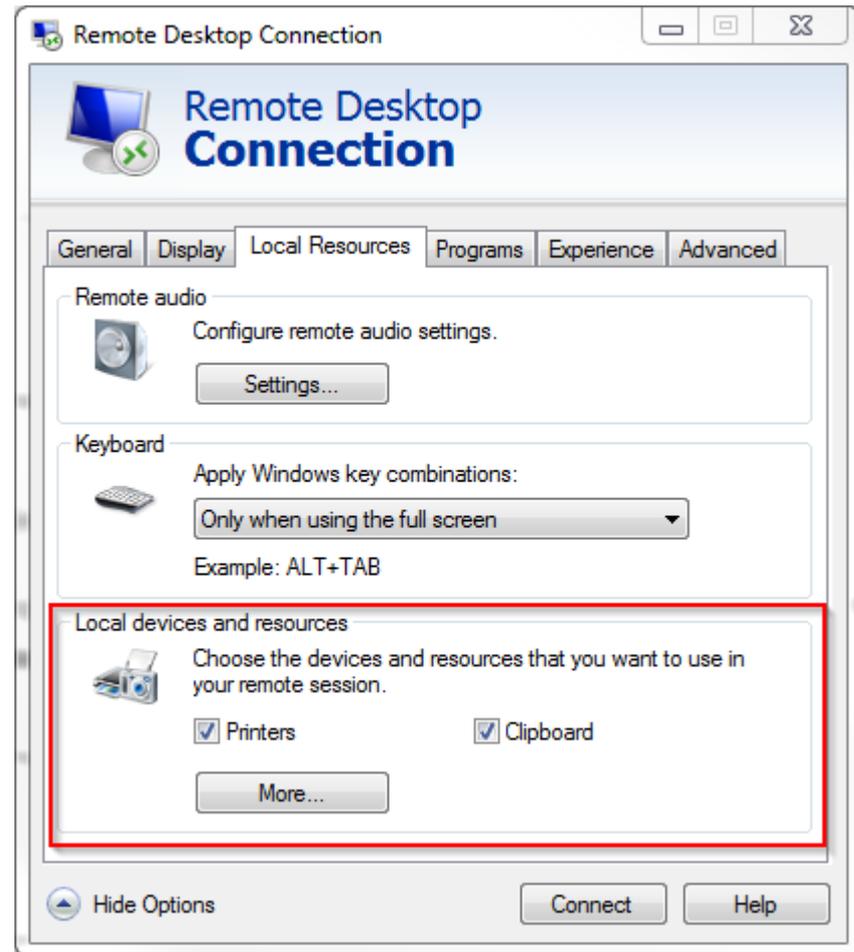
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12 - Once your session is configured to your liking, navigate to the **General** tab and locate the **Connection** Settings section, then click the **Save As...** button.

13 – Save the connection file to a location of your choice. We recommend naming this file as "My Work Computer" or similar, and that you save this file to your Desktop.
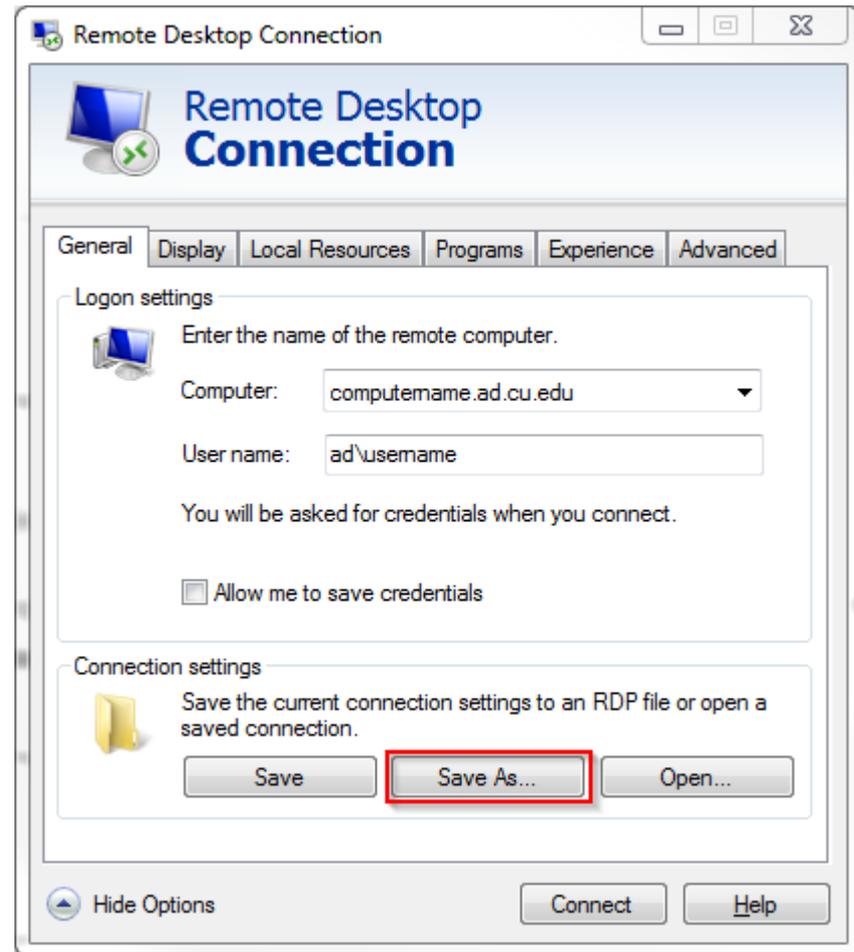
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14 – Click **Connect** to connect to the remote computer. When prompted, enter your System password.

Alternatively, locate the connection file saved in step 10 and double-click to launch. This will also prompt you to enter your System password.

You are now connected to the remote computer.

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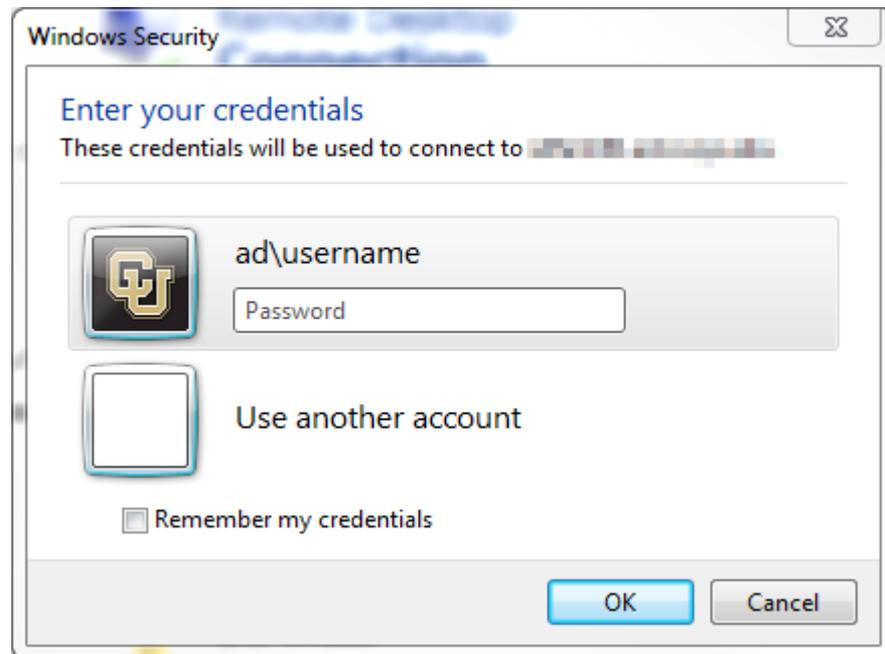
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15 – To disconnect, navigate to **Start → Logoff**.

Alternatively, you can close the Remote Desktop Connection client window – this disconnects your session and locks the screen on the remote computer.

As always, please contact the UIS Service Desk should you have any questions or for additional assistance.

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