How to Use Remote Desktop
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Summary
This document will serve as a how-to for using Remote Desktop on a Windows machine so as to connect to a PC from outside the University

Instructions

1. Set up the PC you want to connect to so it allows remote connections
   Start>Settings>System>Remote Desktop and turn on Enable Remote Desktop

2. Make note of the name of this PC under How to connect to this PC

3. To connect to the PC you set up to allow connections
   a. On your local Windows 10 PC: In the search box on the taskbar, type Remote Desktop Connection, and select Remote Desktop Connection.
   b. In Remote Desktop Connection, type the name of the PC you want to connect to (from Step 2), and then select Connect.
Visual Instructions

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   Start>Settings>System>Remote Desktop and turn on Enable Remote Desktop

2. Make note of the name of this PC under How to connect to this PC
3. To connect to the PC you set up to allow connections

   a. **On your local Windows 10 PC:** In the search box on the taskbar, type **Remote Desktop Connection**, and select **Remote Desktop Connection**.

   b. In Remote Desktop Connection, type the name of the PC you want to connect to (from Step 2), and then select **Connect**.