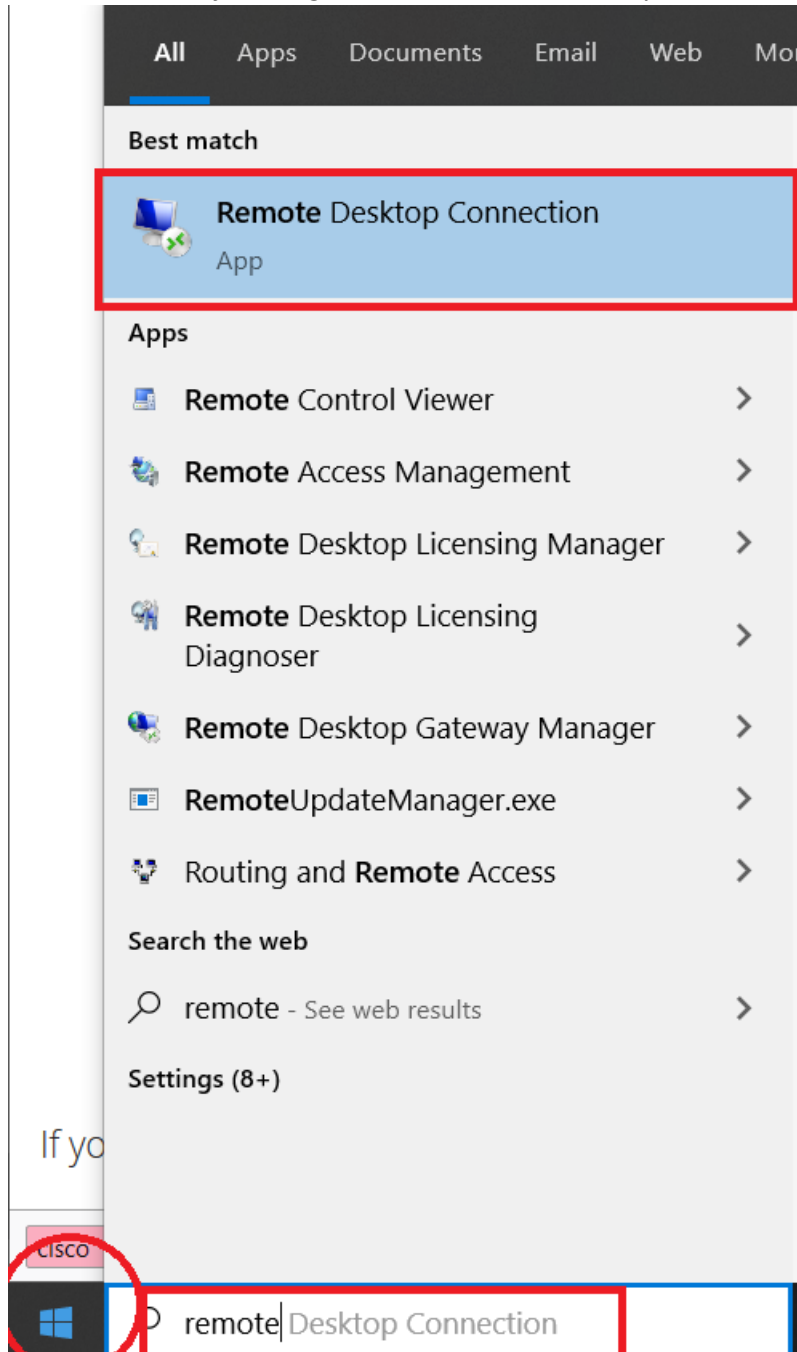Before using remote desktop to connect to your office machine, make sure you are connected to VPN
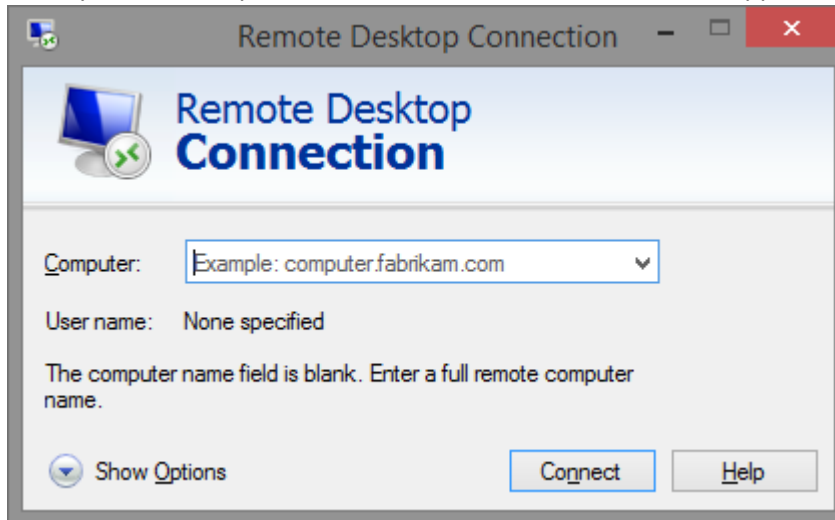
Connecting from Windows 10

1. Click the Start Menu or Press the Windows Key on your keyboard.

2. Type: **Remote desktop connection**
   Windows 8.1 will find Programs and Files with that keyword.

3. Click *Remote Desktop Connection*.
    It should show up near the top of the list.

4. Enter your *Full Computer Name or IP address* in the box that appears:

    Tip: If you don't know your Computer name or IP address, please provide hpsit@unt.edu with the Dell Service Tag of your machine and we will provide you with the information you need to connect.

5. Enter your EUID and the associated password, when prompted for credentials. (Might require adding UNT\ in front of your EUID)

If you experience any issues, please <u>contact us</u>