How to Connect to Your Office Computer from Outside of the Concordia Network

Summary

A VPN connection is required to connect to your desktop from outside of the Concordia network. Once the connection is established, you can use Remote Desktop to connect to your office computer.

This document will explain:

- 1) How to configure your workstation for Remote Desktop connection
- 2) How to set up a VPN connection from outside of the Concordia network
- 3) How to remotely connect to your workstation

Please Note

- 1) This document is intended for computers running Windows 7 and does not cover Macs.
- 2) If you do not have administrative access to your office computer, please contact the **IITS Service Desk** at **514-848-2424 ext: 7613** for assistance.

Part I: Determine the Full Computer Name of Your Office Computer

From your office computer:

- Right Click on the Computer icon located on the Desktop
- Select Properties
- Under View basic information about your computer, scroll down to Computer name, domain, and workgroup settings

(indows edition	
Windows 7 Enterprise	
Copyright © 2009 Microso	ft Corporation. All rights reserved.
Service Pack 1	
vstem	
Rating:	511 Windows Experience Index
2006-00-087 APR	
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• Note the Full Computer Name of your computer

Part II: Configure Firewall and Remote Access Settings

From your office computer:

- Navigate to Start > Control Panel > Windows Firewall
- On the left panel, select Turn Windows Firewall on or off
- Under Customize settings for each type of network, select Turn on Windows Firewall and Notify me when Windows Firewall blocks a new program for all types of network locations:
 - Domain Network
 - Home or Work (Private) Network
 - Public Network
- Select OK

	Customize settings for each type of network	
	You can modify the feewall settings for each type of network location that you use.	
	What are network locations?	
	Por your security, some settings are managed by your system administrator.	
- г	Domain network location settings.	
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	Block all incoming connections, including those in the list of allowed programs	
	2 Notify me when Windows Firewall blocks a new program	
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	Block all incoming connections, including those in the list of allowed programs	
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Part III: Configure Remote Settings

From your office computer:

- Right Click on the Computer icon located on the Desktop
- Select Properties
- On the left panel, select **Remote Settings** (you may have to enter an administrative username and password)

Device Manager	Windows edition
lemote settings	Windows 7 Professional
ystem protection	Copyright © 2009 Microsoft Corporation. All rights reserved.
Advanced system settings	Service Pack 1

• Under the **Remote** tab, select **Allow connections only from computers running Remote Desktop with Network Level Authentication (more secure)** then click on **Select Users**

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What happen:	s when Lena	ible Remote A	Assistance?	
				Advanced
Remote Deski	юр			
Click an option	n, and then s	pecify who c	an connect, if nee	ded.
🔵 Don't allow	connection	s to this comp	outer	
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- Select Add... (you may be prompted for an administrator username and password)
- In the Enter object names to select field, enter your netname in the following format: CONCORDIA\[yournetname]
- Select Ok

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The users listed below can connect to this o the Administrators group can connect even i	omputer, and any men f they are not listed.	nbers of
CONCORDIA		
CONCORDIA	i.	
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rana ani upan <u>ora naturna</u> .		
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Your work computer is now ready to be accessed via Remote Desktop Connection

Part IV: Connect to the Concordia Network via Virtual Private Network (VPN)

For instructions on using the VPN Client from home, please see the following webpage: <u>http://www.concordia.ca/it/services/vpn.html</u>

Please note that urutu.concordia.ca is only accessible outside the Concordia network.

Part V: Connect to Your Office Computer via Remote Desktop Connection

From your home computer:

- Open Remote Desktop Connection by navigating to the following location: Start > All Programs
 > Accessories > Remote Desktop Connection
- In the **Computer** field, enter the <u>full computer name</u> of your office computer (From Part I).
- Select Connect

-	Remote Desktop Connection	
Computer:	Full computer name from PART I	
lser name:	None specified	
rou will be a	sked for credentials when you connect.	

- You will be prompted to enter your credentials. Enter your netname in the following format: **CONCORDIA** [yournetname]. In the password field, enter your MyConcordia portal password.
- Select Ok

	CONCORDIA\yournetname
	••••••
	Domain: CONCORDIA
Reme	mber my credentials
	OK Cancel

You should now be connected to your workstation