
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

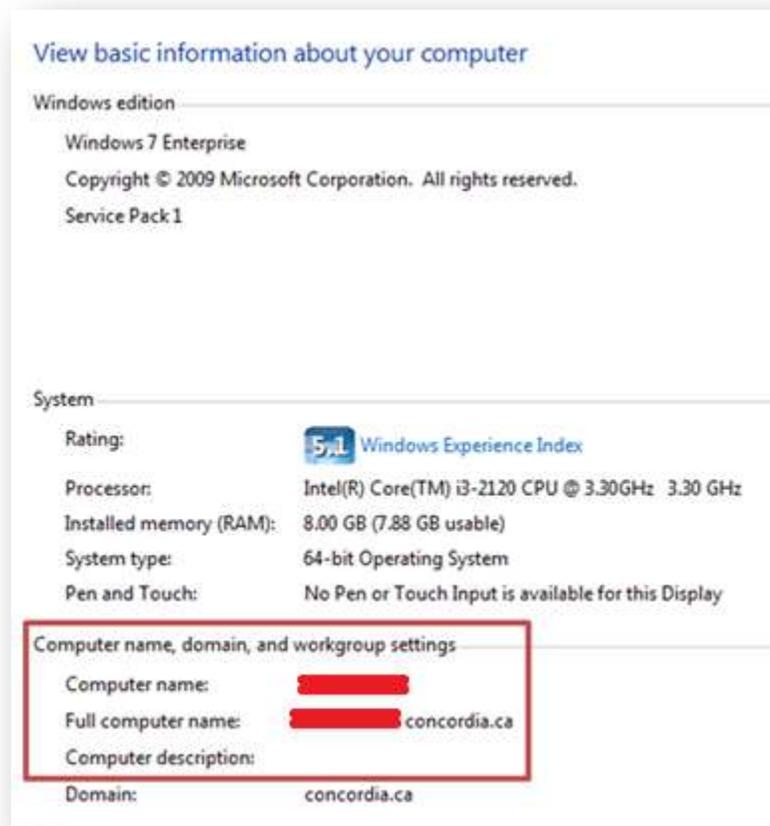
Please Note

- 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**

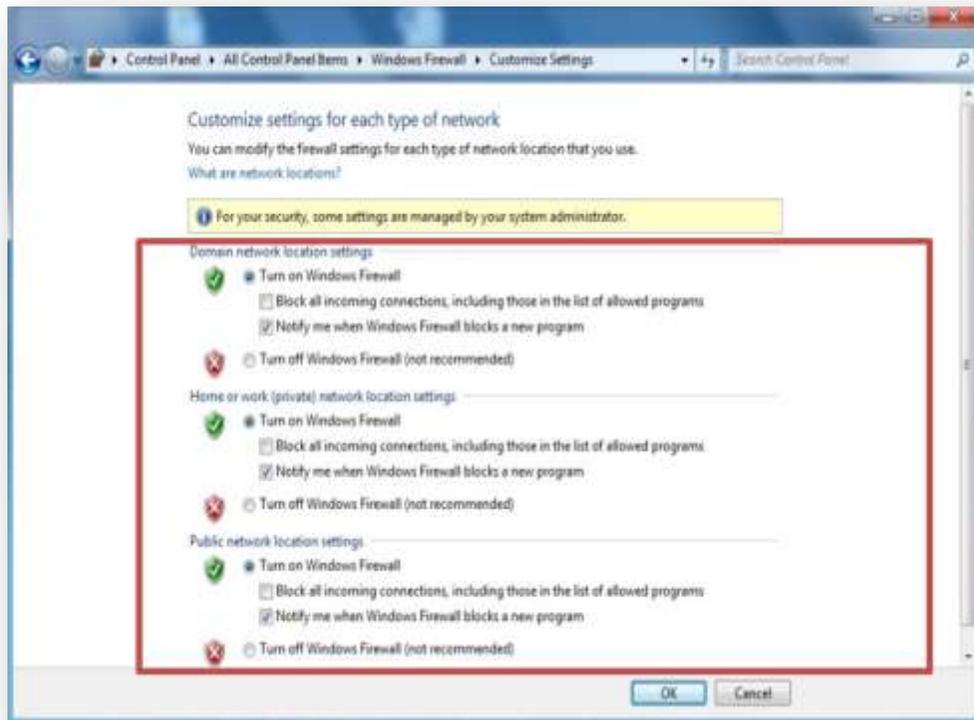


- Note the **Full Computer Name** of your computer

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**



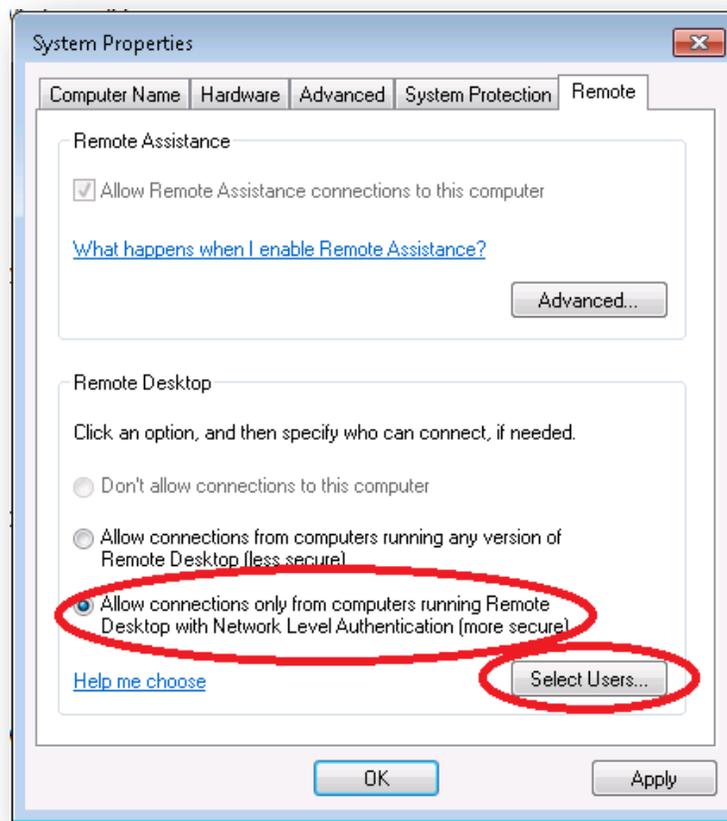
Part III: Configure Remote Settings

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)



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



- 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**



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:
<http://www.concordia.ca/it/services/vpn.html>

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

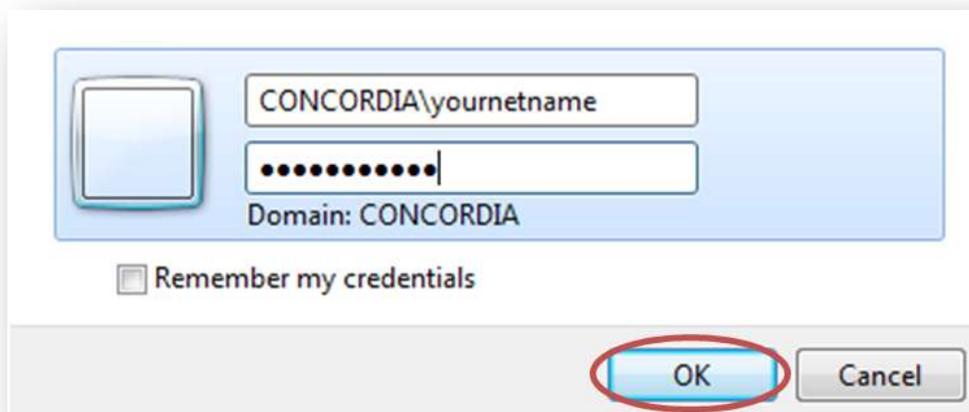
Part V: Connect to Your Office Computer via Remote Desktop Connection

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 full computer name of your office computer (From Part I).
- Select **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**



You should now be connected to your workstation