

Help Document Series: Accessing Your Windows Computer Remotely


This document will guide you through the steps you need to access your primary Clark Windows computer remotely from another Windows computer. Before you can begin, you will need to obtain the name of your computer. If the computer you are using to access your Clark computer is off campus, you will need to connect to the Clark VPN before proceeding (<https://www.clarku.edu/its/vpn>).

Notes:

- While on the Clark Network, including ClarkWiFi, you do not need the Clark VPN, in fact the VPN will not work.
- Students are not permitted to remotely connect to University computers unless faculty or staff have worked with ITS to provide access.

Step 1.

Right click the **Computer** icon, on your Clark computer, and select **Properties**. Then look for the **Computer Name** section and record the **Full computer name**.

Computer name, domain, and workgroup settings 

Computer name: HD-001234
 Full computer name: HD-001234.ad.clarku.edu
 Computer description:

Step 2.

Go to the Windows Icon in the bottom left of your desktop and search for, and select, **Power Options**. Set the power option to **Min Savings/Remote Desktop**

Plans shown on the battery meter

Min Savings / Remote Desktop

Step 3.

You must next establish a connection to the Clark VPN on the off-campus computer. Please see information and instructions at <https://www.clarku.edu/its/vpn>

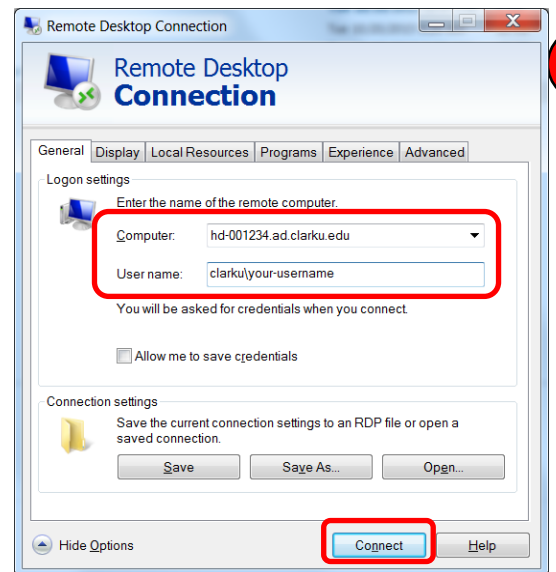
Step 4.

On your **Windows** computer click on the Start button and in the Start Search bar type "Remote Desktop". Click on the Remote Desktop icon that appears.

Step 5.

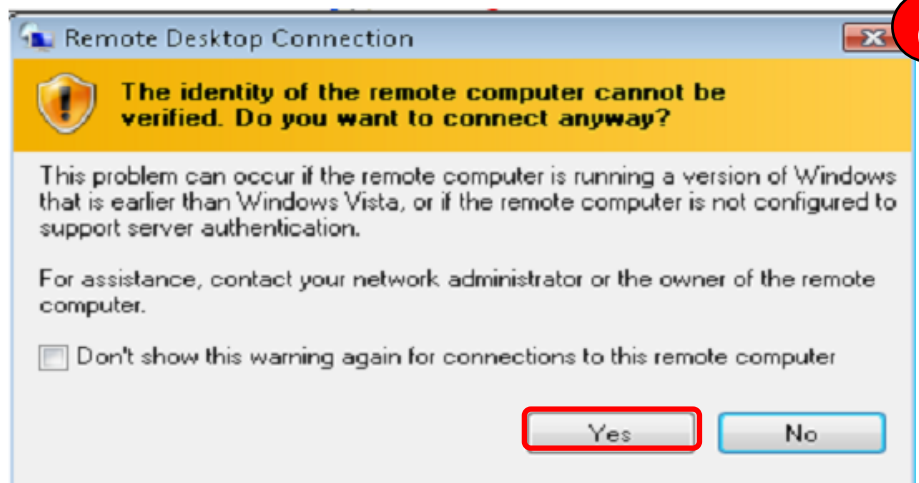
When the **Remote Desktop Connection** window opens, click **Show Options** in the bottom left of the window.

- Enter the *computer name* of your Clark computer from Step 1.
- Enter **clarku** followed by your Clark username in the username field.
- Click **Connect**.

**Step 6.**

You will be prompted to verify the connection; click **Yes**.

When prompted to log onto your remote computer; you should use your Clark account username and password to gain access; just as you would on campus.



NOTE: If you share this computer with someone else and they are logged on, you will be notified that someone else is logged on. If you choose to log them off, they will lose all work/files they have not saved.