I.  Enable Remote Desktop on your office computer

(Windows 7)

1.  Click Start, click Control Panel, and choose the System link.

2.  Click the Remote Settings link.

3.  On the Remote tab, select the Allow connections from computers running any version of Remote Desktop, as shown below.

4.  Click OK.

II.  Record full computer name of your office computer

1.  Click Start, in the search box type cmd, press Enter.

2.  In the black window, type ipconfig, press Enter.

3.  Note your IPv4 address listed. (i.e. 150.201.x.x)

4.  Next, type nslookup yourIPAddress, press Enter. (i.e. nslookup 150.201.x.x)

5.  Record the full computer name listed to take with you (i.e. xxxx.semo.edu)
6. Close the Command Prompt window.

III. Create a new Remote Desktop Connection from remote computer

1. Open Remote Desktop Connection by clicking Start, point to Programs or All Programs, point to Accessories, point to Communications, and then click Remote Desktop Connection.

   Note: If you are running Windows Vista/7, Remote Desktop Connection will be directly in the Accessories folder (not Communications)

2. In the Computer textbox, type the full computer name for your office computer that has Remote Desktop enabled and for which you have Remote Desktop permissions. (i.e. xxx.xxx.semo.edu)

3. Click Connect.

4. The Log On to Windows dialog box appears.

5. In the Log On to Windows dialog box, type your user name, password, and domain (if required), and then click OK. The Remote Desktop window will open and you will see the desktop settings, files, and programs that are on your office computer. Your office computer will remain locked. Nobody will be able to work at your office computer without a password, nor will anyone see the work you are doing on your office computer remotely.

IV. End the Remote Desktop session

1. In the Remote Desktop Connection window, click Start, and then click Disconnect.

2. In the Disconnect Window, click Disconnect.