
REMOTE DESKTOP INSTRUCTIONS

These instructions assume that both computers are running windows 7. If that is not the case, you will need to contact us for further instruction.

Gather information

You will need to gather some information from the computer you wish to access remotely, usually your Desktop computer.

1. Click on your start menu, located in the bottom left hand side of your computer
2. Right click on “Computer”
3. Select “Properties”. You should then see a screen that says “View Basic information about your computer”
4. Scroll down to “Full Computer Name”. Make note of that computer name.
5. On the left hand side of the screen, in the blue section, Select “Remote settings”
6. Make sure that “Allow connections from computers running any version of Remote Desktop” is selected and click “OK”

Download and configure VPN

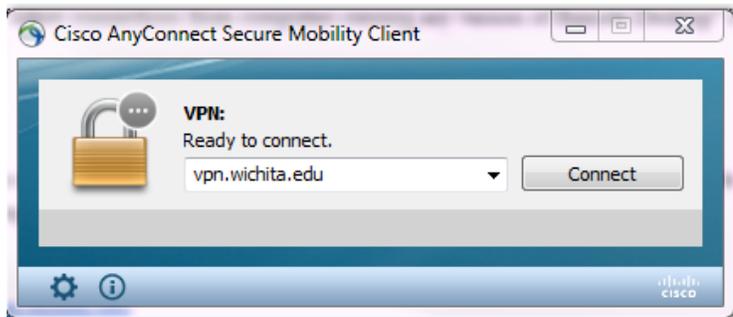
This process will be done not on the computer you are accessing remotely, but the one which you will be remoting in from, usually your laptop or home computer

Download and install VPN

1. Go to <http://vpn.wichita.edu>
2. Login with your myWSU ID and password
3. It will then try and go through an automatic web install. If that install works, then you are done with the download VPN step.
4. If the web install did not work, it will come up with a page that says “Manual Installation”. Click on the link on that page to manually download the program.
5. Click on “Run” if it asks you if you want to run or save. Keep hitting “Next” until the program is completely installed.

Accessing and Configuring VPN

1. Once VPN is installed on your computer, it will run at startup. The Icon will appear in the taskbar notification area in the bottom right hand of your screen, near the time. The icon looks like this: 
 - a. Sometimes you will not see the icon in the taskbar because it is hidden. There will be an arrow in the taskbar that looks like this:  Click on the arrow to display notification icons that are hidden. You should see the VPN icon located somewhere within.
2. You should now see the following screen.



3. If it already has the address entered, hit “Connect”. If not, type vpn.wichita.edu and then hit connect.
4. It will prompt you for your myWSU ID and password. Enter that information and hit “OK”
5. You should now be connected to VPN. To check that you are connected, look at the icon again. It should have changed slightly and it should now look like this: 

Remote into computer

1. Open the Remote Desktop Application. You can find this by clicking on the start menu, then selecting “All Programs”, then “Accessories”.
2. Type the computer name you noted in the information gathering phase and click “Connect”.
3. It should then prompt you to login like normal.

Troubleshooting

If remote desktop does not connect, you can try the following troubleshooting options:

- Make sure the computer you are remoting into is turned on. If you are at home, you can contact people in your area to turn it back on if necessary.
- Sometimes you need to alter the address slightly. Your address is usually in format of BL-123-1234.ad.wichita.edu. Try instead BL-123-1234.dyn.wichita.edu.
- Call the helpdesk for assistance if you are still having trouble. (316) 978-4357.