



UNIVERSITY OF CENTRAL FLORIDA
College of Medicine

Information Technology

Support Services

Instructional

Launching Remote Desktop

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Introduction

RDP also known as Remote Desktop allows you to remote onto your work desktop while you are away from work.

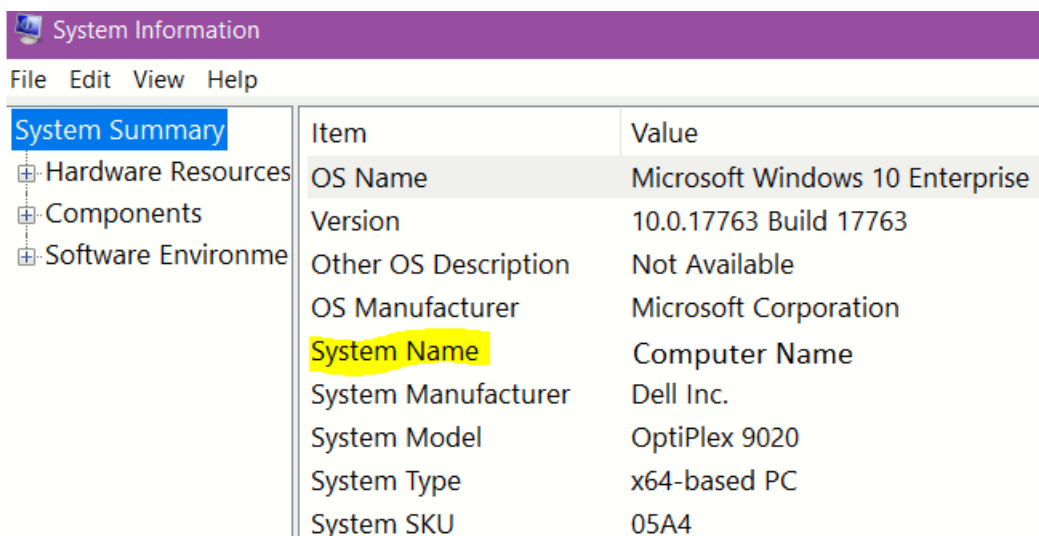
It is important to know your computer name before attempting to use Remote Desktop.

****Please note:**

- If you are working off site from the UCF Network. You will need to use VPN.
- Remote Desktop (RDP) will only work if the workstation is turned on.

How to find my Computer Name

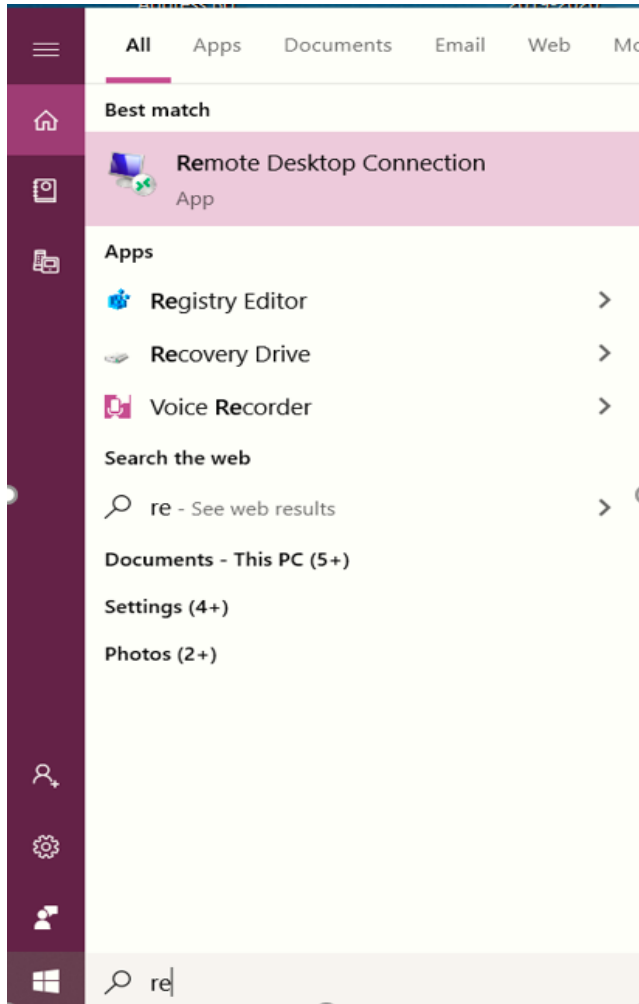
1. Open the Start Menu by clicking the Windows icon in the lower left corner.
2. In the Search field, type in “System Information” and Open



3. Make a note of your computer name

Opening Remote Desktop

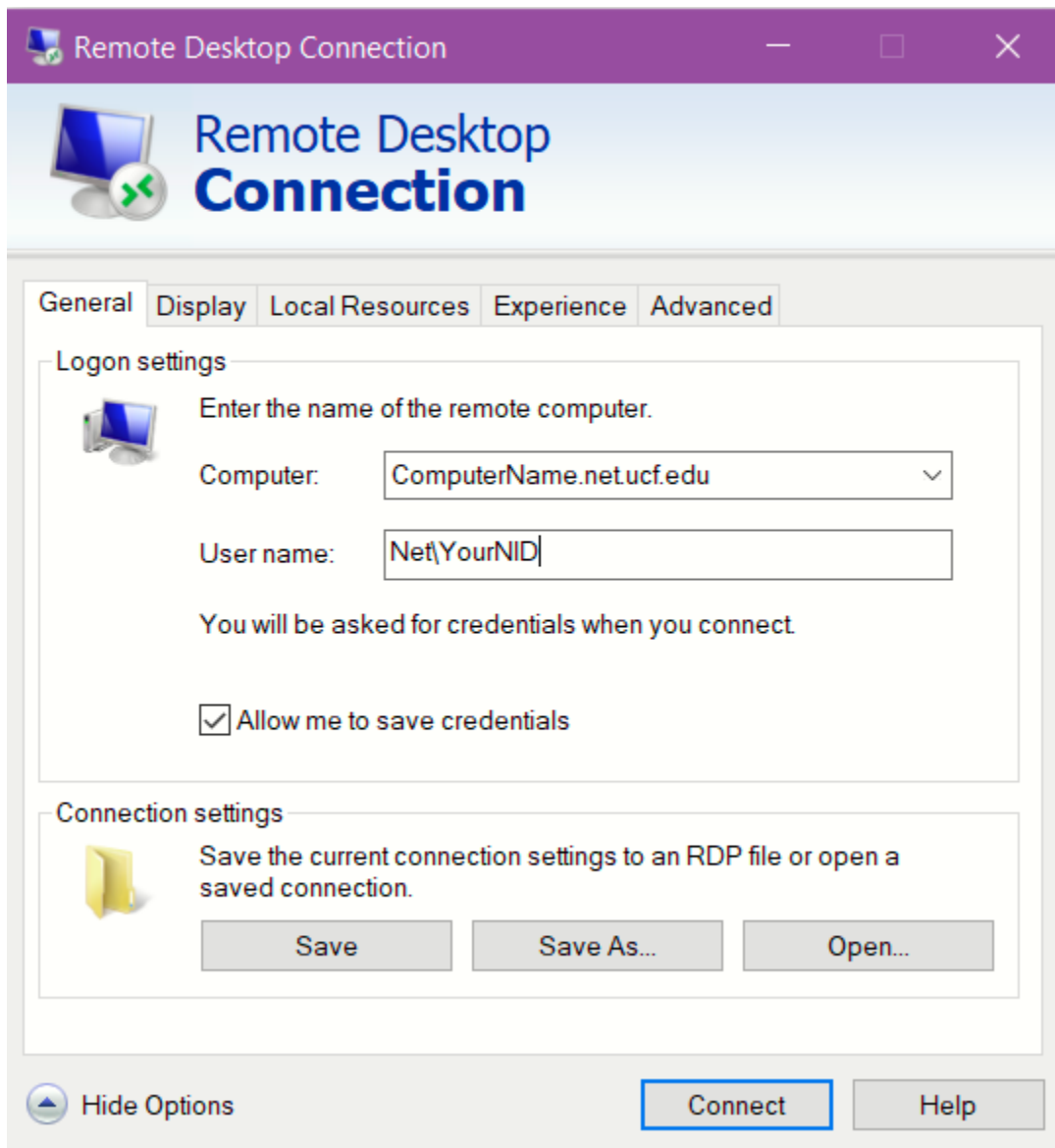
1. Open the Start Menu by clicking the Windows icon in the lower left corner.
2. In the Search field, type in “Remote Desktop”
3. Select the Remote Desktop Connection
4. The Remote Desktop Connection application will launch.



5. Note: you can also Right Click on “Remote Desktop connection” and left click to PIN the icon to the Start or task bar for future easy access

Entering the Remote Desktop Connection information

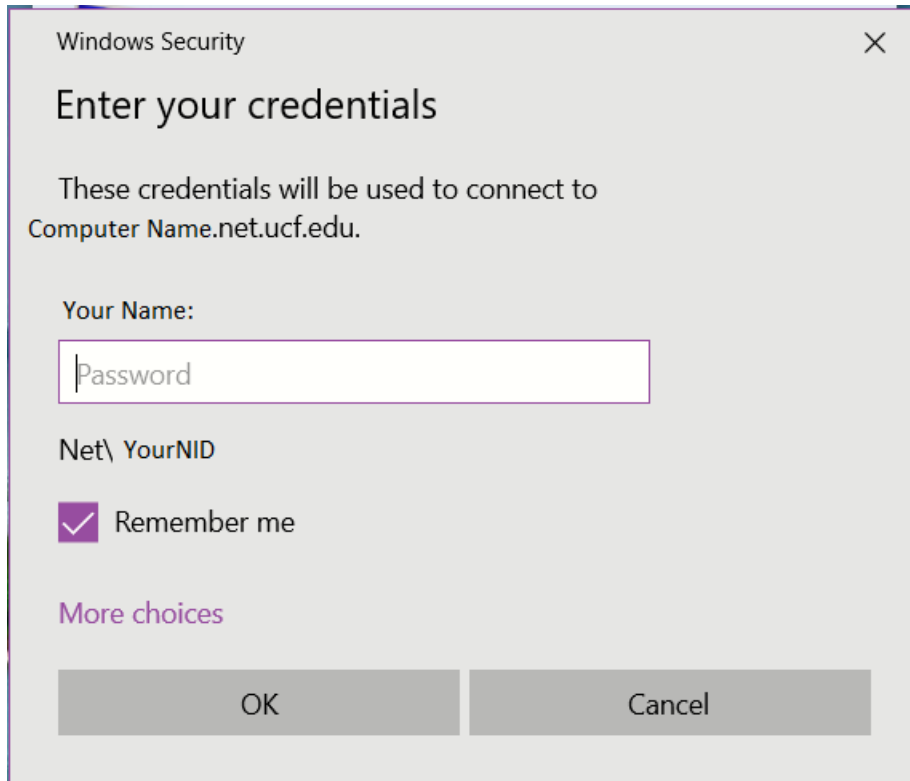
1. In the Computer field, enter the name of your “**Computer Name.net.ucf.edu**”
2. Click on “**Show Options**”
3. In the User name field, enter “**Net\YourNID**”
4. Check Box “Allow me to save credentials”
5. Select Connect.



The screenshot shows the 'Remote Desktop Connection' dialog box with the 'General' tab selected. The 'Logon settings' section includes a 'Computer' dropdown menu set to 'ComputerName.net.ucf.edu' and a 'User name' text box containing 'Net\YourNID'. Below these fields, there is a checkbox labeled 'Allow me to save credentials' which is checked. The 'Connection settings' section features a 'Save' button, a 'Save As...' button, and an 'Open...' button. At the bottom of the dialog, there is a 'Hide Options' button with an upward-pointing arrow, a 'Connect' button, and a 'Help' button.

Entering user credentials

1. Enter your NID Password and select OK.



The image shows a Windows Security dialog box titled "Enter your credentials". The dialog box has a close button (X) in the top right corner. The main heading is "Enter your credentials". Below this, it states "These credentials will be used to connect to Computer Name.net.ucf.edu." There is a text input field labeled "Your Name:" containing the text "Password". Below the input field, it shows "Net\ YourNID". There is a checked checkbox labeled "Remember me". Below this, there is a link "More choices" in purple. At the bottom, there are two buttons: "OK" and "Cancel".