



# Alamo Colleges District ITS Guide

## Remote Desktop Connection

Connect to another computer using Remote Desktop Connection

### Purpose

The purpose of this document is to provide guidance on connecting to another computer using Windows Remote Desktop Connection tool.

- The destination computer is the computer that you will be connecting to remotely.
- The host computer is the computer you are using to connect to the destination computer.

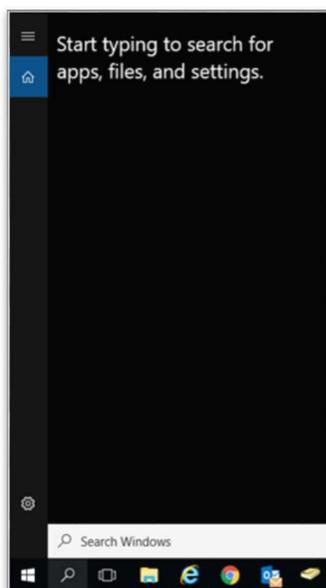
### Before Beginning

- Request VPN access (if not already granted)
- Gather the name of the destination computer
- Learn your destination computer IP address
- Allow remote connections to the destination computer

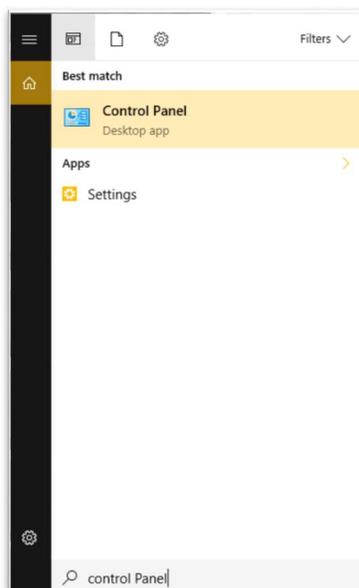
1. To get the name of your office desktop, follow the steps below:

- a. Click the Search icon near the Windows start button
- b. In the Search box (see figure 1), type Control Panel and then, in the list of results, click Control Panel
- c. Click System and Security > System.
- d. On the View basic information about your computer page, see the Full computer name under the section Computer name, domain, and workgroup settings.

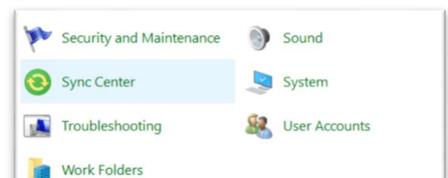
a.



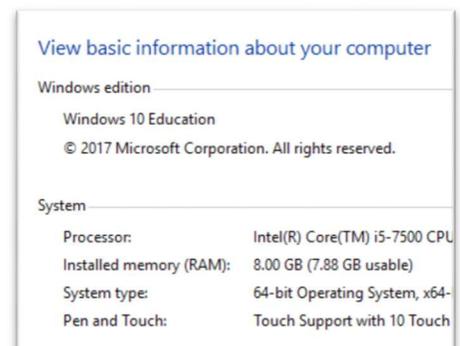
b.



c.

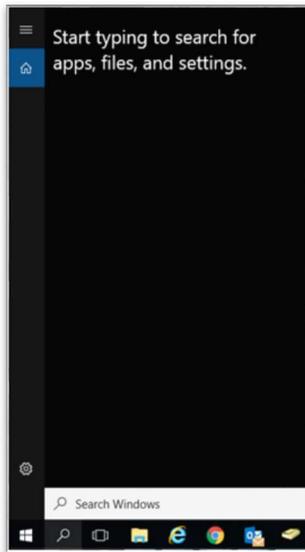


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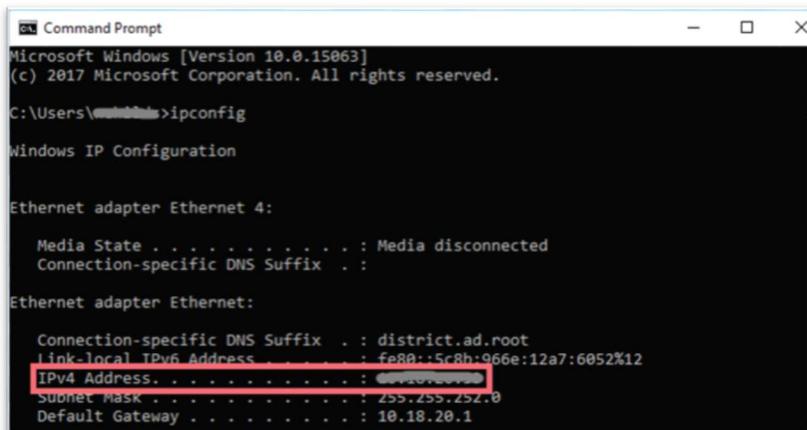
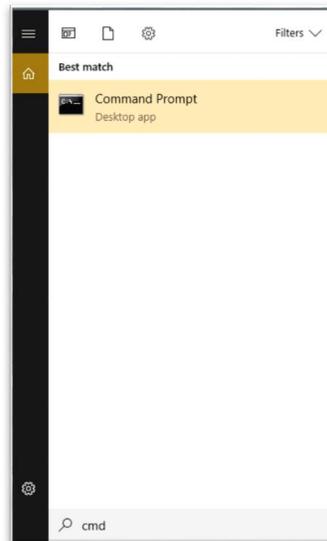


2. To get the IP address of your office desktop, follow the steps below:
  - a. Click the Search icon near the Windows start button
  - b. In the Search box (see figure 1), type cmd and then, in the list of results, click Command Prompt
  - c. Once the Command Prompt opens, type ipconfig and document your IP Address (IPv4)

a.



b.



c.

### 3. To start a Remote Desktop Connection

- a. Open Remote Desktop Connection by clicking the Start button.
- b. In the search box, type Remote Desktop Connection, and then, in the list of results, click Remote Desktop Connection.
- c. In the Computer box, type the name of the computer that you want to connect to, and then click Connect. (You can also type the IP address instead of the computer name.)

