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From Home

Using Windows Remote Desktop

The Remote Desktop feature in Windows allows you to control your computer from another office or from home. Remote Desktop allows you to use the applications on your office computer, and access your data without being in your office.

Caution! There is a risk that technologies which allow you to access your desktop may be exploited by others to attempt to do the same. Be careful to properly secure your desktop to minimize this risk.

For Windows XP instructions please select [\(configure XP machines\)](#) and for Windows VISTA instructions select [\(configure VISTA machines\)](#).

(XP) Configuring your Office XP PC for Remote Desktop

There are three steps in configuring your office computer to use Remote Desktop:

1. Turning on Remote Desktop
2. Setting the service called Terminal Services to manual
3. Adjusting local security policies and Internet Communications Firewall (ICF) settings - only use ICF if you are not in the IST 'managed' ads environment. People with client-managed machines should be using icf.

After configuring your office PC, when you go home at night, remember to logoff and leave your computer on.

1. (XP) Turning on Remote Desktop in Your Office

You need to do the following steps as Administrator:

- From **Control Panel**, double-click on the **System** icon.
- Click on the **Remote** tab.
- Select "Allow Users to connect remotely to this computer".
- Click on "Select Remote Users" add your domain\account (e.g. if you are in the ads domain, enter ads\yourid).
- Click **OK** and close out of this window.

2. (XP) Setting Terminal Services to Manual

Remote Desktop uses "Terminal Services" so it has to be set to manual or automatic. To do this, follow these steps (you can do this with your client account):

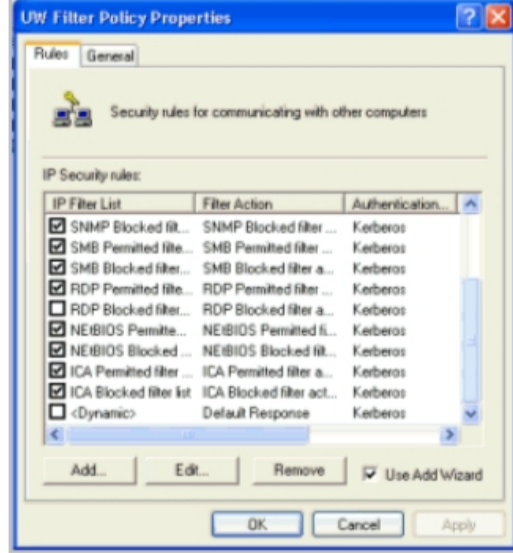
- From **Control Panel**, double-click on **Administrative Tools**.
- From **Administrative Tools**, choose **Component Services**.
- Double click on **Services (Local)** in the right pane.
- Double click on **Terminal Services**.
- Change **Startup Type** to **Manual**.
- Under **Service Status** click on **Start**.
- Click **OK**.

If you wish to turn off Terminal Services for security reasons, you can change the Startup Type to Disabled and reboot your machine. You will need to turn Terminal Services back on if you want to use Remote Desktop again.

3. (XP) Local Security Policies and Settings

This step may or may not be necessary depending on when your PC was imaged. You may need to change a local security policy setting to allow your ADS account to remotely connect to your office computer.

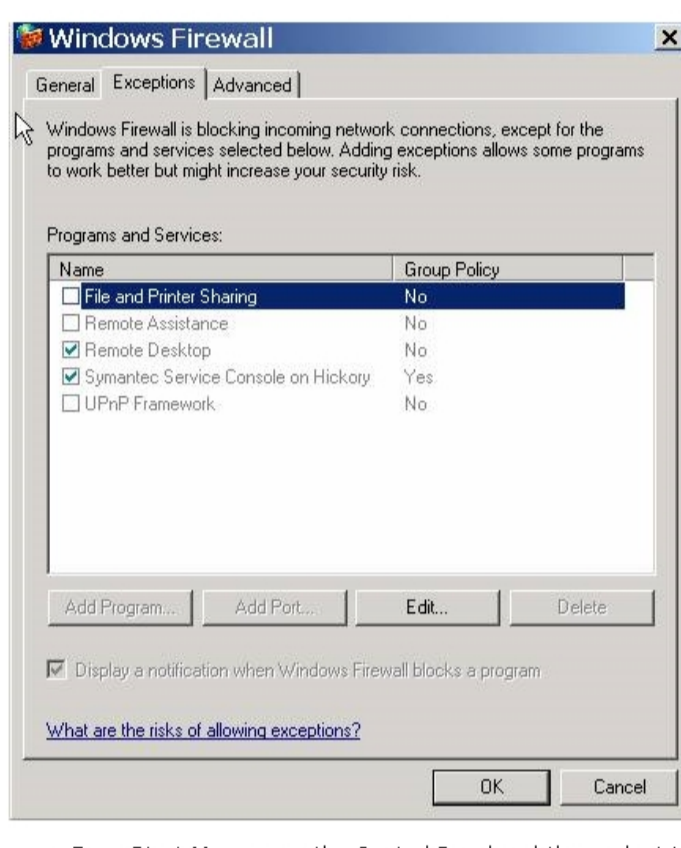
- From Control Panel, double-click on Administrative Tools.
- Double click on "Local Security Policy".
- If you see "UW Filter Policy" in the right window, double click on it (if you don't see it, you are finished setting up remote desktop). The following window will appear:



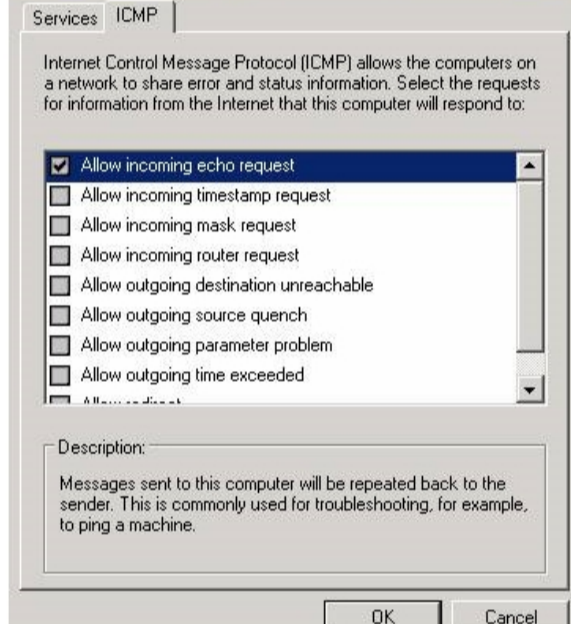
- Click on the "RDP Blocked Filter..." checkbox so that it is not checked.

4. (XP) Windows Firewall settings

This step may or may not be necessary depending on when your PC was imaged. Windows XP Service Pack 2 has Windows Firewall turned on by default, and should remain on. You need to add Remote Desktop to the Exceptions list for Windows Firewall.



- From Start Menu open the Control Panel and then select Windows Firewall .
- Click the On button (XP SP2 workstations already have it on).
- Click on the Exceptions tab. In the Firewall Exceptions list click on 'Remote Desktop' as an allowed program.
- Click on the Advanced tab.
- Click on the Settings button beside Local Area Connection.
- Click on the ICMP tab.
- Check the box next to 'Allow incoming echo request'.
- Click on OK.



Finished! Remote Desk Top configuration is complete.

(VISTA) Configuring your VISTA Office PC for Remote Desktop

There are three steps in configuring your office computer to use Remote Desktop:

1. Turning on Remote Desktop and Select Users
2. Setting the service called Terminal Services to manual
3. Windows Firewall Setting

After configuring your office PC, when you go home at night, remember to logoff and leave your computer on.

1. (VISTA) Turning on Remote Desktop in Your Office

You need to do the following steps as an Administrator:

- From **Control Panel**, double-click on the **System** icon.
- Click on the **Tasks > Remote settings** link.
- Click on the **Remote** tab.
- Select "Allow connections from computers running any version of Remote Desktop (less secure)".
- Click on "Select Users" add your domain\account (e.g. if you are in the ads domain, enter ads\yourid).
- Click **OK** and close out of this window.

2. (VISTA) Setting Terminal Services to Manual

Remote Desktop uses "Terminal Services" so it has to be set to manual or automatic. To do this, follow these steps (you can do this with your client account):

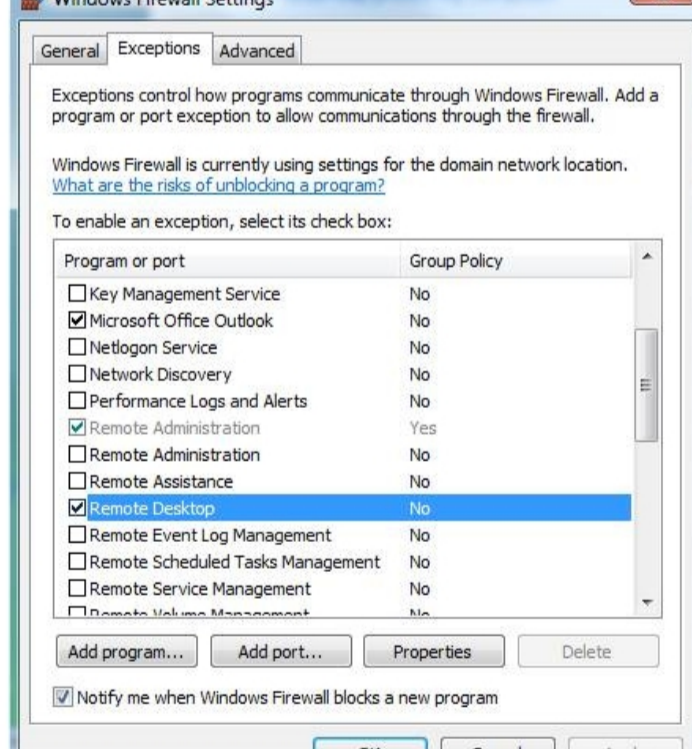
- From **Control Panel**, double-click on **Administrative Tools**.
- From **Administrative Tools**, choose **Services**.
- Under **Services (Local)** in the right pane.
- Double click on the **Terminal Services** with description, "Allow users to connect interactively to a remote computer..."
- Change **Startup Type** to **Manual**.
- Click **Apply**.
- Under **Service Status** click on **Start**.
- Click **OK**.

If you wish to turn off Terminal Services for security reasons, you can change the Startup Type to Disabled and reboot your machine. You will need to turn Terminal Services back on if you want to use Remote Desktop again.

3. (VISTA) Windows Firewall Settings

This step may or may not be necessary depending on when your PC was imaged. You need to add Remote Desktop to the Exceptions list for Windows Firewall.

- From **Start Menu** open the **Control Panel** and then select **Windows Firewall**.
- Click the "Allow a program through Windows Firewall".
- On the **Exceptions** tab > click on 'Remote Desktop' as an allowed program.



Finished! Remote Desk Top configuration is complete.

For VISTA to VISTA Connections ONLY

If you know that you will be using the remote desktop connection between VISTA machines ONLY, then it is recommended that you enable the more secure Network Level Authentication method built-in to VISTA machines. To enable the Network Level Authentication method:

- From **Control Panel**, double-click on the **System** icon.
- Click on the **Tasks > Remote settings** link.
- Click on the **Remote** tab.
- Select "Allow connections only from computers running Remote Desktop with Network Level Authentication (more secure)".
- Click **OK** and close out of this window.

Securing Remote Desktop

Administrators on your computer can remote desktop to your computer without permission. There are tools that the "bad guys" use to guess passwords. To not allow administrators to remote desktop to your computer by default, do the following:

1. Click Start-Control Panel-Administrative Tools-Local Security Policy.
2. Under Local Policies - User Rights Assignment, there is a line that says "Allow logon through Terminal Services. Just next to it is "Administrators, Remote Desktop Users". Double-click this setting and remove "Administrators". If you want an administrator to have access, just add them.

Using Remote Desktop

If you have Windows XP or VISTA on your home computer, it is very easy to connect to your computer at work. Remember that you need to logoff your work computer, but leave it on.

1. Click on the **Start** button, point to **All Programs**, point to **Accessories**, and then click on **Remote Desktop Connection**.
2. In **Computer** window, type the computer name for your office computer. If you don't know your computer name, double-click on the **System** icon in **Control Panel**, then click on the **Computer Name** tab. You will see an entry for Full Computer Name.
3. Click **Connect**.
4. The **Log on to Windows** dialog box appears. Type in your user name, password and domain. The Remote Desktop window will open and you are now using your computer at work. Your office computer will remain locked, and no one will be able to see the work you are doing on your office computer.

If you don't have Windows XP or VISTA on your home computer, you will need to install a remote desktop communications client. This can be obtained from Microsoft's web site at

<http://www.microsoft.com/windowsxp/downloads/tools/rdclientdl.msp>

Options When Using Remote Desktop

1. When you are logging into the remote computer, click on the Local Resources tab. Options may want to bring the sound on the remote computer to the computer you are using, or you may wish to connect to the disk drives on the remote computer.



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