

# Use Your Office Computer from Home

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## Situation:

You are at home and you'd like to use a program or data that exists only on your office computer which is still in your office. You have installed and can use Virtual Private Network (VPN) on your home computer.

## Overview:

This is a job for VPN & Remote Desktop. Once you know the name of your office computer, you connect to the college network using the new VPN program and then start a program called Remote Desktop Connection, entering the name of your office computer. At the prompt you type in your network username and password. At that point you are actually working on your office desktop while sitting at home.

Your office computer is locked and the monitor goes black so no one can view what you're doing. When finished, click Start, Log Off.

## Step by Step Instructions:

### On Your Office Computer: Check that Remote Desktop is Enabled

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1. WIN XP – Right click My Computer  
If you don't see it on the desktop, click Start  
You will see My Computer listed, Right click it
2. Click the Remote tab  
Under Remote Desktop, **check Allow users to connect remotely to this computer**  
OK

You will only need to do this once



### On Your Office Computer: Write down the name of your office computer

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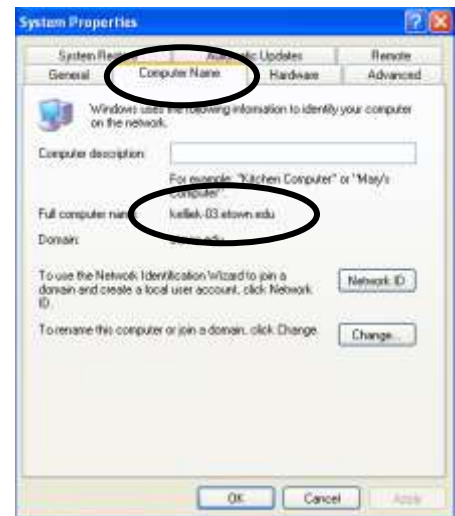
3. Right click the My Computer icon



4. Click Properties
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5. Select Computer Name tab

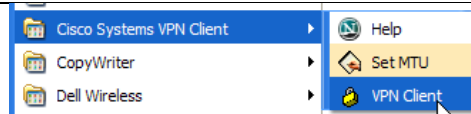
Look for Full computer name:  
**Write down the name in front of .etown.edu**



6. Click Cancel
7. Leave your office computer on and go home

### On Your Home Computer: Start the Internet and VPN Connection

8. You should be connected to the internet
9. Start, All Programs, Cisco Systems VPN Client, VPN Client



10. Select ECFSHome connection if it is not highlighted  
Click Connect



11. Type your user name  
Type the VPN password  
\*\*\*\*\*USE THE PASSWORD YOU SUPPLIED IN THE VPN REQUEST FORM\*\*\*\*\*  
You will NOT be able to use your email password
12. Click Yes
13. VPN has established a connection from your home computer to the college network

### On Your Home Computer: Connect to Your Office Computer

14. Click Start, All Programs, Accessories, Remote Desktop Connection



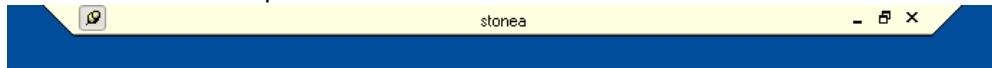
15. Enter the name you wrote in step #5  
Click Connect



16. Enter youremail/ network username and password  
  
Click OK



17. Your office desktop appears  
18. Note the bar at the top of the screen



19. Keep the Remote Desktop window maximized (it should fill the entire monitor)  
20. You can use the programs and files that are only on your office computer plus open files from the network, such as from your Private and Public folders.

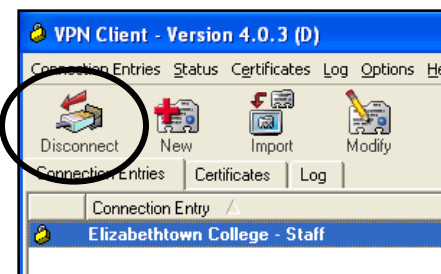
### Disconnect from Remote Desktop

21. Click Start, Log Off

### Disconnect from VPN

22.  Point to  near the clock

23. Double click it  
24. Select the Elizabethtown College connection  
Click Disconnect



25. The VPN lock near the clock will appear open, indicating that you are no longer connected to the college network

