Instructions for remotely connecting to your office computer

1. You will need to know the computer name of the computer you are trying to remote into. You can find this by following these steps:
   a. Right-click on the Computer icon on your desktop
   b. Left-click on Properties
   c. Write down the Full Computer Name (ex. C12345.ad.unc.edu) – it will be needed when you connect below
   d. The office computer must be left on and locked or logged off

2. Install Cisco VPN client onto the home computer. See the link for instructions on installing the VPN client (only needs to be done once) and also instructions for how to log into VPN from home once the client has already been installed. [VPN instructions]

Windows Remote Desktop Connection instructions

1. Open Remote Desktop Connection on the home computer by following these steps:
   a. Click on Start
   b. Click on All Programs
   c. Click on Accessories
   d. Click on Remote Desktop Connection
   e. Enter the Full Computer Name from step 1(c) above (see screenshot below) and click Connect

2. Once the connection is established, enter the following for your login: AD\Your_Onyen_id and then enter your Onyen password and click OK.

Macintosh Remote Desktop Connection instructions

1. Open Remote Desktop Connection on the Macintosh computer. It can be found using the Spotlight search feature. If it is not installed on your mac, it can be downloaded from the App Store.
2. Enter the computer name you found before on the Computer name line and click Connect:
3. Enter your onyen ID, password and ad in the Domain field (see screenshot below) and click OK.

If this screen comes up, click Connect:

4. Log onto the remote computer.