



Introduction

This document is to explain how to set up a Remote Desktop Connection in Windows Vista or Windows 7. Remote Desktop Connections are used to remotely connect to another computer over a network, Internet or VPN.

Prerequisites

Before we begin you will need;

- The IP Address Remote Computer (example 192.168.1.101)
- The Computer Name of the Remote Computer (example VDU101)
- Your Username for the Remote Computer (example JSmith)
- Your Password for the Remote Computer (example Password1)

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Version History

1.0 – First Published Version. (PF)

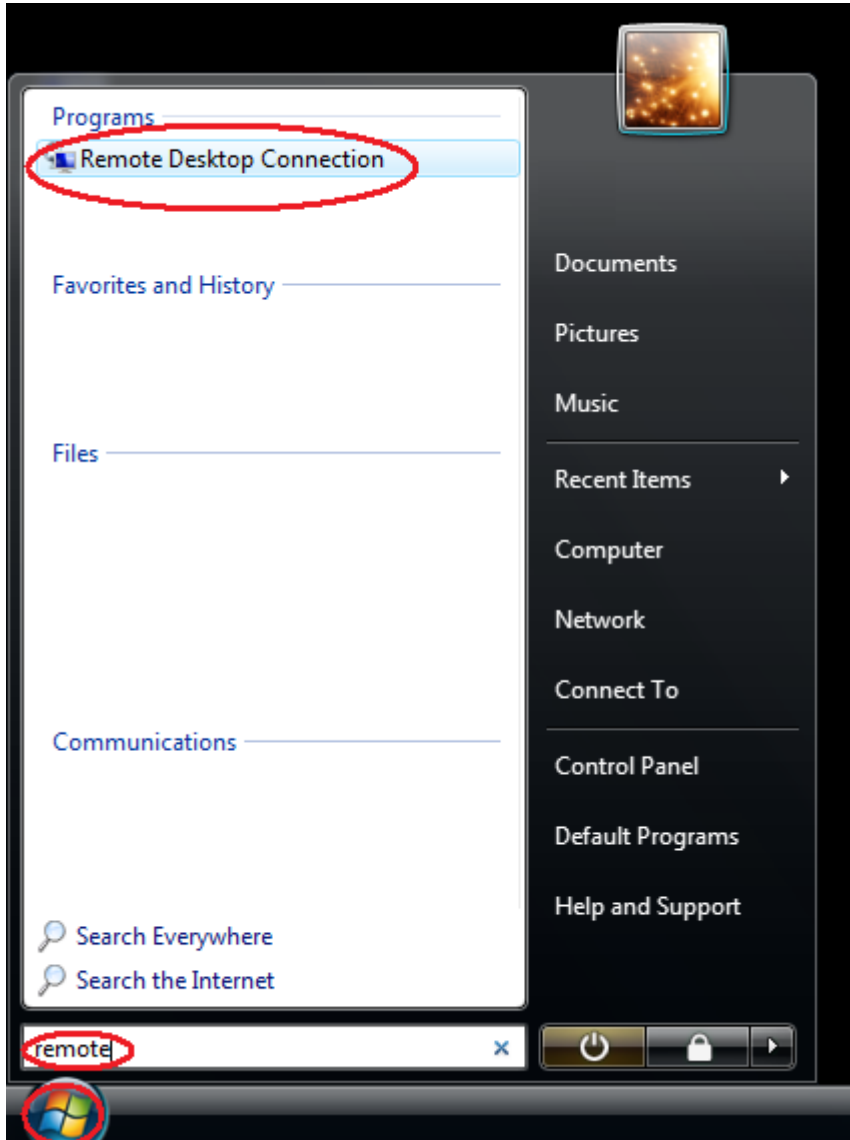
1.1 – Added Version History

Disclaimers & Acknowledgements

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SETUP A REMOTE DESKTOP CONNECTION WINDOWS VISTA/7



Click on the **Windows Flag** normally in the bottom left corner.

In the 'Start Search' box type in '**remote**' this will search your computer for all items that contain or refer to the word 'remote'. The item we are looking for is 'Remote Desktop Connection'.

Click **Remote Desktop Connection** under the sub menu of programs.



Remote Desktop Connection

Computer: 192.168.1.101

User name: None specified

You will be asked for credentials when you connect.

Connect Cancel Help Options >>

Type in the IP Address we have given you this example shows **192.168.1.101** and click **Options >>**.

Remote Desktop Connection

General Display Local Resources Programs Experience Advanced

Logon settings

Enter the name of the remote computer.

Computer: 192.168.1.101

User name:

You will be asked for credentials when you connect.

Allow me to save credentials

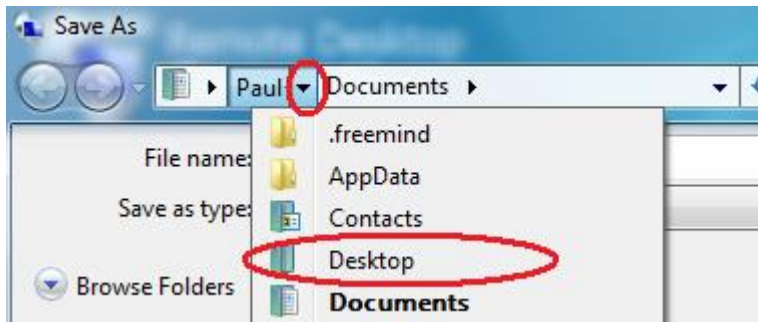
Connection settings

Save the current connection settings to an RDP file or open a saved connection.

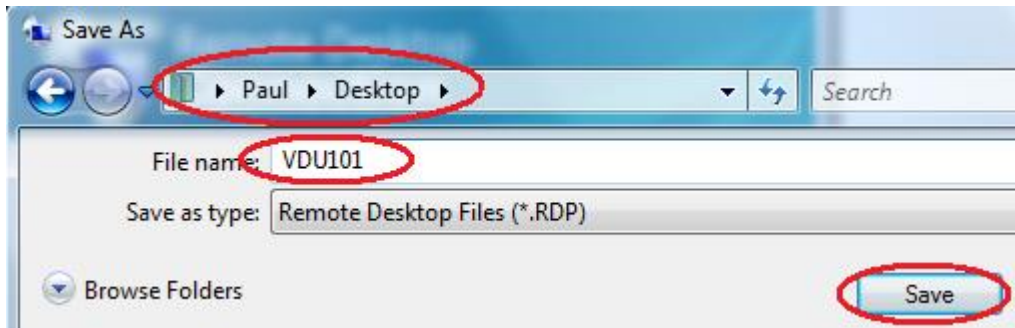
Save Save As... Open...

Connect Cancel Help Options <<

Click **Save As...**



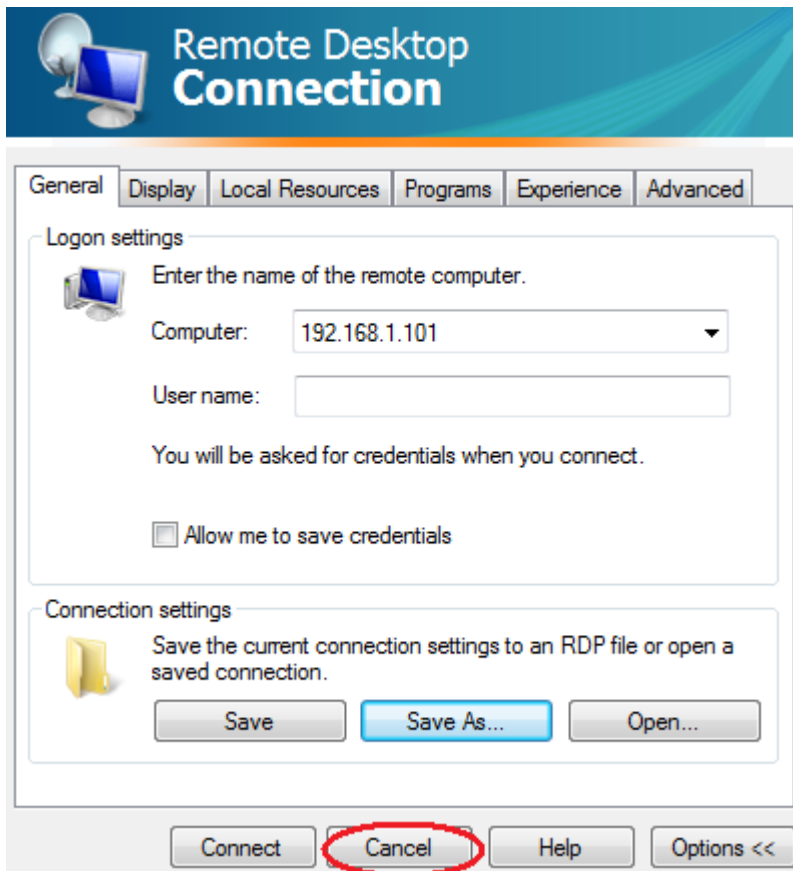
Click the **down arrow** next to your username and select **Desktop**.



It should now show your Username > Desktop in the top box.



Now type in a Filename this example we have used **VDU101** and click **Save**.



Now click **Cancel**.

You will now have an icon on your desktop to connect to that remote computer.

To connect, make sure you are connected to the network or VPN, simply Double Click the Remote Desktop Icon (VDU101) then you will be prompted for your username and password.