Before using remote desktop to connect to your office machine, make sure you are connected to VPN

Connecting from Windows 10

1. Click the Start Menu or Press the Windows Key on your keyboard.

## 2. Type: Remote desktop connection

Windows 8.1 will find Programs and Files with that keyword.

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	Best match					
	-	App	Desktop Con	nection		
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	<b>Q</b>	Remote Desktop Licensing Manager >				
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- 3. Click Remote Desktop Connection. It should show up near the top of the list.
- 4. Enter your Full Computer Name or IP address in the box that appears:

5	Remote Desktop Connection 🛛 – 🗖 🗙				
	Remote Desktop Connection				
<u>C</u> omputer:	Example: computer.fabrikam.com				
User name: None specified The computer name field is blank. Enter a full remote computer name.					
Show Options Connect Help					

*Tip:* If you don't know your Computer name or IP address, please provide <u>hpsit@unt.edu</u> with the Dell Service Tag of your machine and we will provide you with the information you need to connect.

5. Enter your <u>EUID</u> and the associated password, when prompted for credentials. (Might require adding UNT\ in front of your EUID)

## If you experience any issues, please contact us

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