

# Activating computers for Remote Desktop access

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## 1 Required Items

- Office computer with full network access (this will not work with PCs on the quarantine network)
- Separate computer from which you wish to set up remote access (Windows or OSX)

## 2 Instructions

1. Request that IT modify the network settings so that the PC computer can be used for Remote Desktop
  - Navigate to <http://www.bristol.ac.uk/it-services/> and click on New Incident
  - Many of the details will be filled out already but make sure that IT Zone is set to D (Chemistry), the IT tag of the computer you wish to access is in the relevant box, and detail that you would like the the computer activated for Remote Desktop access.
  - The next steps can be filled out in preparation for hearing back from IT
2. Download the Microsoft Remote Desktop Client. This can be found in the Microsoft App Store, or here: <https://www.microsoft.com/en-us/download/details.aspx?id=50042>, for Windows. For OSX this can be downloaded from the App Store.

3. Open the Remote Desktop Software and click "Preferences"
4. In the newly opened window, add a new Gateway profile with the following settings (Figure 1):
  - Gateway Name: A label of your choosing
  - Server: UOB-GATEWAY.cse.bris.ac.uk
  - User name: uob\  - Password: The password associated with your user account
5. Close the gateway window and click "New"
6. In the newly opened window, input the following settings (Figure 2):
  - Connection Name: A label of your choosing
  - PC Name: <it-tag>.users.bristol.ac.uk
  - Gateway: Select the Gateway Name you set previously
  - User name: uob\  - Password: The password associated with your user account
7. The rest of the items in this list are personal preferences. Close the profile window and double profile under "My Desktops"
8. If everything has been set up (including the IT activation) the client will begin to log in to your office computer. Accept the security certificate and the desktop (should) load.

### 3 Figures

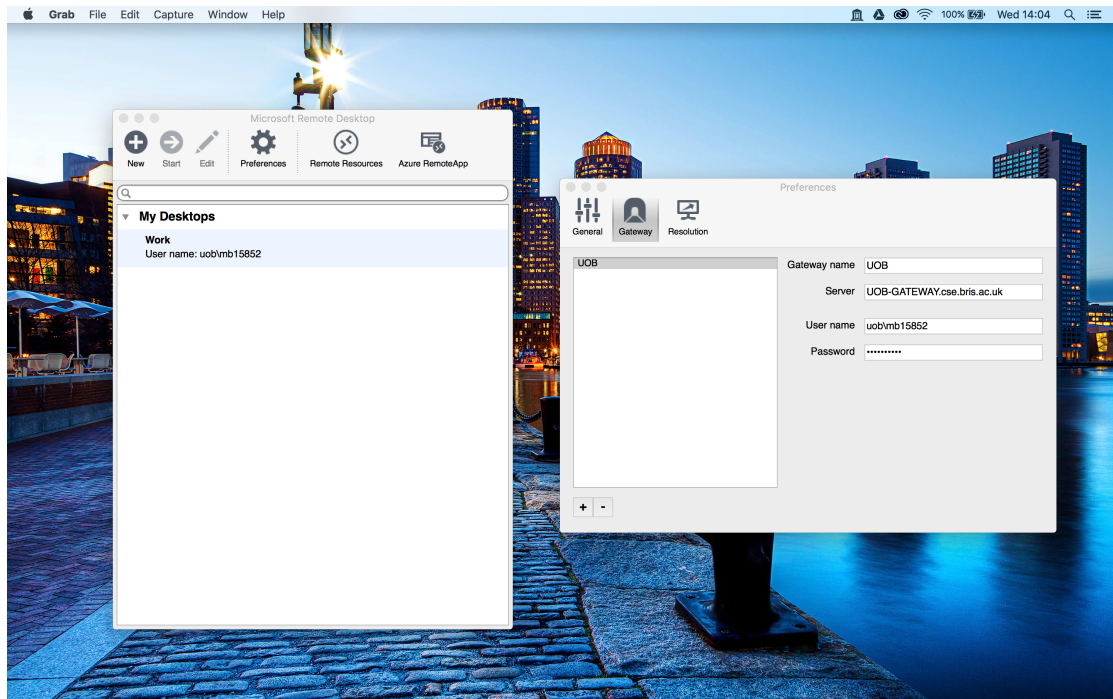


Figure 1: Example Settings for a new gateway.

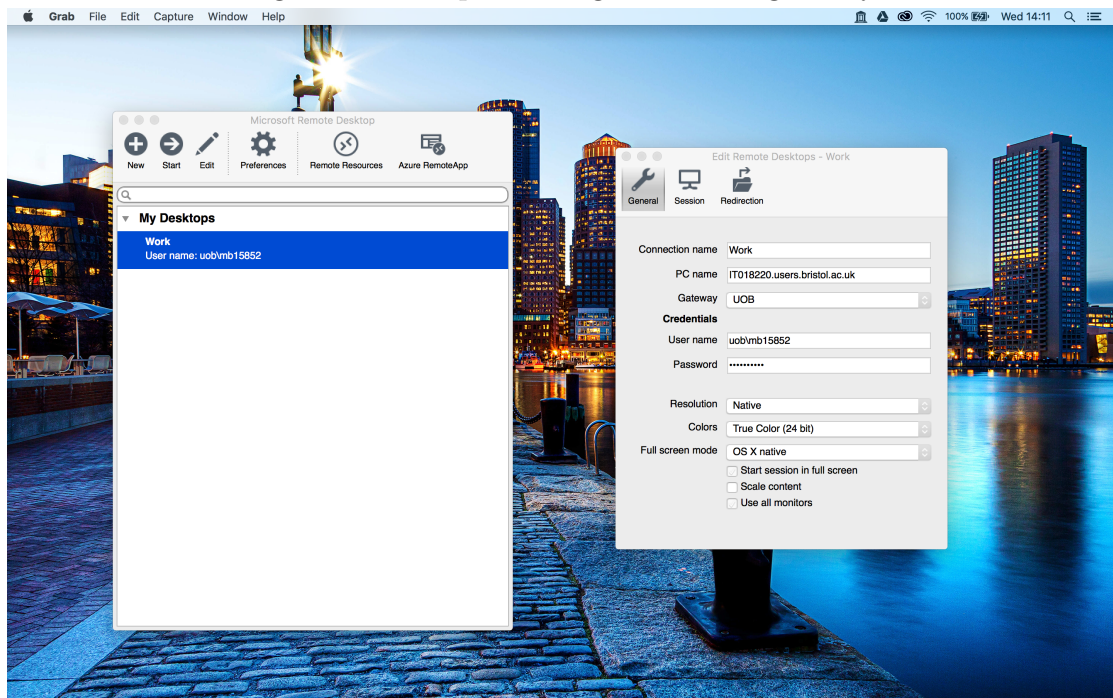


Figure 2: Example Settings for a new profile.