Use Your Office Computer from Home

**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 and Find Computer Name**

1. **WIN 7 – Right click Computer**
   - If you don’t see it on the desktop, click Start
   - You will see Computer listed, Right click it
     - Select Properties

2. **Select Remote Settings**

3. **Under Remote**
   - Check Allow connections from computers running any version of Remote Desktop (less secure)
   - OK
   
   (You will only need to do this once)
4. In the System Window - View basic information about your computer
   Look for computer name
   Write down your computer name
   You will use this at home when you connect to your office computer.

5. Close the window

6. Leave your office computer on and go home

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

7. You should be connected to the internet

8. Start, All Programs, Cisco Systems VPN Client, VPN Client

9. Start Cisco AnyConnect VPN Client (Win 7)
   Start, Programs, Cisco
   Click Cisco AnyConnect VPN Client
   Click Cisco AnyConnect VPN Client

10. Connect to vpn.etown.edu
    Group: Select 1-Non-College-Owned_Computer
    Username: This is your network username
    Password: This is the password you specified when you filled in the VPN form (NOT your email password)

    Note: Your VPN password never expires
    Click Connect

11. Click Accept

12. When Cisco AnyConnect VPN Client has established a connection you are ready to connect to your office computer.

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

13. Start, All Programs, Accessories, Remote Desktop Connection
14. Enter the name you wrote in step #4  
Click Connect

15. Enter your email/ network  
username and password  
Click OK

16. Your office desktop appears

17. Note the bar at the top of the screen

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<th><img src="image" alt="Remote Desktop Connection" /></th>
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18. Keep the Remote Desktop window maximized (it should fill the entire monitor)

19. You can use the programs and files that are on your office computer plus open files from the network, such as from your Private and Public folders.

**Disconnect from Remote Desktop**

20. Click Start, Log Off

**Disconnect from Cisco AnyConnect VPN**

21. Right click the Cisco AnyConnect VPN Client icon near the clock.  
Choose Disconnect

22. The Cisco AnyConnect VPN Client ison lock near the clock will no longer have a lock, indicating you are not connected to the college VPN.  
Right mouse click the icon and choose Quit.