Remote Desktop Connection

***Find the hostname of the physical system you wish to access before working remotely!

1. Click the Start button, which is similar to the following icon:
2. Launch Search, type in cmd and then click Command Prompt.
3. Type hostname and press Enter/Return key.
4. The Computer Name will be displayed.

ENSURE THE PHYSICAL WORKSTATION IS POWERED ON BEFORE YOU LEAVE THE OFFICE.

Once connected to a VDI from a remote location, open Remote Desktop Connection.

1. Click the Start button, which is similar to the following icon:
2. Launch Search, type in Remote Desktop Connection and then click on Remote Desktop Connection.
3. Expand Show Options, and type in your Computer Name in the Computer field.
4. Ensure your Smart Card badge is inserted into your laptop.
5. Select Connect.
6. Windows Security box will populate with your Smart Card credentials information.
7. Enter the PIN for your Smart Card badge.
8. Click OK.