1. **Create a PSHI RD Shortcut on your desktop (one-time setup)**
2. Click Start -> Windows Accessories -> “Remote Desktop Connection”
3. Click “Show Options”
4. On the General Tab, enter the following:
   1. Computer: 10.28.31.53
   2. User name: PSHI\(your AD username) or just “PSHI\”
5. If you want to use multiple monitors:
   1. Go to the “Display” Tab
   2. Check “Use all my monitors for the remote session”
6. If you want to use a local drive on the RD server:
   1. Go to the “Local Resources” tab
   2. Click the “More” button
   3. Click the “+” to the left of “Drives”
   4. Check all the local drives you want to use in RD
   5. Click “OK”
7. On the General Tab
   1. Click the “Save As” button
   2. Navigate to “Desktop” and type in “PSHI RD” for File name
   3. Click the “Save” button
8. You should now have a “PSHI RD” icon on your desktop  
     
   
9. **Connect to the PSHI RD server**
10. *If you are working remotely, you will first need to connect to the PSHI VPN*
11. Once connected, double click the “PSHI RD” icon on your desktop
12. If prompted about an “Unknown publisher”
    1. Check ”Don’t ask me again for connections to this computer”
    2. Click the “Connect” button
13. Enter your PSHI AD username and password
14. If prompted about being unable to verify the identity of the remote computer
    1. Check “Don’t ask me again for connections to this computer”
    2. Click the “Yes” button.
15. You should now be connected to your Remote Desktop