Connecting remotely to your work computer

Contents

Off campus access:

To connect to your work computer from off-campus using Remote Desktop **you need to install and configure the VPN client**. Please see IST's instructions available at: https://umanitoba.ca/computing/ist/connect/virtualpn.html

Please Note: If you are on-campus and using the staff wifi network to connect, you do not need to first connect using the U of M VPN. Simply use the following instructions.

Confirm your workstation's connection information:

When MedIT configures your work computer for remote access, you will be provided with your computer's name and IP address to use for the Remote Desktop connection. Either can be used for setting up the connection; having both enables you to try connecting with either in case one does not work.

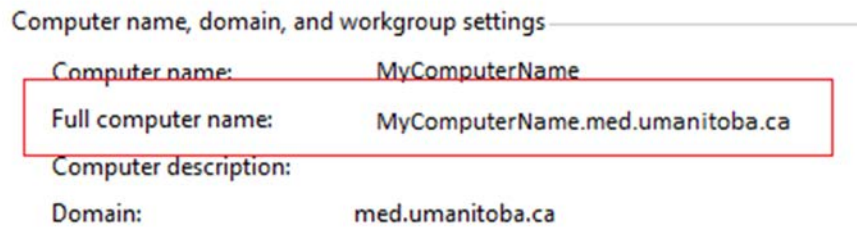Below are the steps to confirm your computer's hostname and IP address:
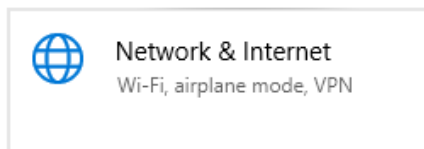
1. Open windows explorer

2. Right-click on **This PC** and select **Properties**
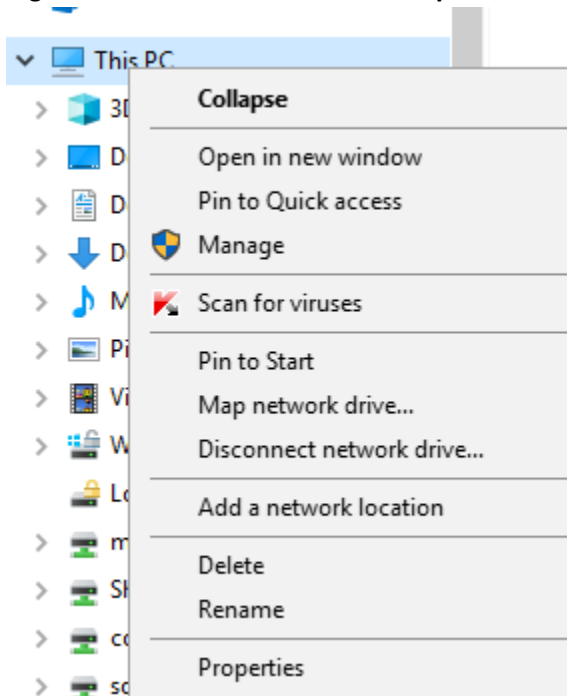
3. In the window that opens note the **Full Computer Name**. This will be the hostname you use for establishing the connection from home.

Computer name, domain, and workgroup settings

Computer name: MyComputerName

Full computer name: MyComputerName.med.umanitoba.ca

Computer description:

Domain: med.umanitoba.ca

4. Click on **Start** then settings (Gear Icon).
5. Click on **Network & Internet**

Network & Internet
Wi-Fi, airplane mode, VPN

6. Click on **Change connection properties**
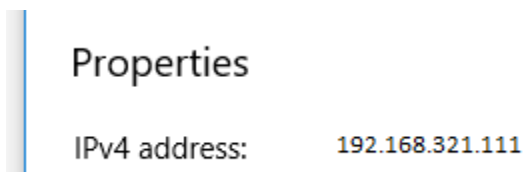
Network status

Ethernet
med.umanitoba.ca
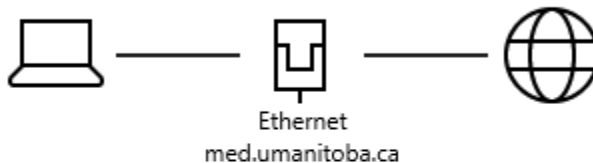
You're connected to the Internet
If you have a limited data plan, you can make this net
metered connection or change other properties.

Change connection properties

7. Record the **IPv4 address**

Properties

IPv4 address: 192.168.321.111

Once you have recorded this information, you are now ready to access your work computer from off-campus

# Using Microsoft Remote Desktop on Windows 10:

Installation:

Most Windows computers come with the Remote Desktop Connection client already installed. If you cannot find the application on your machine please download the client from Microsoft at: https://docs.microsoft.com/en-us/windows-server/remote/remote-desktop-services/clients/windowsdesktop

Configuration and connection:

1. Click on **Start** then type *Remote Desktop Connection*
2. Right-Click on the **Remote Desktop Connection** in the best match search results and choose **Pin to Start**. This is add the icon to your start menu.
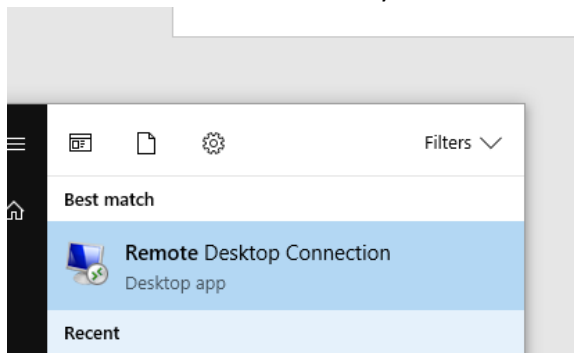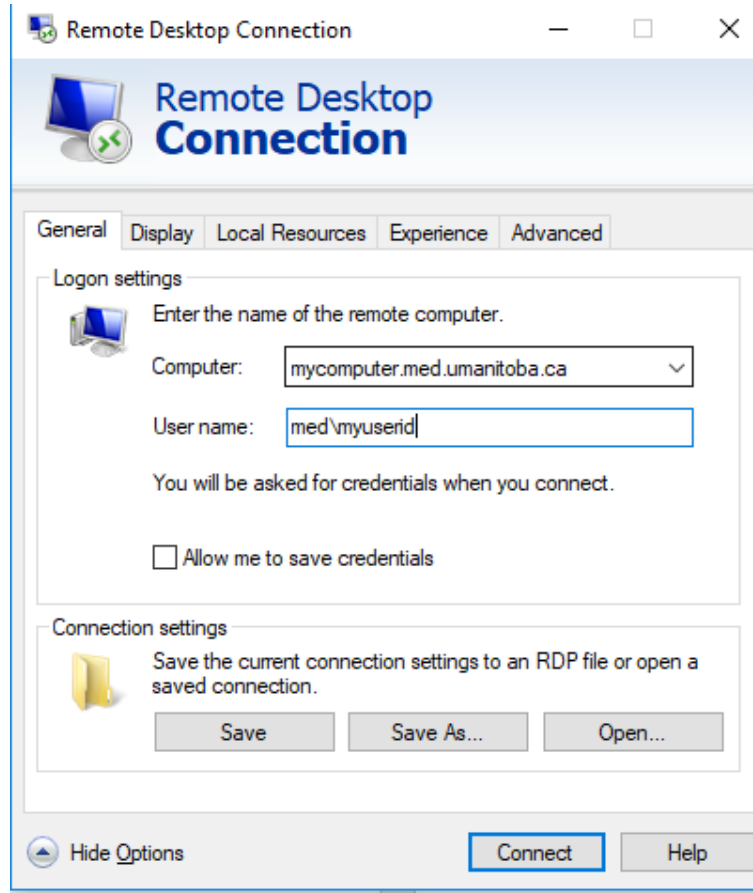

3. Click on **Start** then click on Remote Desktop Connection.
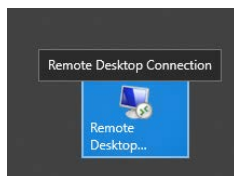
4. In the Remote Desktop Connection window that opens click on **Show Details** on the bottom left.
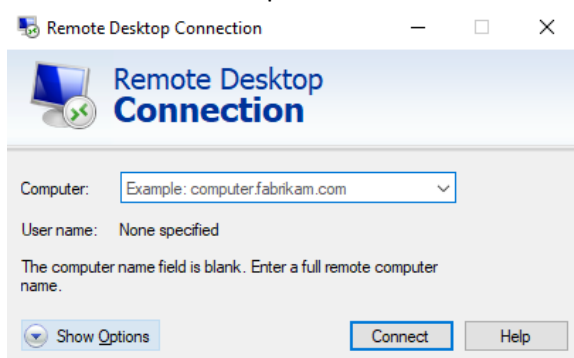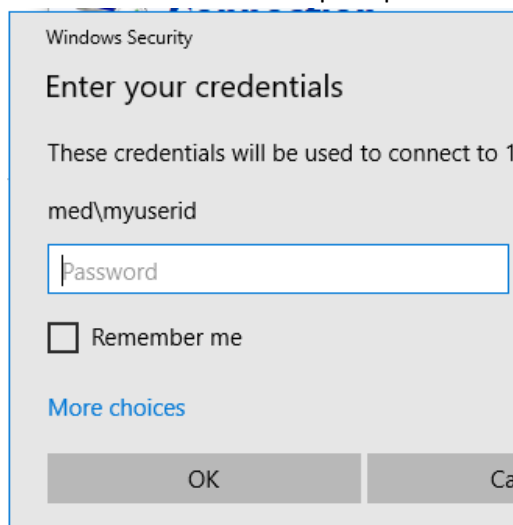
5. This will display extended settings.

    a. In the **Computer** field enter your office computer name for example: *mycomputer.med.umanitoba.ca*
    b. In the **User Name** field enter your userid. For example: *med\userid*

6. Click **Connect**. You will be prompted to enter your remote workstation password.

7. The first time you connect you may be prompted that the identity of the remote computer cannot be verified. Check the box for *Don't ask me again for connections to this computer* then click **Yes**.
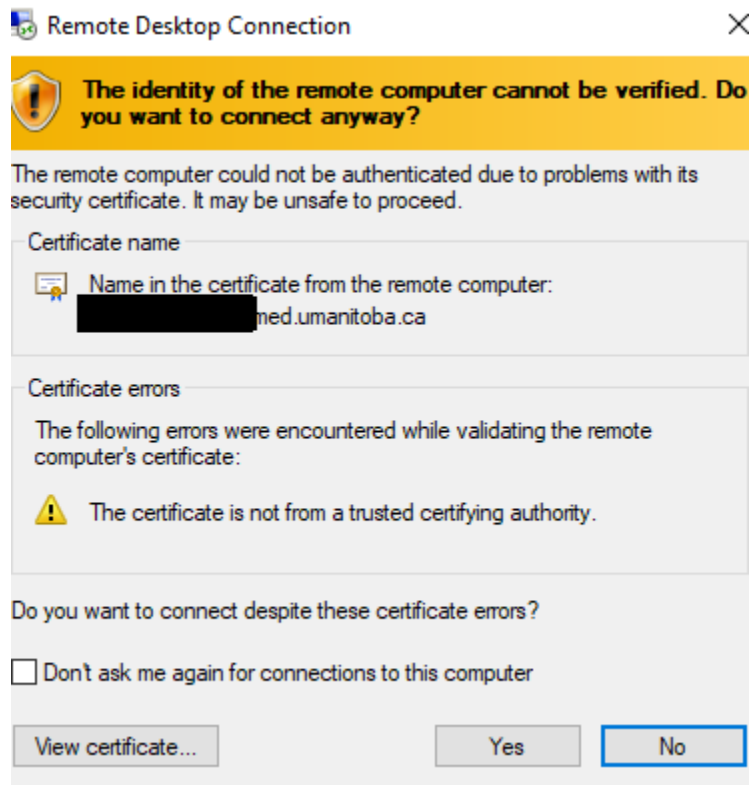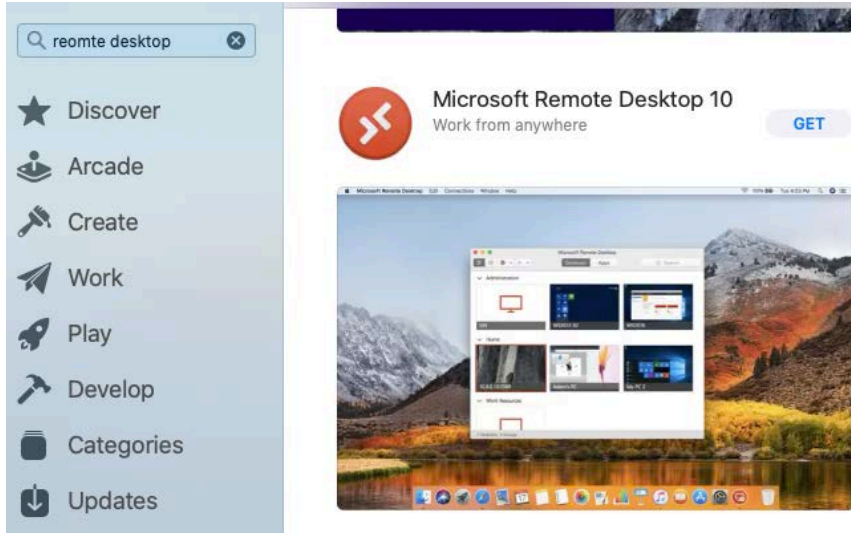

8. A new window will open showing your remote desktop.

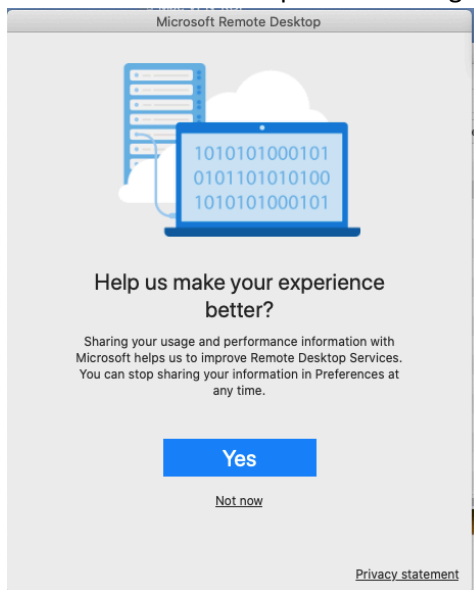# Using Microsoft Remote Desktop on MacOS:

Installation:

1. Open the App Store on your Mac.
2. Search for the app "Microsoft Remote Desktop" then click **Get** to install.
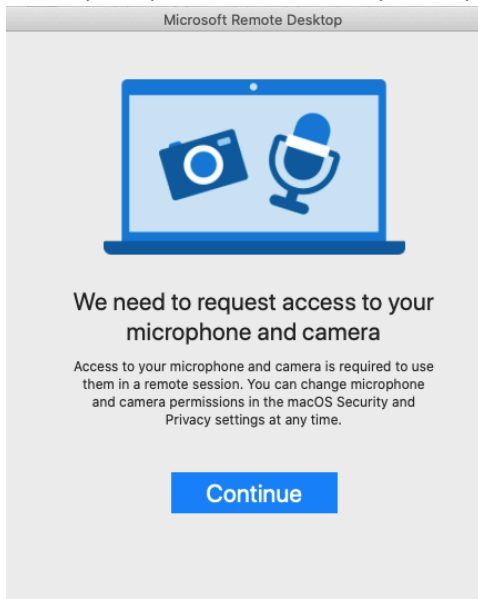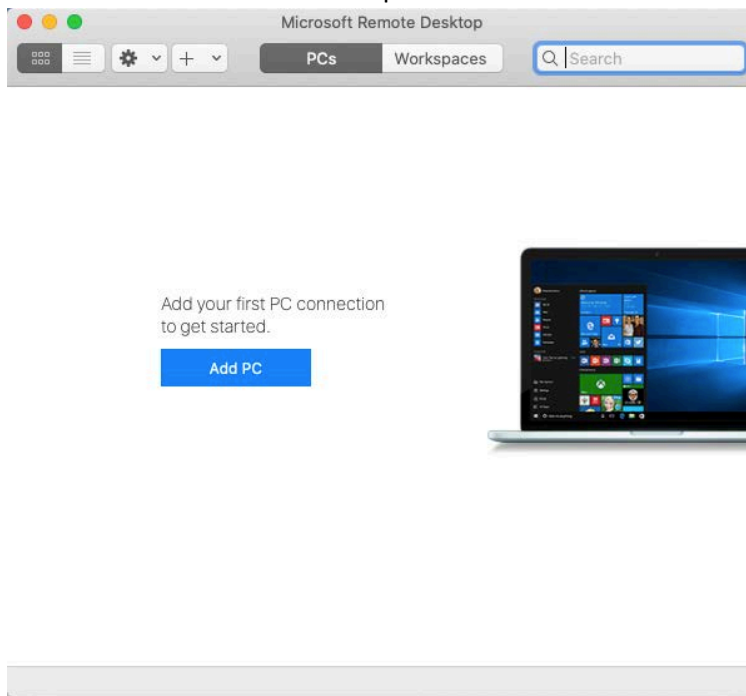

Configuration:

3. Open the applications directory then double click on Microsoft Remote Desktop.
   If prompted select **Allow** alerts.
4. Choose **Not Now** for experience dialogue.

5. When prompted for access for your Laptop's camera click on **Continue**.

6. In the Microsoft Remote Desktop window click on **Add PC**.

7. In the Add PC dialogue:

a. Enter your computer's network HostName or IP address, set a Friendly name then select User Account.

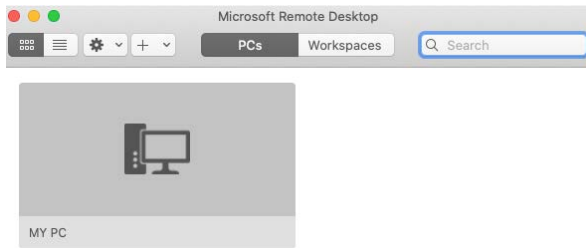b. In the Add a user Account dialog enter your UofM workstation login information and click **Add**.
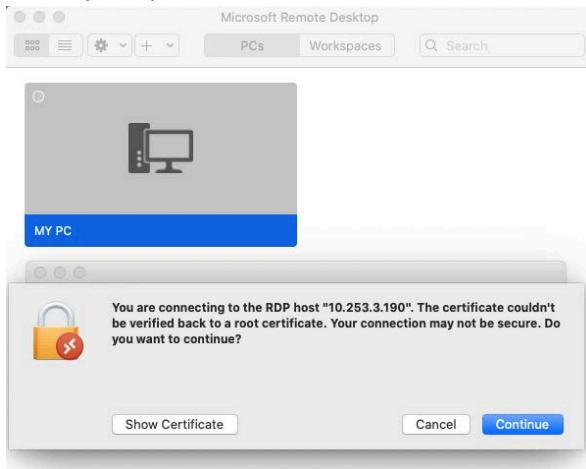

c. Then click **Add** to save the connection.

Connecting:

1. Open the Microsoft Remote Desktop Application.
2. Double click on the connection created in the steps above

3. When prompted select Continue to connect.

The remote desktop window will open allowing you to work on you remote PC.

Supplementary VPN instructions:

The below steps are a brief outline how to install and configure the UofM VPN client software.

For full detail please follow the IST VPN instructions found at
https://umanitoba.ca/computing/ist/connect/virtualpn.html

Windows:

1. Download the installer for Pulse VPN for Windows 64bit from **Windows 64bit**
2. If you are presented with the option, RUN the file. Otherwise open your Downloads folder then double click the installer file.
3. If prompted with a warning about opening the file, click **OK**.
4. Click through the install screens.
5. Once installed right-click the Pulse icon in the system tray and choose **Open Pulse Secure**.
6. Click the "+" sign to configure the connection.
7. Enter **UofM VPN** for the Name of the connection. (you can choose another name if preferred.
8. Enter the Server URL: **vpn4.cc.umanitoba.ca** or **vpn.cc.umanitoba.ca**
9. Click Add
10. Back in the Pulse Secure client windows click **Connect**.
11. When prompted click **Proceed**.
12. Select Active Directory (Staff Only)
13. Check off Save Settings then click **Connect**.
14. When prompted Enter your User Name (your UMnetID)
15. Enter your Password
16. Click Connect

MacOS:

1. Download the Pulse VPN client software for MacOS from: https://umanitoba.ca/ps-pulse-mac-9.1r3.1-b1413-installer.dmg
2. Double-click the file download in the previous step to access the installer.
3. Run the installer package. You may be prompted to change your system settings to allow this installer to proceed. If you don't that prompt please continue with Step 4.
   Otherwise:
   a. Click on OK
   b. In System Preferences select Security & Privacy.
   c. Unlock security & Privacy and click Open Anyway.
4. Enter your computer User Name and Password to let the Pulse VPN application installer to run.
5. In the installer window click Continue.
6. Then click Install entering your computer User Name and Password when prompted.

If prompted to allow the Pulse Secure client to load, click OK. Then click on Allow on the next screen.

7. Once the installation is done click on Move to Trash.
8. Open Pulse Secure from the menu top right of your screen.
9. Click ok to allow the Pulse Client to run.
10. Click on the + to add the UofM connection profile.
    In the settings window enter the following:
    a. Type select Policy Secure (UAC)
    b. Name enter UofM VPN
    c. Server URL: vpn.cc.umanitoba.ca
    d. Click Add
    e. Close the window.
11. Click on the Pulse Secure icon on top right of your screen.
12. Select the UofM VPN connection you created then click on Connect.
13. Select proceed.
14. Select Active Directory (staff Only)
15. Enter your UMnetID and Password then click Connect.
16. If there is an upgrade to the Pulse client software when you connect you will be prompted to install it
17. Click on Upgrade.
18. Select ok to allow the application to run.
19. Click OK to run the Pulse upgrade setup.
20. After this upgrade is complete the Pulse client will automatically reconnect to the VPN.