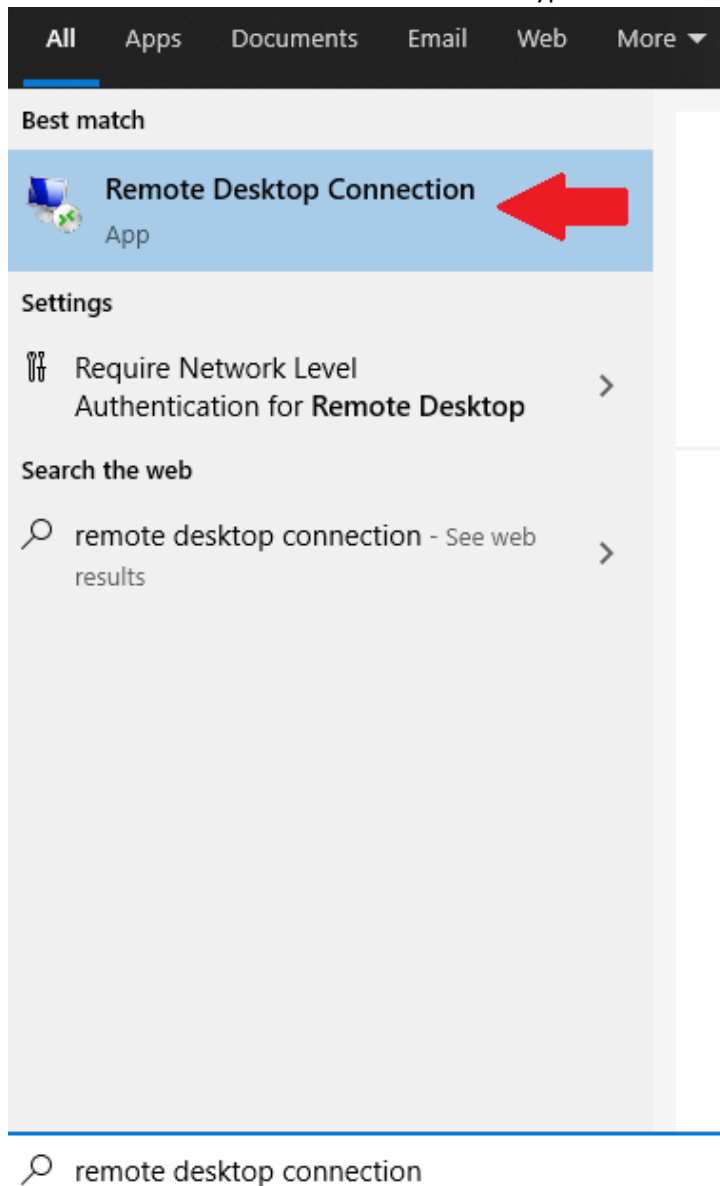


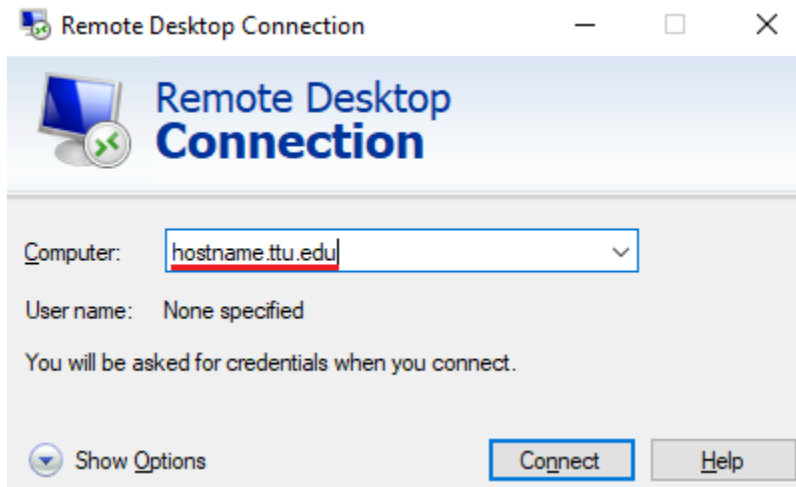
How to remotely connect to your office computer from home and save a shortcut for the remote connection.

These instructions will guide you through the process of remotely connecting to your office computer and saving a shortcut on your desktop for your remote office computer.

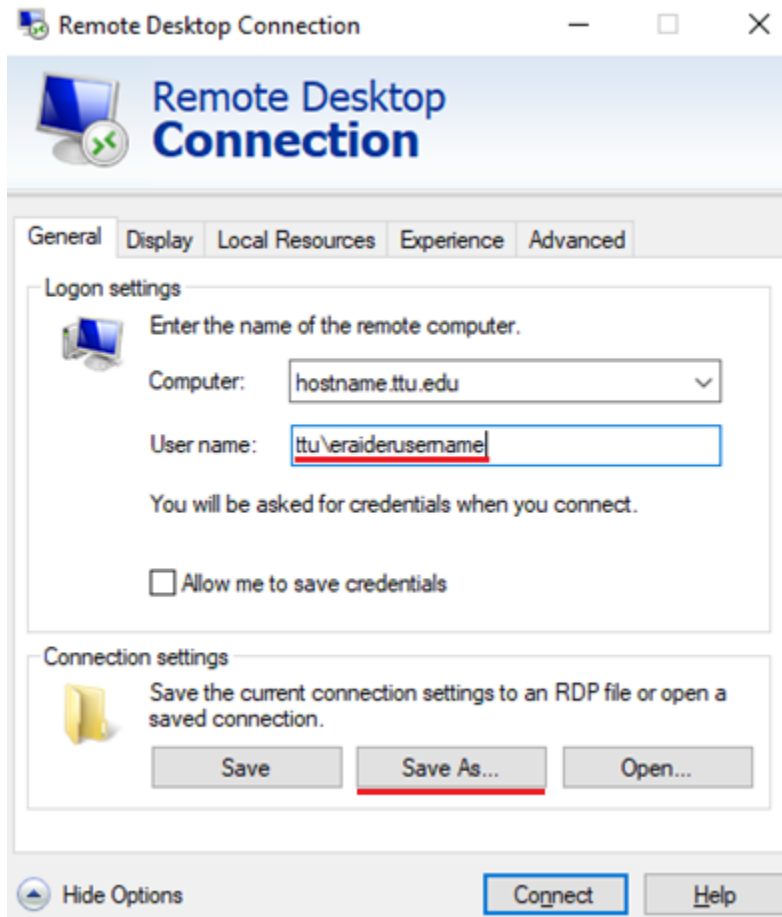
1. Launch **GlobalProtect VPN Client** and sign into it. If you do not have this VPN client installed, see the instructions titled **HowTo_DownloadandInstallGlobalProtectVPN_Windows** and
2. Go to the Start menu and in the search bar type **Remote Desktop Connection** and hit **Enter**.



3. In the Computer field, type the hostname or IP Address of your remote work computer you wish to connect to.



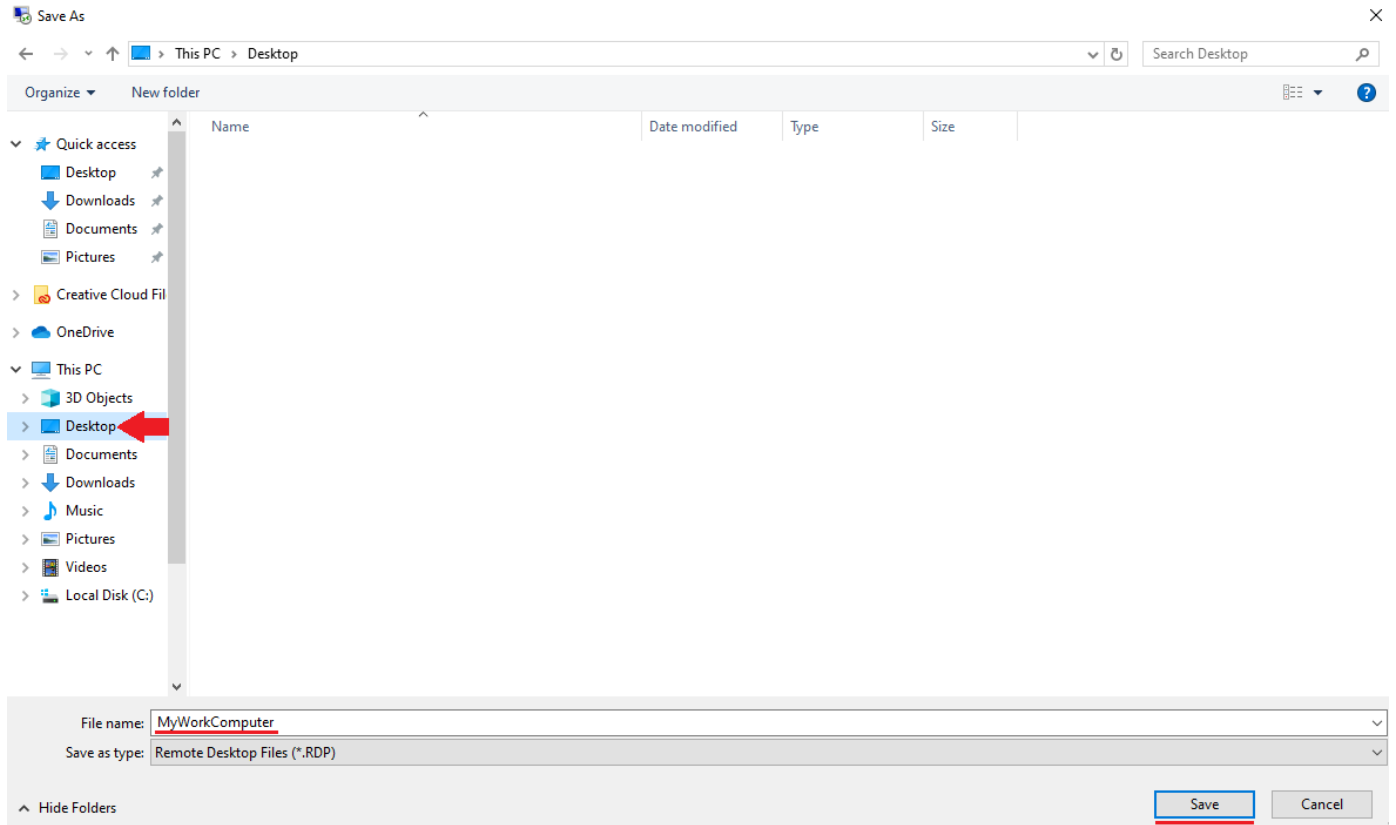
4. Click **Show Options**.
5. In the Username field, type the domain name and your TTU username



Note: As a security precaution, do not check the box, Allow me to save credentials.

6. Click **Save As...**

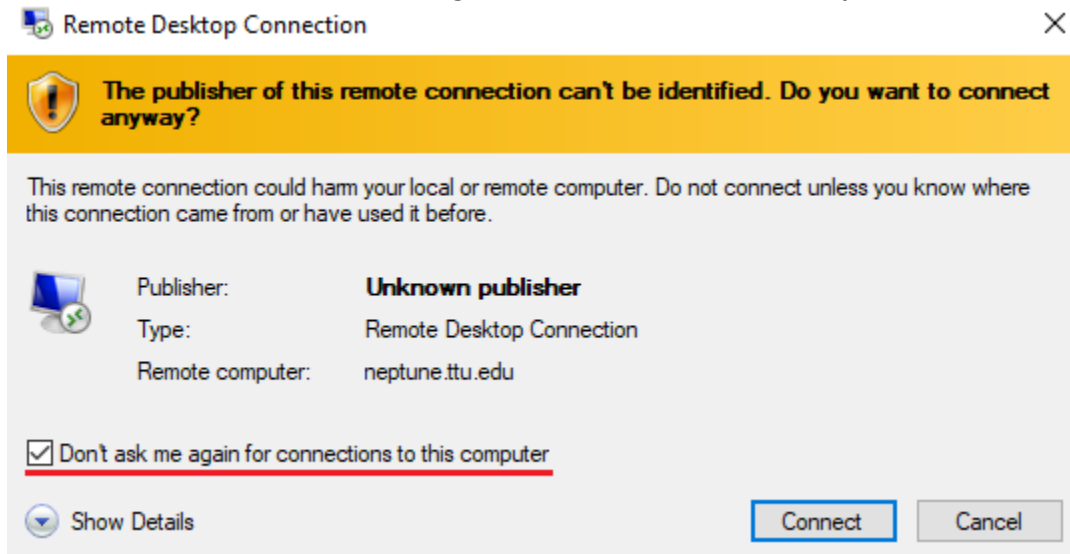
7. Select Desktop in the pane on the left. In the File name field, type a name for the remote connection such as MyWorkComputer. Click **Save**.



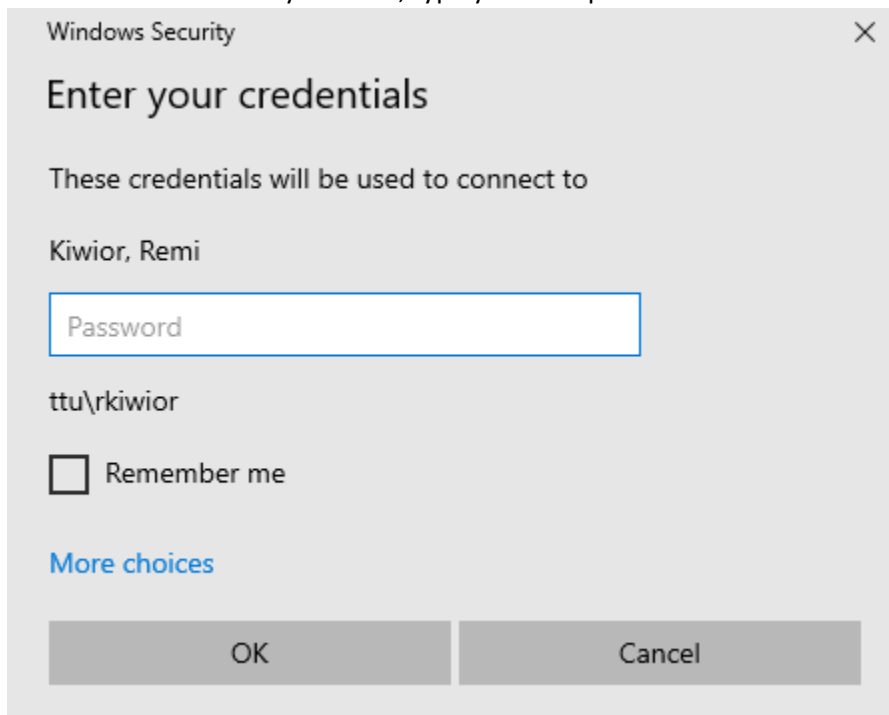
8. On your desktop, double click the remote desktop shortcut



9. Check the check box, **Don't ask me again for connections to this computer**. Click **Connect**.



10. In the Windows Security window, type your TTU password and click **OK**.



Outcome: You created a shortcut to your remote office computer and successfully connected to it.