

How to Customize the Remote Desktop Application

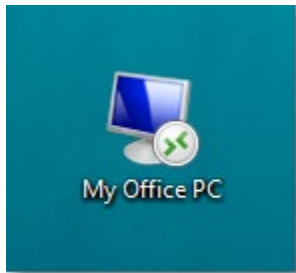
If you have a problem connecting to your office PC, please follow the below instructions to confirm the settings are correct. I've included steps below for both Windows and Mac computers.

IF YOU'VE NEVER CONFIGURED YOUR PERSONAL COMPUTER TO ACCESS YOUR WORK PC OR YOU DON'T SEE THE ICONS DESCRIBED BELOW, PLEASE FOLLOW THIS LINK FOR DIFFERENT INSTRUCTIONS:

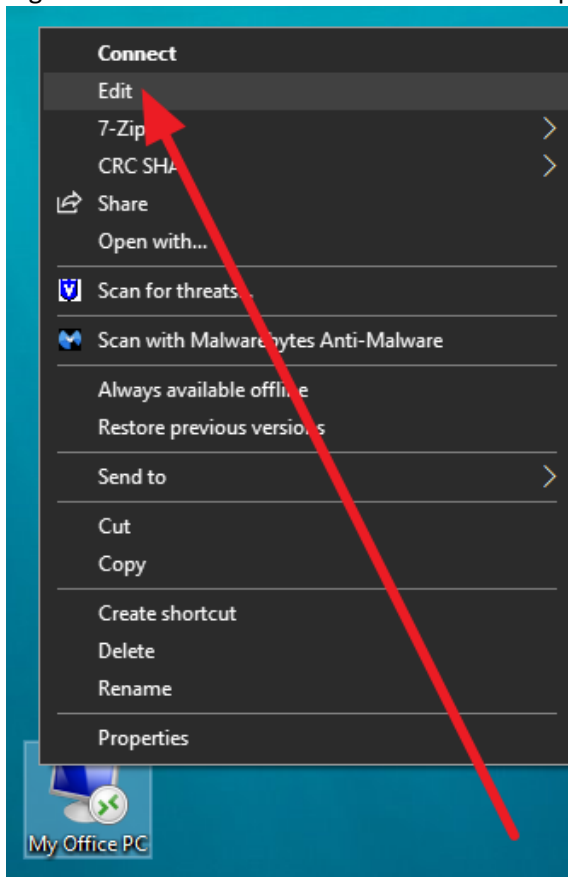
https://nursing.ua.edu/?page_id=8053

IF YOU USE A CCN NOTEBOOK OR WINDOWS PERSONAL COMPUTER TO CONNECT TO YOUR OFFICE PC, DO THE FOLLOWING:

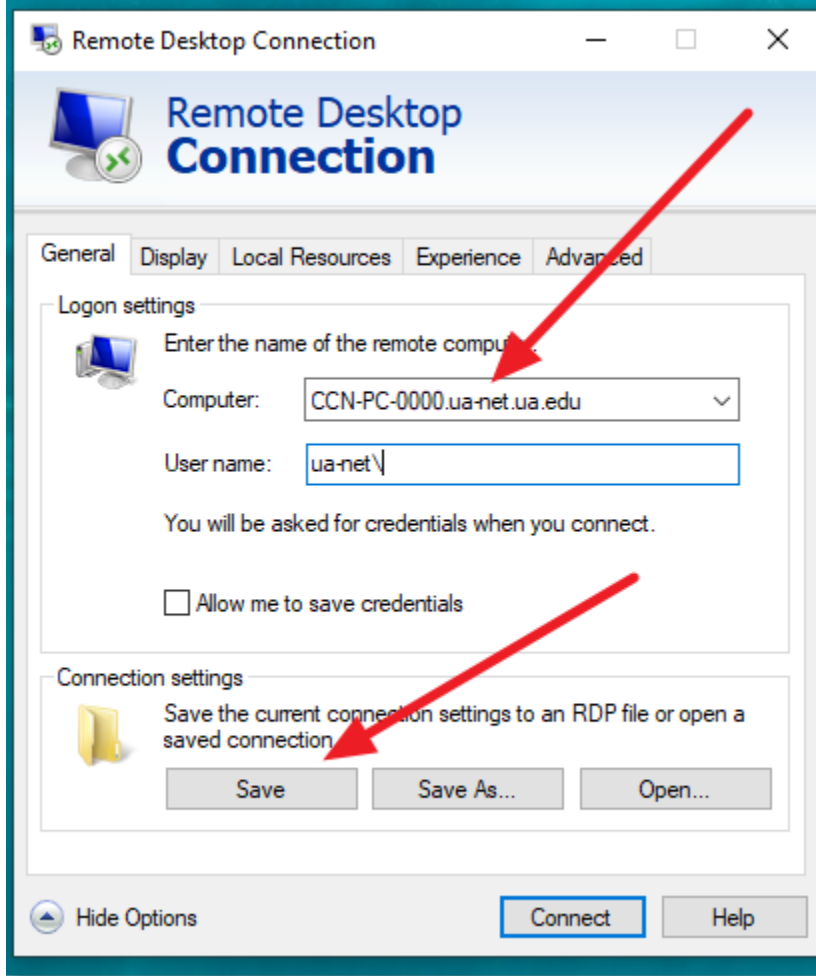
1. You will need the name of your office work PC. You can view instructions on how to find the name here: https://nursing.ua.edu/?page_id=1974 see step 2.
2. Look for the following icon on the desktop of your CCN notebook or personal computer. It may be labeled "My Office PC" or "Office PC" or "Work PC". If it looks like the image below, that's probably the right one.



3. Right-click on the icon and choose the "Edit" option



4. Look at the info in the "Computer:" text box and if it's not the same name as what you found in step 1, please change it. Make sure the name appears exactly as described in the instructions in step 1. Then, click the "Save" button. **IMPORTANT: THE COMPUTER NAME MUST END IN .UA-NET.UA.EDU**



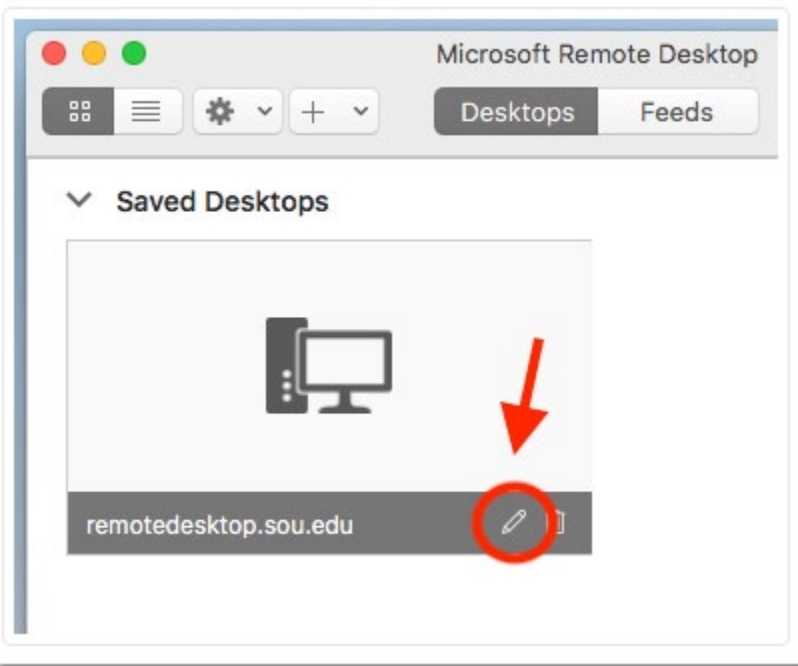
5. Now, when you click on the icon, it should connect to your work PC. **IMPORTANT: Please remember you must first connect the Cisco AnyConnect VPN client BEFORE clicking the My Office PC icon!**

FOR MAC COMPUTERS, DO THE FOLLOWING:

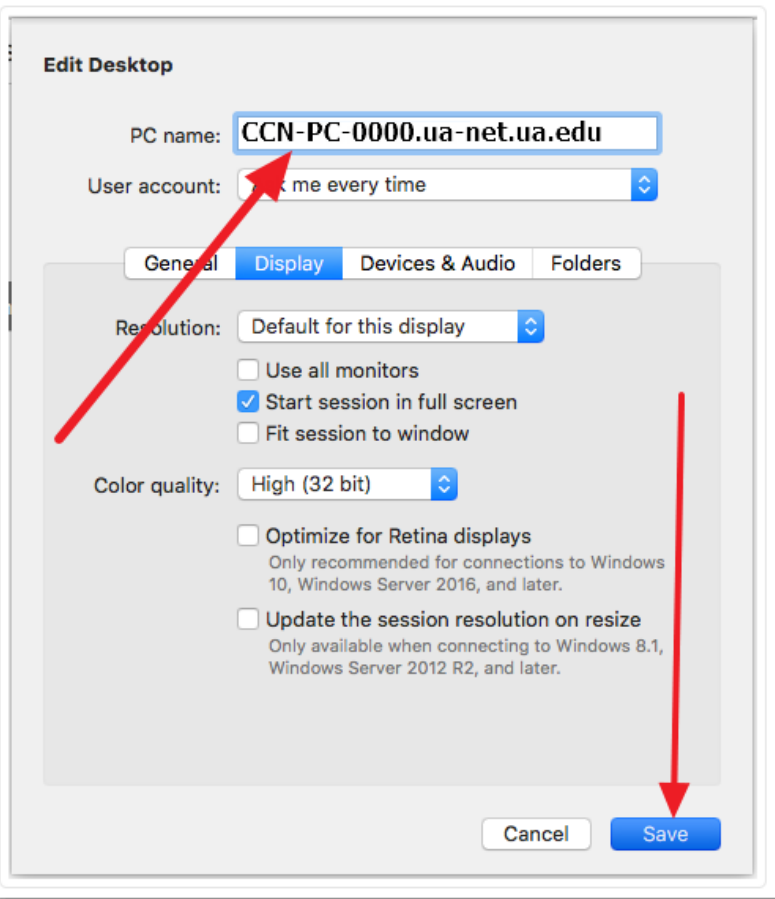
1. You will need the name of your office work PC. You can view instructions on how to find the name here: https://nursing.ua.edu/?page_id=1974 see step 2.
2. Open the Microsoft Remote Desktop app (the icon should like the below image)



- Click on the pencil icon at the bottom right of the existing desktop connection to edit settings



- Look at the info in the "PC name:" text box and if it's not the same name as what you found in step 1, please change it. Make sure the name appears exactly as described in the instructions in step 1. Then, click the "Save" button. **IMPORTANT: THE COMPUTER NAME MUST END IN .UA-NET.UA.EDU**



- Now, when you click on the icon, it should connect to your work PC. **IMPORTANT: Please remember you must first connect the Cisco AnyConnect VPN client BEFORE clicking the My Office PC icon!**