# Configuring and using Remote Desktop
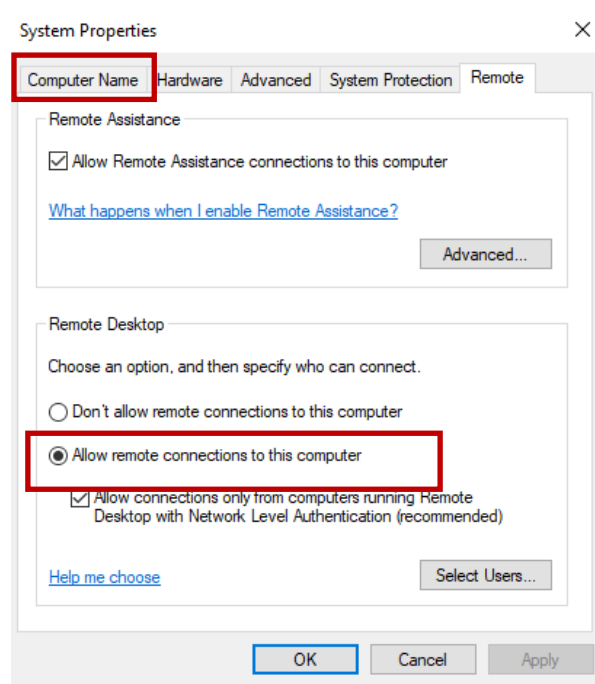
Please reference this URL https://support.microsoft.com/en-us/help/4028379/windows-10-how-to-use-remote-desktop

**What is Remote Desktop**

Remote Desktop is a tool used to remotely access and control the PC in your office from another PC or laptop.

**How to set up Remote Desktop**

1. On the device you want to connect to, select **Start** > Type "**Allow remote access**" > turn on **Allow remote connections to this computer.** <span style="color:red">**By Default, this is enabled on your SRU issued PC.**</span>

2. Make note of the full computer name under the Computer Name tab. You'll need this later. The computer name includes the characters before .srunet.sruad.edu. <span style="color:red">**On most SRU issued PCs, the PC name can also be found on the lower right side of the desktop.**</span>



**How to Connect to your office PC using Remote Desktop**

1. <span style="color:red">**Prior to connecting to your PC with Remote Desktop you will need to establish a VPN connection with SRU.**</span> See documentation
2. On your remote PC, open the Remote Desktop App by typing "remote desktop" in the search.
1. Type in the PC name of your Office PC. And press "Connect"
2. Provide your Username and password.