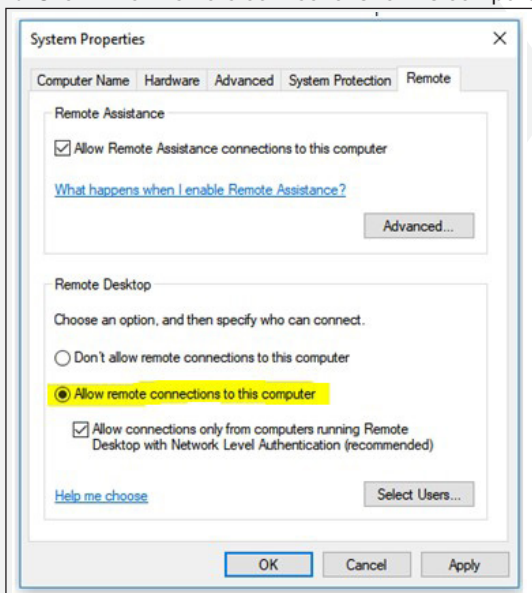


# REMOTE DESKTOP

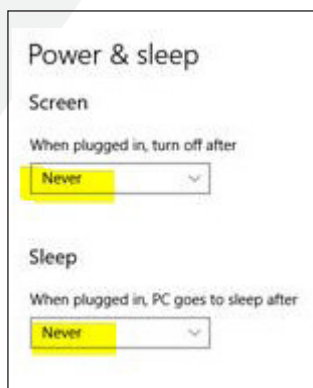
Access another computer with Microsoft Remote Desktop

## From your work computer

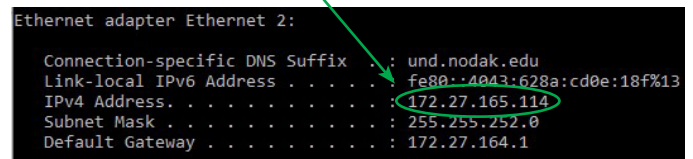
1. Allow remote access
  - a. Search your computer for “Allow remote access to your computer”
  - b. Click “Allow remote connections to this computer”



2. Turn off Sleep/Hibernate
  - a. Search your computer for “Power & Sleep”
  - b. Change both options to “Never”



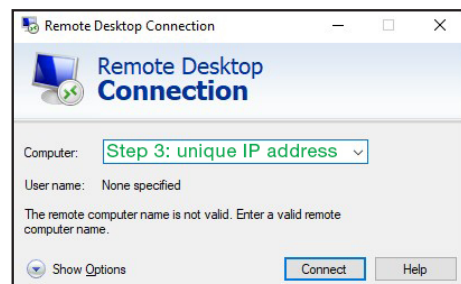
3. Get your computer's IP Address
  - a. Search your computer for “Command Prompt”
  - b. Type “ipconfig” into the command prompt and hit enter.
  - c. Your IP address is listed under IPv4 Address (it should look like XXX.XX.XXX.XXX) Each user will have a unique IP address. Yours will be similar to the example shown below.



4. Do not turn off your computer.
  - a. If your computer restarts or powers down for any reason, you will need to get the IP address again (it will change).

## From your home computer

5. Search your home computer for “Remote Desktop Connection.”
  - a. Type in the unique IP Address you received in Step 3



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