

**How to Configure
Your Personal Windows System for Remotely Accessing
Your Windows-based Work Computer**

- 1) Contact Biology IT Services and ask for your work system to be configured to allow you to remotely connect to your system.
- 2) Make sure that all of the software on your computer is up-to-date, especially Windows, Office, your anti-virus software (you do have anti-virus software installed, right?), your web browser of choice and all plug-ins (Java, Flash, Acrobat Reader, etc.).
- 3) Make sure that you have Duo Two-Factor Authentication working, you know your NetID user name and password (these are the ones you use for email and wireless access on campus) and you have the device that you use for Duo handy.
- 4) If your computer came with Windows 10 Home-S, you will need to change the system out of “S Mode” before you do anything else. This Microsoft website explains how to do this: <https://support.microsoft.com/en-us/help/4456067/windows-10-switch-out-of-s-mode>. “S Mode” prevents the installation of the Cisco AnyConnect software (step 4 below)
- 5) If you do not already have it installed, you will need the Cisco AnyConnect program that allows your system to make a connection through A&M’s firewall (VPN - Virtual Private Network). You can download this software by visiting <https://connect.tamu.edu> with a web browser, logging in with your NetID and the corresponding password, authenticating with Duo, then letting the software download to your computer. Once it has downloaded, go ahead and install it.
- 6) Once the software is installed, you will need to configure it. When you launch it, there will be a box for entering the connection information. Type connect.tamu.edu in that box. Once you do this the first time, it should remember the setting.
- 7) Click **Connect** and enter your NetID and the corresponding password. Click **OK**. You will need to authenticate with Duo every time you use the program.
- 8) Once you have authenticated, your secure connection to A&M is complete. AnyConnect should remember your NetID (but not your password) for future connections.
- 9) The second part of the process involves configure the Remote Desktop Connection software on your system. To locate it, type **remote** in the search box – you should see the software at the top of the list. Click on it.
- 10) In the boxes, you will need to type the following:
 - Computer: either the full name of your office system (xxx.bio.tamu.edu) or the IP of your system. This information will be supplied to you by Biology IT Services when we confirm that your system is ready for remote access.
 - User name: bio\BIOLOGY_USER_NAME (the one you use to log into your system).
- 11) Before you hit the **Connect** button, go ahead and hit the **Show Options** button to the left of it. Click on the **Save As...** button and save the connection information somewhere convenient (like the desktop) with a meaningful name (like *office system*).
- 12) Now you can hit the **Connect** button and enter your Biology password (the one you use to log into your system at work. In a short amount of time, you should see the desktop of your office computer.
- 13) You can disconnect from *or* log out of your office system when you are done. Then **Quit** the VPN session.
- 14) In the future, you will need to establish your VPN connection first (using AnyConnect) before you can connect to your computer.

Some Notes About Using Your Remote Computer Access

- 1) This will not work if you have turned your office system off. Also, when ending your remote session, take care to disconnect or sign off the system, rather than turning it off.
- 2) You will be doing work on your office computer, which means that the software you have in your office is available to you, as will the network locations that you have access to.
- 3) When you save files, you will be saving them to your office computer, not your home computer. If you need to work on files on your personal system (not student information – see below), use a service such as Google (Team) Drive, put the files on a USB drive, or email them to yourself. More on Google Drive below.
- 4) To use Google (Team) Drive, you will need to have an A&M-provided Gmail account. More information on setting the email up (if you have not already done so) can be found at: https://tamu.service-now.com/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,d92167346f504200b522db3bbb3ee426 (I know – it just rolls off the tongue, doesn't it?). Information on using Google Drive can be found at the easy to remember website: https://tamu.service-now.com/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,d2161a3ddbaaf704de49f27139961912&sysparm_searchtable=kb_knowledge
- 5) Student information **must not** be on your home system, on a USB drive, or in the Google Drive. Also, **do not** email it to yourself.
- 6) While you have VPN enabled, your computer is effectively on A&M's network. That means that you will not be able to print to a networked printer in your home and you will not have access to any home network resources. These will be available once you have closed your VPN connection.
- 7) During this crisis, many people will be using VPN. When you have completed your work, please log out. If you leave your connection idle, you will be automatically disconnected after 30 minutes.
- 8) Resources that are on your personal computer (microphones, webcams, etc.) are not going to be accessible to your office system (and vice versa). If you want to add audio annotations to a presentation that is located on your office system you're not going to be able to do it. Similarly, starting a Zoom session from an office system that you have remoted into will result in no video feed, even if that system has a webcam (you're not in front of *that* webcam).