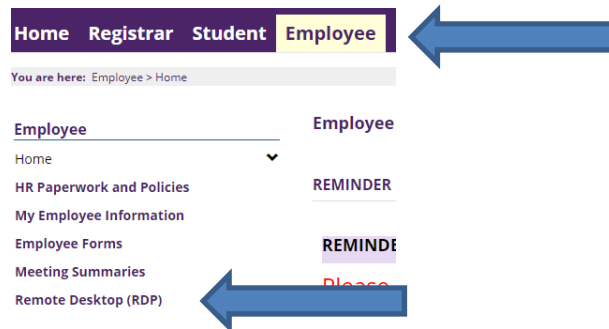


Connecting home PC using Remote Desktop Connection to work PC

In order to remote into your office PC from home, you must have an up-to-date operating system or it will not work. For instance, Windows 7 is no longer supported and it is a security risk.

Log onto MyEC

Go to the Employee and click the link for Remote Desktop(RDP) on the left hand side.



Then select the Remote Desktop (RDP) link

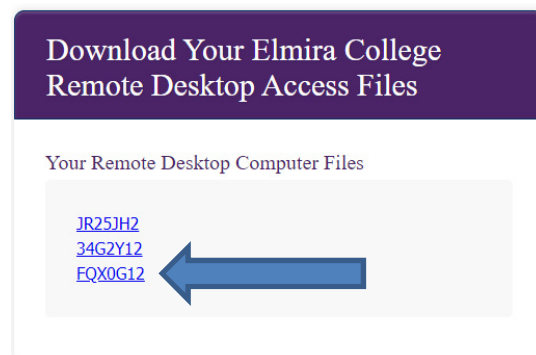
Remote Desktop (RDP)



You will now see one of the below screens.

If you have one computer, this is your main office computer (image 1). Select the computer name.

If you see multiple computers, this means that you log into multiple computers (image 2). If you know which one is your main office computer select that, otherwise, you might have to do this process several times until you find the one that has the software needed.



Connecting home PC using Remote Desktop Connection to work PC

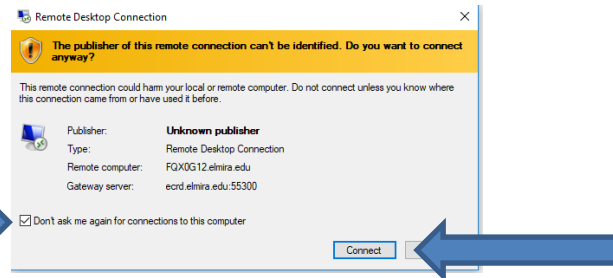
(image 1)

(image 2)

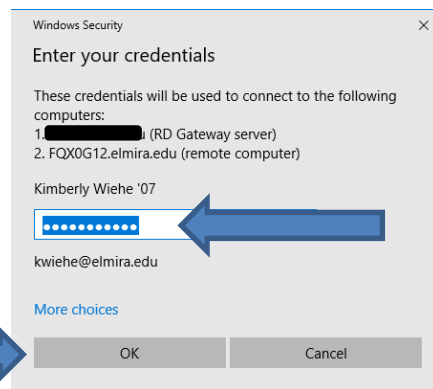
The file you will need to access the Remote Desktop will either show up in the bottom of your screen or in your downloads folder. **Select the rdp file.**



You will receive the below message. This is a safe application, **select the box** in front of “Don’t ask me again for connections to this computer” and then select **Connect**.



Your name will show up with your email address. Please **type in your current password** and select **ok**.



This will now establish a connection to your office PC where you can work using the software that is installed and access any network shares needed to do your job.

When done select the X in the blue bar at the top of your screen. You will then select **ok**.



You have now successfully disconnected from your office computer.