The following demonstrates how to connect remotely to your office Mac from offcampus using a VPN connection and screen sharing functionality. For information on installing the GlobalProtect app to utilize a VPN connection, please refer to our VPN Client Installation for Mac documentation located at https://uits.kennesaw.edu/cdoc.

Setting Up Your KSU Mac Computer

1. In the Finder, click System Preferences.

![Figure 1 - Click System Preferences](image1)

2. The System Preferences window will open. Click Sharing.

![Figure 2 - Click Sharing](image2)
3. The *Sharing* window will appear. Click the **Screen Sharing** checkbox (See Figure 3).
4. Under **Allow Access for**: click the **Add (+)** button (See Figure 3).

![Figure 3 - Screen Sharing](image)

5. Under **Users & Groups**, click your **Name** (See Figure 4).
6. Click the **Select** button. (See Figure 4.)

![Figure 4 - Select Sharing Username](image)
7. Your name appears in the Allow access for window (See Figure 5).
8. Make note of the computer name (e.g., ksup12345mac) (See Figure 5).
9. To close the Sharing window, click the exit button in the upper left corner (See Figure 5).

Figure 5 - Computer Name and IP Address

Connecting from Off Campus to Your Campus Mac

1. Connect to GlobalProtect by clicking the GlobalProtect icon, located on the menu bar.

Figure 6 - GlobalProtect Icon

2. The GlobalProtect agent panel will appear. Click Connect.

Figure 7 - Click Connect
3. The Sign In window will appear. Enter your **KSU Email Address** and **password** (See Figure 8).

4. Click Sign In (See Figure 8).

![Figure 8 - Sign In](image)

5. You will be directed to the **Duo Authentication** window to verify your identity. Follow the appropriate steps to provide verification.

**Note:** To access instructions for Duo setup and verification, please visit [https://uits.kennesaw.edu/duo/](https://uits.kennesaw.edu/duo/).

![Figure 9 - Duo Verification](image)
6. You are now connected to the KSU campus network through GlobalProtect.

7. After connecting using the *GlobalProtect VPN* service, click **Go** in the *menu bar* (See Figure 11).
8. Click **Connect to Server...** (See Figure 11).
9. Enter the **computer name** of your office computer (e.g., ksup12345mac) followed by `.win.kennesaw.edu` or `.dyn.kennesaw.edu` (e.g. vnc://ksup12345mac.win.kennesaw.edu or vnc://ksup12345mac.dyn.kennesaw.edu) (See Figure 12).

10. Click **Connect** (See Figure 12).

![Figure 12 - Enter Computer Name/Connect](image)

11. Enter your **User Name** and **Password** (See Figure 13).
12. Click **Sign In** (See Figure 13).

**Note:** To save your login credentials, click the **Remember password** checkbox. This is not recommended for shared or non-password protected computers.

![Figure 13 - Enter Login Credentials/Sign In](image)

13. A pop-up message will appear to indicate that you are being connected to the computer your selected in step 10.

![Figure 14 - Connecting](image)
14. You are now connected to your office Mac.

![Figure 15 - Connected](image)

**Disconnecting the Screen Share and VPN Connections**

1. To disconnect from the screen share, in the menu bar, click *Connection* (See Figure 16).
2. In the drop-down menu, click *Close* (See Figure 16).

**Note:** You may also click the *Exit* button at the top of your screen share window. This will close your connection to your office Mac.

![Figure 16 - Disconnect From Screen Share](image)
3. To disconnect from the network, click the **GlobalProtect icon** in the menu bar.

![Figure 17 - GlobalProtect in Taskbar](image)

4. Click **Disconnect**.

![Figure 18 - Disconnect](image)