

The following demonstrates how to connect remotely to your campus PC from offcampus using a VPN connection and a remote desktop connection on a Mac. For information on installing the *GlobalProtect* app to utilize a VPN connection, please refer to our *VPN Client Installation for Mac* documentation <https://uits.kennesaw.edu/cdoc>.

Preparing to Connect to Your Campus Windows 10 PC

Identifying the Windows 10 PC Name

1. In the *Windows 10 taskbar*, click the **Start menu**.



Figure 1 - Click Start Menu

2. Click **Settings**.

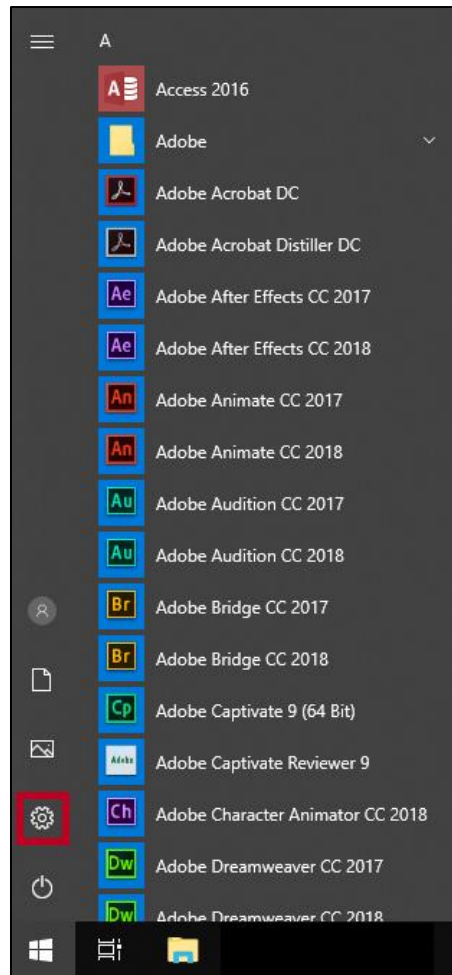


Figure 2 - Click Settings

3. The *Windows settings* window will appear. Click **System**.

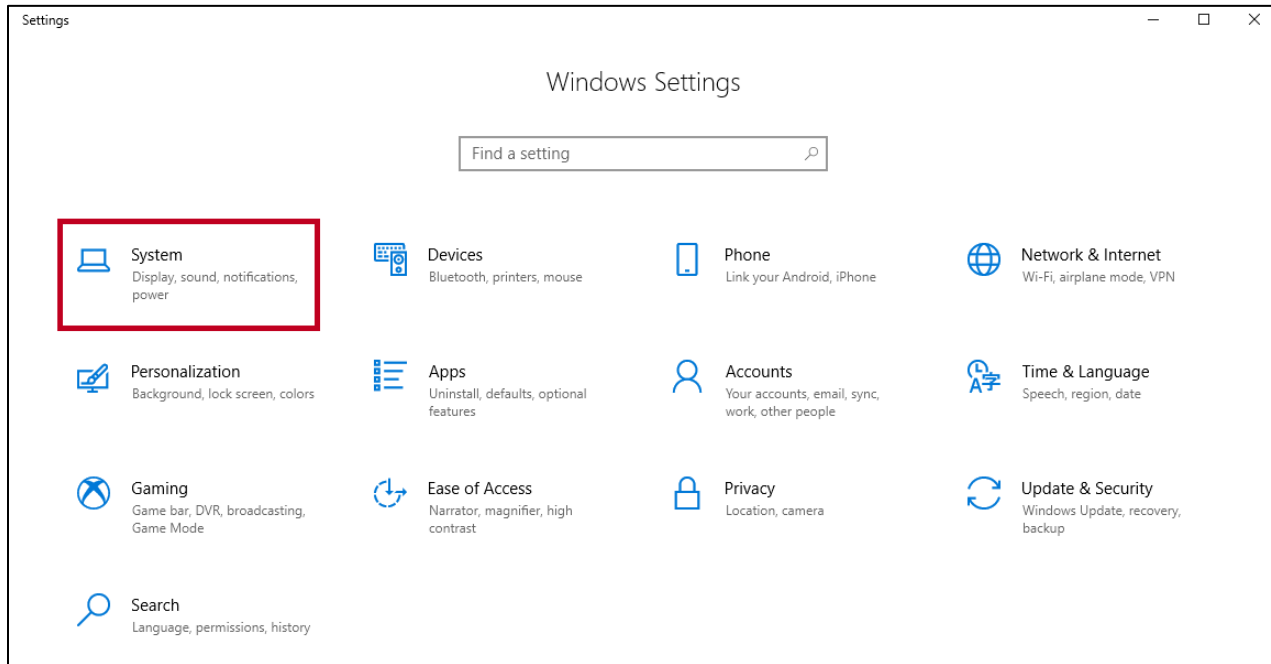


Figure 3 - Click System

4. The *System* window will appear. Click **About** (See Figure 4).

5. The *About* window will appear. Make note of the *Device name* for remote desktop access (See Figure 4).

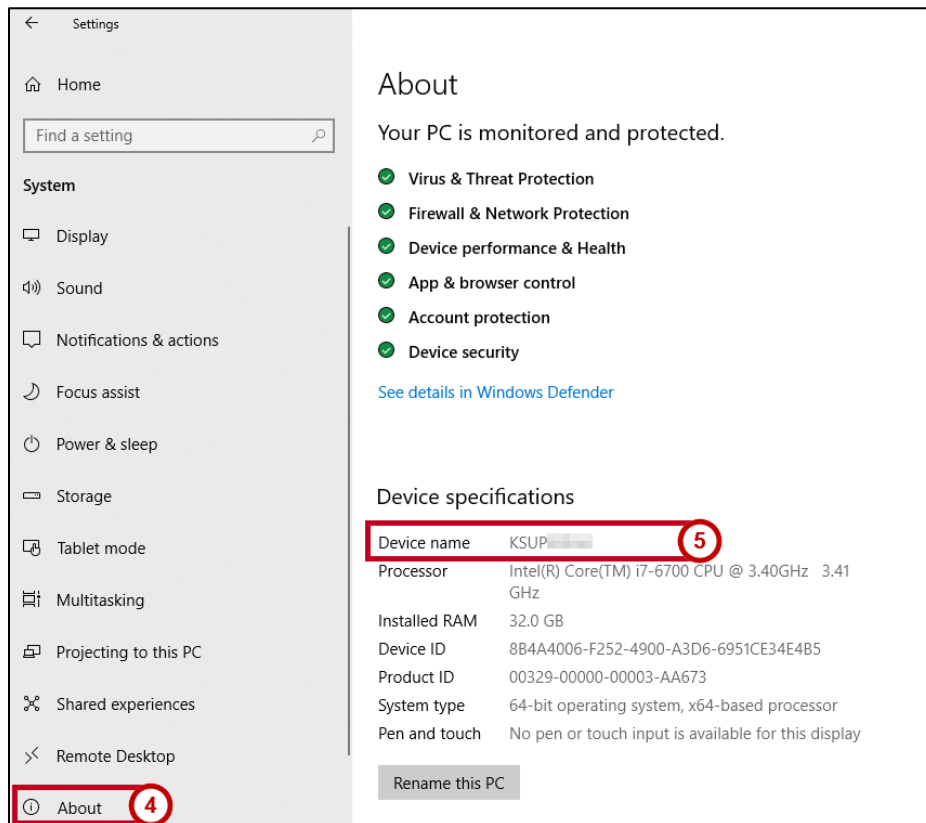


Figure 4 - About Your PC

6. Click the **Exit (X)** button to close the window.

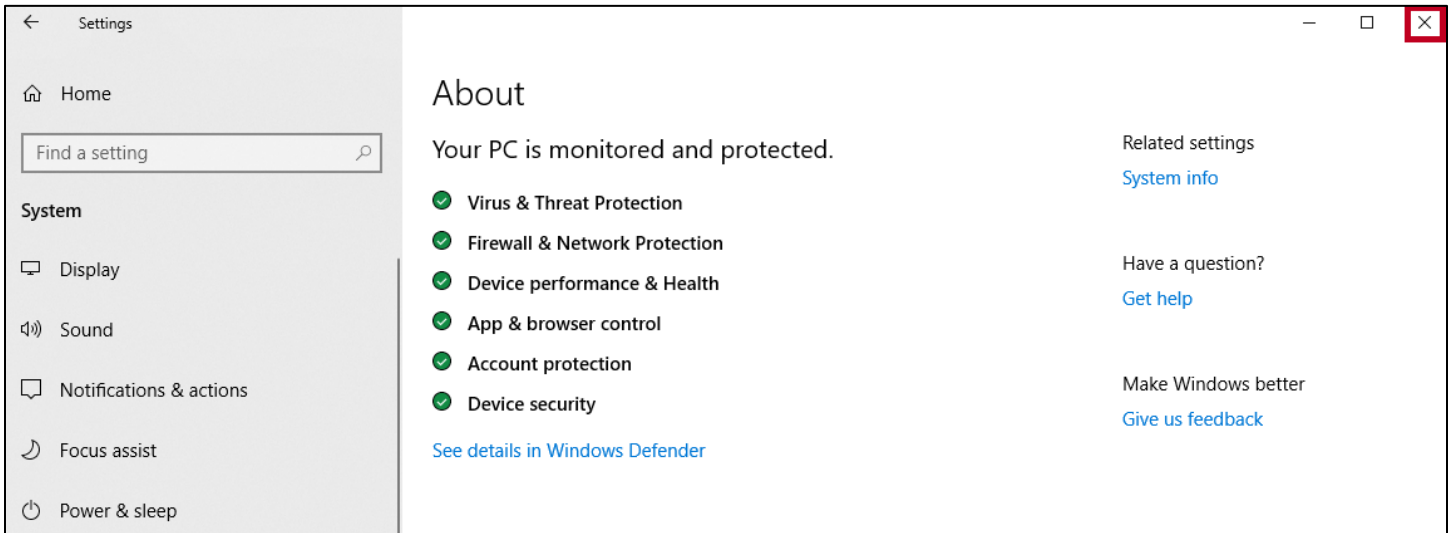


Figure 5 - Click Exit

Establishing the VPN connection on the Off-Campus Mac

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



Figure 6 - GlobalProtect Icon

2. The *GlobalProtect* window will appear. Click **Connect**.

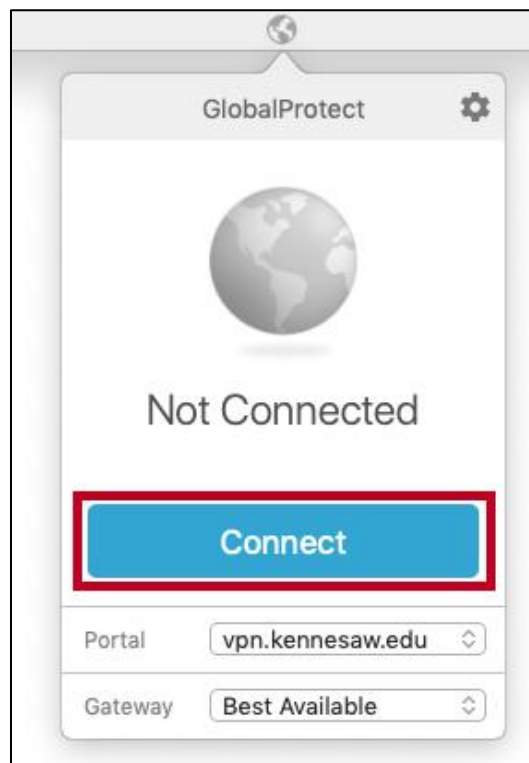


Figure 7 - Click Connect

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

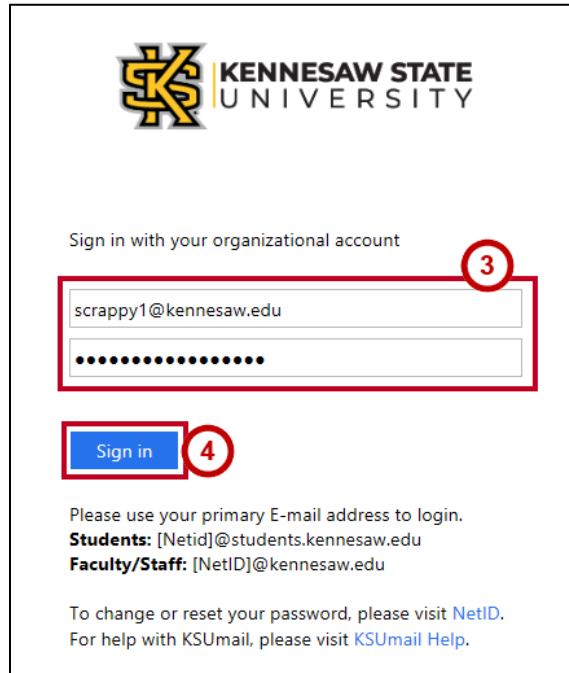


Figure 8 - Sign In

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 the [UITS Documentation Center](#).

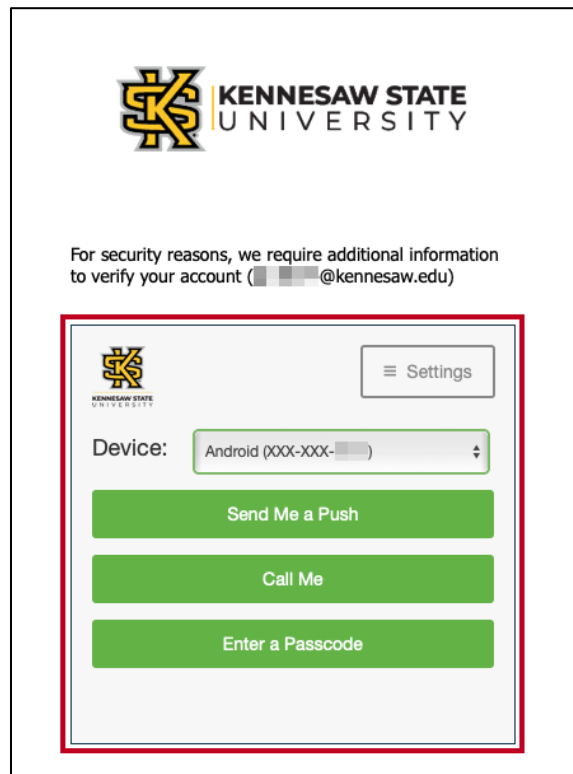


Figure 9 - Duo Verification

6. You are now connected to the KSU campus network through the GlobalProtect VPN client.

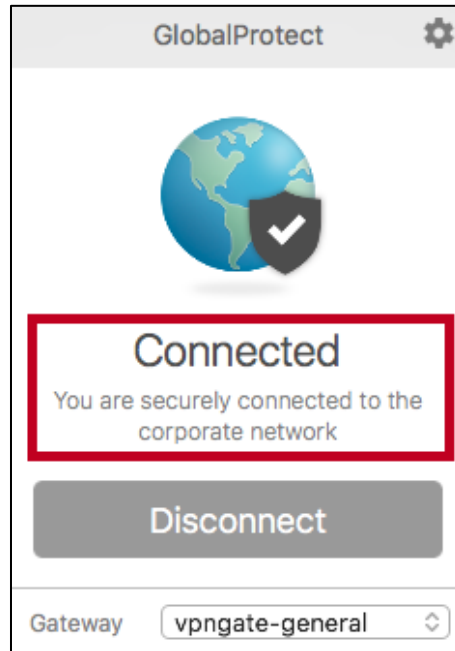


Figure 10 - Connect to VPN

7. To connect from your off-campus Mac to your office PC, click **Go** in the menu bar (See Figure 11).

8. Click **Applications** (See Figure 11).

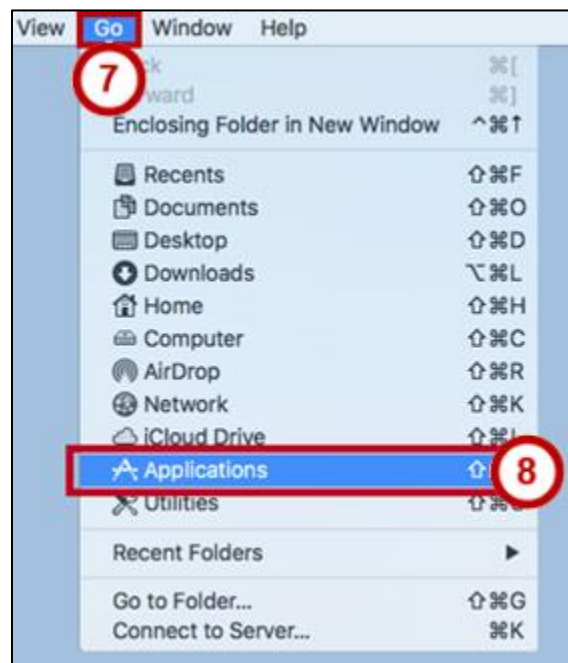


Figure 11 - Applications

9. Click **Microsoft Remote Desktop**.

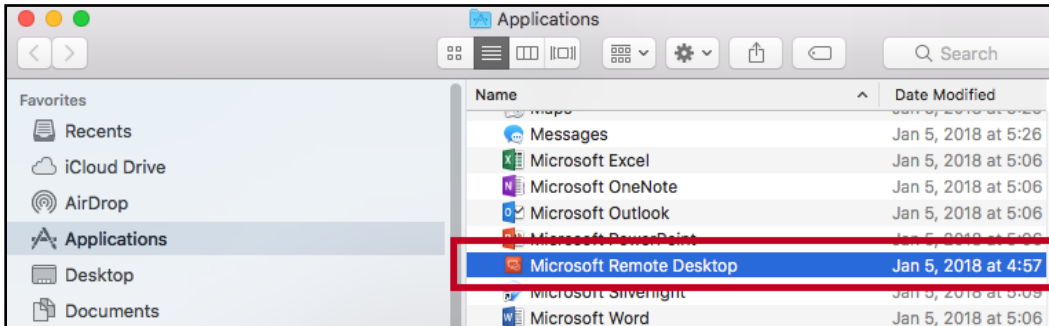


Figure 12 - Click Microsoft Remote Desktop

10. The *Microsoft Remote Desktop* window will open. Click **New** to configure a remote connection.

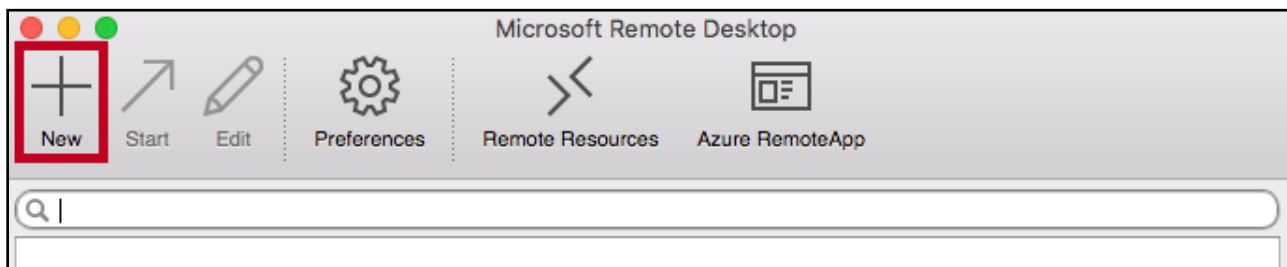


Figure 13 - New Remote Desktop Connection

11. Enter a **Connection name** (See Figure 14).

12. Enter the complete **PC name** to which you want to connect remotely (e.g., KSUP12345.win.kennesaw.edu or KSUP12345.dyn.kennesaw.edu) (See Figure 14).

13. In the *Gateway* drop-down box, select **Add gateway** (See Figure 14).

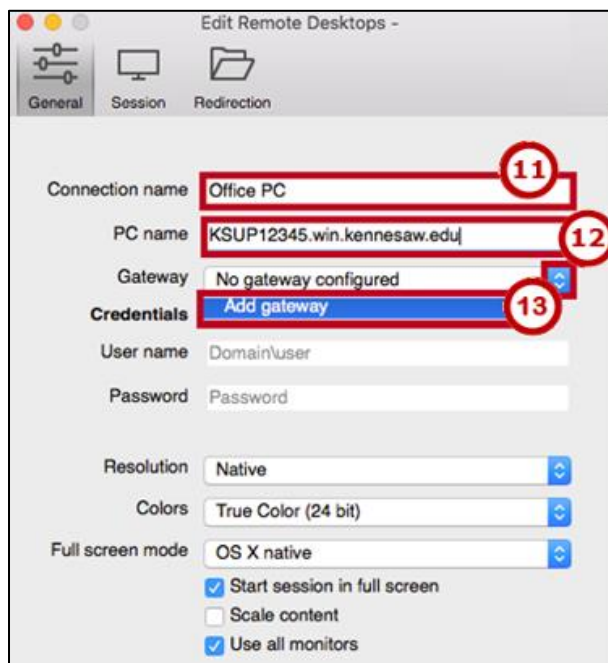


Figure 14 - Remote Connection Settings

14. The *Gateway* tab will appear. Click the **Add (+)** button.

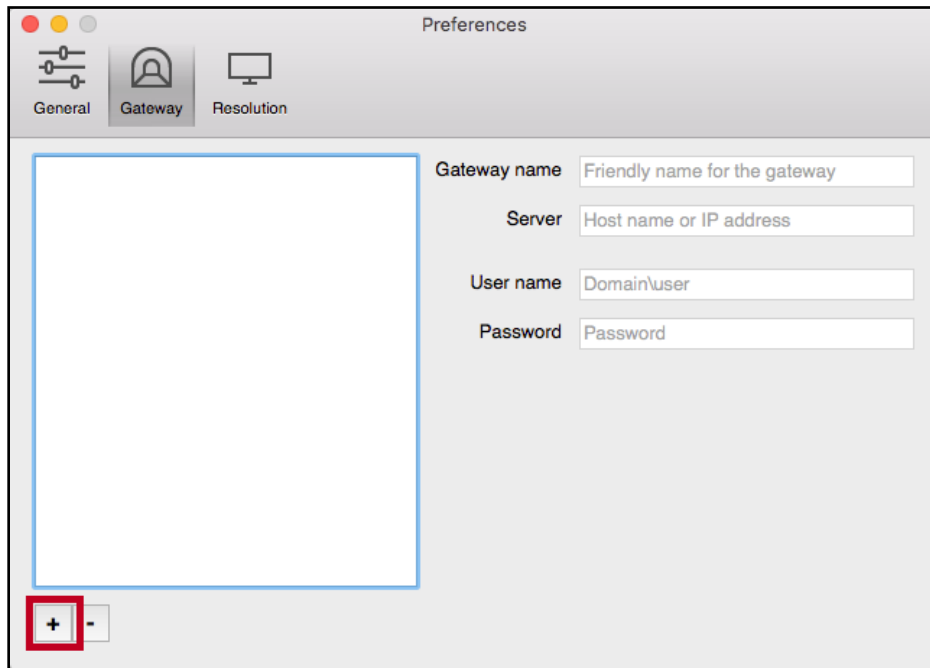


Figure 15 - Click the Add Button

15. Enter the following information to configure the *Gateway* settings:

- a. In the *Gateway name* field, enter a **name** that you will recognize (See Figure 16).
- b. In the *Server* field, enter the **full address** of the PC to which you want to connect (e.g., ksup12345.win.kennesaw.edu or ksup12345.dyn.kennesaw.edu) (See Figure 16).
- c. In the *User name* field, enter your **domain\netID** (e.g., WIN\juser1) (See Figure 16).
- d. In the *Password* field, enter your **netID password** (See Figure 16).
- e. Click the **Close** button. (See Figure 16).

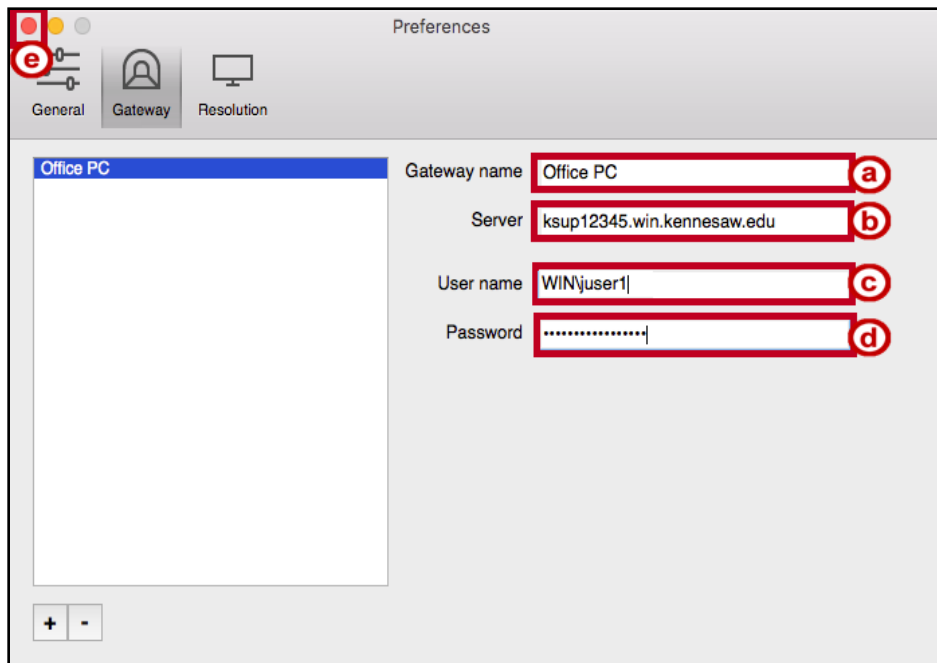


Figure 16 - Configure Gateway

16. You have returned to the *General* tab. Next to *Gateway*, click the **drop-down arrow** (See Figure 17).

17. Next to *Gateway*, select the **Gateway name** entered in step 14 (See Figure 17).

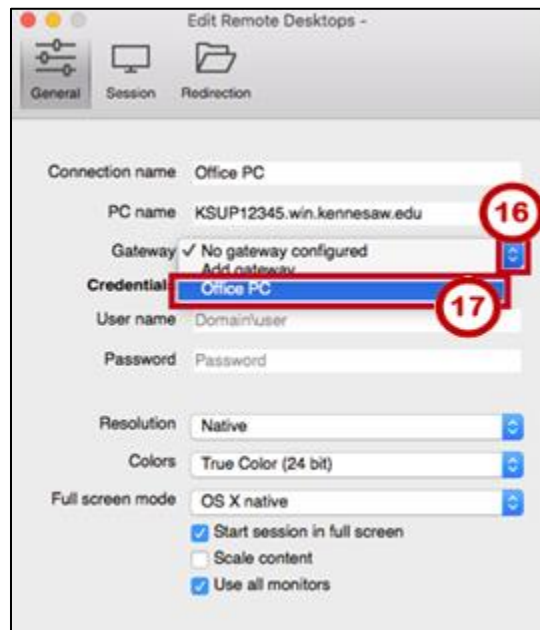


Figure 17 - Gateway Selection

18. The remote connection settings are now saved. The *Microsoft Remote Desktop* window will appear.

From the *Remote Desktop* window, double-click the **remote connection name** (e.g., *Office PC*) to connect remotely to the PC.

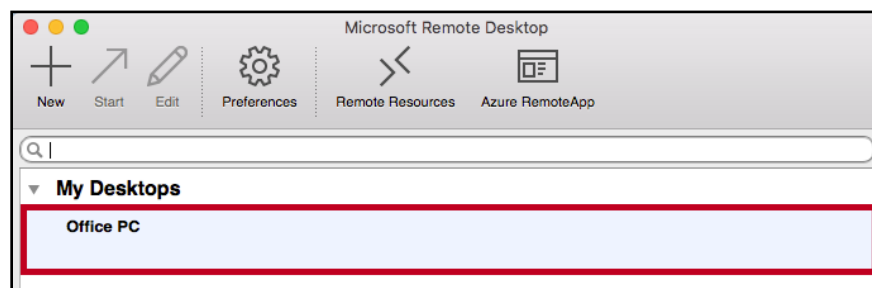


Figure 18 - Double-Click the Remote Connection Name

19. The *Remote Connection* window will open.

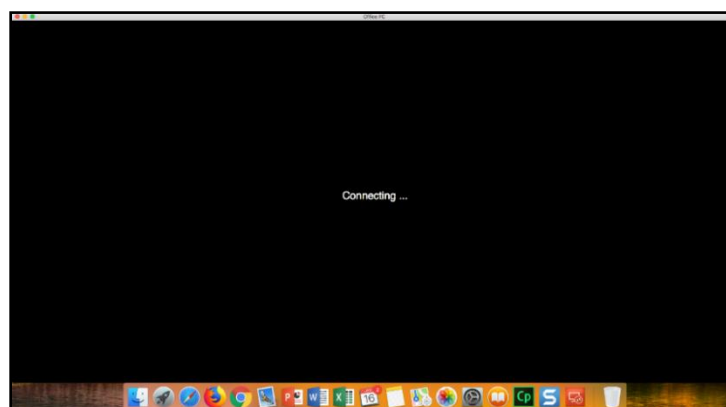


Figure 19 - Connecting to PC

Note: A *Verify Certificate* message may appear. Click **Continue** to proceed.

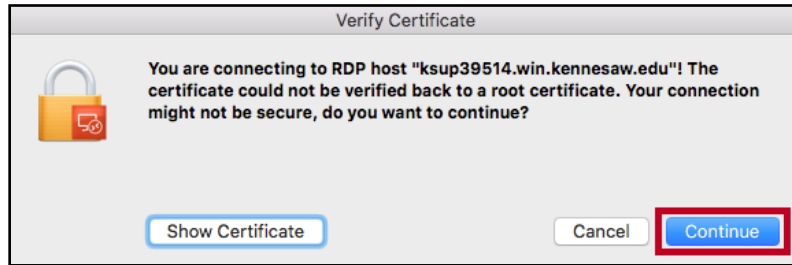


Figure 20 - Verify Certificate

20. You are now connected to your office PC.

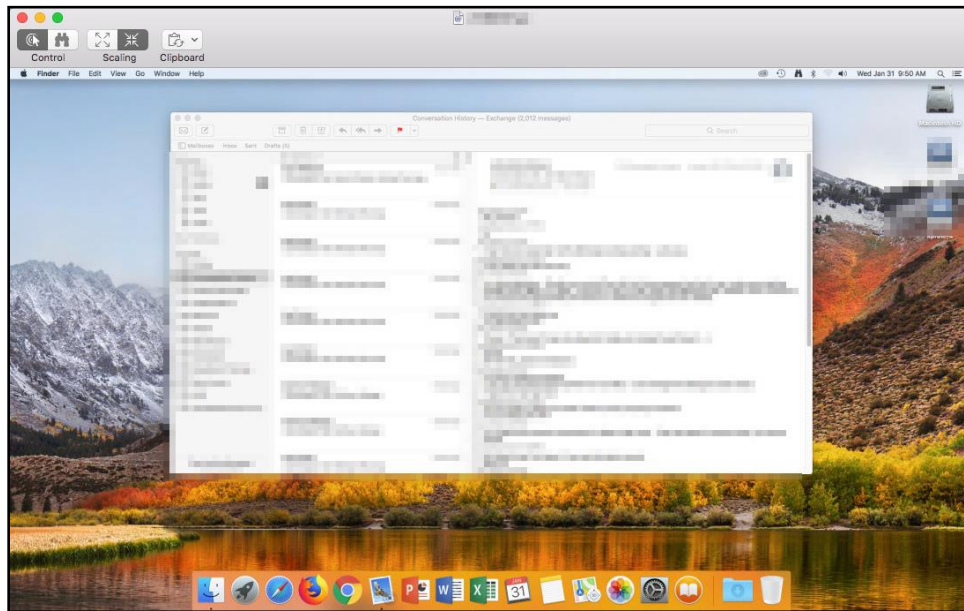


Figure 21 - Remote Connection

Disconnecting the Remote and VPN Connections

1. To disconnect from remote desktop, in the menu bar, click **Microsoft Remote Desktop** (See Figure 22).
2. In the drop-down menu, click **Quit Microsoft Remote Desktop**. This will close your connection to your office PC (See Figure 22).



Figure 22 - Quit Remote Desktop

3. To disconnect from the network, click the **GlobalProtect** icon in the menu bar.



Figure 23 - GlobalProtect in Menu Bar

4. Click **Disconnect**.

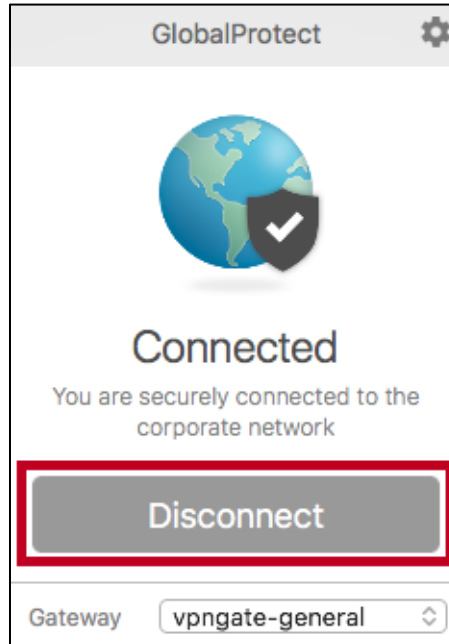


Figure 24 - Disconnect

5. You are now disconnected from the VPN connection.



Figure 25 - Disconnected from VPN Connection