Connecting while Off Campus to Your Campus PC from MacOS

The following demonstrates how to connect remotely to your campus PC from off-campus using a VPN connection and a remote desktop connection on a Mac. For information on installing the GlobalProtect Agent 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.

2. Click Settings.

![Figure 1 - Click Start Menu](image)

![Figure 2 - Click Settings](image)
3. The Windows settings window appears. Click System.

4. The System window appears. Click About (See Figure 4).
5. The About window appears. Make note of the Device name for remote desktop access (See Figure 4).
6. Click the **Exit (X)** button to close the window.

![Figure 5 - Click Exit](image)

**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](image)

2. The *Portal* field will populate with the VPN address entered during client installation (vpn.kennesaw.edu). Enter your login credentials (e.g., **NetID** and **password**) (See Figure 7).

3. Click **Sign In** (See Figure 7).

![Figure 7 - Enter Login Credentials](image)
4. You are now connected to the KSU campus network through the GlobalProtect VPN client.

![Connected to VPN](image)

**Figure 8 - Connected to VPN**

5. To connect from your Off Campus Mac to your Office PC, click **Go** in the menu bar (See Figure 9).
6. Click **Applications** (See Figure 9).

![Applications](image)

**Figure 9 - Applications**
7. Click **Microsoft Remote Desktop**.

8. The *Microsoft Remote Desktop* window will open. Click the **Add desktop** button to configure a remote connection.

9. In the *PC Name* field, enter the complete **PC name** to which you want to connect remotely (e.g., ksup12345.win.kennesaw.edu).
10. In the *User Account* field, you have two options:
   
a. **Ask me every time**: The default setting, which prompts you to enter your NetID and password each time you attempt to connect to the PC (See Figure 13).

   **Note**: If you want to retain this option, click **Save** to proceed to step 16.

   b. **Add User Account**: Allows you to save your login credentials to prevent prompting every time you connect (See Figure 13).

   **Note**: If you opt to add account information, it is recommended that you **DO NOT** save your password.

![Figure 13 - User Account](image)

11. If you selected *Ask me every time* in step 10, the remote connection is configured and a connection icon appears in the *Microsoft Remote Connection* window.

![Figure 14 - Remote Connection Configured](image)
12. If you selected *Add User Account*... in step 11, the *Add User Account* window will appear. In the *User Name* field, enter your *NetID* (See Figure 15).

**Note:** You may enter a name that you will recognize in the *Friendly Name* field, but it is recommended that you DO NOT save your password.

13. Click **Save** (See Figure 15).

![Figure 15 - Enter Your NetID & Save](image1.png)

14. You will return to the *Add Desktop* window. Click **Save** to save the account settings.

![Figure 16 - Save Account Settings](image2.png)

15. The remote connection with NetID account information is configured and a connection icon appears in the *Microsoft Remote Connection* window.

![Figure 17 - Remote Connection Configured](image3.png)
16. From the Remote Desktop window, double-click the **remote connection name** (e.g., `ksup12345.win.kennesaw.edu`) to connect remotely to the PC.

![Figure 18 - Double-Click the Remote Connection Name](image)

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

![Figure 19 - Verify Certificate](image)

17. If you did not configure an account, you will be asked for your NetID and password. If you configured an account, your NetID will be pre-populated and you will be asked only for your password as in the example below. Enter your **Login Credentials** according (See Figure 20).

18. Click **Done** (See Figure 20).

![Figure 20 - Enter Login Credentials](image)
19. You are now remotely connected to your PC.

![Figure 21 - Remotely Connected to Your PC](image)

**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](image)
3. To disconnect from the network, click the **GlobalProtect icon** in the menu bar.

![Figure 23 - GlobalProtect in Taskbar](image)

4. Click **Disconnect**.

![Figure 24 - Disconnect](image)

5. You are now disconnected from the VPN connection.

![Figure 25 - Disconnected from VPN](image)