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 app to utilize a VPN connection, please refer to the 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](image.png)

2. Click Settings.

![Figure 2 - Click Settings](image.png)
3. The **Windows settings** window will appear. Click **System**.

![Figure 3 - Click System](image)

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

Establishing the VPN connection on the Off-Campus Mac

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

2. The GlobalProtect window will appear. 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 the [UITS Documentation Center](#).

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

![GlobalProtect](image)

**Figure 10 - Connected 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).

![Applications](image)

**Figure 11 - Applications**
9. Click **Microsoft Remote Desktop**.

![](image12.png)

**Figure 12 - Click Microsoft Remote Desktop**

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

![](image13.png)

**Figure 13 - Click Add Desktop**

11. In the **PC Name** field, enter the complete **PC name** to which you want to connect remotely (e.g., ksup12345.win.kennesaw.edu or ksup12345.dyn.kennesaw.edu).

![](image14.png)

**Figure 14 - Enter the PC Name**
12. 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 15).

   **Note**: If you want to retain this option, click **Save** to proceed to step 13.

   b. **Add User Account**: Allows you to save your login credentials to prevent prompting every time you connect (See Figure 15).

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

![Figure 15 - User Account](image1)

13. If you selected *Ask me every time* in step 12, the remote connection is configured and a connection icon appears in the *Microsoft Remote Connection* window.

![Figure 16 - Remote Connection Configured](image2)
14. If you selected Add User Account... in step 12, the Add User Account window will appear. In the User Name field, enter your **NetID** (See Figure 17).

**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.

15. Click **Save** (See Figure 17).

![Figure 17 - Enter Your NetID & Save](image)

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

![Figure 18 - Save Account Settings](image)

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

**Note:** You may configure and save both **computername.win.kennesaw.edu** and **computername.dyn.kennesaw.edu** as separate connections to allow you to select what works better for you in your current location.

![Figure 19 - Remote Connection Configured](image)
18. From the Remote Desktop window, double-click the **remote connection name** (e.g., ksup12345.win.kennesaw.edu or ksup12345.dyn.kennesaw.edu) to connect remotely to the PC.

![Figure 20 - Double-Click the Remote Connection Name](image)

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

![Figure 21 - Verify Certificate](image)

19. 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 22).

20. Click **Done** (See Figure 22).
21. You are now remotely connected to your PC.

![Figure 23 - 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 24).
2. In the drop-down menu, click **Quit Microsoft Remote** Desktop. This will close your connection to your office PC (See Figure 24).

![Figure 24 - Quit Remote Desktop](image)
3. To disconnect from the network, click the **GlobalProtect icon** in the menu bar.

![GlobalProtect in Taskbar](image)

**Figure 25 - GlobalProtect in Taskbar**

4. Click **Disconnect**.

![Disconnected](image)

**Figure 26 - Disconnect**

5. You are now disconnected from the VPN connection.

![Not Connected](image)

**Figure 27 - Disconnected from VPN**