

The following describes how to set up and connect remotely to your office Mac from off-campus using a VPN connection and a remote desktop connection using a Windows 10 PC. For information regarding installing the *GlobalProtect* app to utilize a VPN connection, please refer to the *KSU VPN Client Installation for Windows 10* documentation in the [UITS Documentation Center](#).

### Setting Up Your KSU Mac Computer for Remote Connection

The following demonstrates how to set up your macOS computer for remote connection:

1. In the *Finder*, click **System Preferences**.



Figure 1 - Click System Preferences

2. The *System Preferences* window will appear. Click **Sharing**.



Figure 2 - Click Sharing

3. The *Sharing* window will appear. Click the **Screen Sharing** checkbox (See Figure 3).
4. Click the **Add (+)** button (See Figure 3).

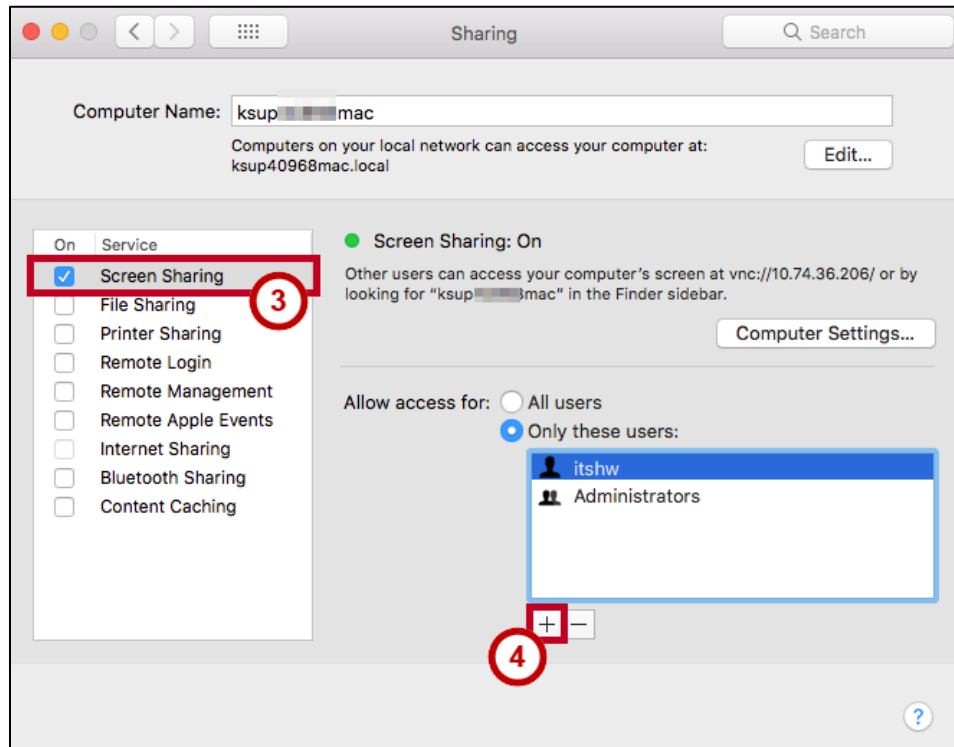


Figure 3 - Screen Sharing

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

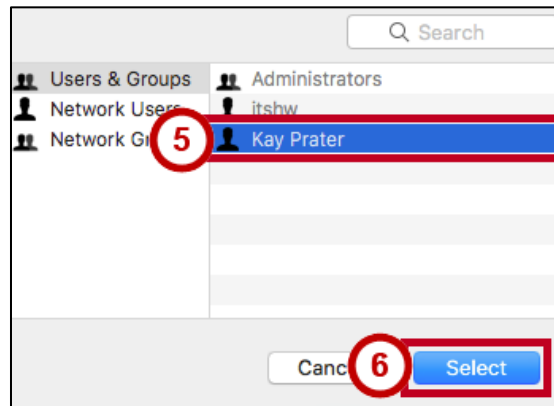


Figure 4 - Select Sharing Username

- Your name will appear in the *Allow access for* window (See Figure 5).
- Make note of the **Computer Name** (e.g., ksup12345mac) (See Figure 5).
- To close the *Sharing* window, click the **exit** button in the upper left corner (See Figure 5).

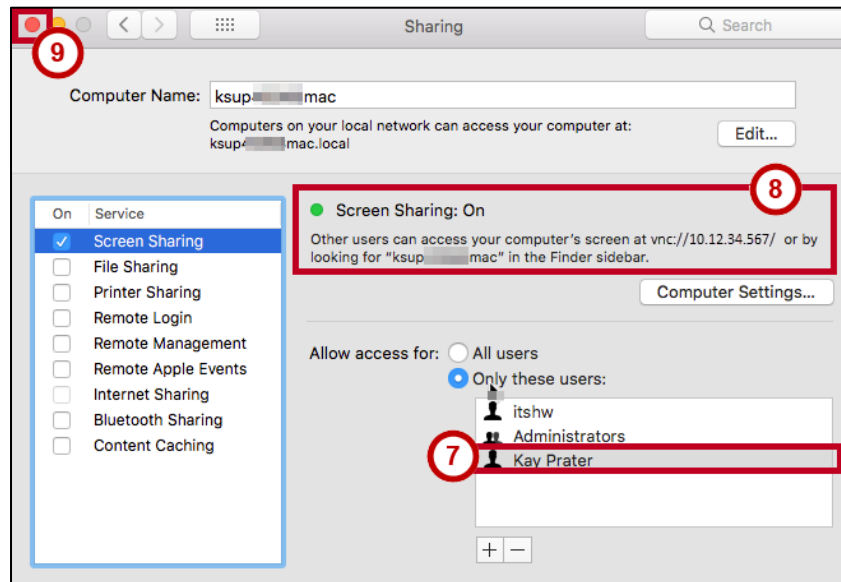


Figure 5 - Computer Name and IP Address

## Establishing the VPN Connection on the Off-Campus PC

The following explains how to connect to your macOS computer using a PC:

- Access the VPN by clicking the **GlobalProtect icon** in the taskbar system tray.



Figure 6 - Taskbar System Tray

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

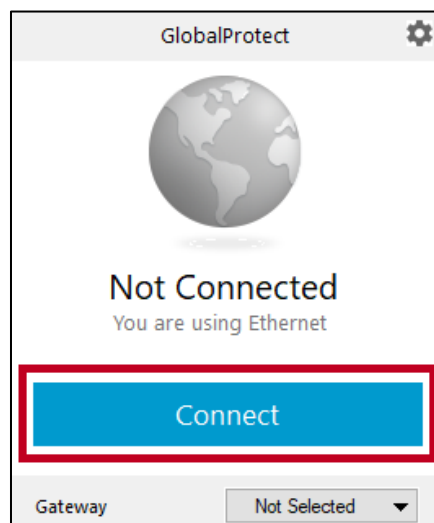


Figure 7 - Click Connect

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

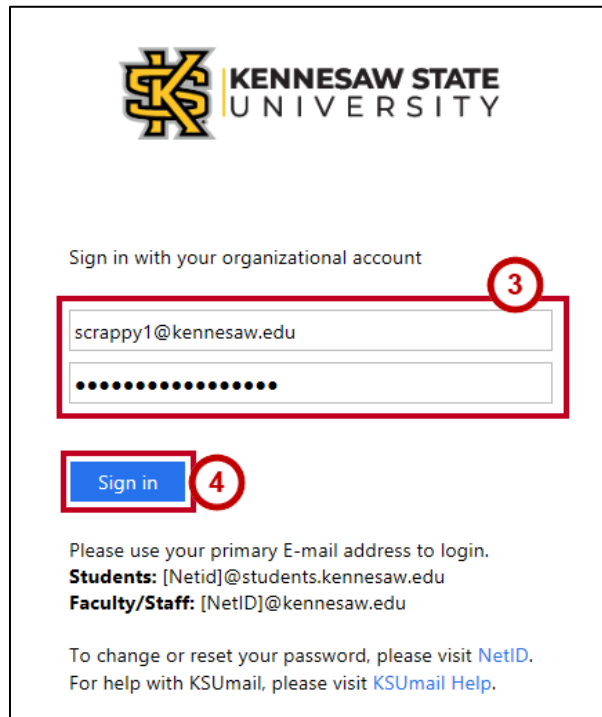


Figure 8 - Sign In

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](#).

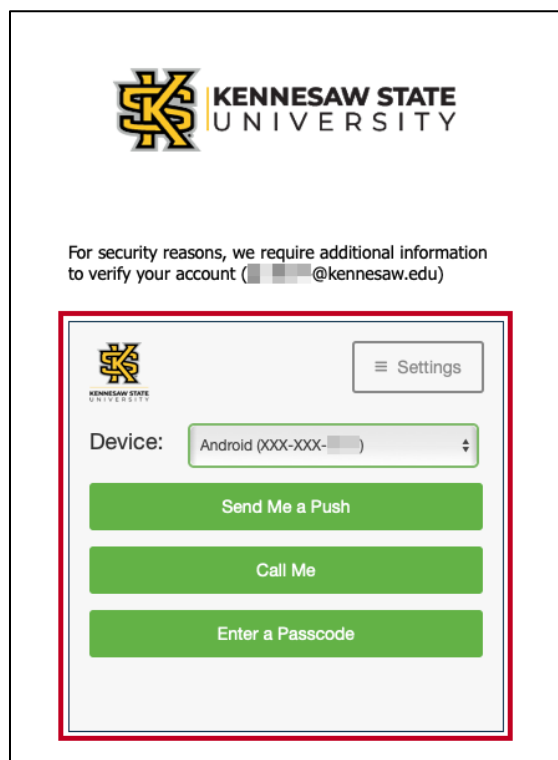


Figure 9 - Duo Verification

6. The connection process will begin.

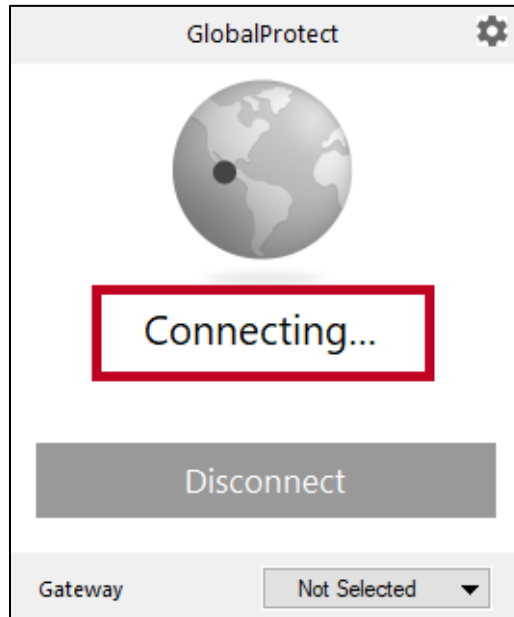


Figure 10 - Connecting to VPN

7. When successfully connected, the status indicator will change to **Connected** and the GlobalProtect icon will change to color rather than gray scale. You are now connected to the KSU campus network through the GlobalProtect.

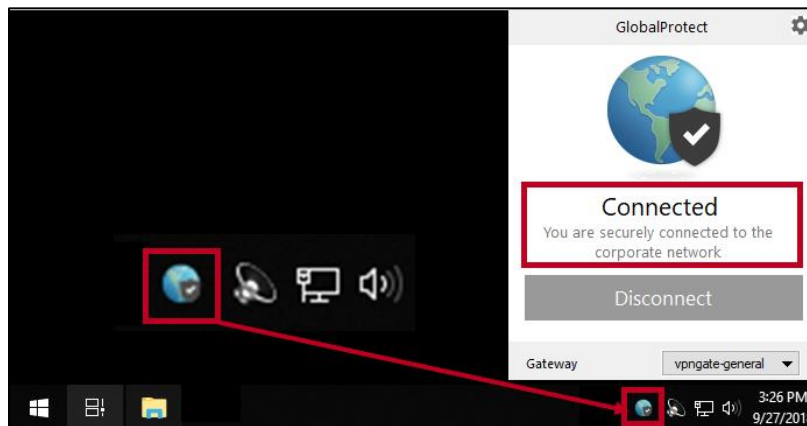


Figure 11 - Connected

## Connecting from Off-Campus to Your Office Mac Using Remotix Software on a PC

1. After connecting to the VPN, on the Windows 10 desktop, click the **Remotix** icon.

**Note:** For information on installing Remotix, please see *Setting Up Your Office Mac for Remote Connection* in the [UITS Documentation Center](#).

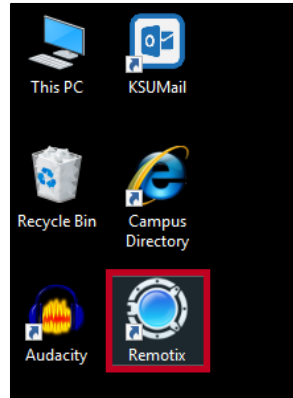


Figure 12 - Click the Remotix Icon

2. As an alternative, click the Windows 10 **Start** menu.



Figure 13 - Start Menu

- a. To search for the *Remotix* application, begin typing the term **Remotix** (See Figure 14).
- b. As you type, the search results will begin to populate with matches to the text you entered. Click **Remotix** (See Figure 14).

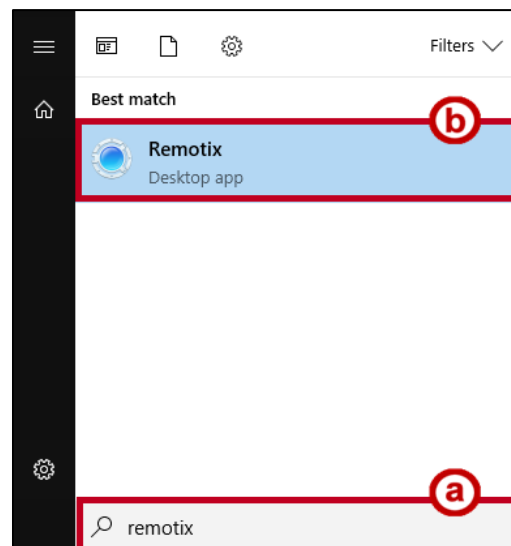


Figure 14 - Click Remotix

- To connect to your Mac, double-click the **Office Mac** connection you created during Remotix installation.

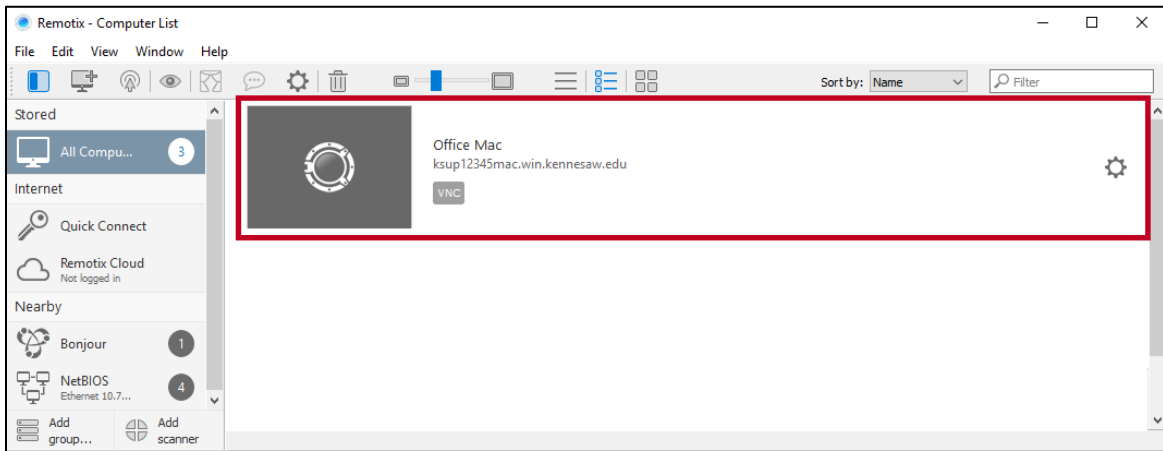


Figure 15 - New Connection Created

- The *Authentication: Office Mac* window opens. In the *Username* field, enter your **NetID** (See Figure 16).
- In the *Password* field, enter your **password** (See Figure 16).
- Click **Connect** (See Figure 16).

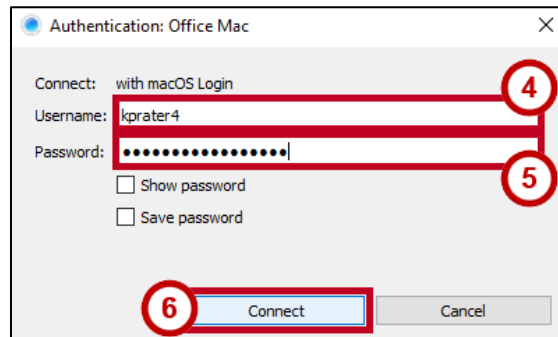


Figure 16 - Enter Credentials

- You are now remotely connected to the device selected in step 3 (your Office Mac).

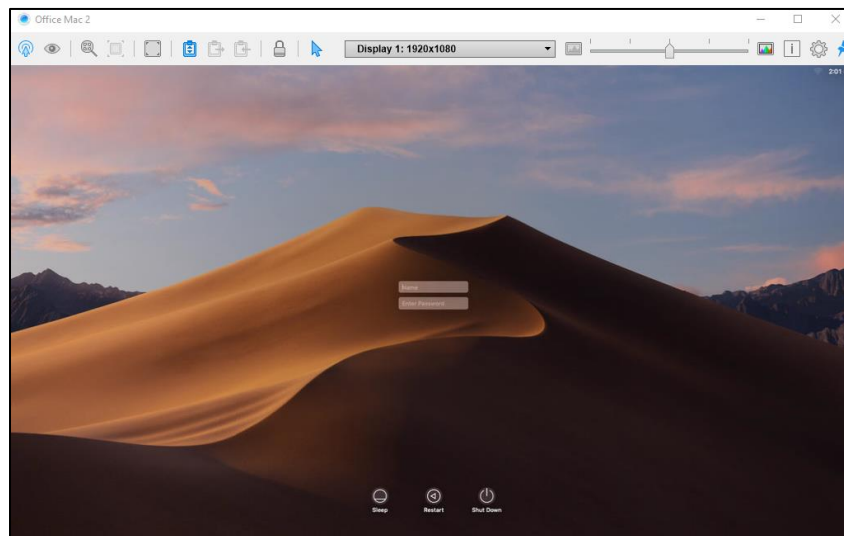


Figure 17 - Remotely Connect to Office Mac

- When ready to disconnect from the remote connection, click the **Exit (X)** button in the top right-hand corner.

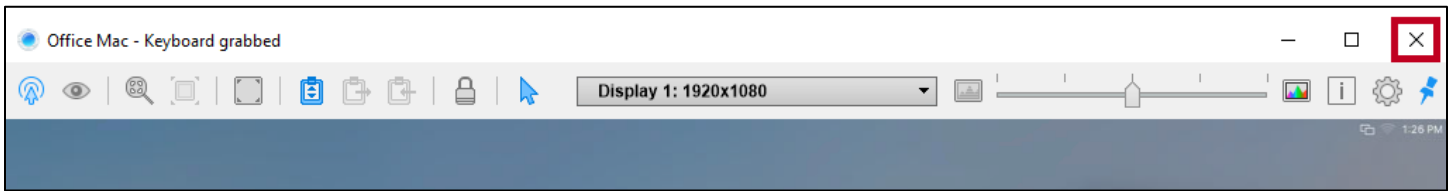


Figure 18 - Disconnect from Remote Connection

## Disconnecting the VPN Connection

- To disconnect from the network, click the **GlobalProtect icon** in the taskbar system tray.



Figure 19 - Click the GlobalProtect Icon

- Click **Disconnect**.

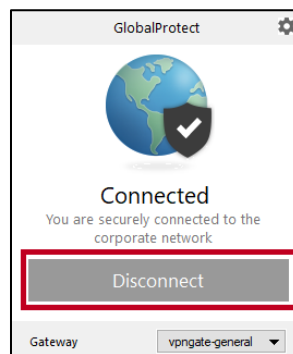


Figure 20 - Disconnect

- You will be disconnected from the VPN when the Status indicator changes to **Not Connected** and the GlobalProtect icon changes to a gray scale color.

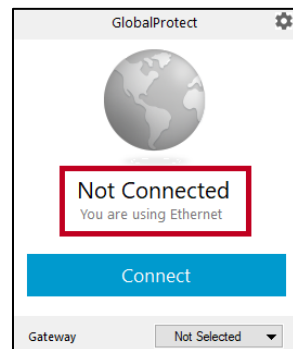


Figure 21 - Not Connected