Connecting from Off-Campus to Your Campus PC on Windows 10

The following describes how to identify your campus PC name and how to connect remotely to your office PC from off-campus using a VPN connection and a remote desktop connection. For information on installing the GlobalProtect Agent to utilize a VPN connection, please refer to our VPN Setup for Windows 10 documentation https://uits.kennesaw.edu/cdoc.

Note: This guide was written using Google Chrome version 64.0.3497.100.

Preparing to Connect to Your Campus Windows 10 PC

Identifying Your Windows 10 PC Name

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

2. Click Settings.
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]

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

1. Access the VPN agent by clicking the GlobalProtect icon in the taskbar system tray (See Figure 6).

![Figure 6 - Taskbar System Tray]

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

![Figure 7 - Click Connect]
3. The *GlobalProtect Sign In* window will appear with the VPN portal address entered during client installation (vpn.kennesaw.edu). Enter your **NetID** and **password** (See Figure 8).

4. Click **Sign In** (See Figure 8).

![Figure 8 - Enter Login Credentials](image)

5. The agent will begin the connection process.

![Figure 9 - Connecting to VPN](image)
6. When successfully connected, the Status indicator will change to **Connected** and the GlobalProtect icon will change from grayscale to color. You are now connected to the KSU campus network through the GlobalProtect VPN client.

![Figure 10 - Connected](image)

7. The **GlobalProtect Welcome** window appears. Click the **Exit(X)** button to close the window (See Figure 11).

8. If you do not want to see the **Welcome** window in the future, click the **checkbox** in front of **Do not show this page again** (See Figure 11).

![Figure 11 - Welcome Window](image)

**Connecting from Off-Campus to Your Office PC Using Remote Desktop**

1. After connecting the VPN using the **GlobalProtect VPN** service, click the Windows 10 **Start** menu.

![Figure 12 - Start Menu](image)
2. To search for the *Remote Desktop Connection* application, begin entering the term **remote desktop** (See Figure 13).

3. As you type, the search results will begin to populate with matches to the text you entered. Click **Remote Desktop Connection** (See Figure 13).

![Figure 13 - Enter Remote Desktop](image)

4. Enter the **full name** of your office computer adding **win.kennesaw.edu** to the end of your computer name (e.g., KSUP12345.win.kennesaw.edu) (See Figure 14).

5. Click **Connect** (See Figure 14).

![Figure 14 - Enter Computer Name/Connect](image)
6. Your **login name** will be populated (e.g., WIN\kprater4). Enter your **password** (See Figure 15).
Note: If your login name does not include the domain name WIN\, click the **More choices** link to enter WIN\NetID as the login name.

7. Click **OK** (See Figure 15).

8. You are now remotely connected to the device entered in step 5.
Disconnecting the Remote and VPN Connections

1. To disconnect from Remote Desktop, click the **Exit** button at the top of your *Remote Desktop* window. This will close your connection to your office PC.

![Figure 17 - Exit Remote Desktop](image)

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

![Figure 18 - GlobalProtect in Taskbar](image)

3. Click **Disconnect**.

![Figure 19 - Disconnect](image)
4. You will be disconnected from the VPN when the status indicator changes to **Not Connected** and the GlobalProtect icon changes grayscale color.

![Figure 20 - Not Connected](image-url)