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.

**Note:** This guide was written using Google Chrome version 63.0.3239.132.

Preparing to Connect to Your Campus (Office) Windows 10 PC

Identifying Your KSU (Office) Windows 10 PC Name

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

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

2. Click **Settings**.

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

![Figure 3 - Click System]

4. The *System* window will appear. Click **About**.

![Figure 4 - Click About]
5. The *About* window will appear. **Make note** of the **Device name** for remote desktop access.

![About Your PC](image)

**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).

![Taskbar System Tray](image)
2. The *GlobalProtect client panel* will appear. Enter the following:
   a. In the *Portal* field, enter *vpn.kennesaw.edu* (See Figure 7).
   b. Click *Connect* (See Figure 7).

   **Note:** The *Status* field will indicate *Not Connected* prior to clicking Connect.

![Figure 7 - GlobalProtect Client Panel](image1)

3. The *Portal* field will populate with the VPN address entered previously. Enter your *NetID* and *password* (See Figure 8).

4. Click *Connect* (See Figure 8).

![Figure 8 - Enter Login Credentials](image2)
5. When successfully connected, the Status indicator will change to **Connected**. You are now connected to the KSU campus network through the GlobalProtect VPN client.

![Figure 9 - Connected](image)

6. The *GlobalProtect Welcome* window will appear. Click the **Exit(X)** button to close the window.

**Note:** If you do not want to see the *Welcome* window in the future, click the checkbox in front of *Do not display this page again*.

![Figure 10 - 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 11 - Start Menu](image)
2. To search for the *Remote Desktop Connection* application, begin entering the term **remote desktop** (See Figure 12).

3. As you type, the search results will begin to populate with matches to the text you entered. Click **Remote Desktop Connection** (See Figure 12).

![Figure 12 - 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 13).

5. Click **Connect** (See Figure 13).

![Figure 13 - Enter Computer Name/Connect](image)
6. Your **NetID** will be populated. Enter your **password** (See Figure 14).

7. Click **OK** (See Figure 14).

![Figure 14 - Enter Credentials](image)

8. You are now remotely connected to the device entered above in step 2.

**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 15 - Exit Remote Desktop](image)
2. To disconnect from the network, double-click the **GlobalProtect icon** in the taskbar system tray.

![GlobalProtect in Taskbar](image)

**Figure 16 - GlobalProtect in Taskbar**

3. Click **Disconnect**.

![Disconnect](image)

**Figure 17 - Disconnect**

4. You are disconnected from the VPN when the Status indicator changes to **Disconnected**.

![Disconnected](image)

**Figure 18 - Disconnected**