

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

2. Click **Settings**.

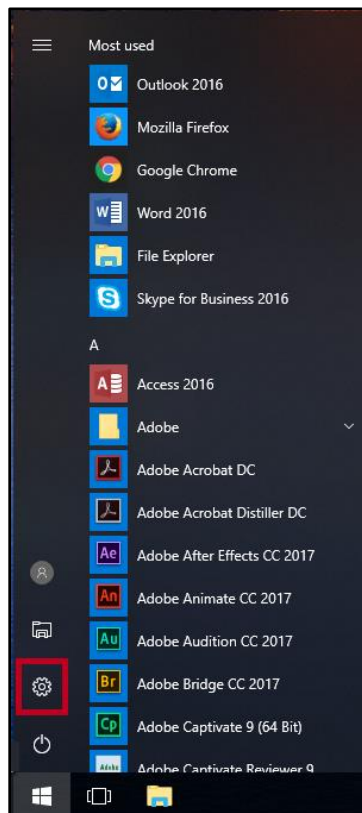


Figure 2 - Click Settings

The *Windows settings* window appears. Click **System**.

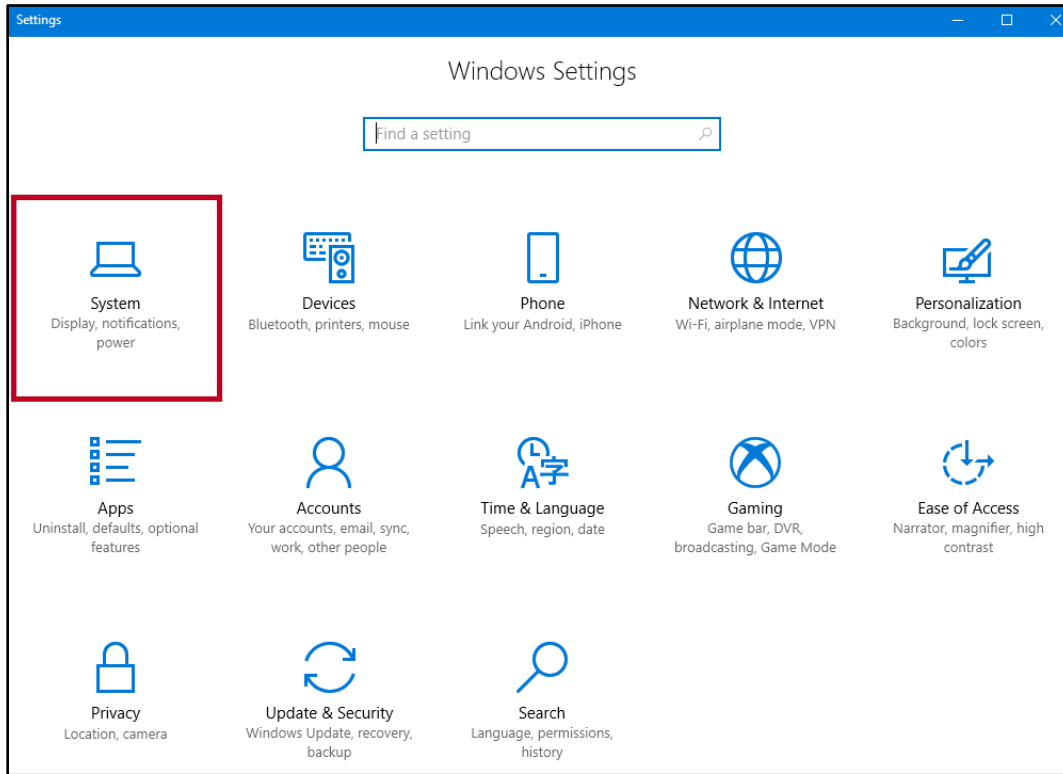


Figure 3 - Click System

3. The *System* window appears. Click **About**.

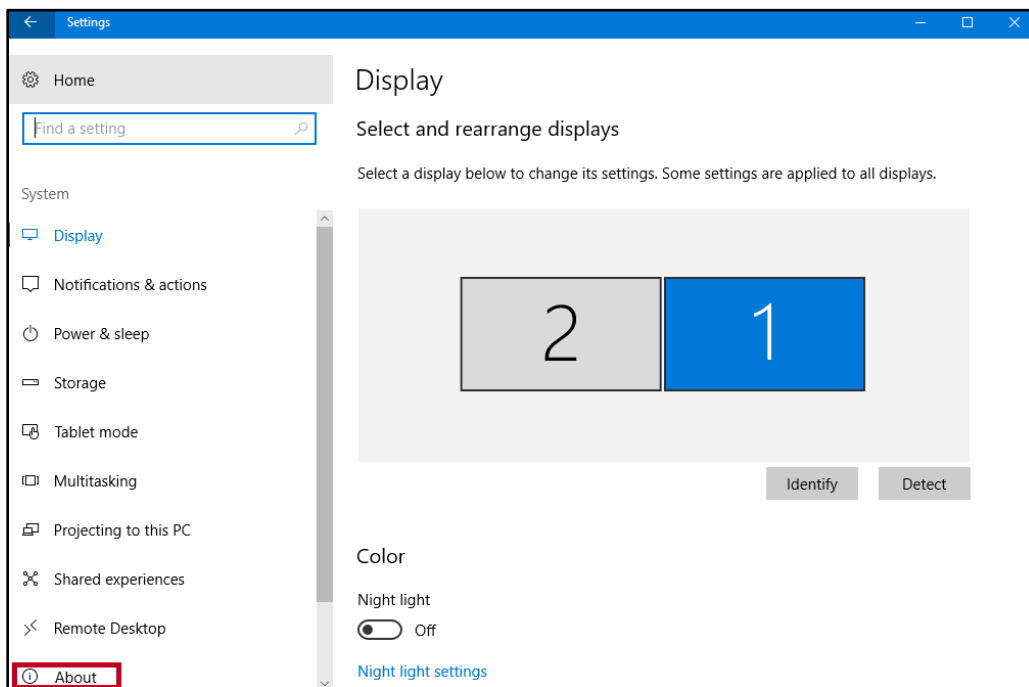


Figure 4 - Click About

4. The *About* window appears. **Make note** of the **Device name** for remote desktop access (See Figure 5).

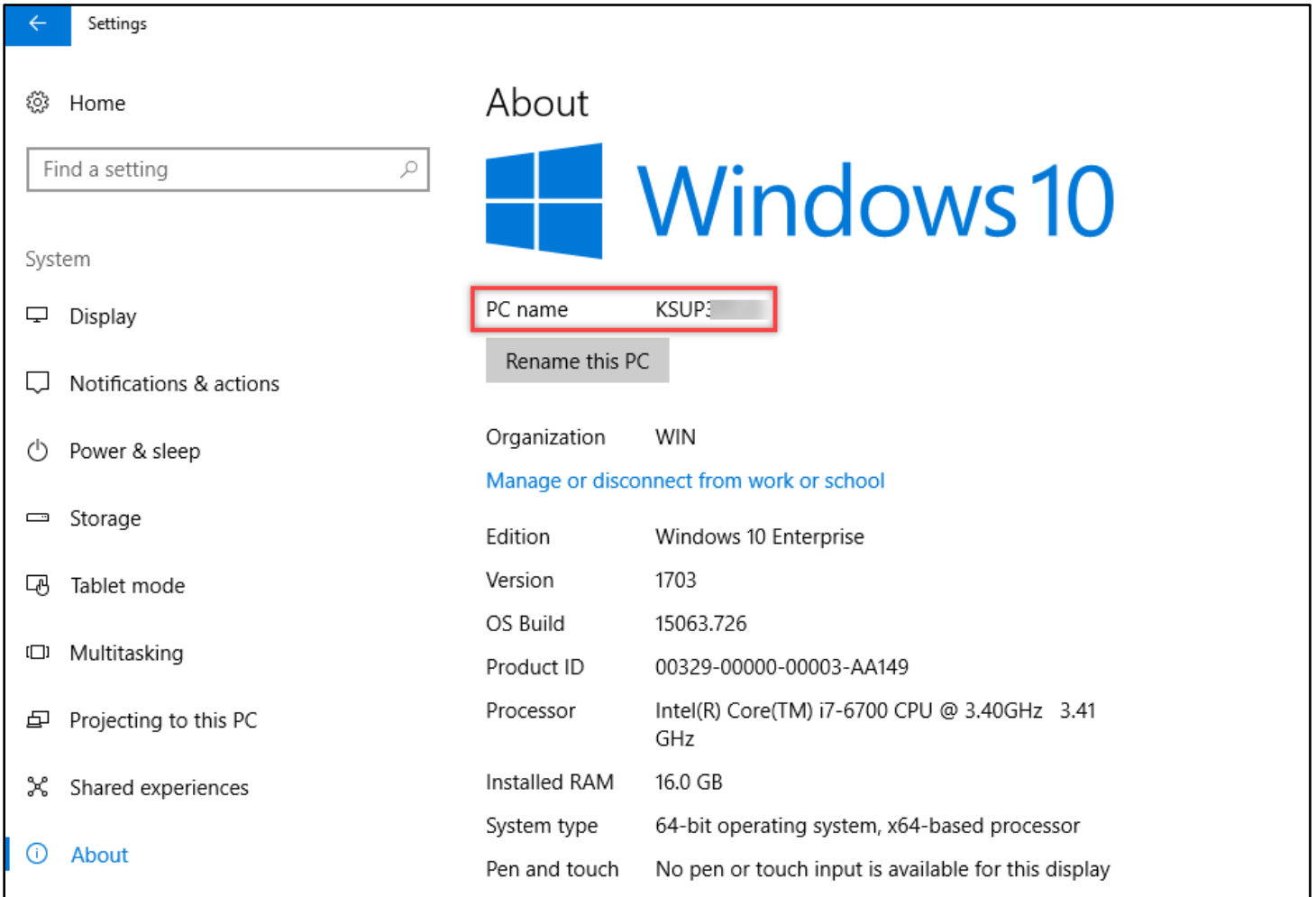


Figure 5 - About Your PC

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 client panel* appears. 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.

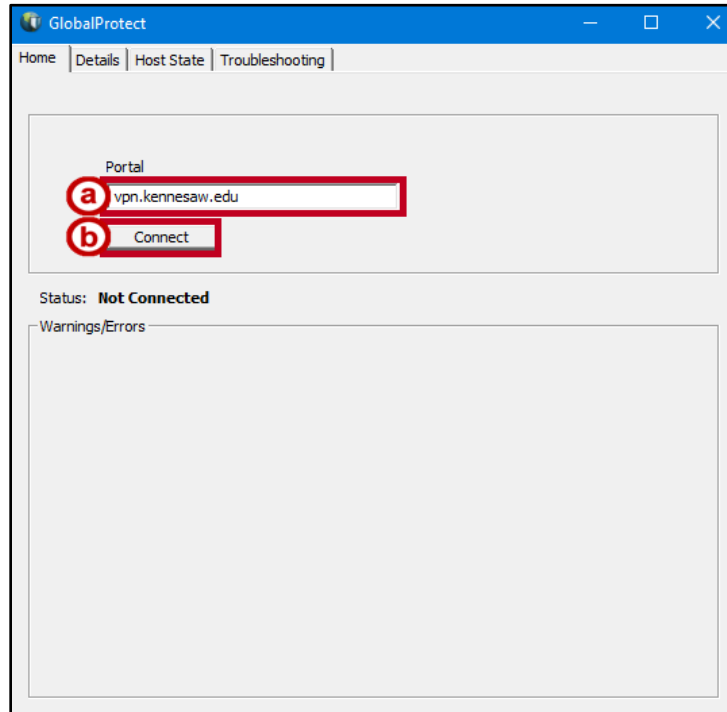


Figure 7 - GlobalProtect Client Panel

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).

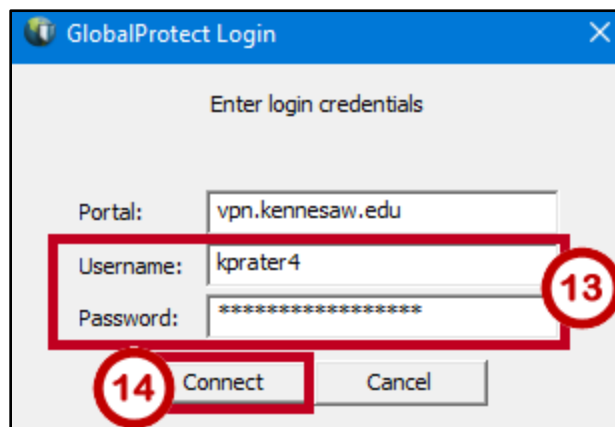


Figure 8 - Enter Login Credentials

- When successfully connected, the Status indicator will change to **Connected**. You are now connected to the KSU campus network through the GlobalProtect VPN client.

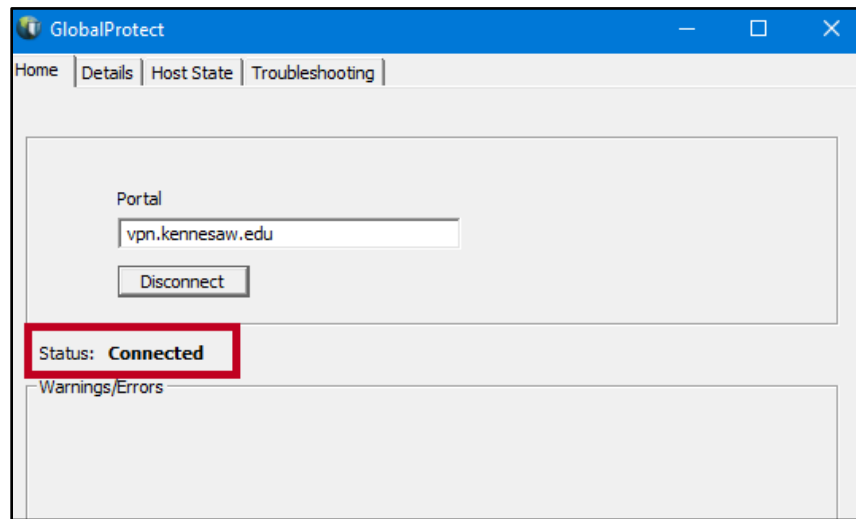


Figure 9 - Connected

- The *GlobalProtect Welcome* window appears. 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*.

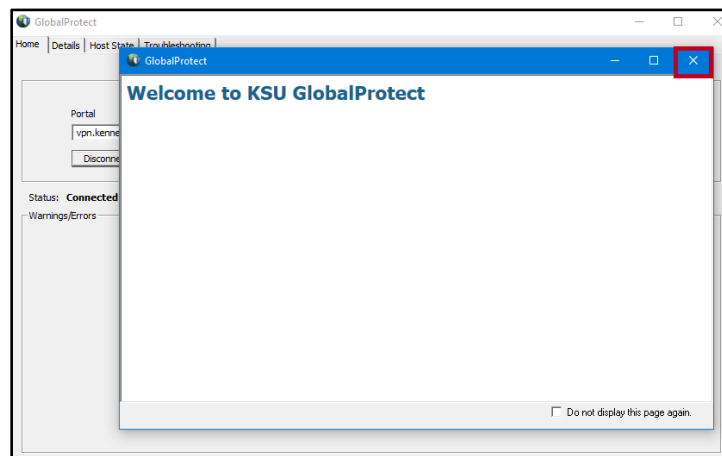


Figure 10 - Welcome Window

Connecting from Off-Campus to your Office PC Using Remote Desktop

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



Figure 11 - Start Menu

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).

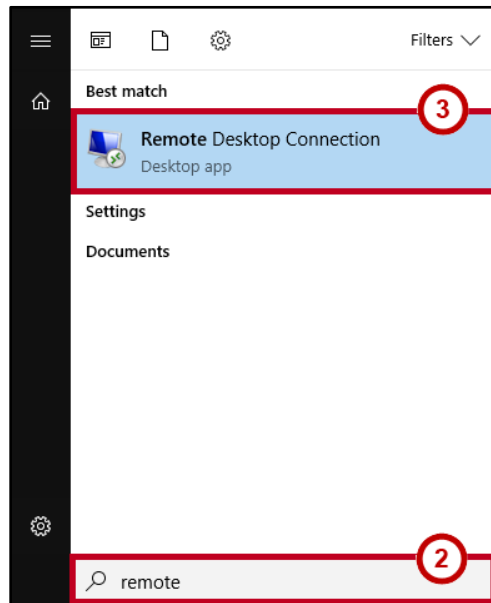


Figure 12 - Enter Remote Desktop

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).

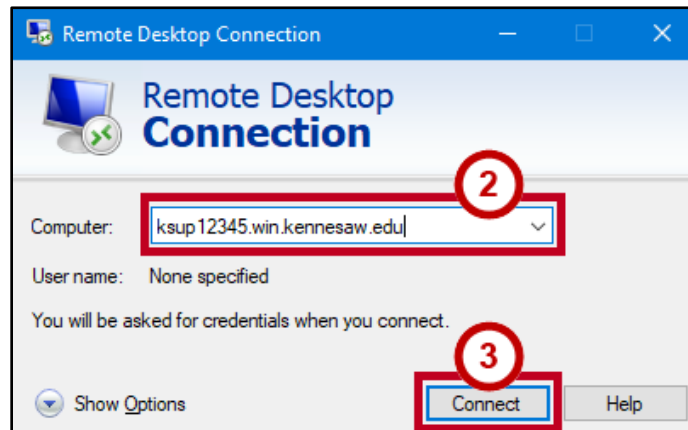


Figure 13 - Enter Computer Name/Connect

6. Your **NetID** will be populated. Enter your **password** (See Figure 14).
7. Click **OK** (See Figure 14).

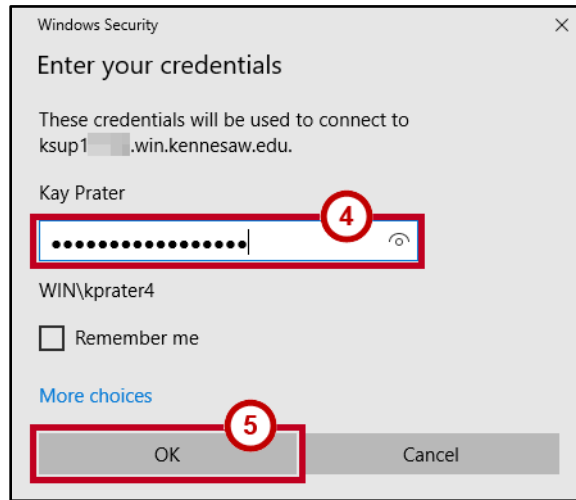


Figure 14 - Enter Credentials

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.

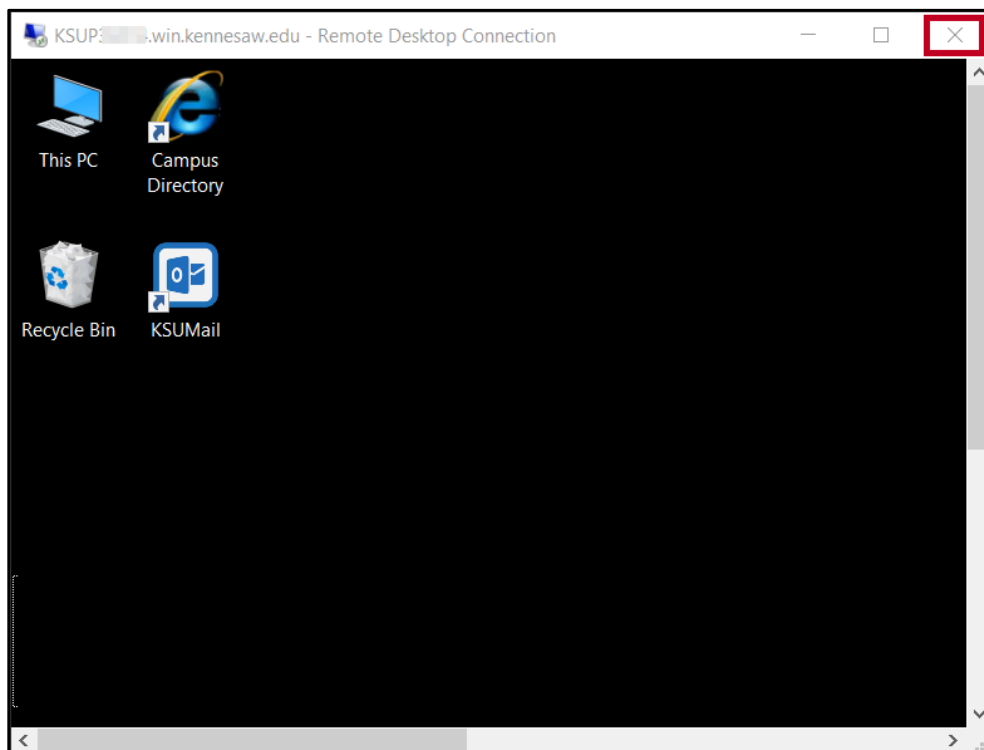


Figure 15 - Exit Remote Desktop

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



Figure 16 - GlobalProtect in Taskbar

3. Click **Disconnect**.

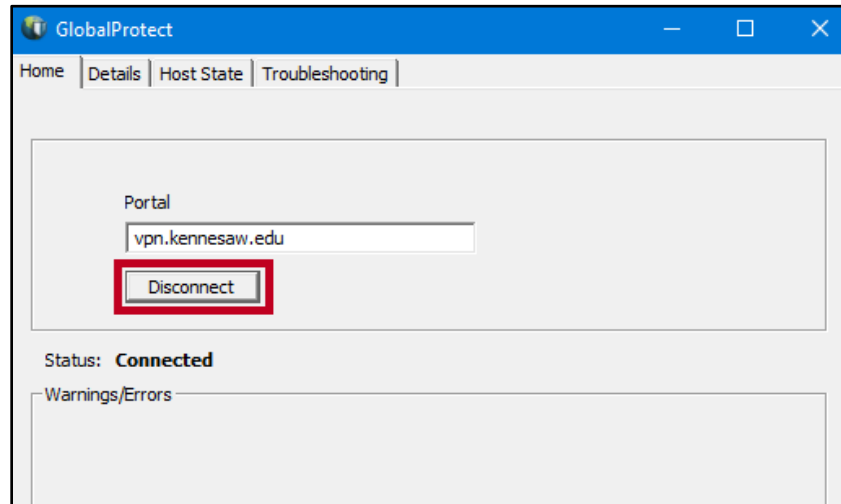


Figure 17 - Disconnect

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

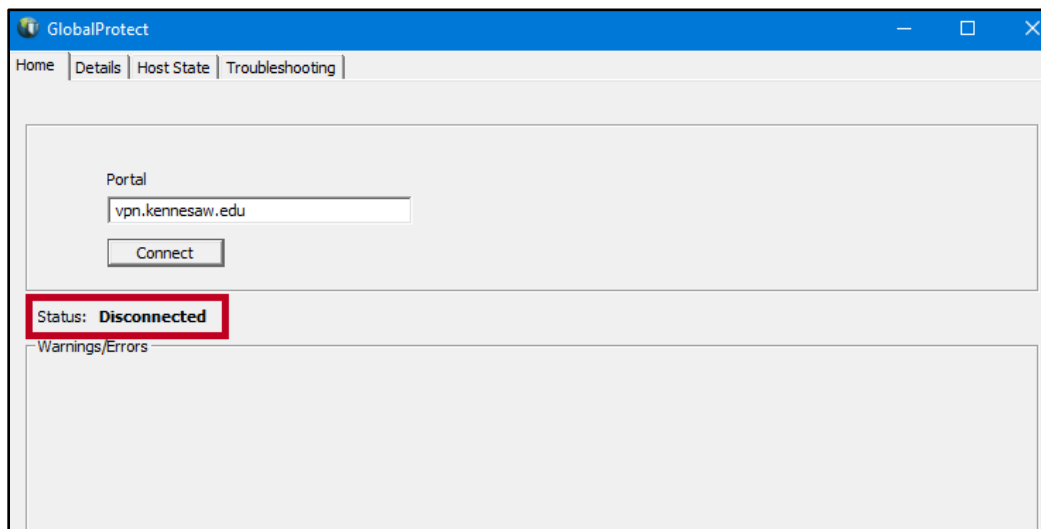


Figure 18 - Disconnected