

The following describes how to identify your on-campus Windows 10 PC name and connect remotely to your office PC using a VPN connection from an iPad or other iOS device. For more information on installing the *GlobalProtect* app to utilize a VPN connection, please refer to our *KSU VPN Client Installation and Connection iOS* documentation located in the UITS Documentation Center: <https://uits.kennesaw.edu/cdoc>.

Identifying the Windows 10 PC Name

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



Figure 1 - Click Start Menu

2. Click **Settings**.

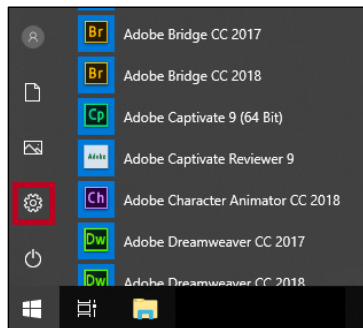


Figure 2 - Click Settings

3. The *Windows Settings* window will appear. Click **System**.

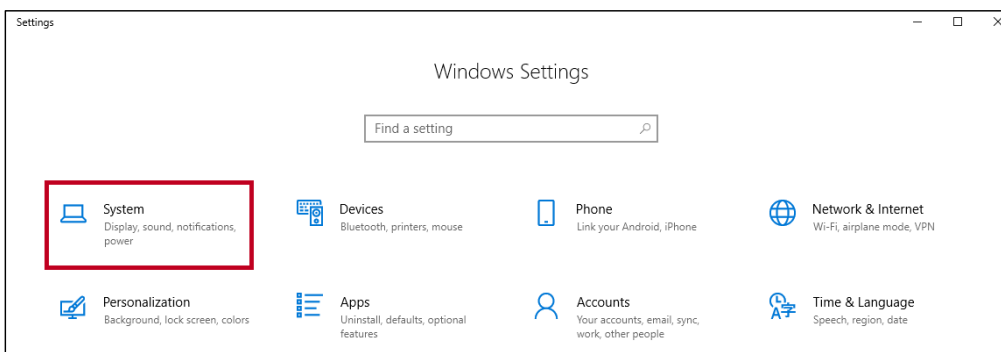


Figure 3 - Click System

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 (e.g. KSUP12345) (See Figure 4).

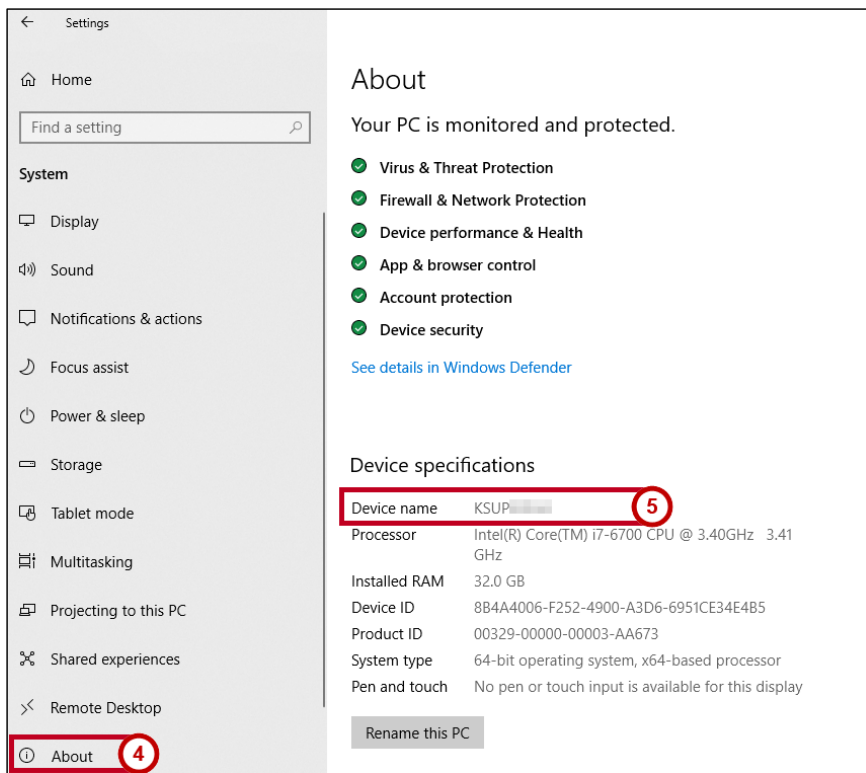


Figure 4 - About Your PC

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

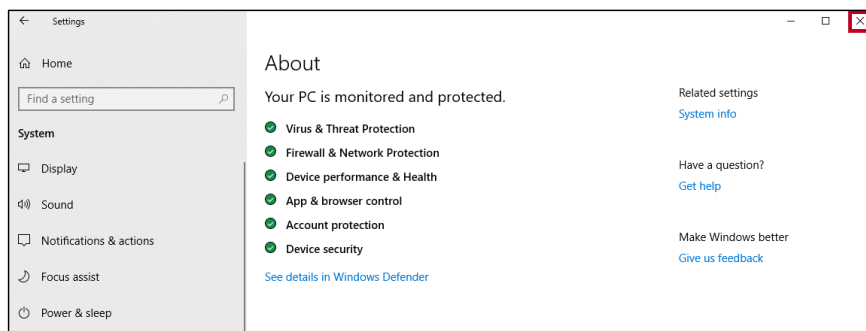


Figure 5 - Click Exit

Installing Microsoft Remote Desktop

To connect to your office PC from an iOS device, you will need the *Microsoft Remote Desktop* app. The following explains how to locate and install the *Microsoft Remote Desktop* app:

1. In the App Store, search for **remote desktop** (See Figure 6).
2. In the search results, find *Microsoft Remote Desktop* and tap **Install** (See Figure 6).

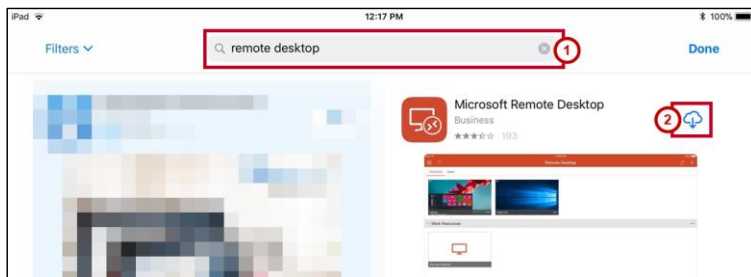


Figure 6 - Install Microsoft Remote Desktop

3. After the installation is complete, tap **Open**.

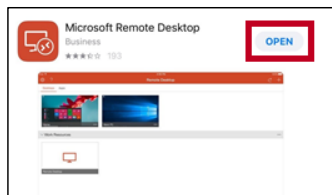


Figure 7 – Open

Configuring Microsoft Remote Desktop

1. To add a new remote desktop connection, tap **Add (+)**.

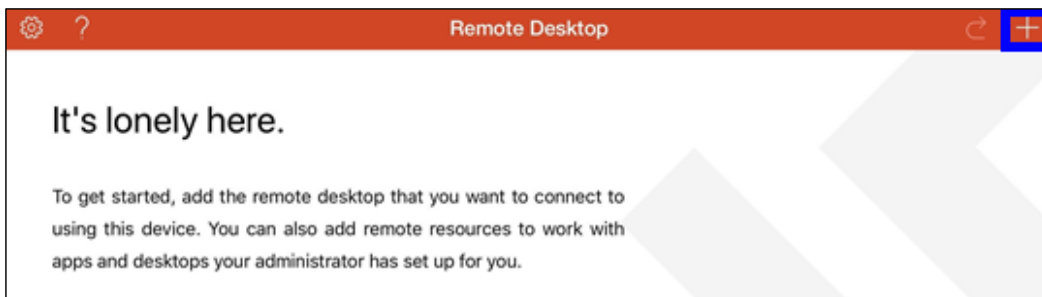


Figure 8 - Add Remote Desktop Connection

2. Tap **Desktop**.

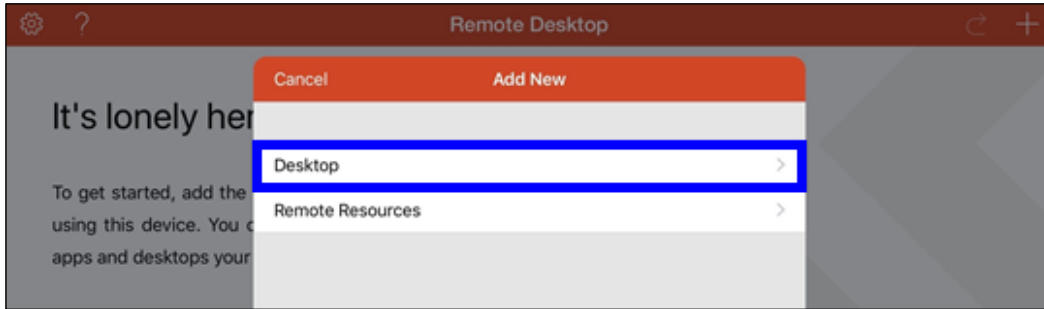


Figure 9 - Select Desktop

3. In the **PC name** field, enter the **KSU computer name** you identified in step 5 of *Identifying the Windows 10 PC Name* followed by **.win.kennesaw.edu** or **.dyn.kennesaw.edu** (e.g., ksup12345.win.kennesaw.edu or ksup12345.dyn.kennesaw.edu) (See Figure 10).
4. Tap **Done** (See Figure 10).

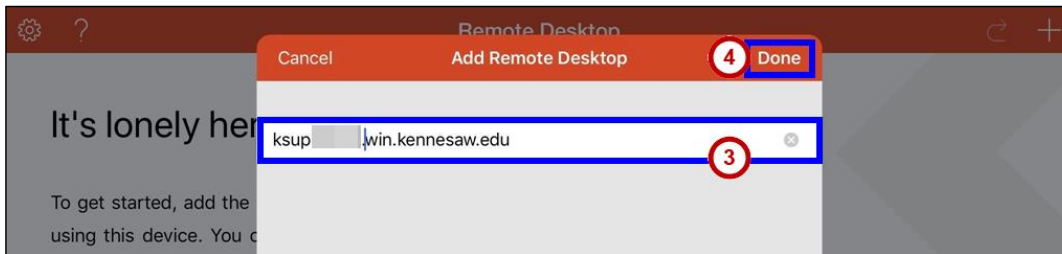


Figure 10 - PC Name

5. Tap **Save**.

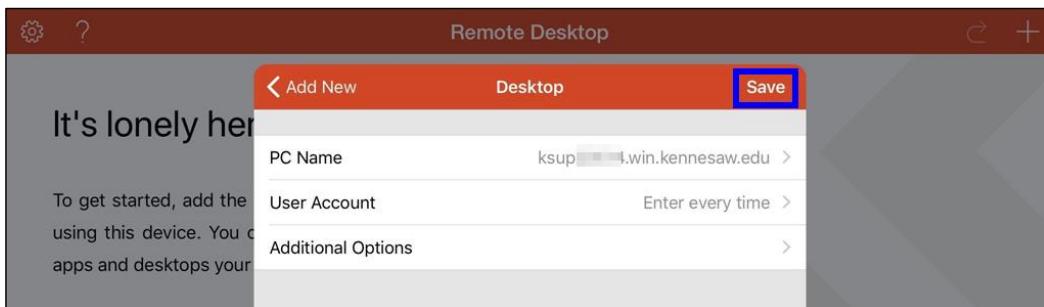


Figure 11 – Tap Save

Note: You will be required to enter your **NetID** and **password** every time you tap this remote desktop connection.

6. You have successfully configured a new remote desktop connection to your office PC.

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.

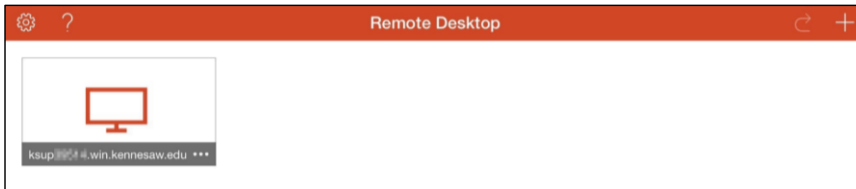


Figure 12 - New Remote Desktop Connection

Connecting to the GlobalProtect Agent on Your iPad

1. Tap the installed **GlobalProtect App** on your device.



Figure 13 - Click the GlobalProtect Agent App

2. The *GlobalProtect* window will appear. Tap **Tap To Connect**.

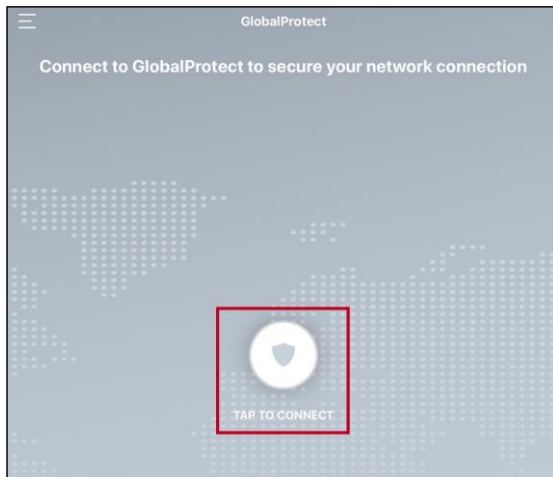


Figure 14 - Connect to VPN

3. The *Sign In* window will appear. Enter your **KSU Email Address** and **password** (See Figure 15).
4. Click **Sign In** (See Figure 15).

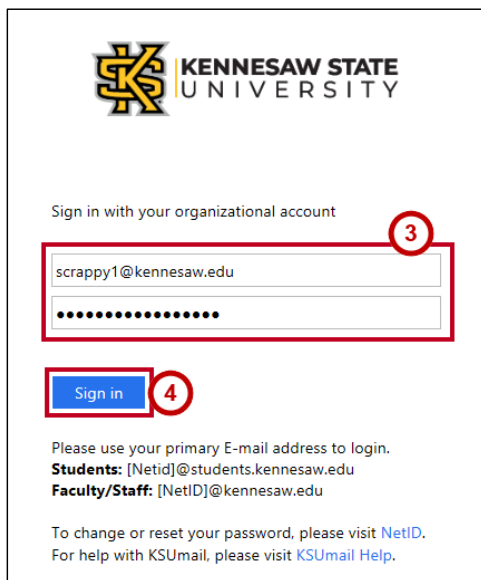


Figure 15 - Sign In

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 <https://uits.kennesaw.edu/duo/>.

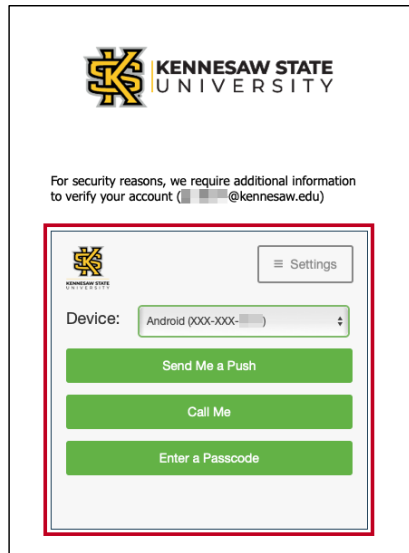


Figure 16 - Duo Verification

6. The *Sign in* window will appear with the portal address (`vpn.kennesaw.edu`) and *NetID* entered during client installation. In the *Password* field, enter your **password**. (See Figure 17).
7. Tap **Sign In** (See Figure 17).

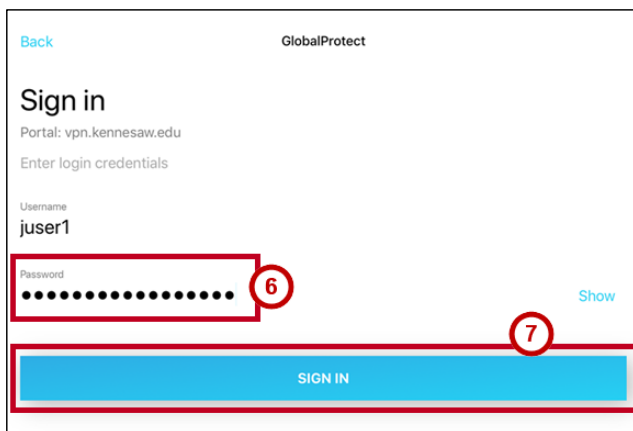


Figure 17 - GlobalProtect Portal

8. You have successfully connected to the KSU VPN.

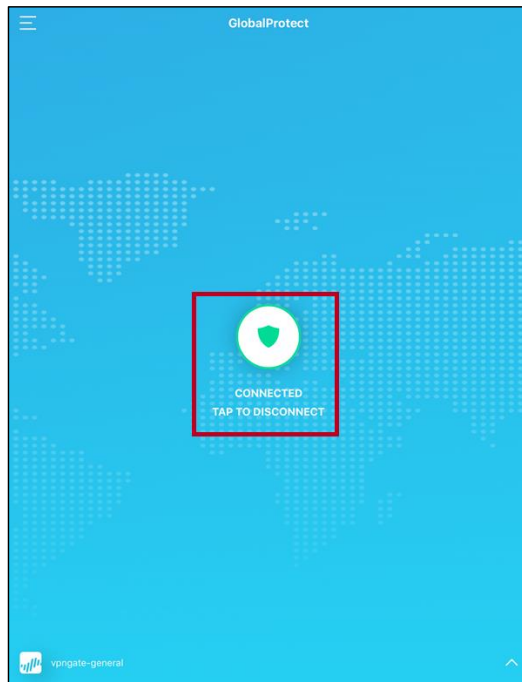


Figure 18 - Connected

Connecting to Your Office PC with Microsoft Remote Desktop

1. After connecting the KSU VPN using the *GlobalProtect* App, tap the **Microsoft RD Client App**.



Figure 19 - Tap the Microsoft RD Client App

- The *Microsoft Remote Desktop* window will open. Tap the **Remote Desktop Connection** for your office PC.

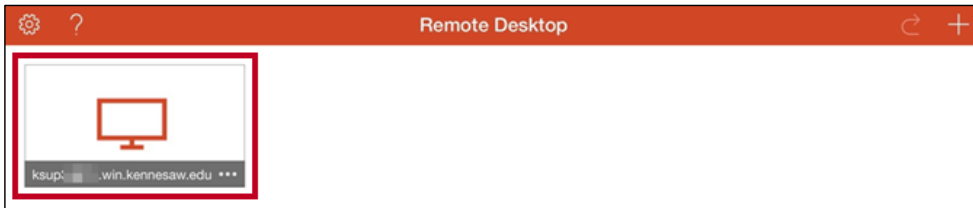


Figure 20 -Tap the Remote Desktop Connection for Your Office PC

- The *Client Authentication* window will open to verify the connection, click **Accept**.

Note: To prevent the verification window from opening in the future, slide the button next to *Don't ask me again...* to the right.

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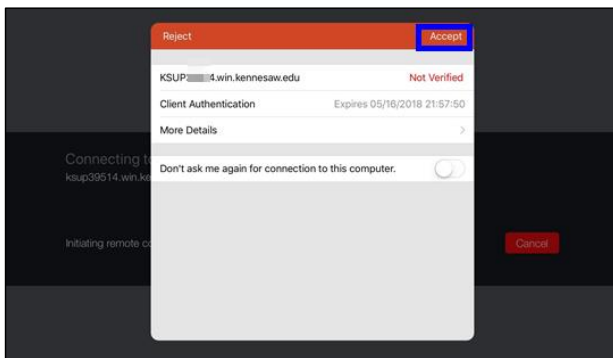


Figure 21 - Verify Connection

- You are now connected remotely to your office PC.

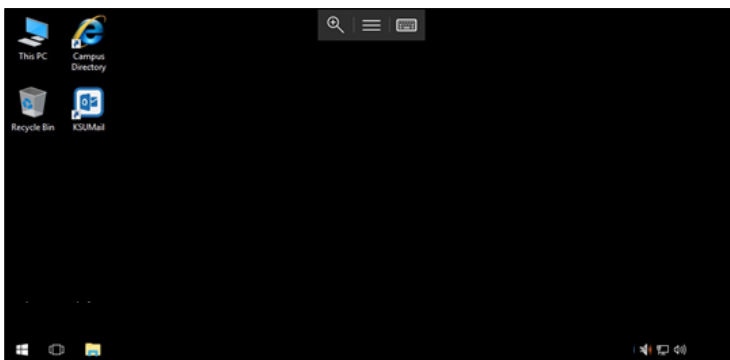


Figure 22 - Connecting to PC

Disconnecting the Remote Desktop Connection

1. To disconnect from remote desktop, tap the **Connection Bar** (See Figure 23).
2. The *Command Bars* will appear on the left and right. Tap the **Exit (X)** button (See Figure 23).

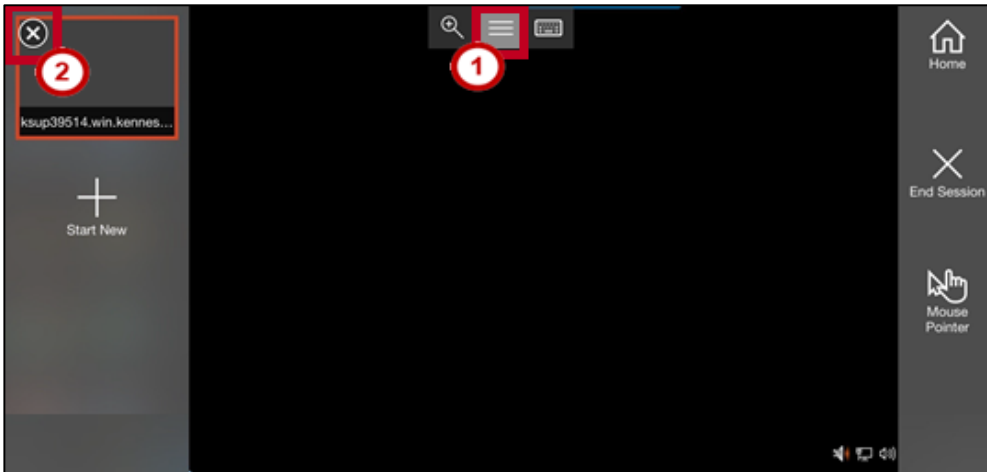


Figure 23 - Exit Microsoft Remote Desktop

Disconnecting from the VPN Connection

1. To disconnect from the network, tap the **GlobalProtect App**.



Figure 24 - GlobalProtect App

2. The *GlobalProtect* window will appear. Tap **Connected: Tap to Disconnect**.

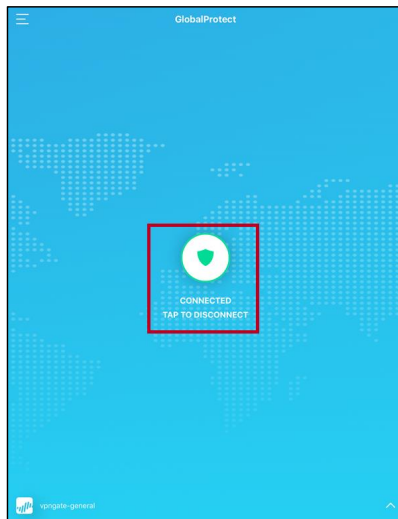


Figure 25 - Tap to Disconnect

You are now disconnected from the KSU VPN.

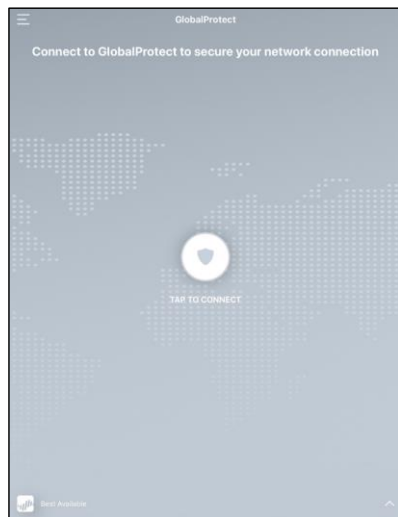


Figure 26 - Disconnected from KSU VPN