Setting up Remote Access for Your Office PC on Windows 10

The following demonstrates how to set up your Windows 10 computer for remote connection:

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. In the **Settings** window, click **Remote Desktop** (See Figure 3).
4. Click **Select users that can remotely access this PC** (See Figure 3).
5. The Remote Desktop Users window will appear. Click Add.

![Remote Desktop Users window](image)

Figure 4 - Click Add

6. The Select Users or Groups window will open. Enter WIN\NetID (e.g., WIN\juser1) (See Figure 5).
7. Click the OK button (See Figure 5).

![Select Users or Groups window](image)

Figure 5 - Enter WIN\NetID
8. The username now appears in the *Remote Desktop Users* window. Click **OK**.

![Remote Desktop Users window](image)

**Figure 6 - Click OK**

9. The *Settings* window will re-appear. Click the **Exit (X)** button.

![Settings window](image)

**Figure 7 - Click the Exit (X) Button**

10. You are ready to connect remotely to your Windows 10 PC.