



From Home PC (Windows 10) to Office PC (Windows 10)

Remote Desktop Connection

Setup Guide




Remote Desktop is a Windows OS feature that allows you to connect to your Office PC from home. You will be able to access your Office PC as though you are sitting in front of it. Hence, this method is suitable for you if you have work data or software installed on your Office PC that you need to use.

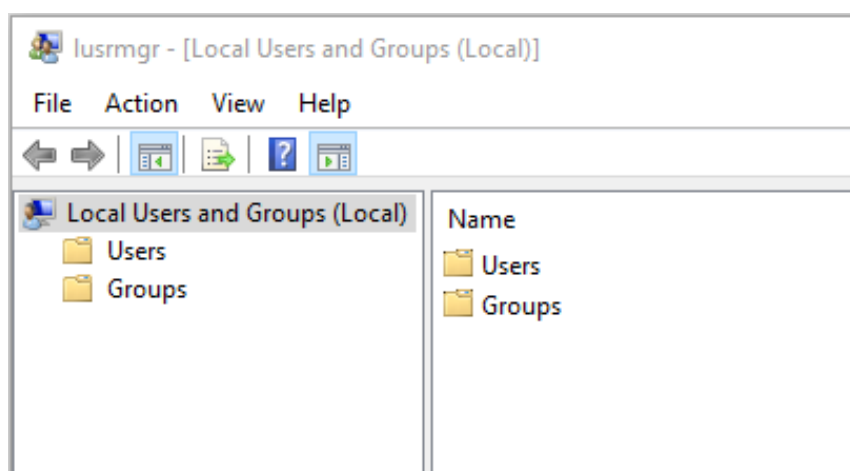
This document describes two steps that you need to do:

1. Set up Office PC for Remote Desktop Access (one-time setup)
2. Connect from Home PC to Office PC

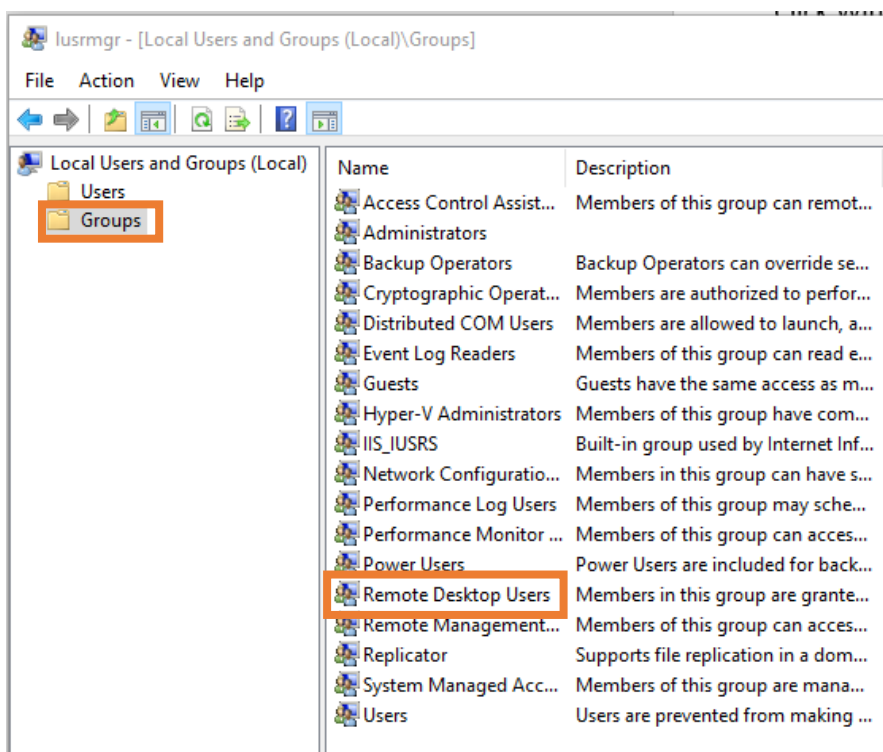
Do note that this document is based on Windows 10 so the user interface will differ for other Windows OS version.

Set up Office PC for Remote Desktop Access (one-time setup)

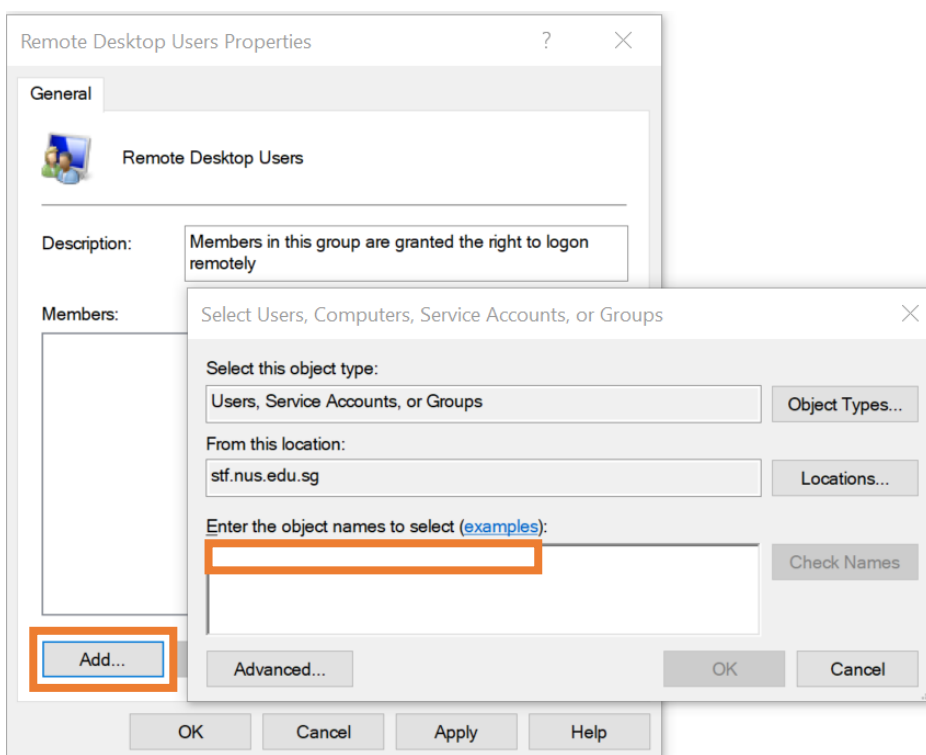
1. Click Windows Start  button and type **lusrmgr.msc** then press Enter.



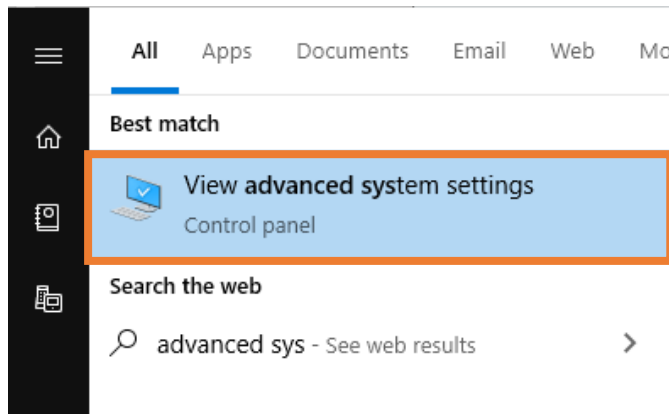
2. Click on **Groups** and double-click **Remote Desktop Users**.



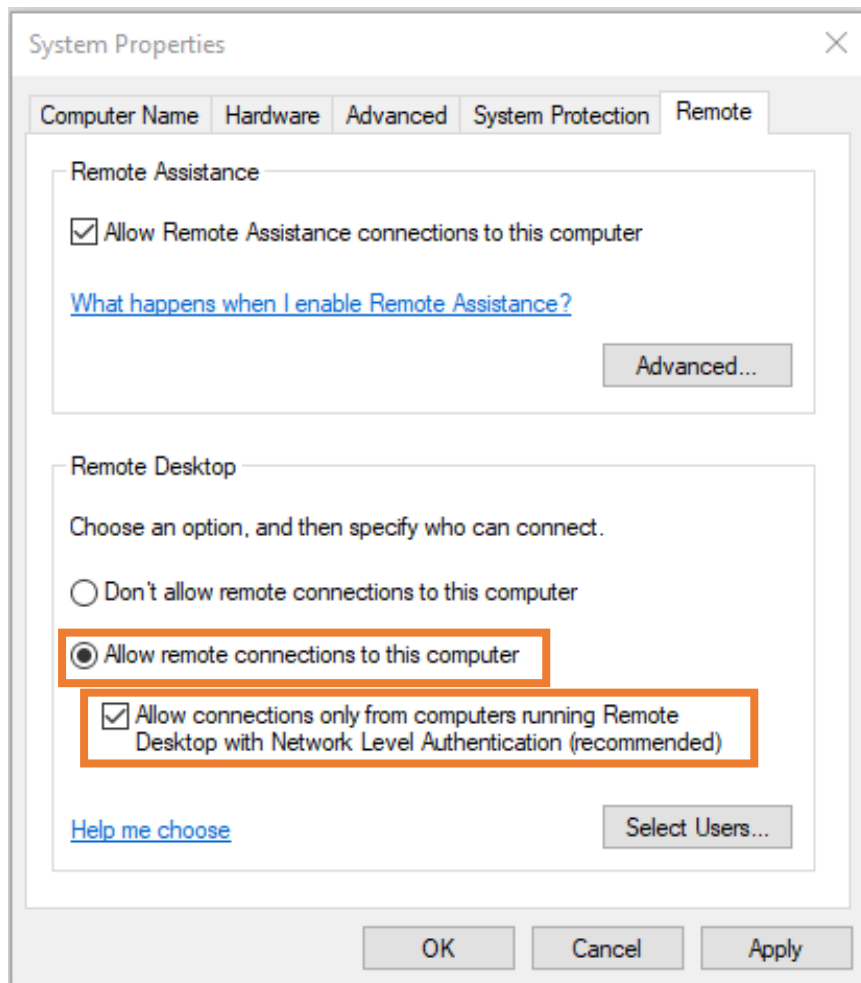
3. Click **Add** button and **type your NUS User ID** in the box. Click **OK** to close.



- Click Windows Start  button and type **advanced sys**. Click **View advanced system settings**.



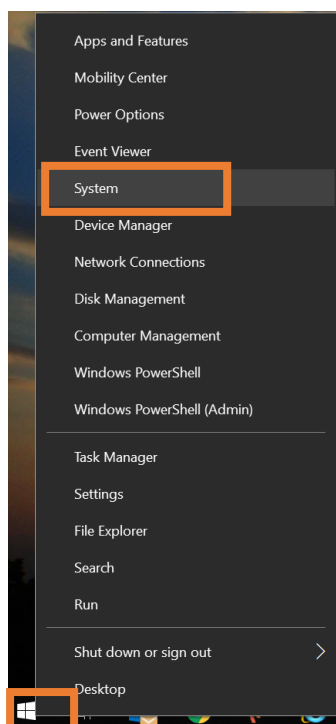
- Click on **Remote** tab. Select **Allow remote connections to this computer** and **Allow connections only from computers running Remote Desktop with Network Level Authentication (recommended)**. Click **OK** to close.



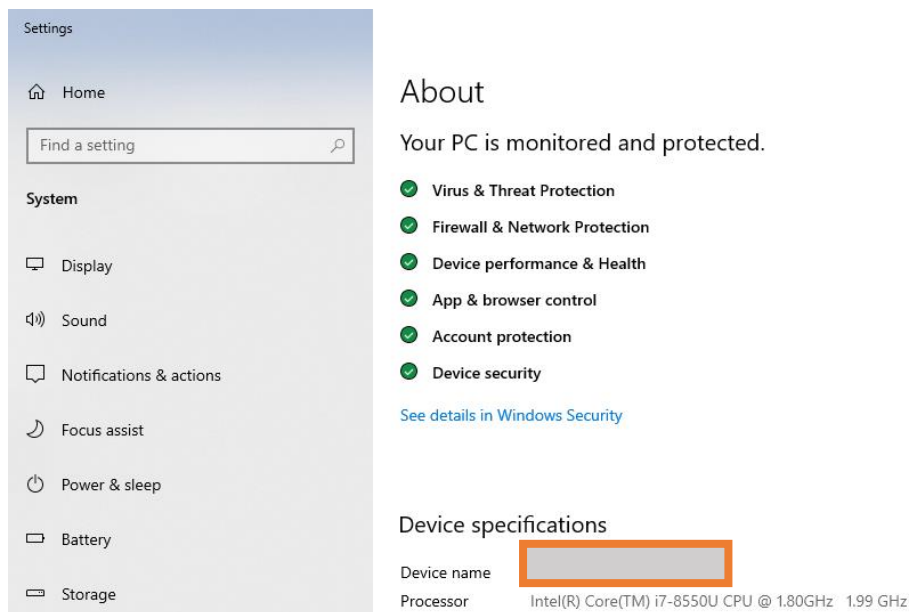
If you see the following pop-up message, you need to disable the sleep/hibernation mode because the Office PC must not be in sleep/hibernation mode when you connect to it. Refer to the Appendix for instructions for changing Power Options for your PC.




6. **Right-Click** Windows Start  button and select **System**.



7. Note down the **Device name** or equivalent (e.g.: PC Name) as you will need this name to connect to Office PC.



8. Click the Windows Start  button and type **Command Prompt** then press Enter. In the window, type the command **ipconfig** and press enter. Take note of the **IPv4 Address**. (e.g.192.168.100.123) This IP address is dynamic (except those using Fixed IP) and is assigned when your PC connects to the network therefore it may change over time.

```
C:\WINDOWS\system32\cmd.exe

c:\>ipconfig

Windows IP Configuration


Ethernet adapter Ethernet:

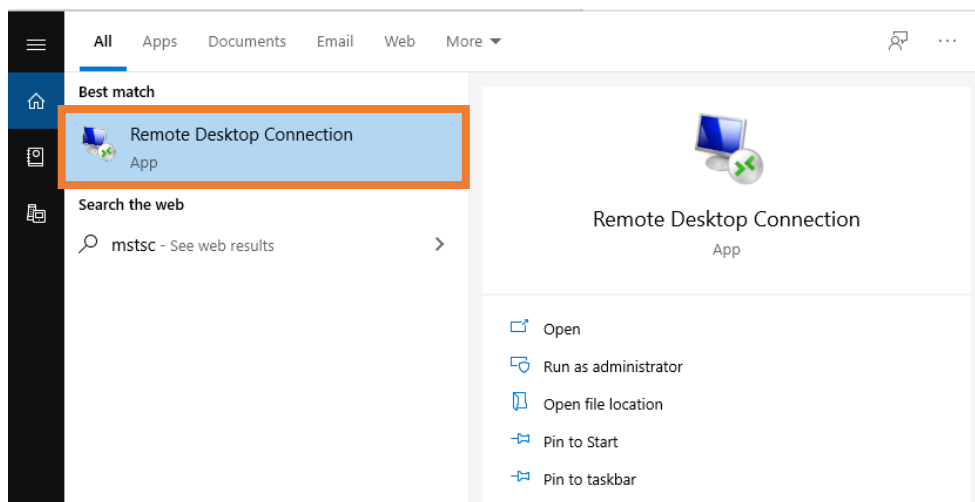
    Connection-specific DNS Suffix . : nus.edu.sg
    Link-local IPv6 Address . . . . . :
    IPv4 Address. . . . . : 192.168.100.123
    Subnet Mask . . . . . :
    Default Gateway . . . . . :
```

9. If you are using your Office PC to generate security code for 2FA, you need to change the 2FA token to a mobile device so that you can access 2FA from home. You need to make this change from your Office PC. Sign into [VIP Self Service Portal](#) and follow the on-screen instructions.

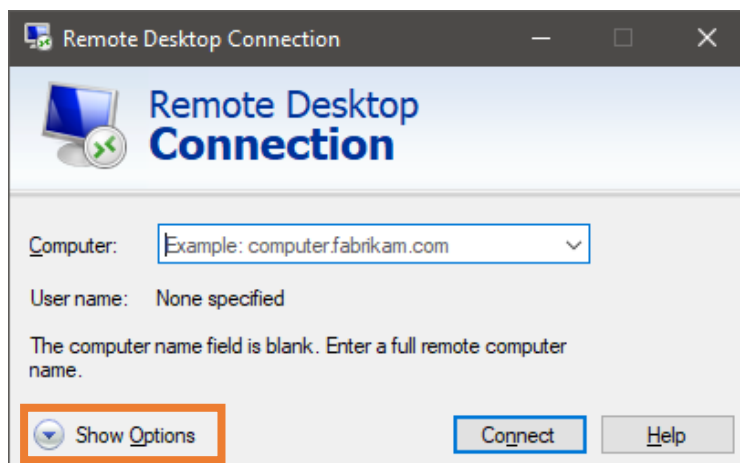
You may ignore this step if you are currently using your mobile device to generate security code for 2FA.

Connect from Home PC to Office PC

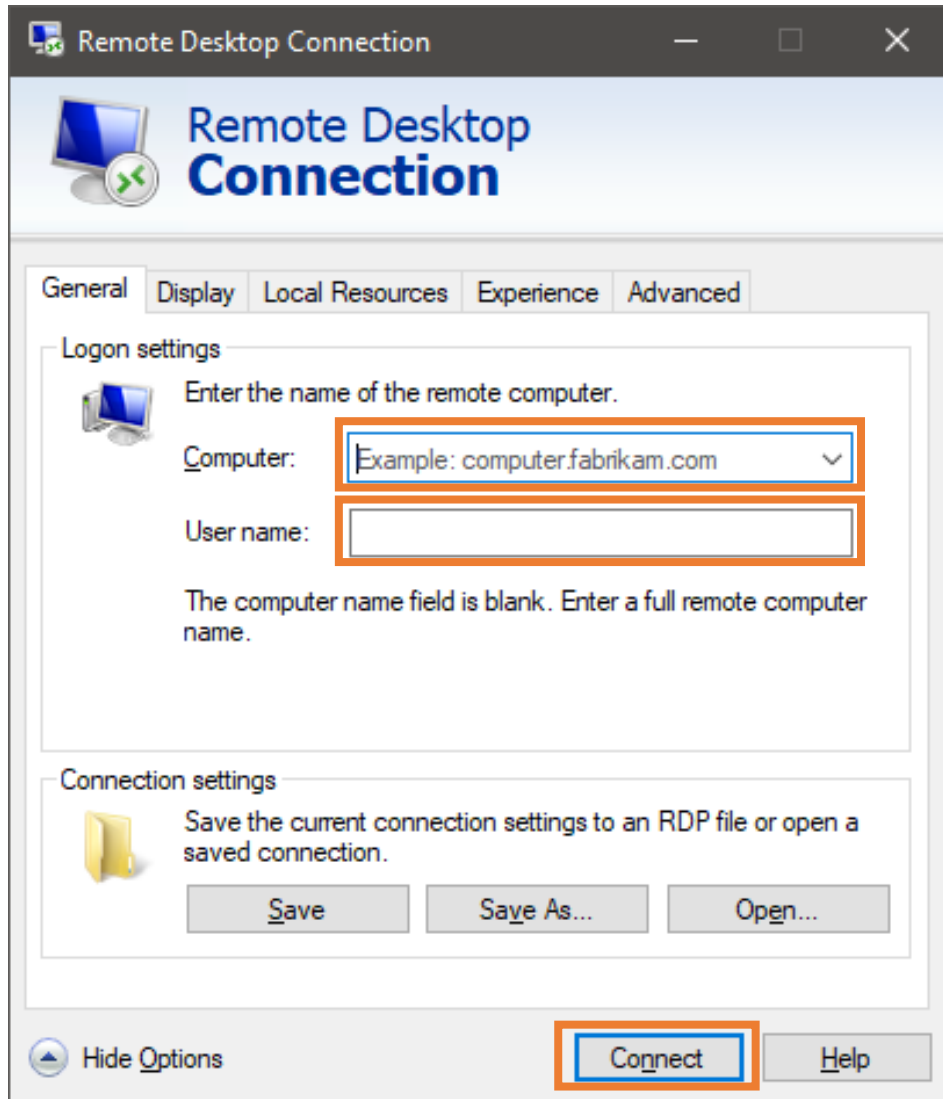
1. Before connecting to your Office PC remotely, ensure the following pre-requisites are met:
 - a. Your Home PC is connected to NUS network through VPN connection.
 - If you do not have Pulse Secure installed, download the installer [here](#). Follow the guide [here](#) to setup a new connection.
 - b. Your Office PC is turned on
2. Click Windows Start  button and type mstsc. Select **Remote Desktop Connection**.



3. Click on **Show Options**.



4. Enter the **Office PC name** at the Computer box.
Enter your **NUS User ID** including the domain name at the User name box. **e.g. NUSSTF\ccexxx**.
Click **Connect**. Enter your password when prompted.
You should be able to access your Office Windows 10 PC remotely.



Note: In case you cannot connect using the Device/PC name, type the IPv4 Address instead.

Appendix

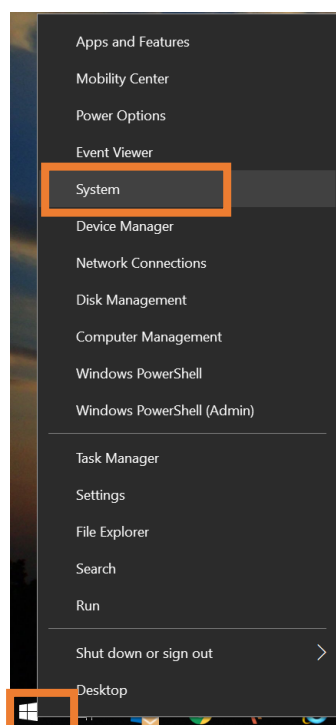
Change Power Options of your Office PC

When you are setting up your Office PC for Remote Desktop access, you may be prompted with this pop-up message. You can click on **Power Options** to change your power options.

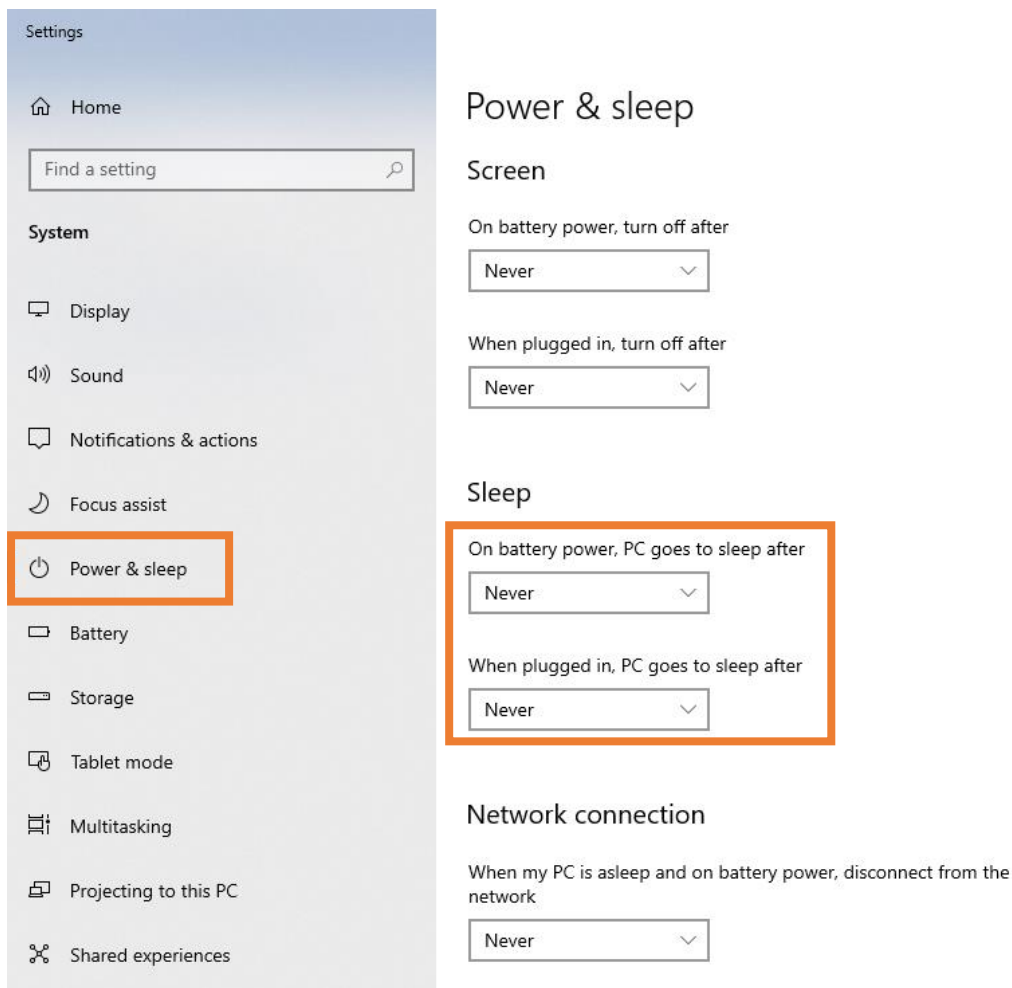


Alternatively, you can also go to Power Options by:

1. **Right-Click** Windows Start  button and select **System**.



2. Click **Power & Sleep** and change the **Sleep** options to “Never”



The screenshot shows the Windows Settings application. On the left, the 'Settings' sidebar is visible with a search bar and a list of categories. The 'Power & sleep' category is highlighted with an orange box. The main content area is titled 'Power & sleep' and is divided into three sections: 'Screen', 'Sleep', and 'Network connection'. In the 'Screen' section, there are two dropdown menus: 'On battery power, turn off after' and 'When plugged in, turn off after', both set to 'Never'. In the 'Sleep' section, there are two dropdown menus: 'On battery power, PC goes to sleep after' and 'When plugged in, PC goes to sleep after', both set to 'Never'. The 'Network connection' section has a dropdown menu 'When my PC is asleep and on battery power, disconnect from the network' set to 'Never'. The 'Sleep' section and its dropdown menus are highlighted with an orange box.

Settings

Home

Find a setting

System

Display

Sound

Notifications & actions

Focus assist

Power & sleep

Battery

Storage

Tablet mode

Multitasking

Projecting to this PC

Shared experiences

Power & sleep

Screen

On battery power, turn off after

Never

When plugged in, turn off after

Never

Sleep

On battery power, PC goes to sleep after

Never

When plugged in, PC goes to sleep after

Never

Network connection

When my PC is asleep and on battery power, disconnect from the network

Never