

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.



🜆 lusrmgr - [Local Users and Groups (Local)\Groups] File Action View Help 🗢 🄿 🙍 🖬 🖬 🖉 🖛 💭 Local Users and Groups (Local) Name Description Users Access Control Assist... Members of this group can remot... Groups Administrators A Backup Operators Backup Operators can override se... 🜆 Cryptographic Operat... Members are authorized to perfor... 🞥 Distributed COM Users 🛛 Members are allowed to launch, a... Event Log Readers Members of this group can read e...
 Guests Guests have the same access as m... Ample reader that the second s 🜆 IIS_IUSRS Built-in group used by Internet Inf... 🚈 Network Configuratio... Members in this group can have s... Performance Log Users Members of this group may sche... 🚈 Performance Monitor ... Members of this group can acces... Power Users Power Users are included for back...
Remote Desktop Users Members in this group are grante... 📲 Remote Management... Members of this group can acces... Supports file replication in a dom... 🜆 Replicator 🌉 System Managed Acc... Members of this group are mana... 🜆 Users Users are prevented from making ...

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.

| emote Desktop | o Users Properties | ? | × | | |
|---------------|--|-------------------|----------|-----------|--------------|
| General | ote Desktop Users | | | | |
| Description: | Members in this group are granted the remotely | ne right to logon | 1 | | |
| Members: | Select Users, Computers, Servic | e Accounts, o | r Groups | | × |
| | Select this object type: | | | | |
| | Users, Service Accounts, or Group | os | | | Object Types |
| | From this location: | | | | |
| | stf.nus.edu.sg Locati | | | Locations | |
| | Enter the object names to select (e | examples): | | | |
| | | | | | Check Names |
| | | | | | |
| Add | Advanced | | | OK | Cancel |
| | OK Cancel Appl | y H | elp | | |

4. Click Windows Start 🖽 button and type advanced sys. Click View advanced system settings.



5. 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.

| System Propertie | 25 | | | | | \times |
|---|--|----------|------------|---------|--------|----------|
| Computer Name | Hardware | Advanced | System Pro | tection | Remote | |
| Remote Assistance | | | | | | |
| Allow Rem | Allow Remote Assistance connections to this computer | | | | | |
| What happens | What happens when I enable Remote Assistance? | | | | | |
| | Advanced | | | | | |
| | | | | | | |
| -Remote Deskt | ор | | | | | |
| Choose an opt | Choose an option, and then specify who can connect. | | | | | |
| O Don't allow remote connections to this computer | | | | | | |
| Allow remote connections to this computer | | | | | | |
| Allow connections only from computers running Remote Desktop with Network Level Authentication (recommended) | | | | | | |
| Help me choose Select Users | | | | | | |
| | | ОК | (| Cancel | | Apply |

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.

| | 1.494504650 | |
|----------|---|--|
| A | This computer is set up to go to sleep when not in use. While the computer s hibernates, people cannot connect to change this setting, go to Power Optio Panel. | or hibernation leeps or it remotely. To ns in Control |
| | OK | |

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.



 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.



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 <u>VIP Self Service Portal</u> 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 <u>here</u>. Follow the guide <u>here</u> 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.

| 💀 Remot | e Desktop Connection | | — | | × |
|------------|---|--|---------------|---|----|
| | Remote Des Connectio | ktop on | | | |
| General [| Display Local Resources ttings Enter the name of the re <u>C</u> omputer: Example User name: The computer name fiel name. | s Experience emote computer e: computer.fabr d is blank. Ente | Advanced | ~ e compute | ər |
| Connection | on settings Save the current conne saved connection. <u>S</u> ave | ction settings to Sa <u>v</u> e As | o an RDP file | or open a Dp <u>e</u> n <u>H</u> el | þ |

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.

| | ~ |
|---|--|
| This computer is set up to go to sleep or hibern when not in use. While the computer sleeps or hibernates, people cannot connect to it remotel change this setting, go to Power Options in Cor Panel. | ation ly. To ltrol |
| | This computer is set up to go to sleep or hibern when not in use. While the computer sleeps or hibernates, people cannot connect to it remote change this setting, go to Power Options in Cor Panel. |

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"

| Settings | |
|-------------------------|--|
| යි Home | Power & sleep |
| Find a setting | Screen |
| System | On battery power, turn off after |
| 🖵 Display | |
| 句》) Sound | When plugged in, turn off after Never |
| Notifications & actions | |
| J Focus assist | Sleep |
| () Power & sleep | On battery power, PC goes to sleep after |
| Battery | |
| 📼 Storage | When plugged in, PC goes to sleep after Never |
| 다 Tablet mode | |
| 曰: Multitasking | Network connection |
| Projecting to this PC | When my PC is asleep and on battery power, disconnect from the network |
| X Shared experiences | Never |