

# How to Connect Remotely to an in-office Windows Desktop

This guide outlines steps to connect from another device (personal or unit-provided loaner laptop) to your ANR in-office desktop computer. This is only applicable for in-office Windows desktop computers setup within the ANR headquarters office at 2801 2nd Street.

At the end of the guide are instructions for signing out from your ANR desktop computer. It's important to follow those exact steps for the computer to remain accessible remotely.

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# How to Connect Remotely to an in-office Windows Desktop

## Establishing a Remote Desktop Connection

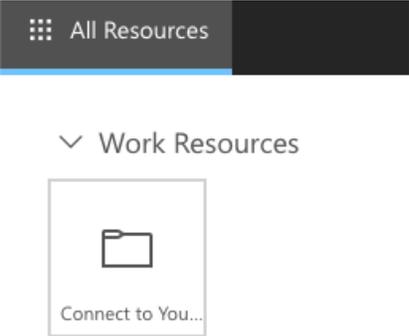
1) From your personal computer or loaner device, open an Internet browser and enter the following URL in the address bar: <https://tunnel.ucanr.edu/rdweb/webclient/index.html>

2) Enter your ad3 credentials (same info you use to log in to 365.ucdavis.edu) then click **Sign In**



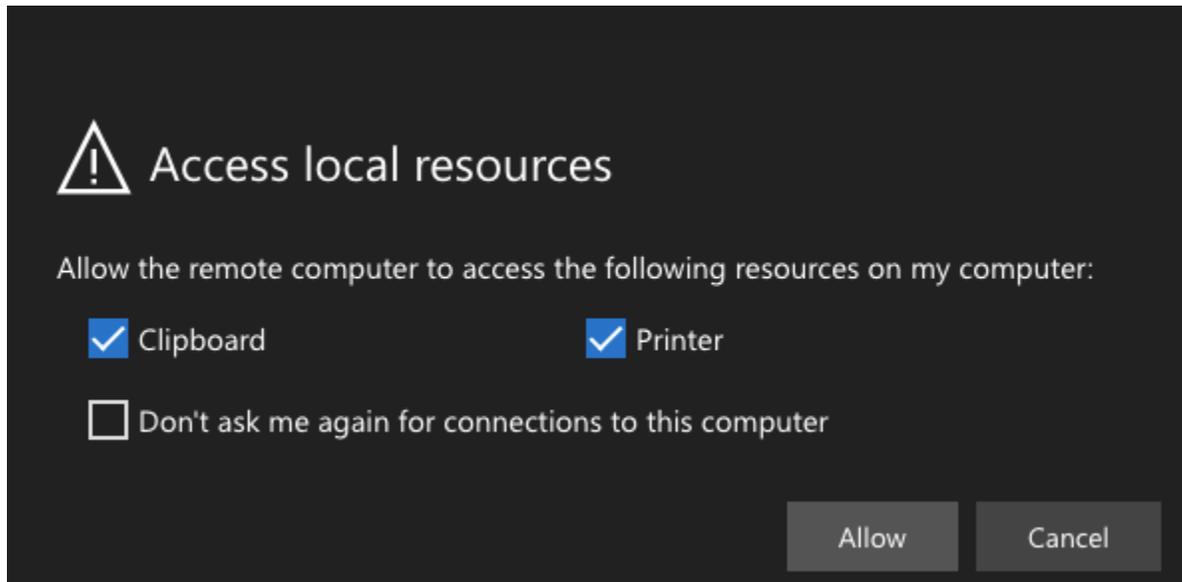
3) Under Work Resources, click the icon to **Connect to Your Computer...**

You may need to click the arrow to the left of the Work Resources header to expand it if it's not already.

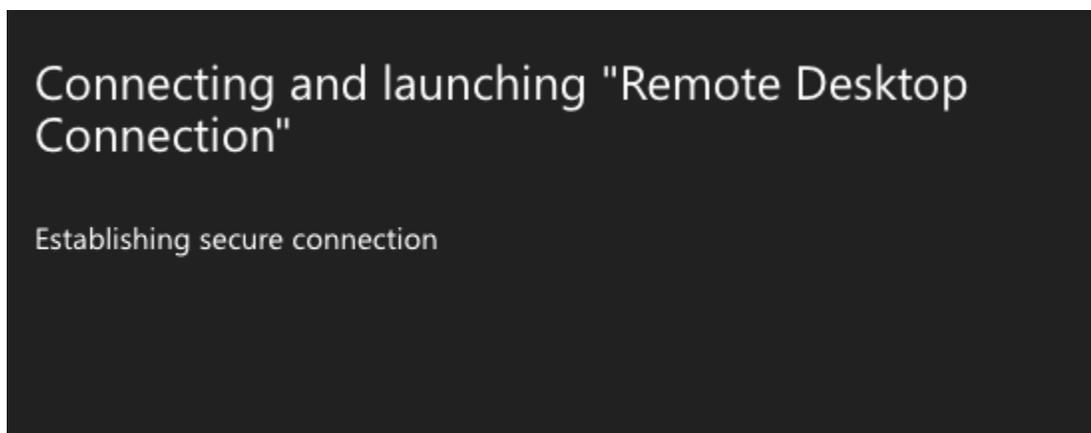


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4) You may be prompted to allow access to your local computer's resources as shown in the following screen. Regardless of selection, it's best to keep the "Don't ask me again for connections to this computer" un-checked in order to adjust it as needed each time you log-in.



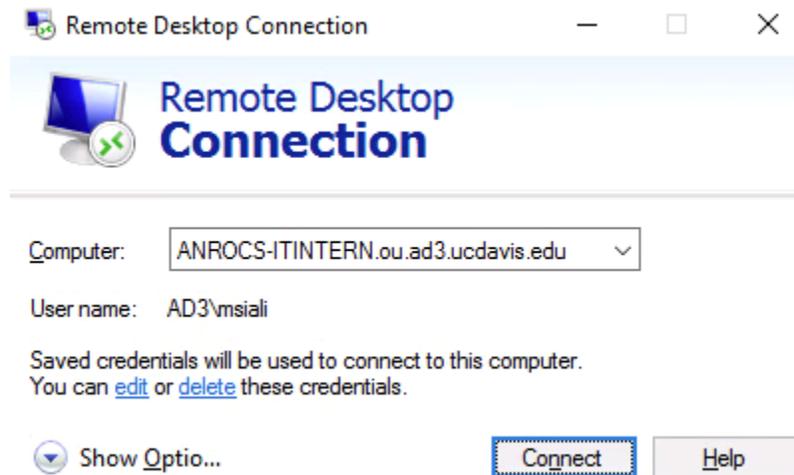
5) The following screen will appear while the remote desktop application is loading



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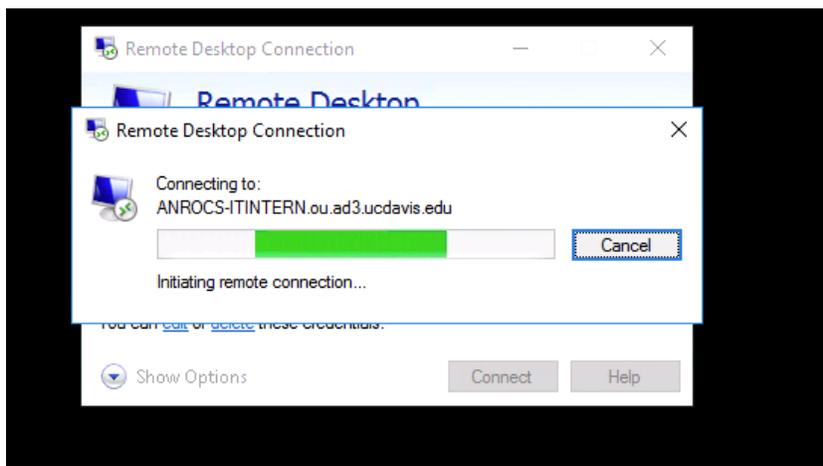
6) Enter your full computer name in the Computer field as shown in the following screenshot, then click Connect.

Note: You'll **need to have record of your ANR Windows computer name in advance (while in-office) to be able to connect. The computer name cannot be retrieved remotely.**



- [Click here for instructions to capture your computer name in-advance.](#)

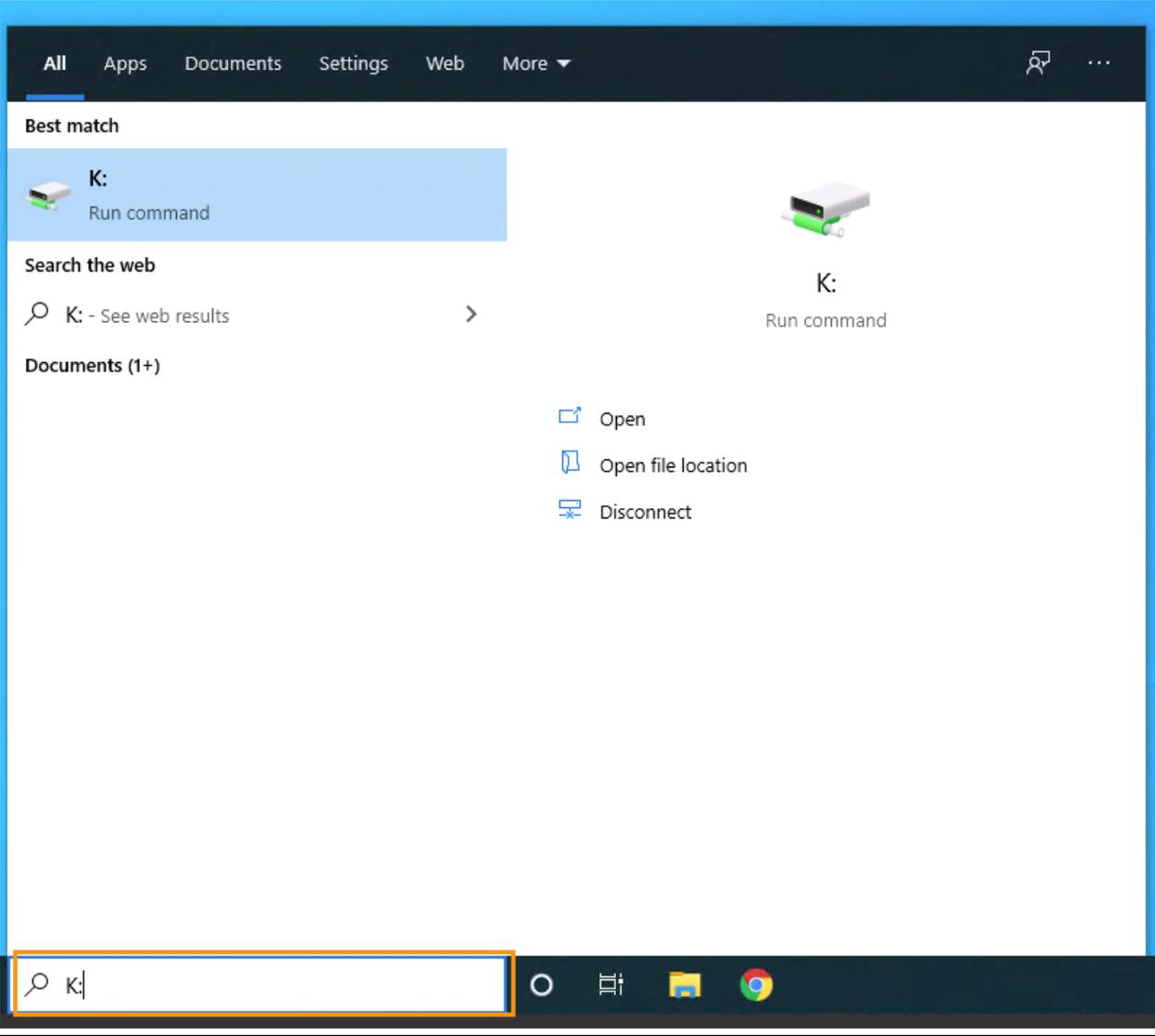
7) The following screen will appear while the connection is being established. Please note that it may take a moment depending on your remote network connection's speed/bandwidth...



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## Accessing the K Drive

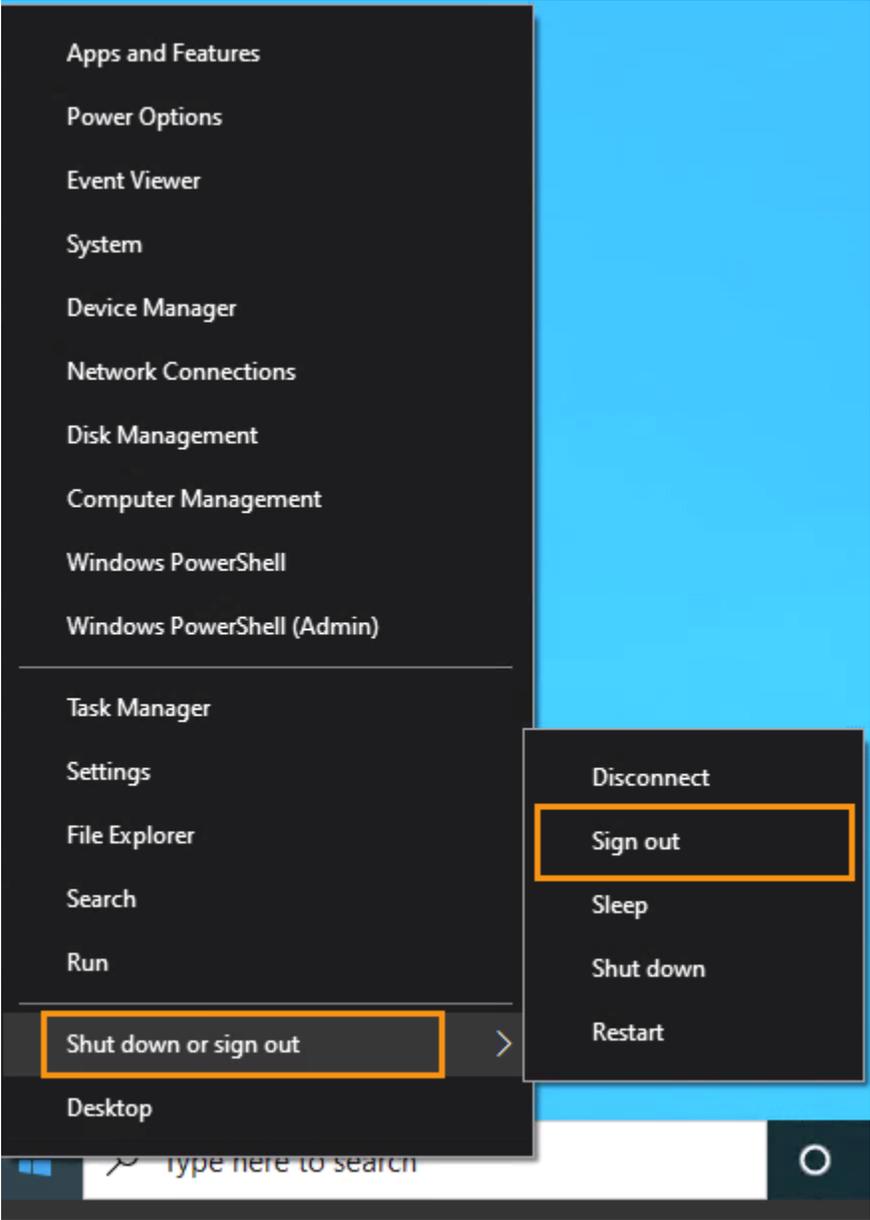
Once you are remotely logged into your ANR office desktop, you may type **K:** into the Cortana search box as shown below then press the **Enter** on your keyboard to access the K drive.



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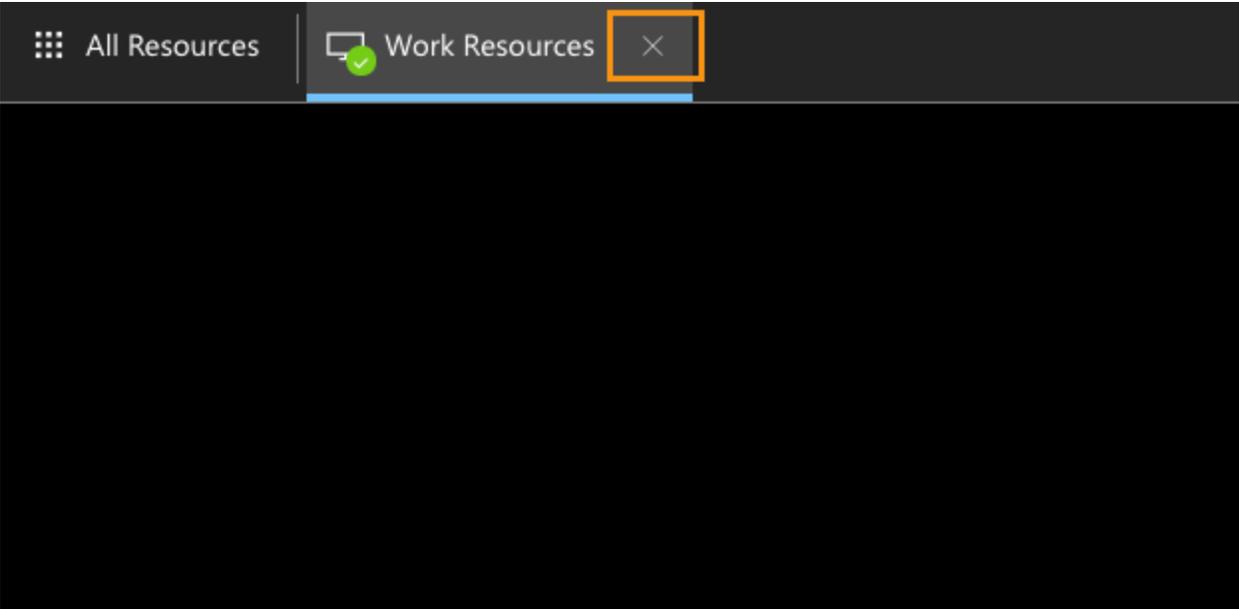
## Signing Out from your Remote Desktop Connection

1) Right-click the start-menu icon (bottom-left of your remote desktop window), hover over the **Shut down or sign out** option, then select **Sign out**. Please note that selecting any of the other options beside Sign Out may cause your computer to be inaccessible remotely. If so, the only way to re-establish the connection would be for your ANR desktop to be powered-on in-person at the office.



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2) Once you sign-out from your ANR remote desktop, click the **X** icon to the right of the Work Resources tab as shown below.



3) The next time you re-attempt connecting, you may see the following screen. You may need to click **Reconnect** a couple of times for the connection to be re-established.

