

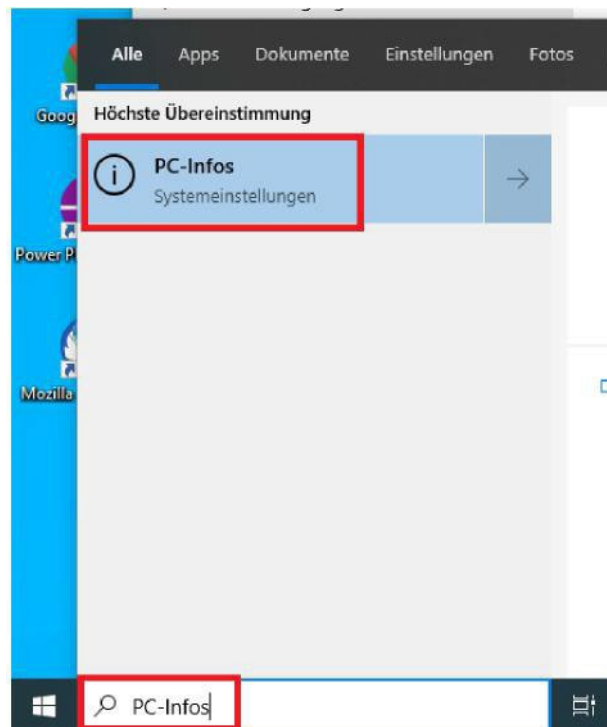
Working on the workplace computer from home is possible if it is a Windows 10 computer that is maintained by IT Services and the following steps are carried out.

1. Workplace computer in the university

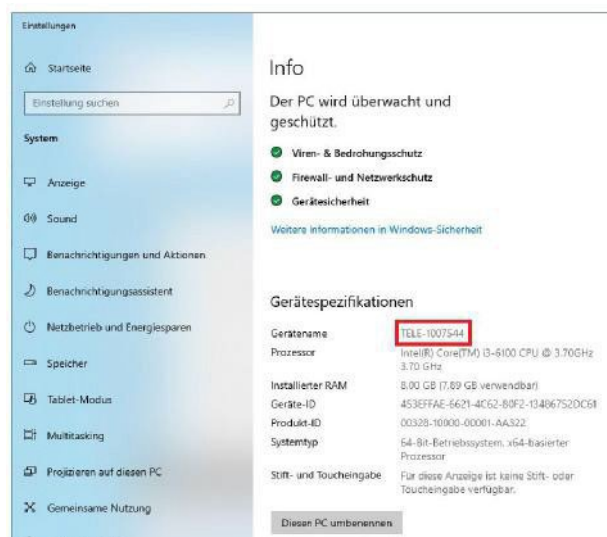
• Determine and note the computer name

- Determine computer name:

1. Enter **PC-Infos** in the search bar and start



2. Write down computer name (unit name)



- Keeping the workplace computer switched on

- You must leave the computer switched on, otherwise you will not be able to access the machine using Remote Desktop.

2. Computer or notebook at home

• Connect to the campus network

- To access your workstation computer from outside the university you must establish a VPN connection to the campus network.

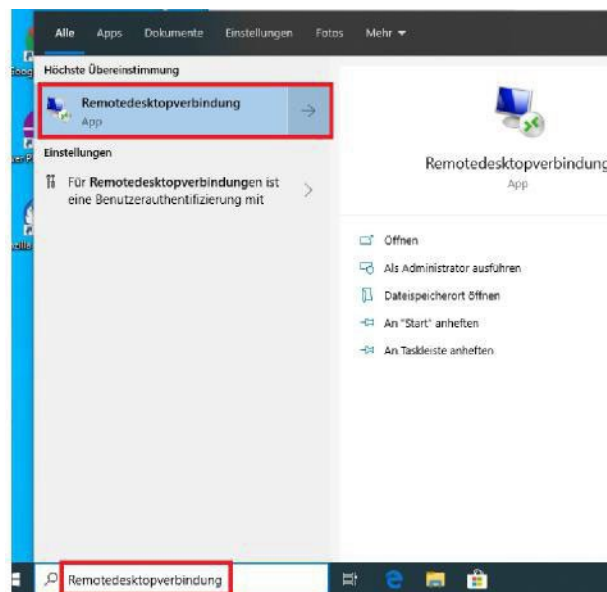
Further information:

Windows - <https://uol.de/itdienste/services/netzzugang/vpn-client-fuer-windows>

MacOS - <https://uol.de/itdienste/services/netzzugang/vpn-client-fuer-mac-os-x>

• Start Remote Desktop Connection and Connect Windows

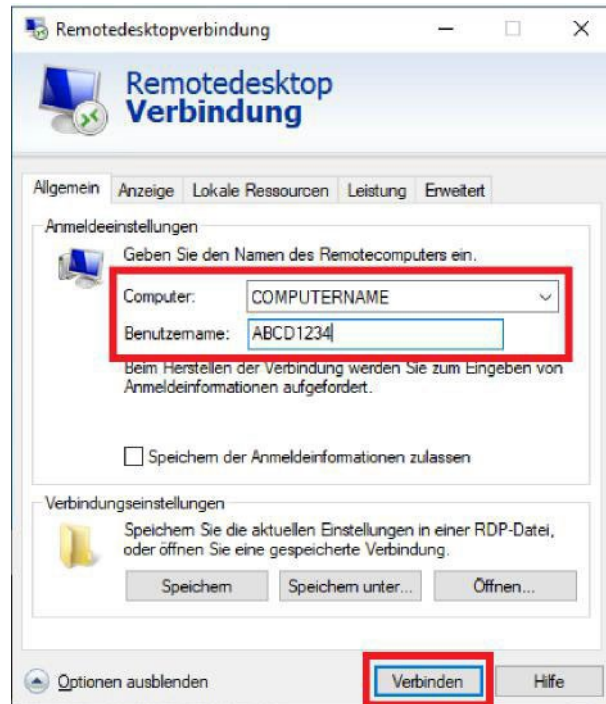
- In the search bar, type **Remote Desktop Connection** and run this



- Click on Show Options



- Enter the **computer name** of your workplace computer and your anonymised **user name** (e.g. ABCD1234), then click **Connect**.



- In the "Windows Security" window you must enter the **password** of your account and confirm with OK



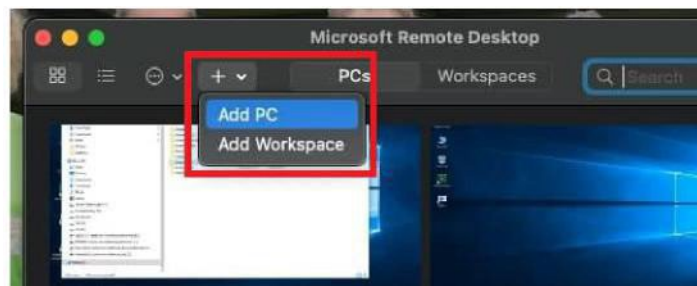
- Now you should see your desktop and be able to work as usual.

MAC OS

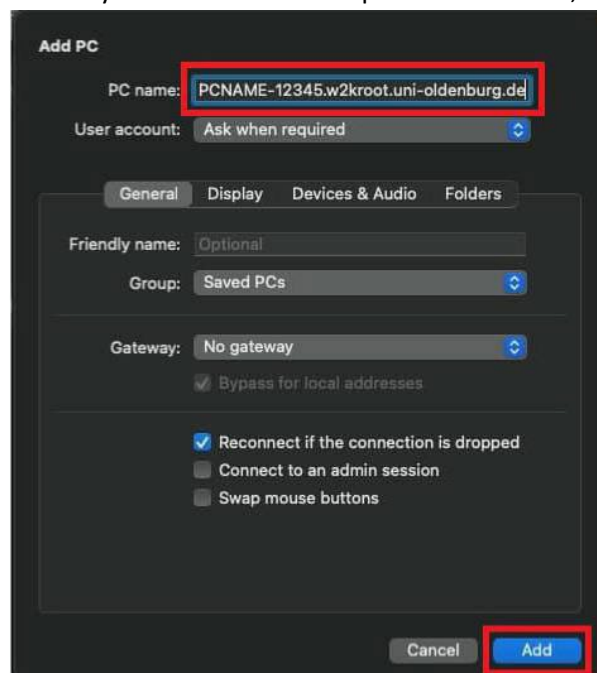
- Install **Microsoft Remote Desktop** using the Apple App Store



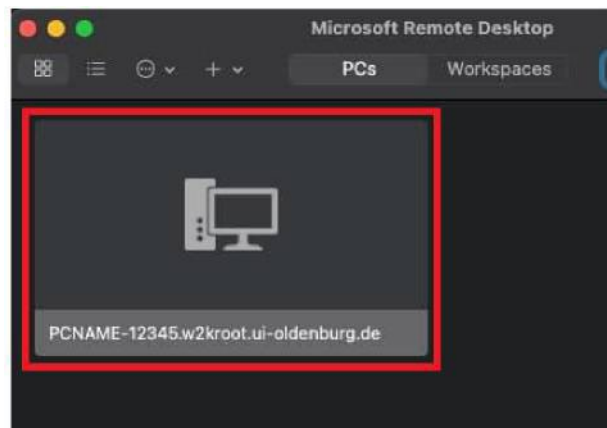
- Open **Microsoft Remote Desktop** click + and then select **Add PC**



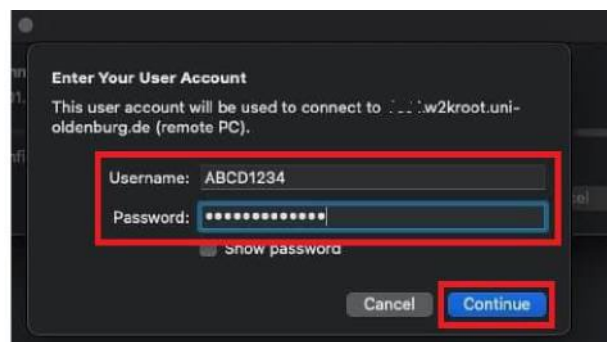
- Enter the **computer name** of your workstation computer at **PC name**, then click **Add**



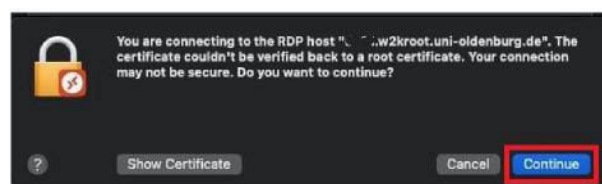
- Start the RDP connection with a **double click**



- Then you must enter your anonymous **user name** (e.g. ABCD1234) and your **password**. Confirm your entries with **Continue**.



- In the next window, confirm again with **Continue** that you want to establish a connection.



- Now you should see your desktop and be able to work as usual.

•Restart workstation computer

- Should it ever be necessary to restart your workplace computer (in the university), you must proceed as follows:

1. Close all files and programmes
2. Start "Restart computer" on the desktop and follow the instructions

