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# **Configuring Remote Desktop on Windows 7**

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The Remote Desktop feature available in Windows 7 allows you to remotely control your office computer while you are at home or traveling. This application offers tremendous flexibility by providing access to your office resources, data and applications when you are off campus. However, using this application does present additional risk to your computer, institutional data and university resources. Since Remote Desktop does present additional risks for you and the university, it is important to follow all the steps in this document. These steps will offer additional protection to prevent unauthorized access to your computer.

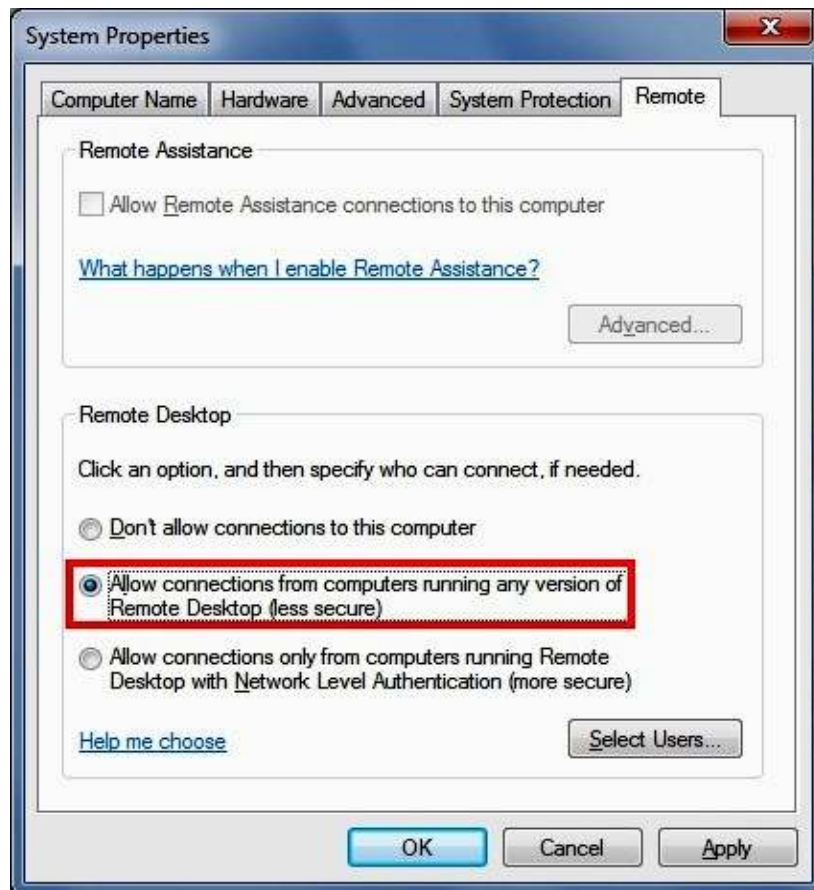
## Configure your user account for remote access

\*This configuration only can be performed by an **Administrator** of the computer.

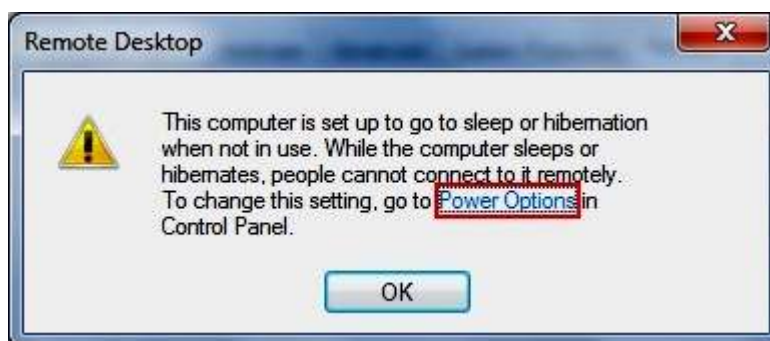
1.  → Control Panel → System
2. Click Remote settings – if there is a User Account Control pop-up warning “Do you want to allow the following program to make changes to this computer?” Click Yes.



3. Verify “Allow connections from computers running any version of Remote Desktop (less secure)” is checked.

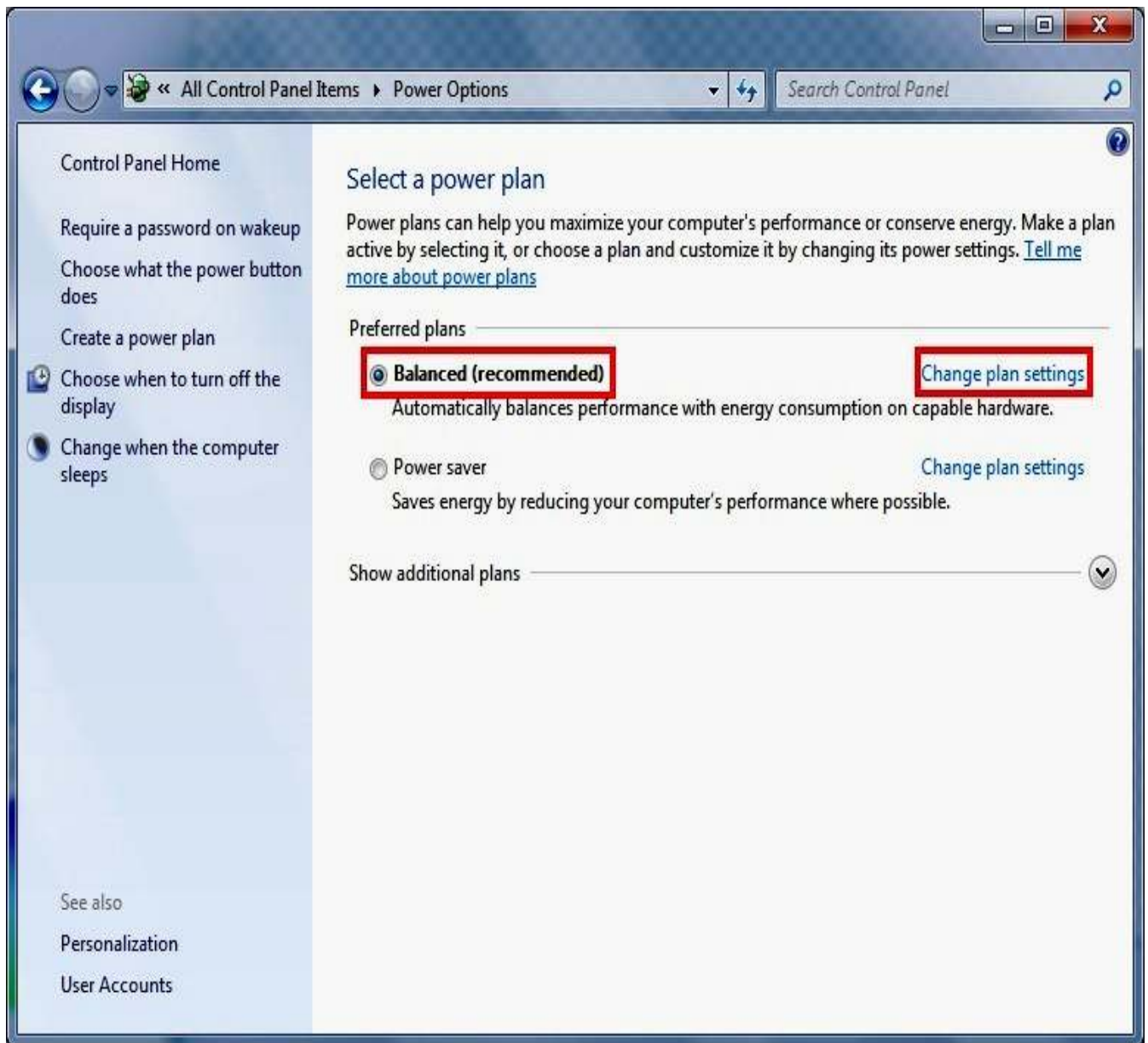


4. When it is checked, a Remote Desktop window will appear as follows:

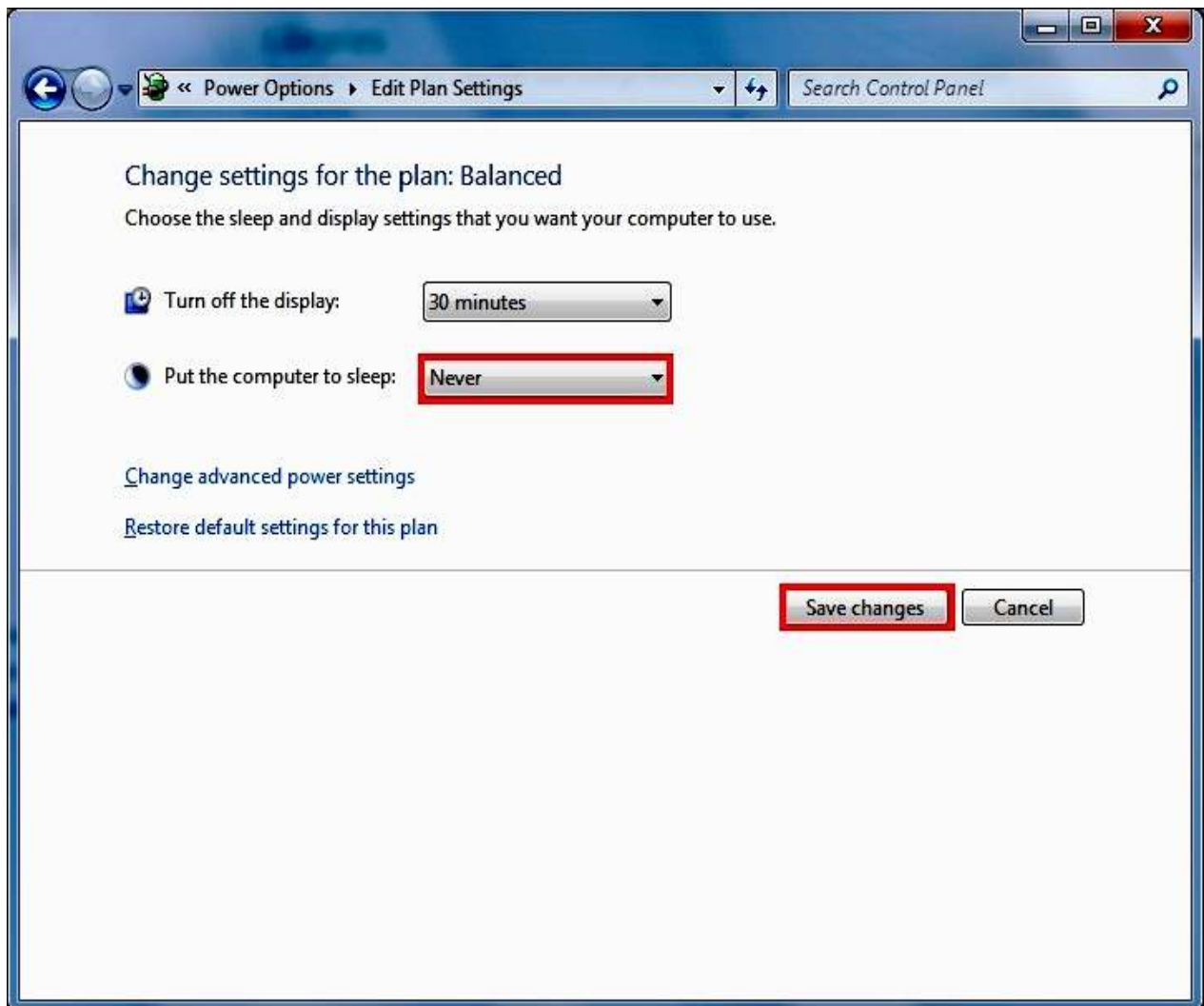


Note: You can't connect to a computer that's asleep or hibernating, so make sure the settings for sleep and hibernation on the remote computer are set to **Never**. (Hibernation isn't available on all computers.) Then click “Power Options”.

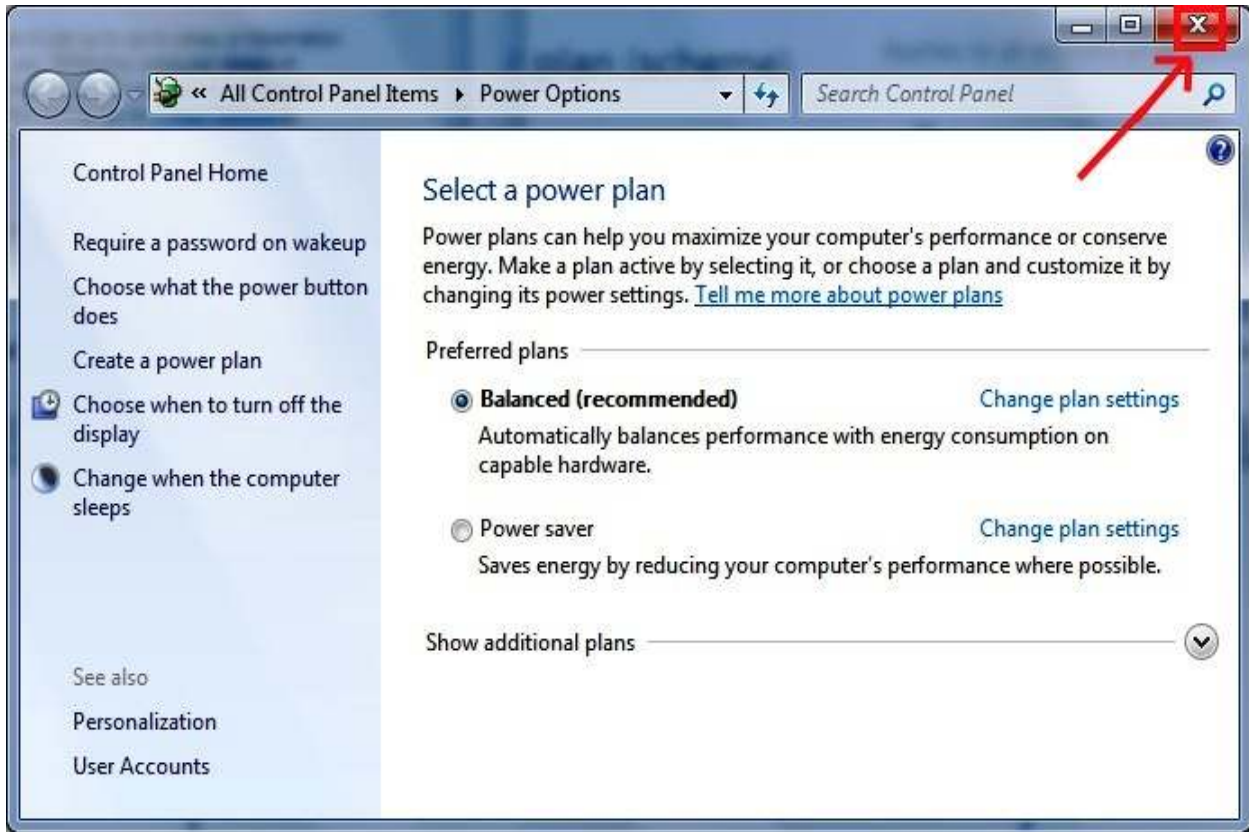
5. In a new window, please verify that “Balanced (recommended)” plan is checked and click “Change plan settings”.



6. Click drop-down choice in “Put the computer to sleep:”, choose “Never” and press “Save changes” button.



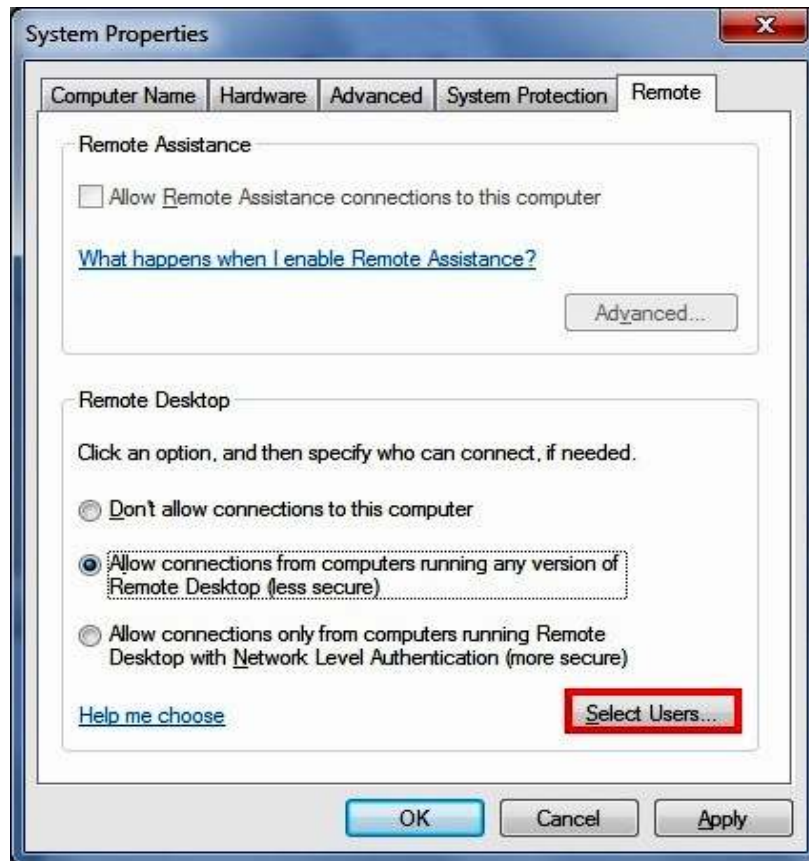
7. Close Power Options window.



8. On Remote Desktop window, click "OK" button.



9. Click “Select Users...” on System Properties window.



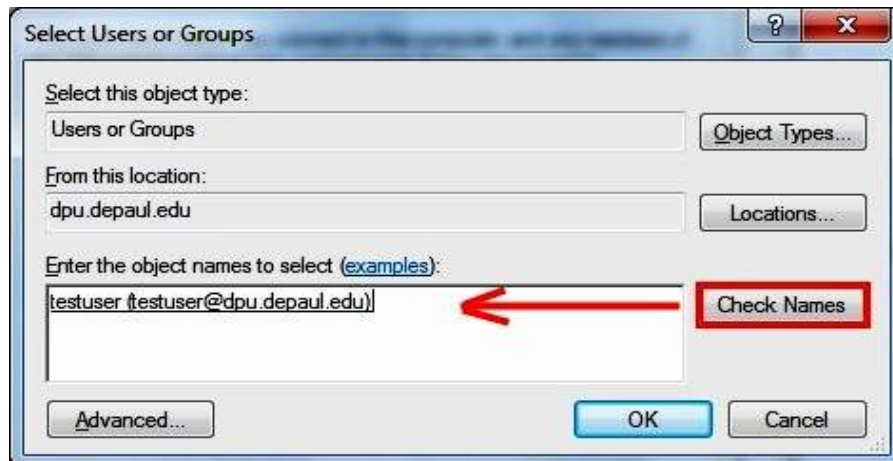
10. On the Remote Desktop Users window, select “Add”



11. A new window titled “Select Users or Groups” will be displayed
12. Look for the field named “Enter the object names to select”
13. In the empty box, type in the following:
  - a. dpu\ and your Campus Connect username
  - b. Example: dpu\testuser



14. Press the button “Check Names”, your user name should appear as shown below



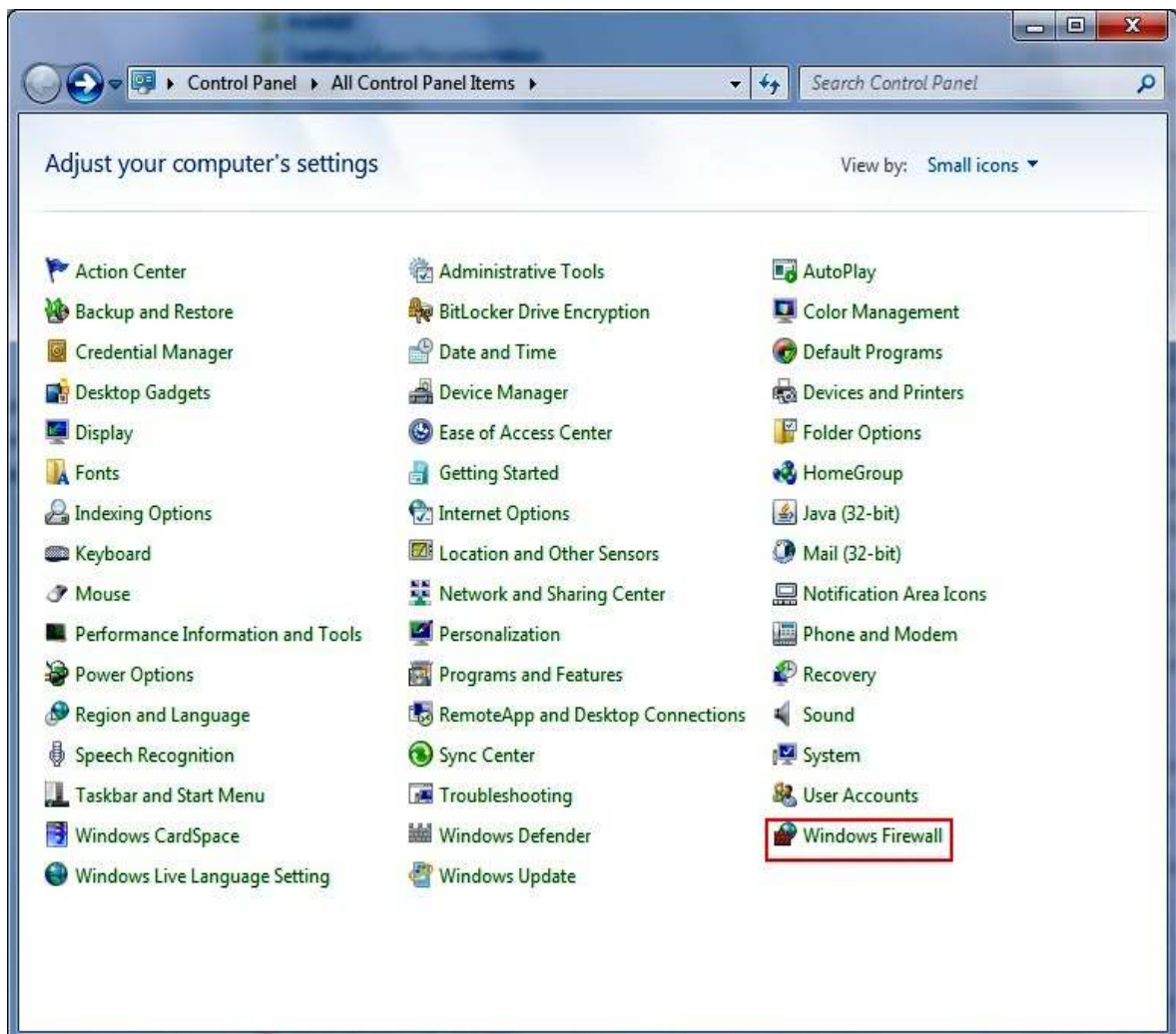
15. Press “OK”. Note: Your name will appear in Remote Desktop Users window. Press “OK” on that window and on System Properties window. Close Control Panel System window.

# Verify windows firewall is configured properly for Remote Desktop

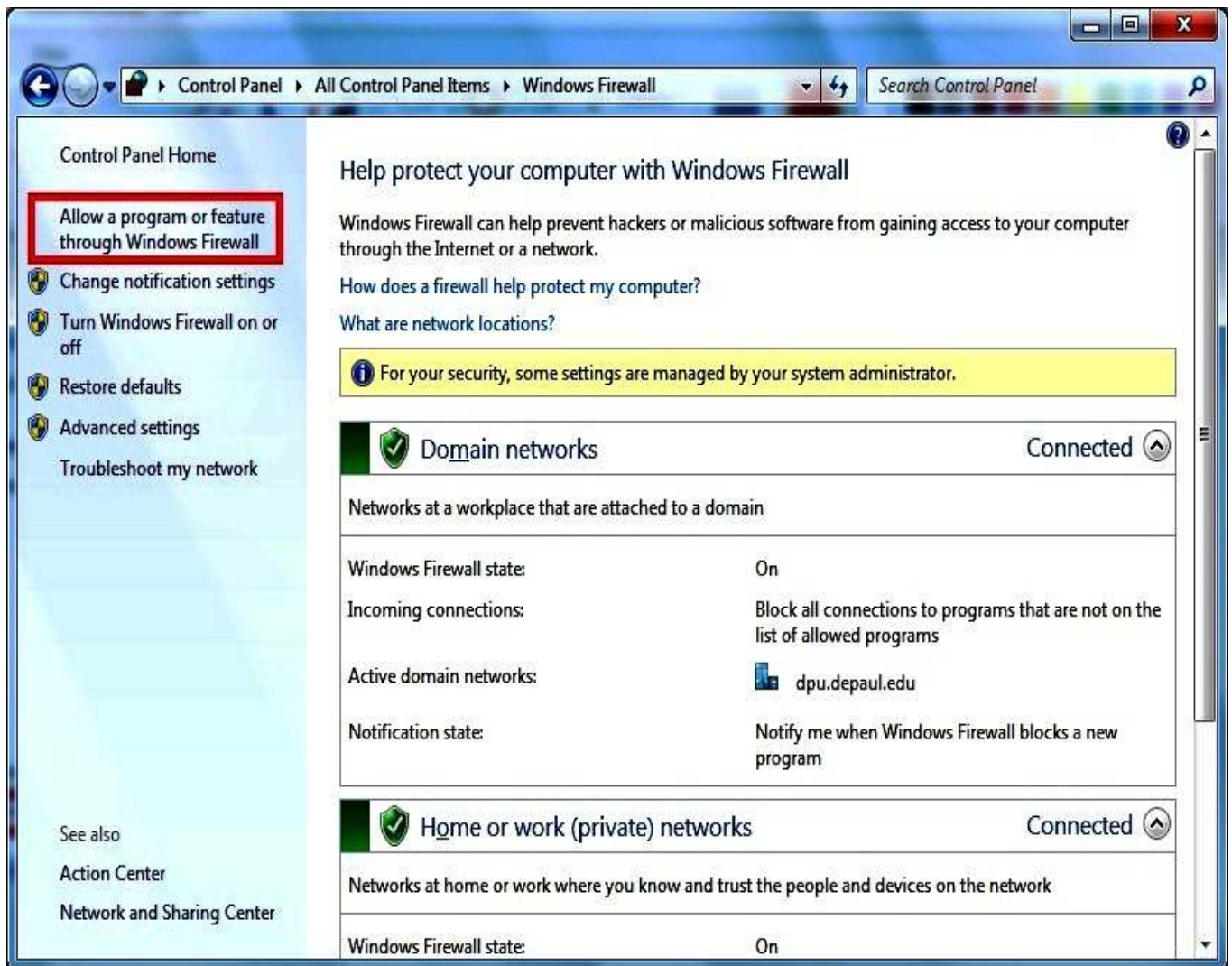
Windows Firewall is a network protection tool in Windows 7. Windows firewall should already be enabled on your DePaul University host computer. The settings below should be modified automatically when you enable remote desktop. You may need to confirm if you are having issues connecting to your computer remotely.

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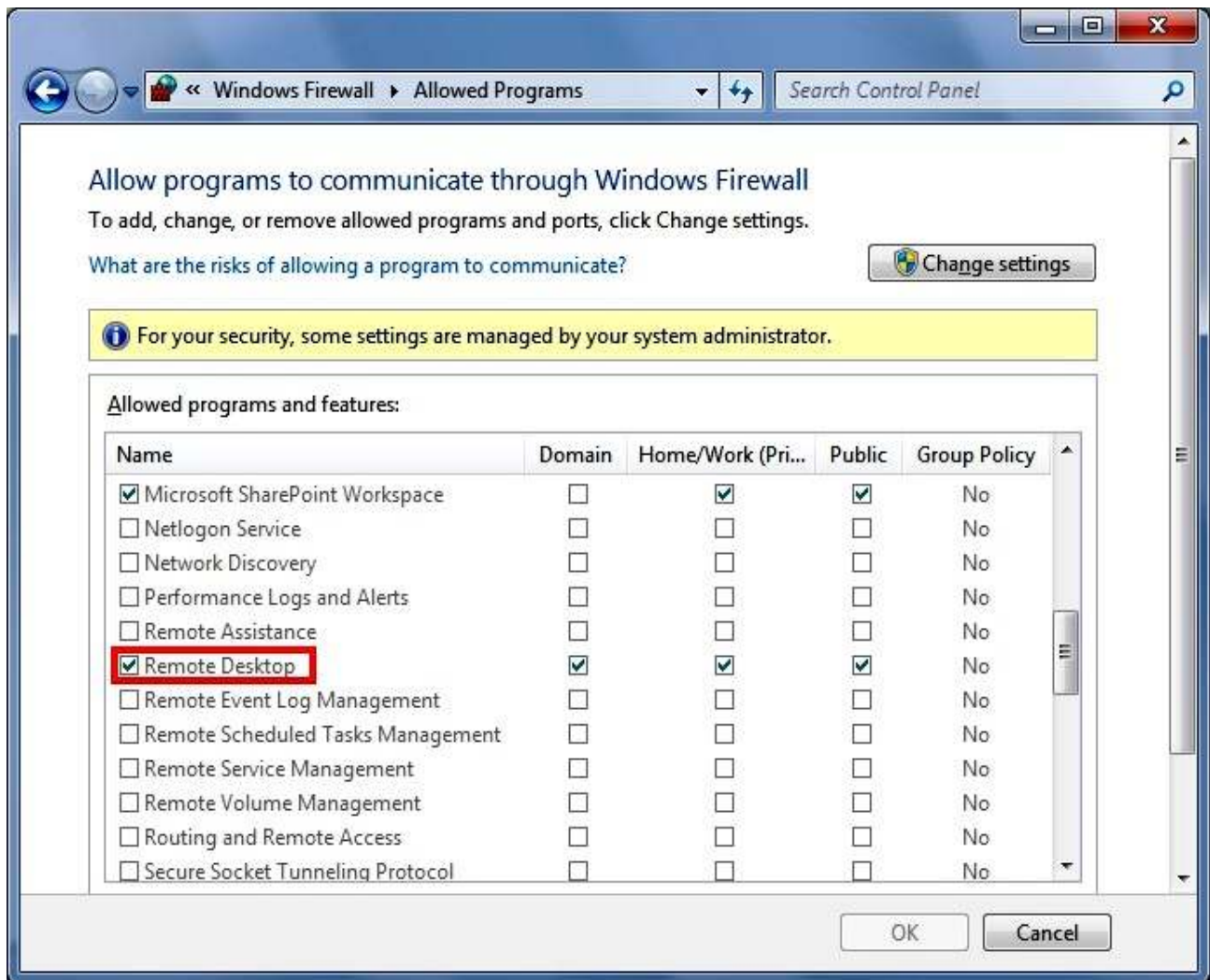
1. Go to  → Control Panel
2. Click on “Windows Firewall”



3. Click “Allow a program or feature through Windows Firewall”

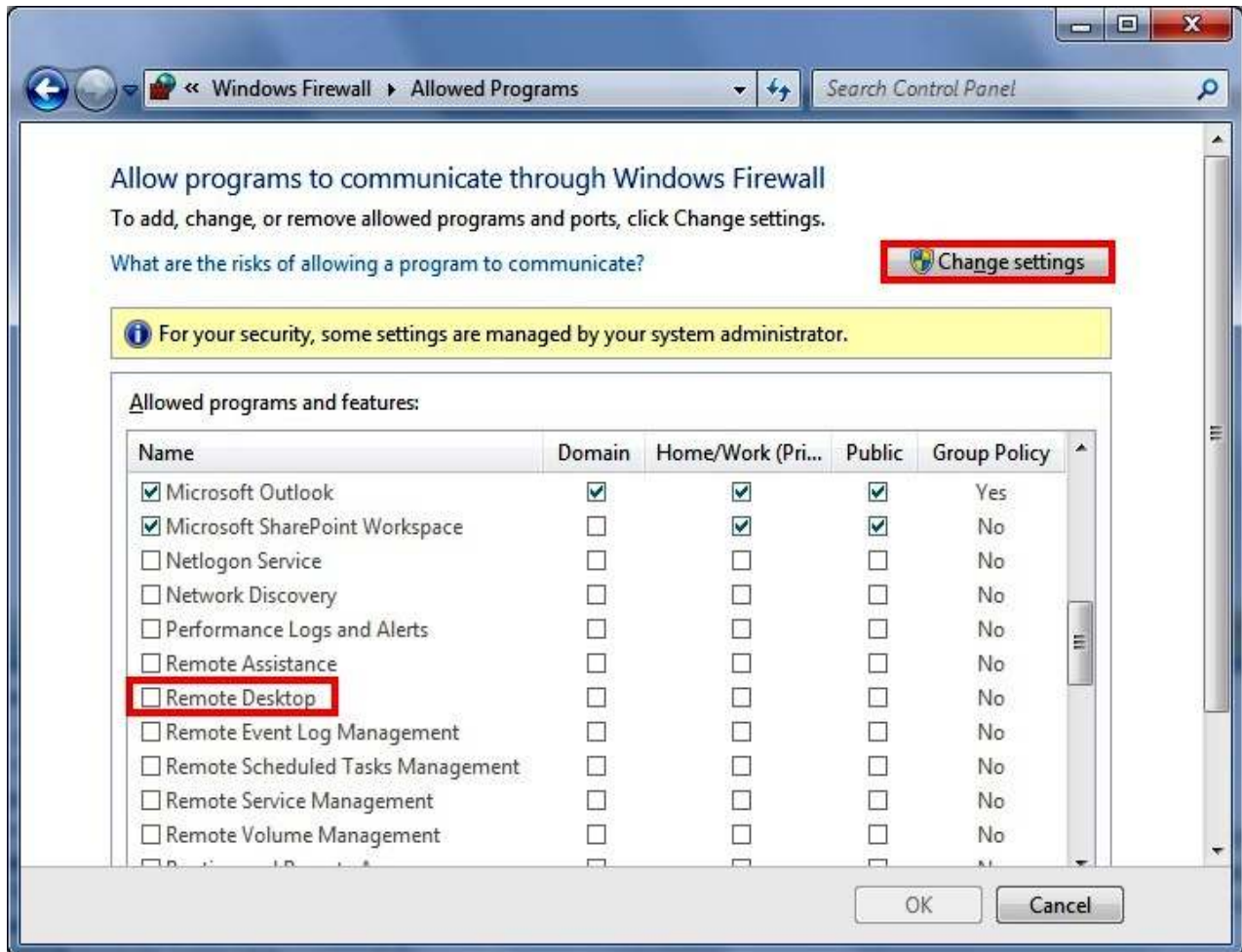


- Verify that there is a check mark next to Remote Desktop (Scroll down in the “Allowed programs and features:” )

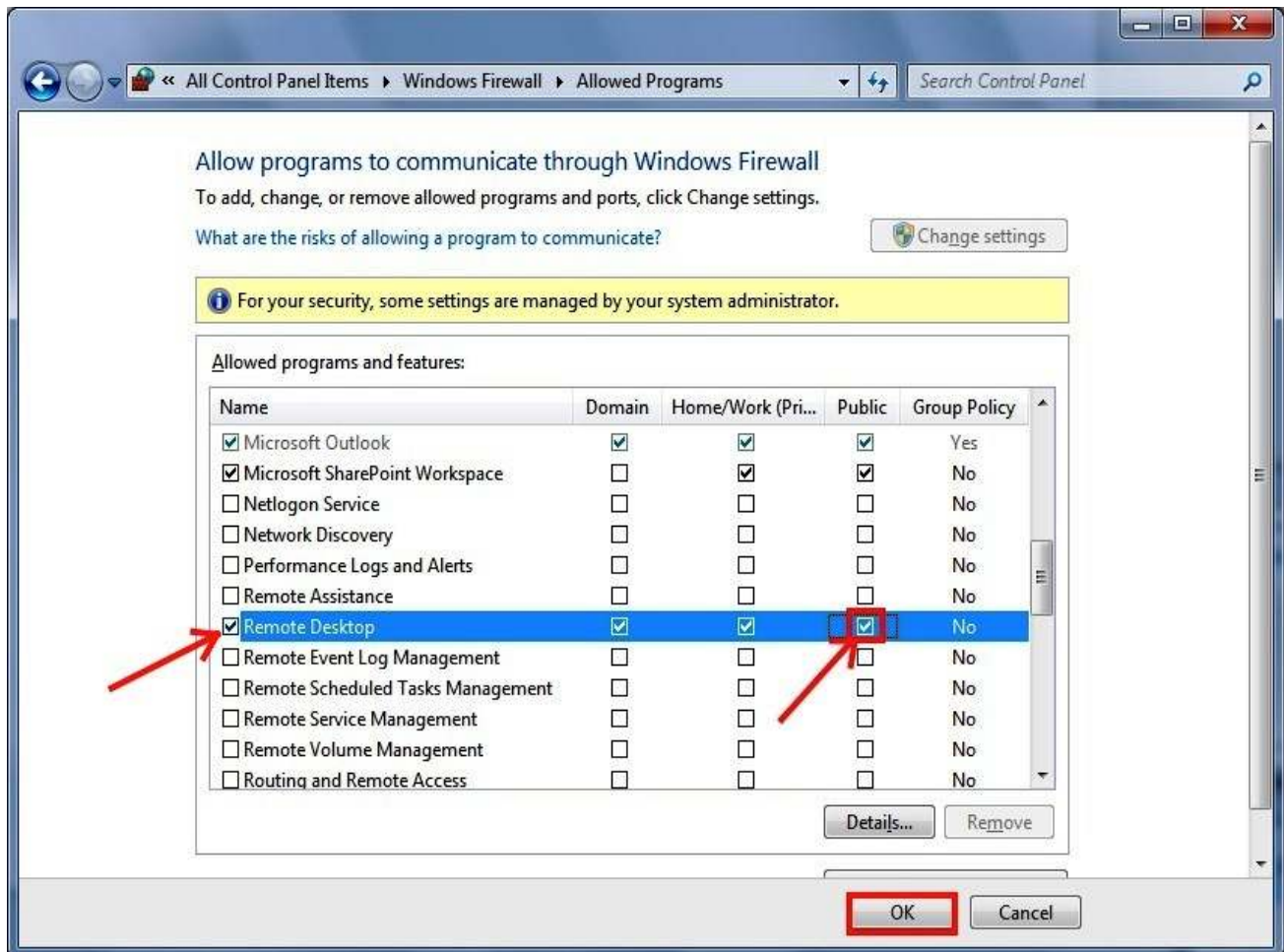


- If it has been checked, press “Cancel” button and close Windows Firewall’s window. However, if it has not yet been checked, do not press “Cancel” button and please proceed to the next steps.

6. If there is no check mark next to Remote Desktop, press “Change settings” button to make all options to be available to be checked (otherwise all options remain grayed out). If there is a User Account Control pop-up warning “Do you want to allow the following program to make changes to this computer?” Click Yes.



7. Click on the box next to Remote Desktop and automatically “Domain” and “Home/Work(Private)” are checked. If the computer is intended to use from home, the box in “Public” should be checked too.



8. Press “OK” button and close Windows Firewall’s window.

## Request a static IP

If you are going to connect to your computer remotely, you need to request a static IP.

1. Go to: <https://www.is.depaul.edu/resources/forms/index.asp>
2. Click on Static IP Request to submit your request.