

Accessing your Office computer using VPN from your home computer

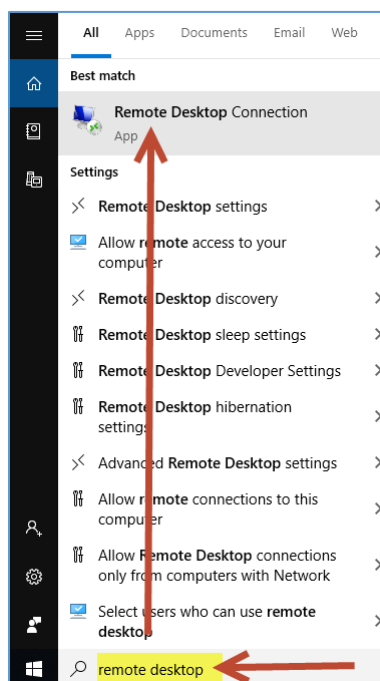
If you are not able to use a JWU owned computer when working from home you may still be able to access your office computer from your home computer. In order to do this you must first submit a request for access to remote desktop. You will then need to install/configure the Secure Pulse VPN software to connect to the JWU network and connect to your office computer using the Microsoft Remote Desktop (RDP) software.

Installing and configuring Secure Pulse VPN

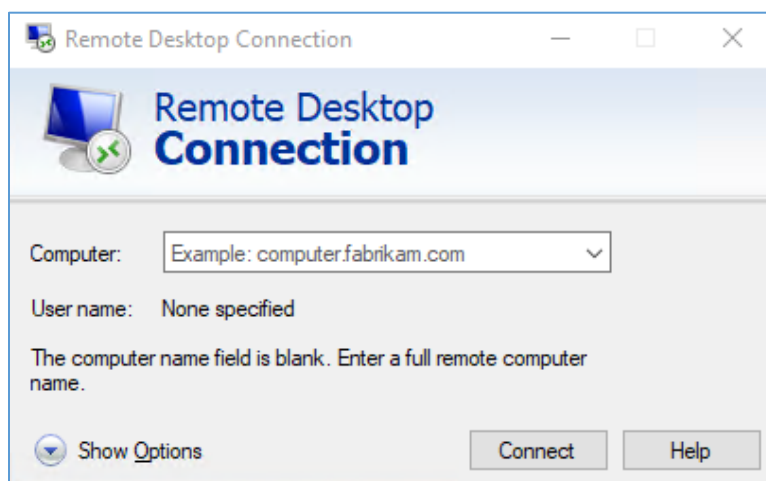
1. Please follow the [Virtual Private Network](#) instructions listed on the IT Website for installing and configuring VPN.

Running Remote Desktop (RDP)

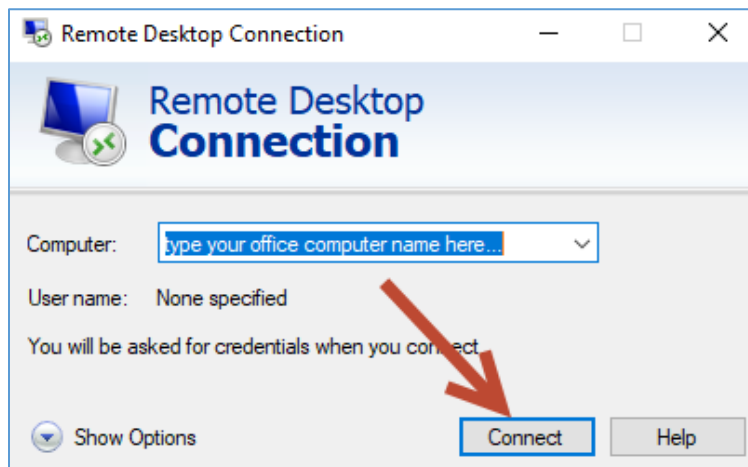
2. Click on the search bar, type “**Remote Desktop**” then click the **Remote Desktop Connection App**.



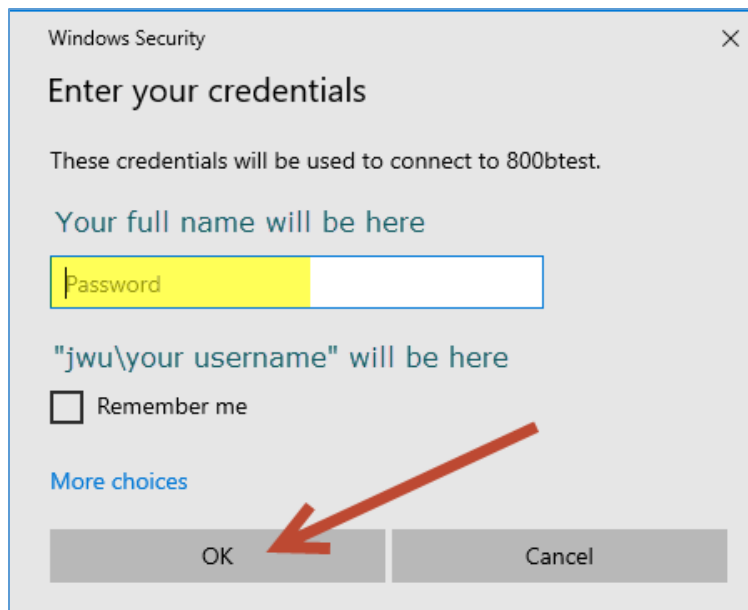
3. The Remote Desktop Connection will open.



4. Type the name of your office computer in the computer box then click “Connect”.



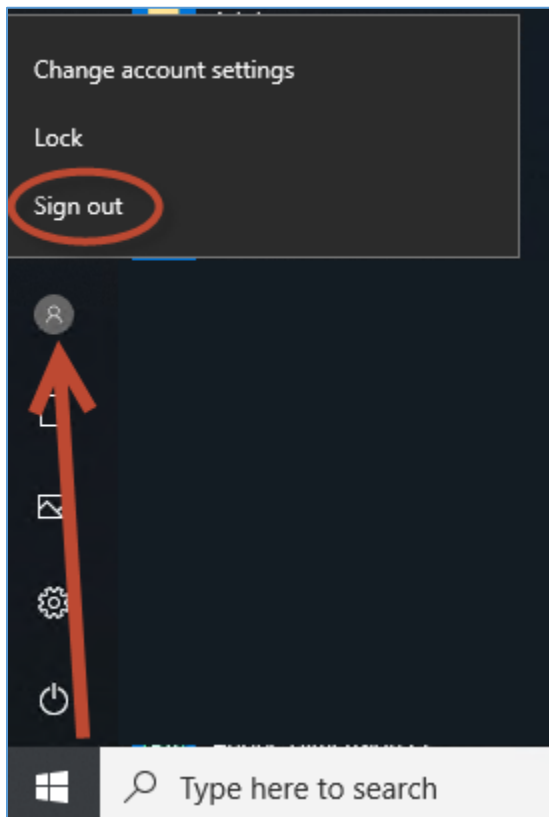
5. Type in your network password then click “OK”.



6. You will now be connected into your office computer within the RDP client window.



7. It is important to not shut down your office computer when finished working on it. Instead you should sign out to log off.



8. After logging out of your office computer you may disconnect your Secure Pulse VPN connection to free up licenses for other users.

