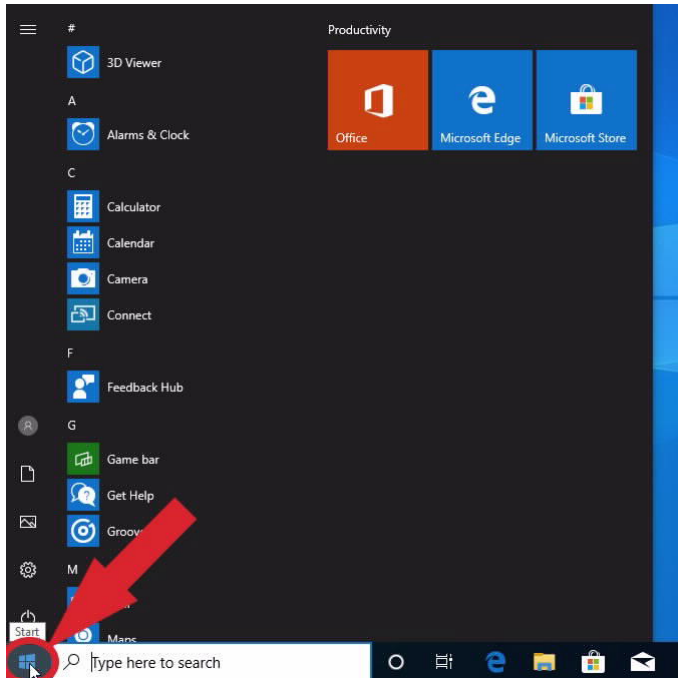


How to Set Up and Use Microsoft Remote Desktop (RDP)

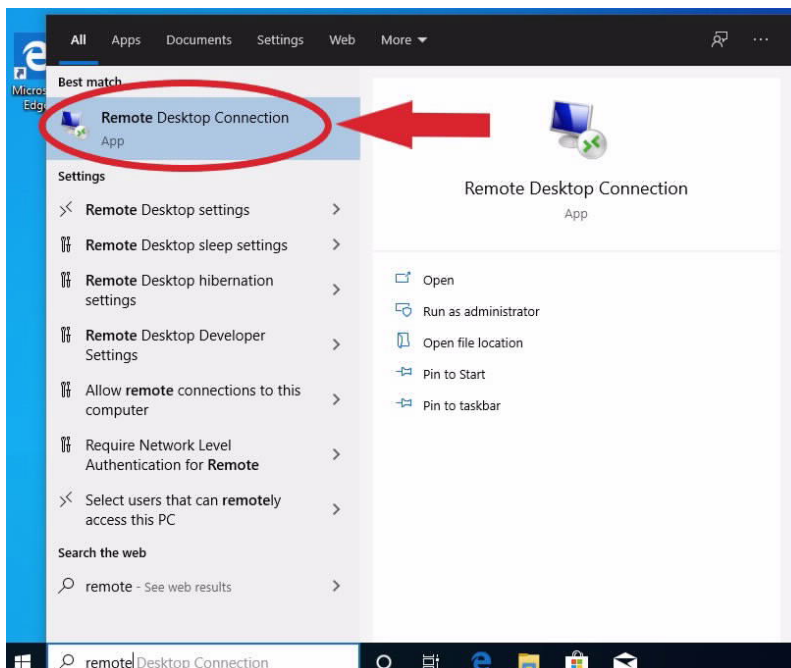
To connect to your work computer, you need to know either your work computer's name or its IP address. If you do not have that information, please contact your department's technical support.

Initial Setup

1. Click on the Start Menu icon on your desktop.

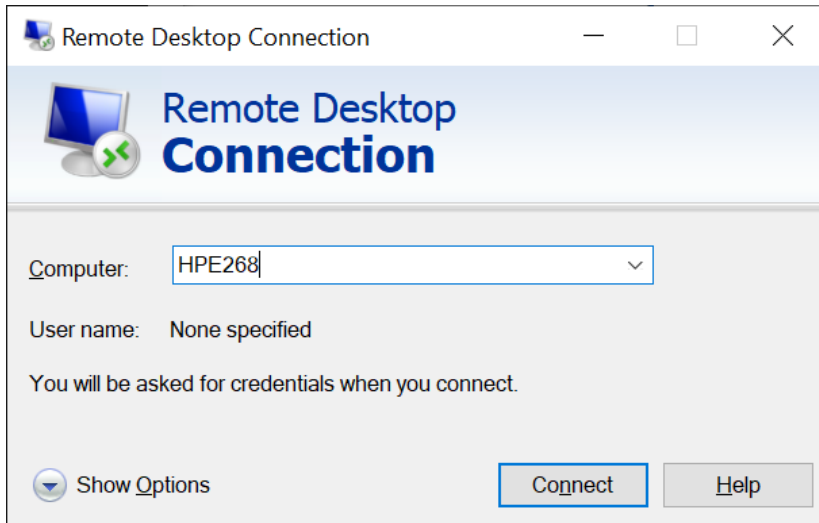


2. Type "Remote" and click on "Remote Desktop Connection".



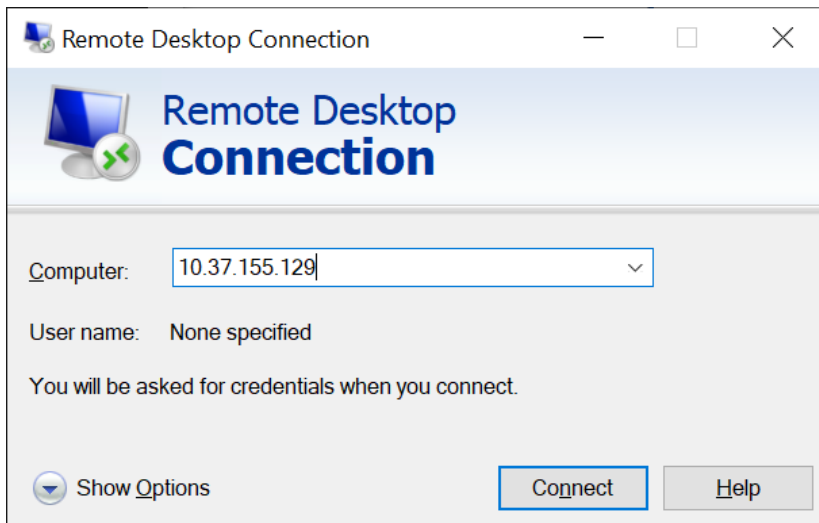
3. Enter the assigned computer name or IP address for your Kern County Computer.

EXAMPLE OF REMOTE DESKTOP CONNECTION WITH A COMPUTER NAME



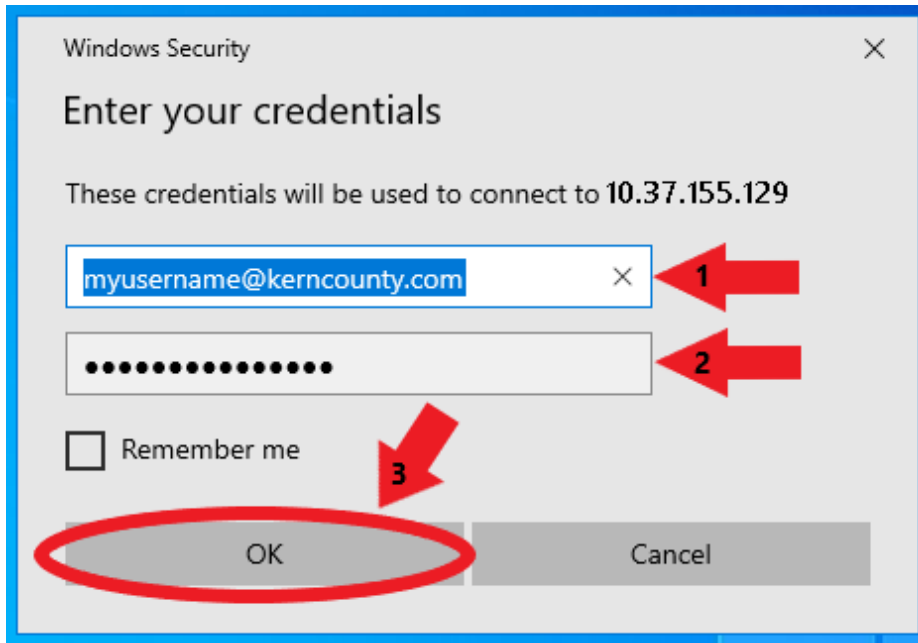
The screenshot shows the 'Remote Desktop Connection' window. The title bar reads 'Remote Desktop Connection'. The main header area contains a computer icon with a green checkmark and the text 'Remote Desktop Connection'. Below this, the 'Computer:' field is a dropdown menu containing the text 'HPE268'. The 'User name:' field is labeled 'None specified'. A message states 'You will be asked for credentials when you connect.' At the bottom, there are three buttons: 'Show Options' (with a dropdown arrow), 'Connect' (highlighted with a blue border), and 'Help'.

EXAMPLE OF REMOTE DESKTOP CONNECTION WITH AN IP ADDRESS



The screenshot shows the 'Remote Desktop Connection' window. The title bar reads 'Remote Desktop Connection'. The main header area contains a computer icon with a green checkmark and the text 'Remote Desktop Connection'. Below this, the 'Computer:' field is a dropdown menu containing the text '10.37.155.129'. The 'User name:' field is labeled 'None specified'. A message states 'You will be asked for credentials when you connect.' At the bottom, there are three buttons: 'Show Options' (with a dropdown arrow), 'Connect' (highlighted with a blue border), and 'Help'.

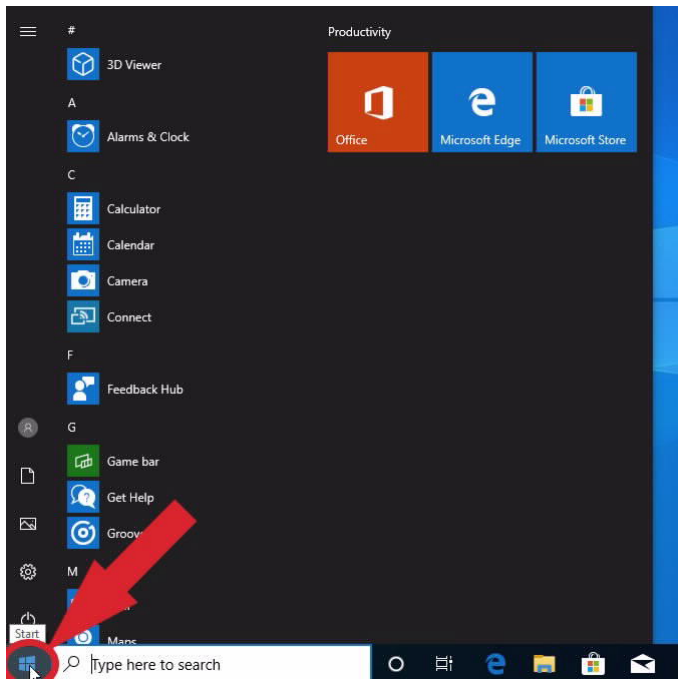
4. Enter your username and password. (Username will be in format username@kerncounty.com. If that doesn't work, try without the @kerncounty.com.)



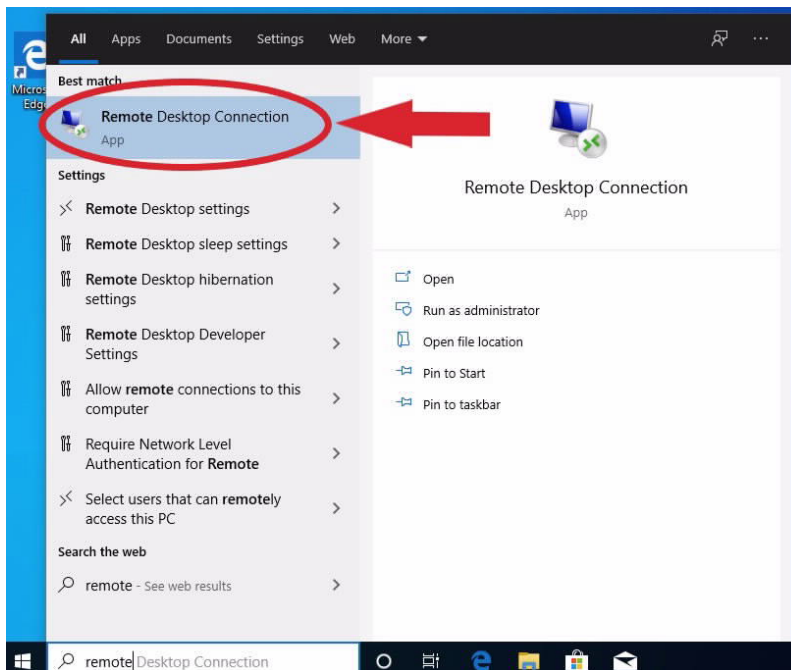
5. You should now be connected to your Kern County Computer.

How to Save and Configure an RDP Connection

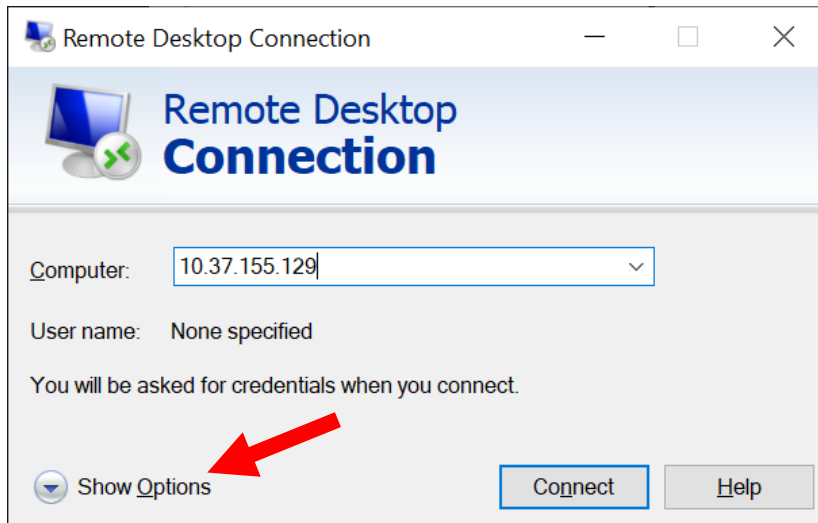
1. Click on the Start Menu icon on your desktop.



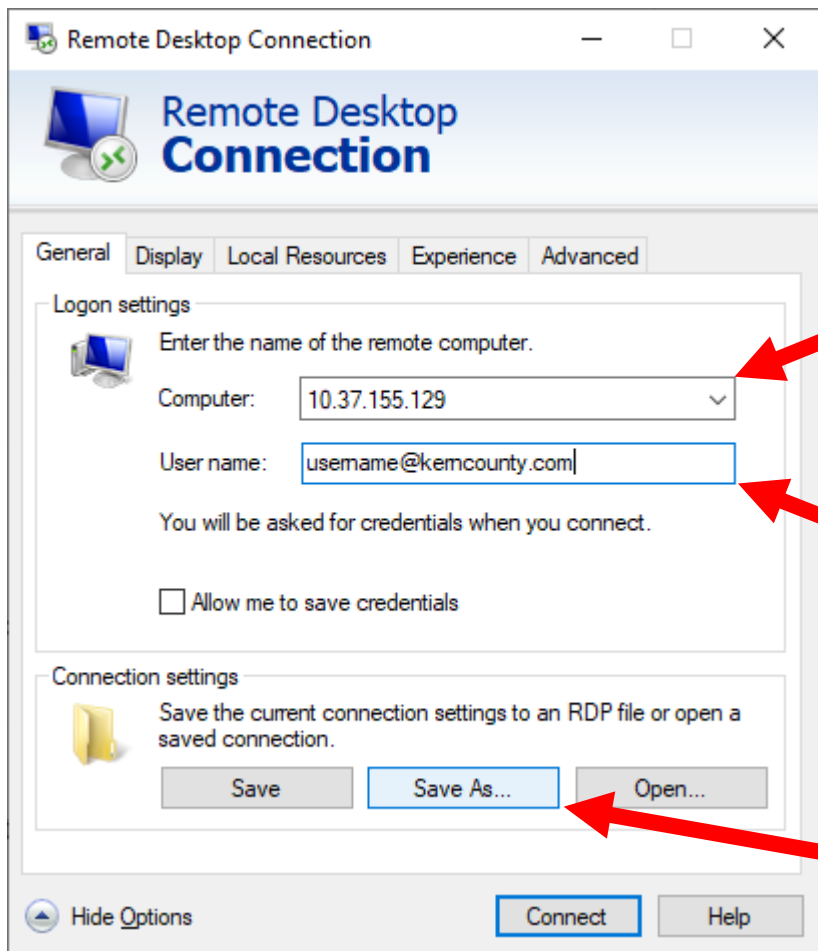
2. Type "Remote" and click on "Remote Desktop Connection".



3. Click the Show Options drop down menu.



4. Enter the assigned IP address or computer name for your Kern County Computer. Then enter your username and password. Username will be in format username@kerncounty.com. (If that doesn't work, try without the @kerncounty.com.) Then click on "Save As...".

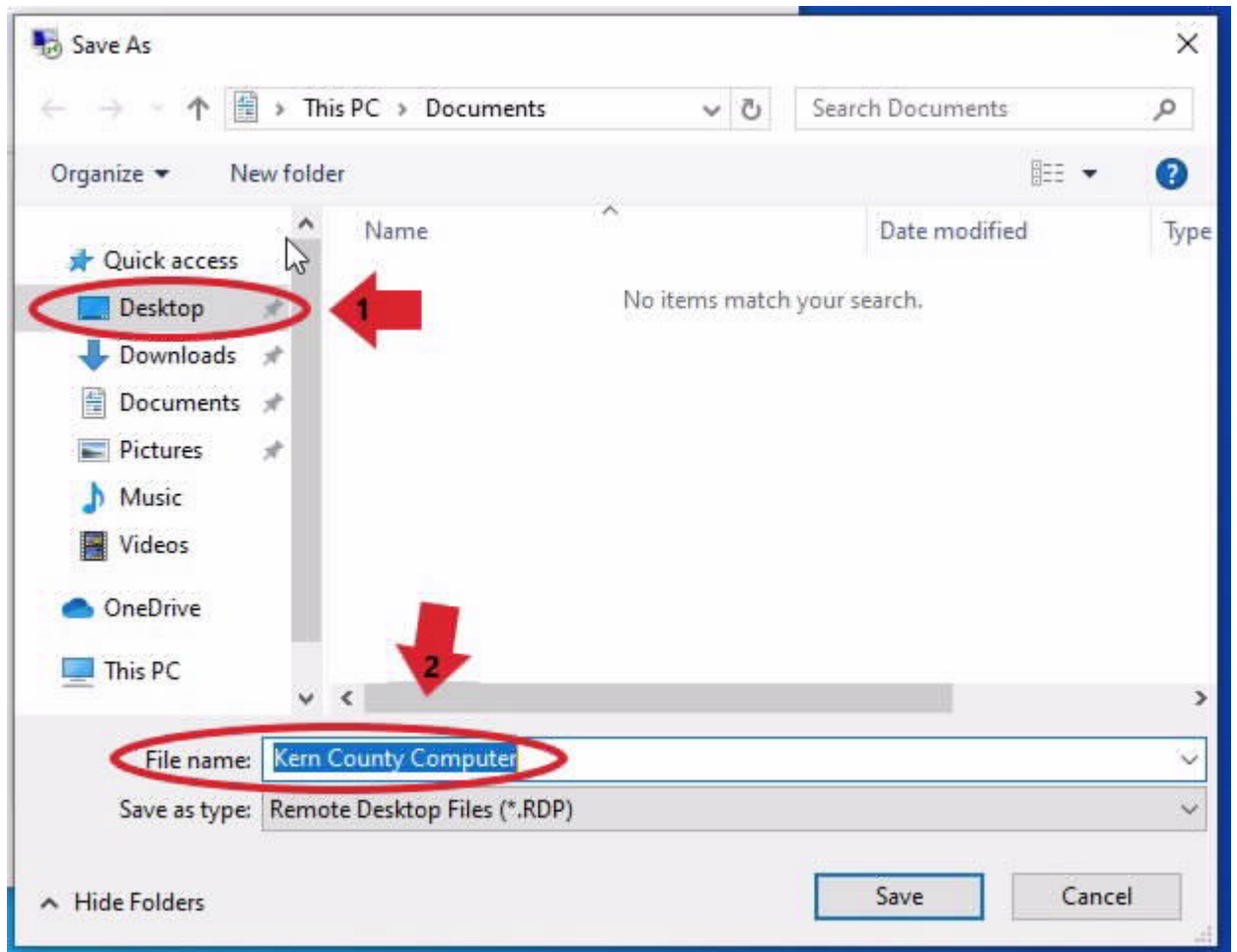


3. Enter IP Address or
Computer Name

2. Enter Username

1. Click "Save As..."

5. Click on the “Desktop” option on the left side. Then enter “Kern County Computer” as the name for the shortcut.

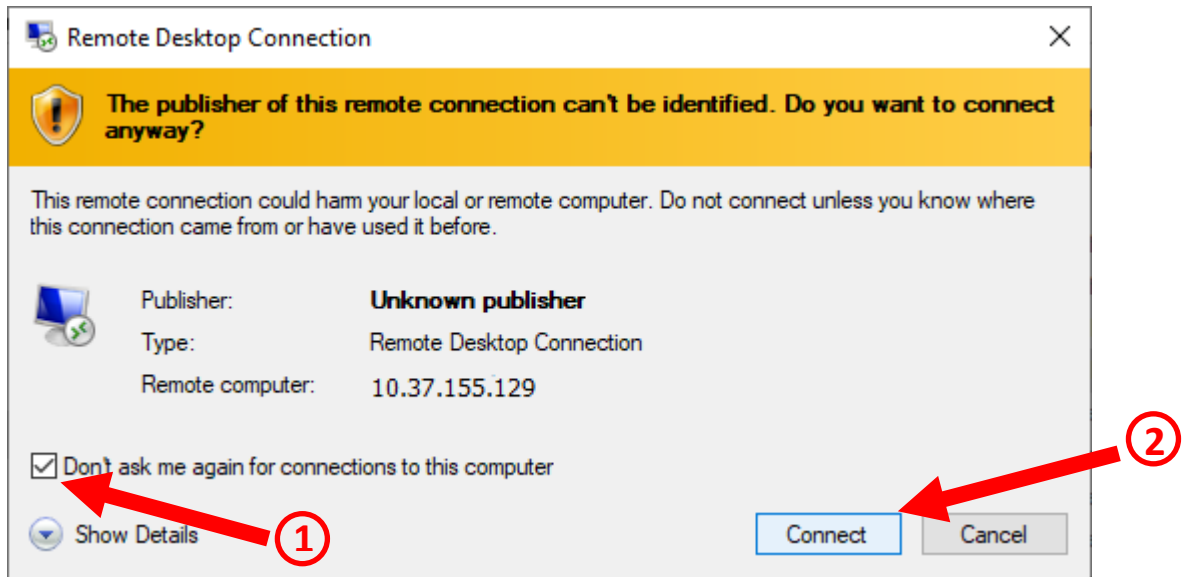


6. You should now see a “Remote Desktop” shortcut icon on your desktop.



7. Click on the “Remote Desktop” shortcut icon.

8. On the screen that comes up, click the check mark “Don’t ask me again for connections to this computer”, and then click “Connect”.



9. You should now be connected to your Kern County computer.