1. In order to use Remote Desktop and the VPN client, users must first complete the Blackboard Remote Users training course and then download and install the VPN client on the workstation that they will use to remote to their office computer. Instructions on accessing this course and obtaining VPN access can be found by navigating to http://occs.odu.edu/gettingconnected/ and then selecting the appropriate link.

2. Instructions on downloading and installing the VPN client can be found by navigating to http://occs.odu.edu/hardwaresoftware/downloads/facstaff/facstaff.shtml and then clicking on “For Students, Faculty/Staff” in the Downloads area at the top of the page. The Cisco VPN Client download along with installation documentation will be found at the bottom of the page.

3. In order to use Remote Desktop the name or the IP address of the workstation that will be accessed is needed.

4. To find the name of your workstation right click on the computer icon on your Desktop and then click on Properties. Another way is to click on the Windows Logo Button and then right click on the menu item with the logged in name and then click on properties.

5. The resulting dialogue box will display the full name of the workstation. This is the name you will need in order to remote the workstation.
6. Another way to display the computer name and IP address is through a command prompt. In order to do this click on the Windows Logo button then on Accessories and then on Command Prompt.

7. This will display a dialogue box with a blinking cursor. In the box type the following: `ipconfig /all` and then hit the enter key.

8. Information will display in the dialogue. Scroll to the top of the window until the Host Name is visible. The Host Name is the computer name. The IPv4 Address will be the computer IP which can also be used with Remote Desktop. Once completed close out of the dialogue by clicking on the X in the upper right hand corner of the window or by typing the word `exit` and hitting the enter key.
9. Once you have the workstation name or IP address you can use Remote Desktop through the Cisco AnyConnect VPN client. There are several other ways to access the computer name or IP address. Use the method that you are most comfortable with.

10. After the Cisco AnyConnect VPN client has been installed and configured click on the Windows Logo button, Programs, Cisco and then on the Cisco AnyConnect VPN Client.

11. The Cisco AnyConnect VPN Client dialog will display. Type in your Midas ID and password and click on connect.
12. A dialogue will display stating that you are entering an Old Dominion University System. Click on Accept. Another Security Alert dialog will then display. Click on Yes.

13. Once a connection has been established the dialogue will minimize and a small icon will display in the system tray. You are now ready to connect to your office computer with Remote Desktop. Any Remote Desktop connections made will be automatically routed through the VPN.

14. To access Remote Desktop click on the Windows Logo button, Programs, Accessories and then on Remote Desktop Connection.
15. The Remote Desktop dialogue will display. Type in the name or IP address of the workstation to remote to in the Computer field and then click on Connect.

16. Depending on the version of Windows that you are remoting to, you may get a warning stating that the remote computer cannot be verified. Click on Yes to connect anyway.

17. If you are using Remote Desktop from one Vista workstation to another you will be prompted for user credentials prior to making the connection. When the credentials are entered you must use the format odunet\username. Once you enter your credentials click OK and a connection will be made.
18. To terminate the Remote Desktop session click on the Windows Logo button then on the arrow and then on Log Off. This will log you off the workstation and terminate your session.

19. Once you are disconnected from the remote session disconnect your VPN session by right clicking the VPN icon on the task tray and then clicking on disconnect.