- 1. In Windows 7, navigate to Start Button > Control Panel > System. In Windows 10, search for and skip to step 4.

  2. Press Advanced System Settings link

## 7. Select OK.

- **8.** Change Power Options Settings (if you weren't prompted to do so after step 4): Make sure your office computer stays awake so it can respond to Remote Desktop Connection requests.
  - 1. Power and sleep settings
  - 2. In the Put the computer to sleep or Turn off after drop down menu, select Never.
  - 3. In Windows 7, select Save Changes.
  - **4.** Note: Remember to leave your computer on when you leave. If you shut it down, you won't be able to connect.
- 9. Your Windows 7 PC can now be accessed using the Remote Desktop Client tool from another PC. In

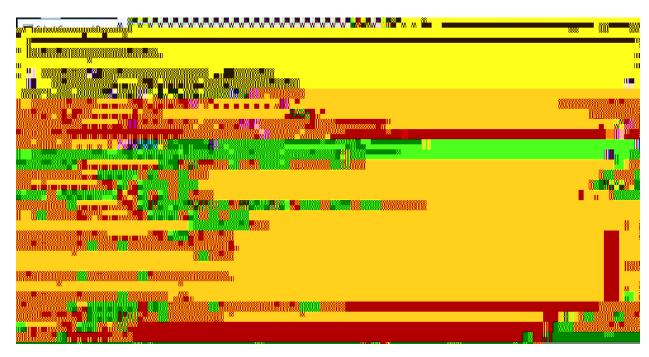


## 10. At the command prompt



11. Scroll up to find the IPv4 Address. The address you need will be followed by (Preferred)

12.



- 13. Make note of this IP Address. You will need to provide it when connecting from the Remote Client.
- 14. Also remember, you need to leave your work PC on when you leave the office if you intend to remote in from home. If the PC is off, Remote Desktop will not work.