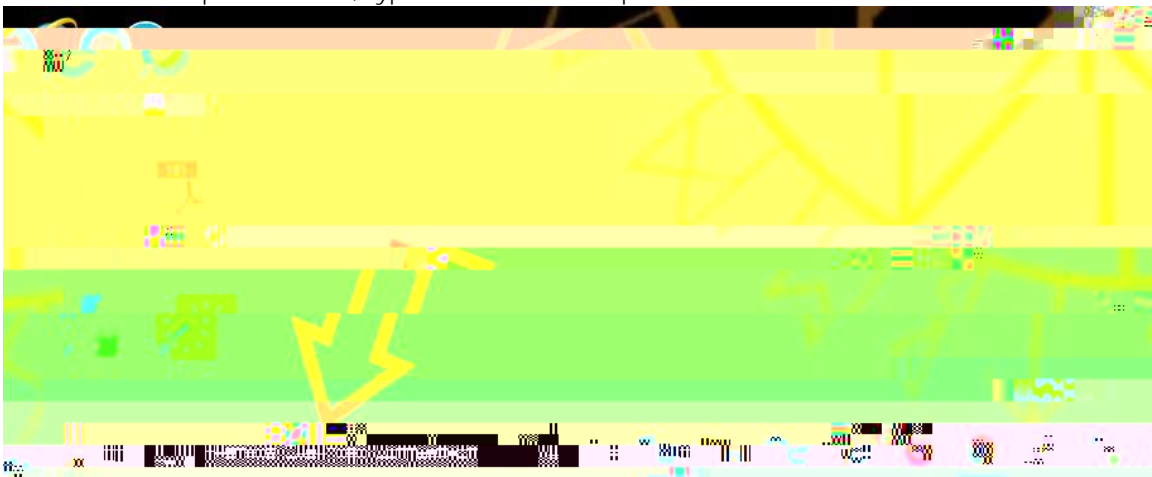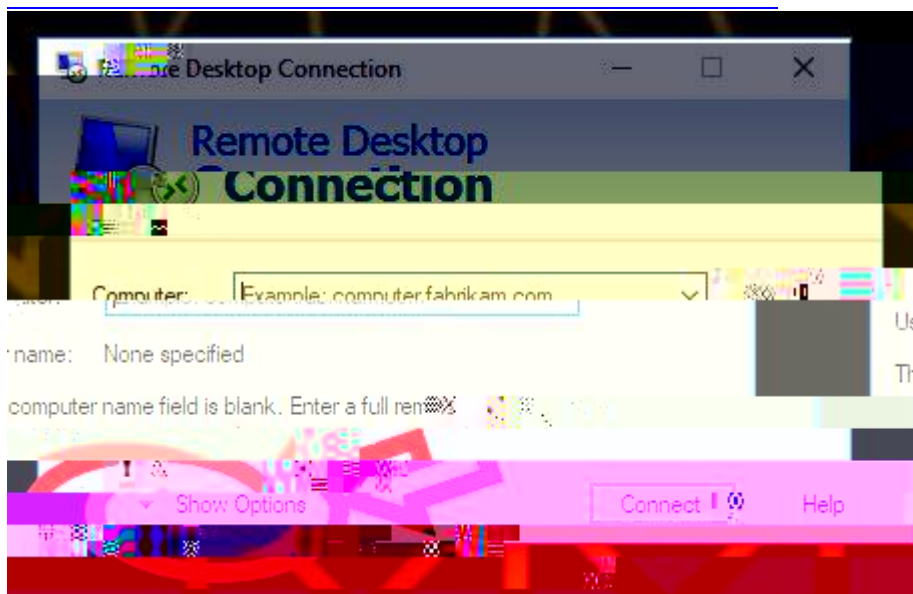1. Before starting the Remote Desktop Connection, you need to make sure that you
   That same username and
   password are also used to access your Active Directory account. Your username must be the full
   email address including @ulm.edu. You also need to connect (VPN) to the campus network
   using the openVPN client. More info about the VPN Client can be found at
   https://www.ulm.edu/it/campus-systems.html#vpn

2. Once you've logged in to your PC/Laptop using your ULM email address and password, and
   connected to the campus VPN, you can launch the Remote Desktop Connection tool. In your
   Windows desktop search box, type "Remote Desktop Connection" and hit enter.

3. When the Remote Desktop Connection window opens, click "Show Options" in the bottom left
   corner. (Note: if you do not have the Remote Desktop Client installed, you can find more
   information about installing the client here https://docs.microsoft.com/en-us/windows-
   server/remote/remote-desktop-services/clients/windowsdesktop)

4. Enter your work PC IP address and your ULM username.
5. Check the box beside "Allow me to save credentials".
6. Click "Save" in the "Connection settings" box.
7. Click "Connect"