Expanded guide to Microsoft Remote Desktop Connect (Employees)

You can login to a WSU Tech computer session by using the Microsoft Remote Desktop Connection application that is built into every Microsoft Windows Computer and available for download on Apple and Android devices.

1. On Windows 10 Computers use the Search Windows box to find Remote Desktop Connection:



2. After clicking on Remote Desktop Connection, enter **RDS.wsutech.edu** in the box then click "**Show Options**":

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Remote Des Connectio	ktop on		
Computer: RDS.wsutech.edu		•	
Vou will be asked for credentials whe	n you connect.		
Show Options	Connect	He	elp

3. When the option screen opens, fill your WSUTech email address in the "User Name" box.



4. Next, Click the "Local Resources" tab and adjust the "Remote audio" settings:



5. Click the buttons for Remote audio playback to allow "**Play on this computer**" and for Remote audio recording to "**Record from this computer**", click ok.

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4	Remote Desktop	
Remote	audio playback	
	I Play on this computer	
4	O Do not play	-
	O Play on remote computer	
Remote	audio recording	
~	Record from this computer	
-4	O Do not record	
	OK	Cancel
		1998 (P

6. One unique requirement for the new servers is to configure the "Connect from anywhere" gateway. Click on the advanced tab, and then the "Settings" box.

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7. In the RD Gateway server settings click "Use these RD Gateway server settings": Input "RDS.WSUTECH.EDU" into the box.

For Logon method select "Ask for password".

Click the box under "Logon Settings" that reads: "Use my RD Gateway credentials for the remote computer"

Click "OK", then "Connect".

Remote Desktop Connection Connection Outomatically detect RD Gateway server settings Image: Use these RD Gateway server settings: Server name: rds.wsutech.edu Logon method: Ask for password Image: Bypass RD Gateway server for local addresses Image: Do not use an RD Gateway server Logon settings User name: None specified You will be asked for credentials when you connect to this RD Gateway server. Image: User my RD Gateway credentials for the remote computer	RD Gateway Server	Settings	
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Use my RD Gateway credentials for the remote computer	You will be asked for c Gateway server.	redentials when you connect to this F	D
	💛 🗹 Use my RD Gatewa	ay credentials for the remote computer	r
		OK	Cancel

8. You may be prompted to trust the remote connection, make sure the name is "RDS.wsutech.edu" before clicking "Connect". You may choose to select the highlighted box to make future connections trusted automatically.

Remo	ote Desktop Connecti	ion		
) D	o you trust this rem	ote connection?		
remot	te connection could ha	rm your local or remote computer. Mak	e sure that you trust th	e remote
buter	before you connect.			
7	Туре:	Remote Desktop Connection		
Ð	Remote computer:	RDS.wsutech.edu		
Don't a	ask me again for conne	ctions to this computer		
	v Details		Connect	Cancel

9. Login to your session with your WSUTech password:

Windows Security	×
Enter your credentials	
These credentials will be used to con computers:	nnect to the following
1. rds.wsutech.edu (RD Gateway serv	/er)
2. rds.wsutech.edu (remote compute	er)
yourusername@wsutech.edu	
Password	
More choices	
ОК	Cancel

- **Note:** If the domain name is blank or incorrect, you may need to specify it. To achieve this click the "more choices" link and then "use a different account" button. Enter your Email address and password to continue.
- 10. You should see the Security Notice Banner:

Security Notice Access to this system is limited to authorized WSU Tech activity. Any attempted or unauthorized access, use, or modification is prohibited. Unauthorized users may face criminal or civil penalties. The use of this system may be monitored and recorded. If the monitoring reveals possible evidence of criminal activity, WSU Tech may provide the records to law enforcement.
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Read it – Then click OK to continue to your remote session.

Android and Apple Users can use the Microsoft Remote Desktop App from the App Store:



*Note: If you're using Remote Desktop from off campus your speed may be limited by your Internet connection. Video or fast animation should not be used with remote desktop connect.