

Guide to Accessing your UCDC computer remotely

Windows:

(steps 1-3 guide you through setting it up, you may skip steps 1-3 if you already have the client.)

1. Open a browser and visit the [UCDC website](#). Click on IT Support, and then click on UCDC Webmail & VPN.



The screenshot shows the UCDC website header with the University of California logo and 'WASHINGTON CENTER' text. Below the header is a navigation menu with items: Who We Are, Academics, Internships, Events, Our Building, IT Support, Alumni, and Resi. The 'IT Support' menu is open, showing a list of options: Contact IT Help Desk, Accessing the Network, Manage Network Account, Printing & Copying, and UCDC Webmail & VPN. The main content area displays 'UCDC Webmail & VPN' and 'UCDC Webmail' with a sub-heading: 'Below are instructions on how to access your @ucdc.edu e-mail account via web browser. If you have an @ucdc.edu e-mail account to use this service.'

2. The link to download the VPN client will be toward the bottom of the page in a section titled **UCDC VPN**. Click on the [PC installation](#) to begin downloading the VPN client.

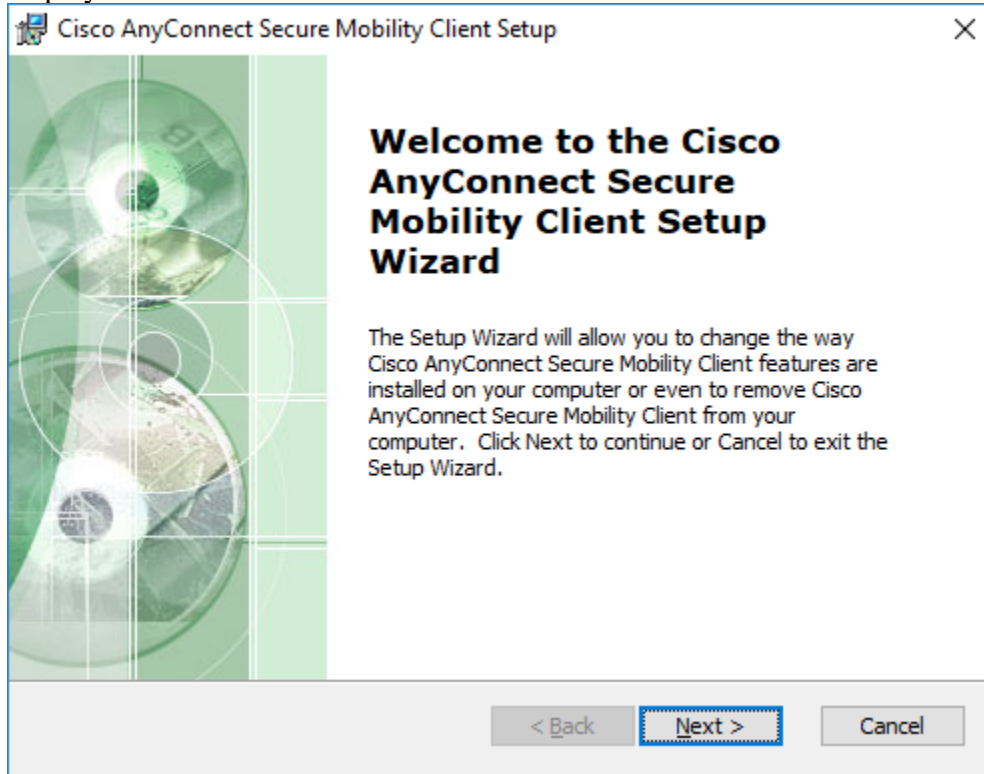
If you encounter any problems accessing or using webmail, please place an [IT Support Ticket](#).

UCDC VPN -

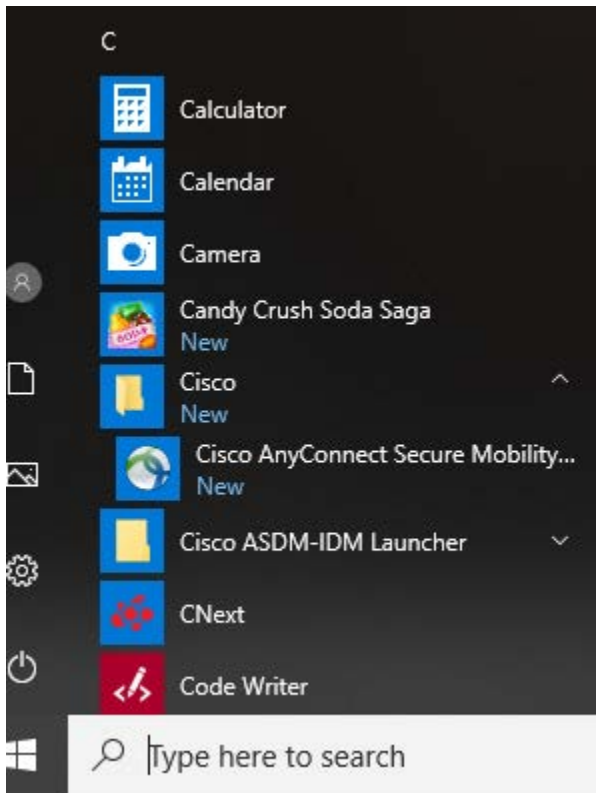
Remote access to some of UCDC's network resources is available via our Virtual Private Network (VPN). To use the VPN you must first download the appropriate VPN client below.

- [PC Installation](#)
 - [PC Instructions](#)
- [MAC Installation](#)
 - [MAC Instructions](#)

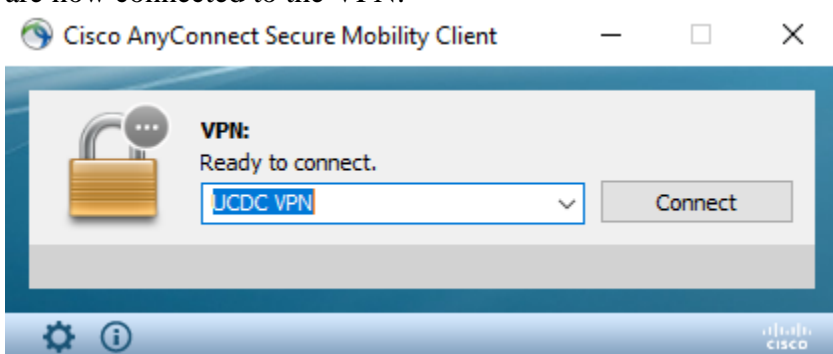
3. When the download completes, click on the file VPN PC Installation-3.1.13015.exe to launch the set up wizard. Click on next twice and the **Ready to install** page will be displayed. Click on install and wait for the installation to finish.



4. Launch the VPN client by going to the start menu, Scroll to the C portion and find the folder named **Cisco**. Click on it and click on the **Cisco AnyConnect Secure Mobility Client** to launch it.



5. When the VPN client launches, you will be presented with the window in the image below. Delete whatever is in the box and type in **vpn.ucdc.edu** and hit connect to initiate the VPN connection. When prompted for the credentials, use your **UCDC credentials** to sign on. If the credentials you've put in are correct, the client window will disappear, you are now connected to the VPN.




6. Click on the windows **start menu** and type **remote** to find the **Remote Desktop Connection** and launch it.


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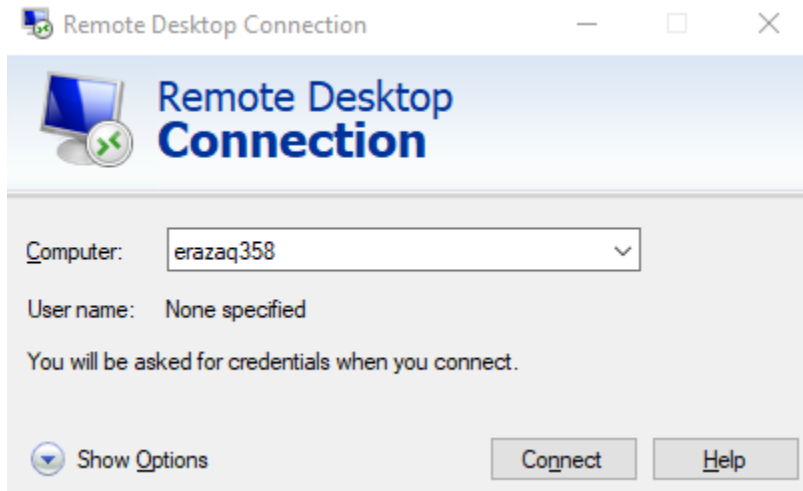
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🔍 remote

7. Your computer name is made up of your **first initial, last name, and office number**. For example, Joe Smith in office 101's computer will be jsmith101. Type in your computer name and hit **connect**.



After completing this guide, you are now connected to your desktop at work. You can now access internal resources such as the H drive from your remote location.