

# Guide to Accessing your UCDC computer remotely

MAC:

(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.



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 MAC installation to begin downloading the VPN client.

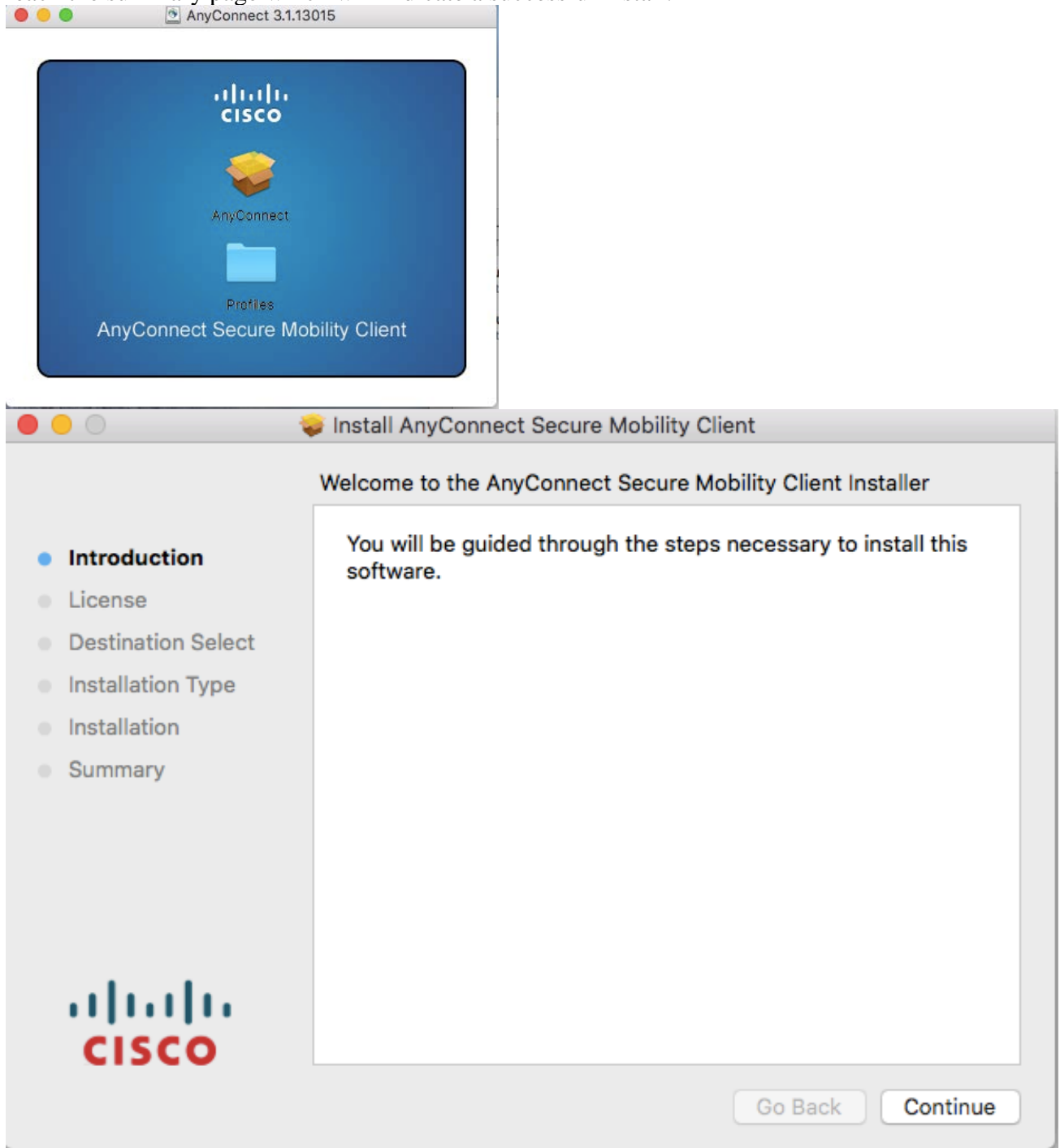
*If you encounter any problems accessing or using webmail, please place an [IT Support Ticket](#).*

## **UCDC VPN -**

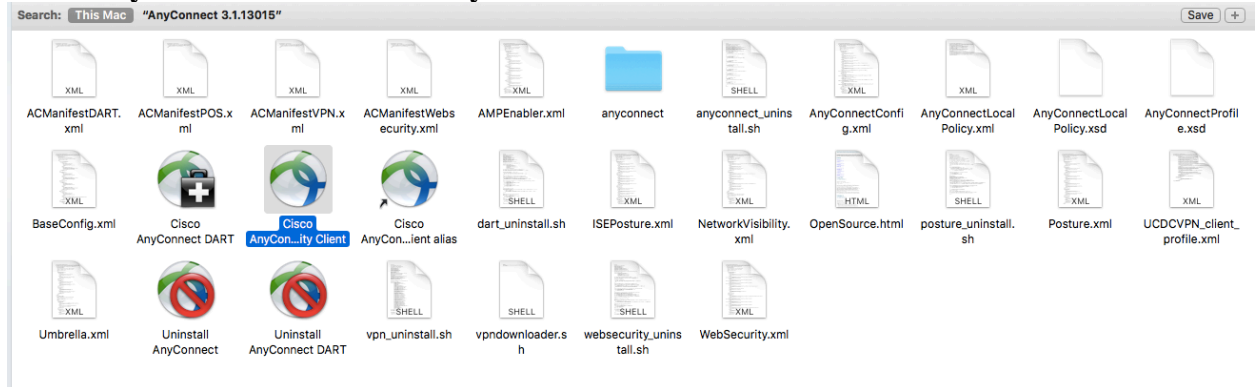
Remote access to some of UCDC's network resources is available via our Virtual Private Network (VPN). To use the VPN you must first download the appropriate VPN client below.

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

- When the download completes, click on the file VPN PC Installation-3.1.13015.exe to launch the set up wizard. The Cisco logo will appear with two options, AnyConnect and Profiles. Click on Anyconnect to launch the wizard. Click through the wizard until you reach the summary page which will indicate a successful install.



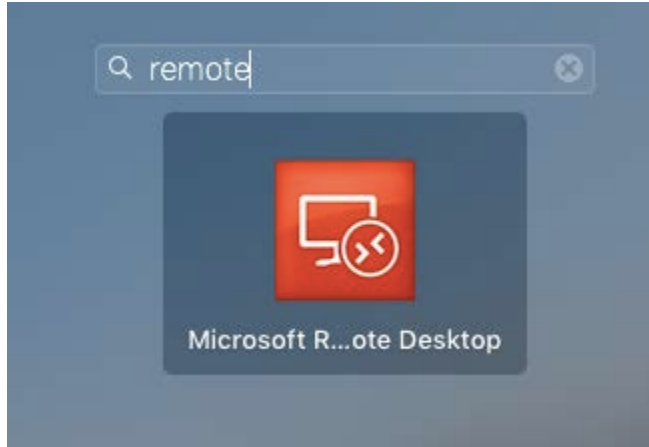
4. Launch the VPN client by going to Finder and searching for “Anyconnect”, click on the **Cisco AnyConnect Secure Mobility Client** to launch it.



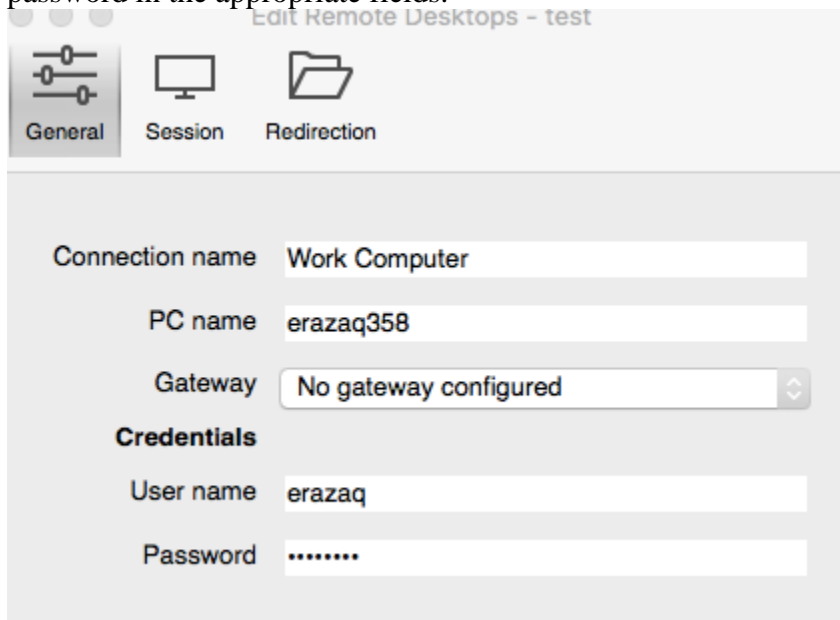
5. When the VPN client launches, you will be presented with the window in the image below. Delete whatever is in the box and type in **vpn.ucdc.edu** and hit connect to initiate the VPN connection. When prompted for the credentials, use your **UCDC credentials** to sign on. If the credentials you’ve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



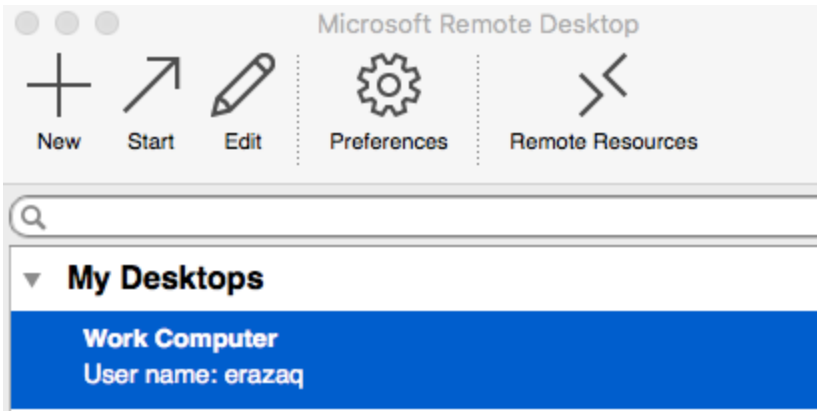
6. Click on the **launchpad** and type **remote** to find the **Microsoft Remote Desktop** and launch it.



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. Click on new connection. Under Connection name, type in "Work Computer". Under PC name, type in your PC name as described earlier in this step. Finally, type in your UCDC username and password in the appropriate fields.



8. Once the fields have been filled in, close out of the edit window. Your remote desktop will appear as the connection name, in our case this will be "work computer". Highlight it with your mouse and Click on **start**.



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.