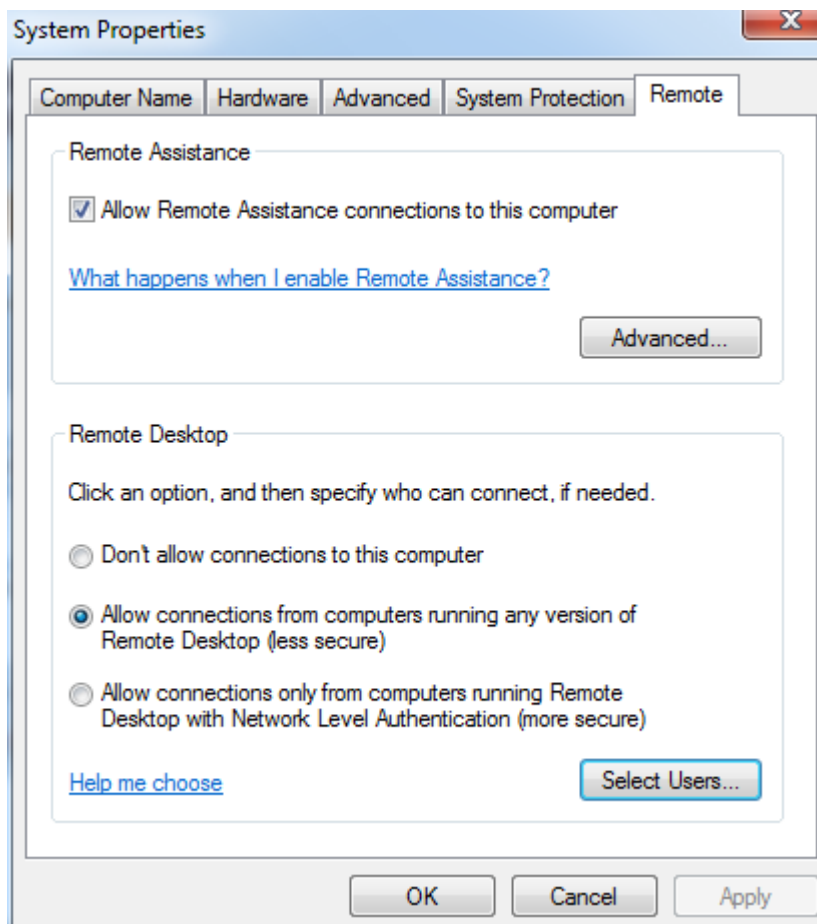


## Enable Remote Desktop Connection on Windows 7

1. In **Windows 7**, navigate to **Start Button > Control Panel > System**. In **Windows 10**, search for **Remote Desktop** and skip to step 4.
2. Press **Advanced System Settings** link
3. Press the **Remote** tab
4. On **Windows 7**, Select **Allow connections from computers running any version of Remote Desktop** (per the image below).

On **Windows 10**, in the **Remote Desktop** section, select **Allow remote connections to this computer**. *Note:* you will then need to UNCHECK the **Allow connections only from computers running Remote Desktop with Network Level Authentication** box.



5. If you get a prompt to change your machine's sleep/hibernation settings, please click on the "power options" link in blue, select **Change when the computer sleeps** in the column on the left and in the "Put the computer to sleep" drop down menu, select **Never**.

6. There should be no need to click on **Select Users** as it defaults to allowing access for the person who is signed in to the machine.

7. Select **OK**.

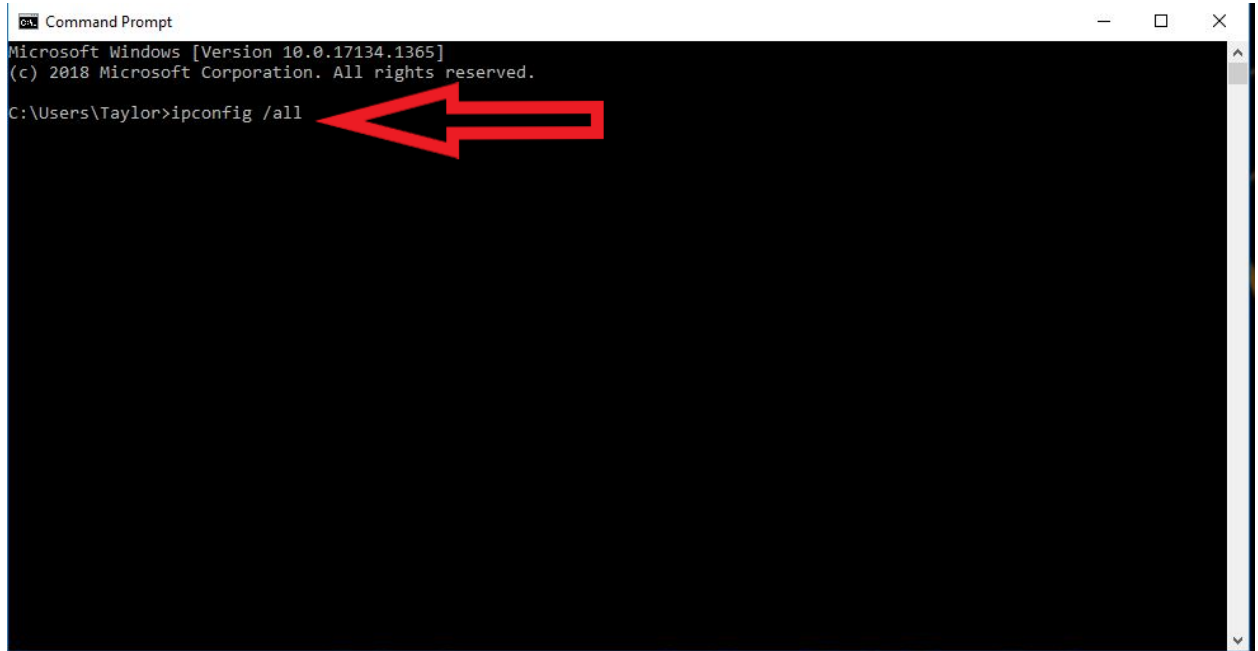
8. **Change Power Options Settings (if you weren't prompted to do so after step 4):** Make sure your office computer stays awake so it can respond to Remote Desktop Connection requests.

1. Go to the Start Menu and search for and run “**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 order to connect to your PC from the Desktop Client, you'll need to know your work PC's IP Address. In the Windows Search box type “command” and hit enter to launch a command prompt.



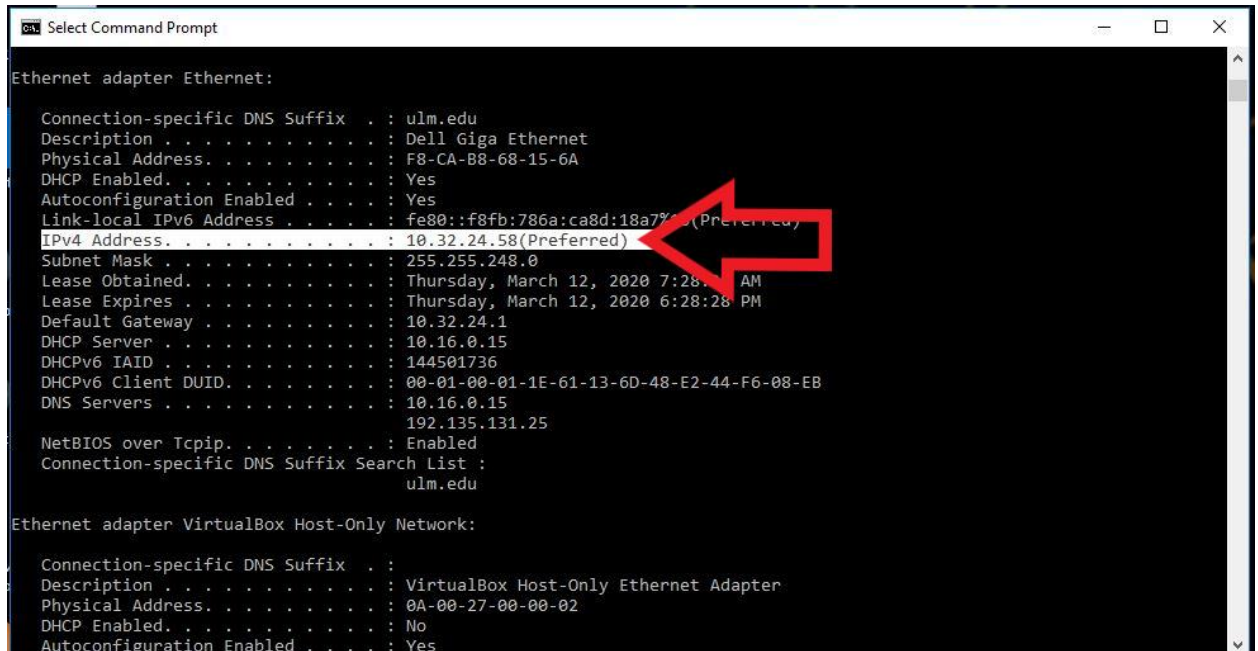
10. At the command prompt type "ipconfig /all" and hit enter.



```
Microsoft Windows [Version 10.0.17134.1365]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\Taylor>ipconfig /all
```

11. Scroll up to find the IPv4 Address. The address you need will be followed by (Preferred)  
12.



```
Ethernet adapter Ethernet:

Connection-specific DNS Suffix . : ulm.edu
Description . . . . . : Dell Giga Ethernet
Physical Address. . . . . : F8-CA-B8-68-15-6A
DHCP Enabled. . . . . : Yes
Autoconfiguration Enabled . . . . : Yes
Link-local IPv6 Address . . . . . : fe80::f8fb:786a:ca8d:18a7%1 (Preferred)
IPv4 Address. . . . . : 10.32.24.58(Preferred)
Subnet Mask . . . . . : 255.255.248.0
Lease Obtained. . . . . : Thursday, March 12, 2020 7:28:28 AM
Lease Expires . . . . . : Thursday, March 12, 2020 6:28:28 PM
Default Gateway . . . . . : 10.32.24.1
DHCP Server . . . . . : 10.16.0.15
DHCPv6 IAID . . . . . : 144501736
DHCPv6 Client DUID. . . . . : 00-01-00-01-1E-61-13-6D-48-E2-44-F6-08-EB
DNS Servers . . . . . : 10.16.0.15
                          192.135.131.25
NetBIOS over Tcpip. . . . . : Enabled
Connection-specific DNS Suffix Search List :
                          ulm.edu

Ethernet adapter VirtualBox Host-Only Network:

Connection-specific DNS Suffix . :
Description . . . . . : VirtualBox Host-Only Ethernet Adapter
Physical Address. . . . . : 0A-00-27-00-00-02
DHCP Enabled. . . . . : No
Autoconfiguration Enabled . . . . : Yes
```

- 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.**