Accessing Remote Desktop

LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

What is Remote Desktop

Remote Desktop Services, formerly known as Terminal Services, is one of the components of Microsoft Windows (both server and client versions) that allows a user to access applications and data on a remote computer over a network, using the Remote Desktop Protocol (RDP).
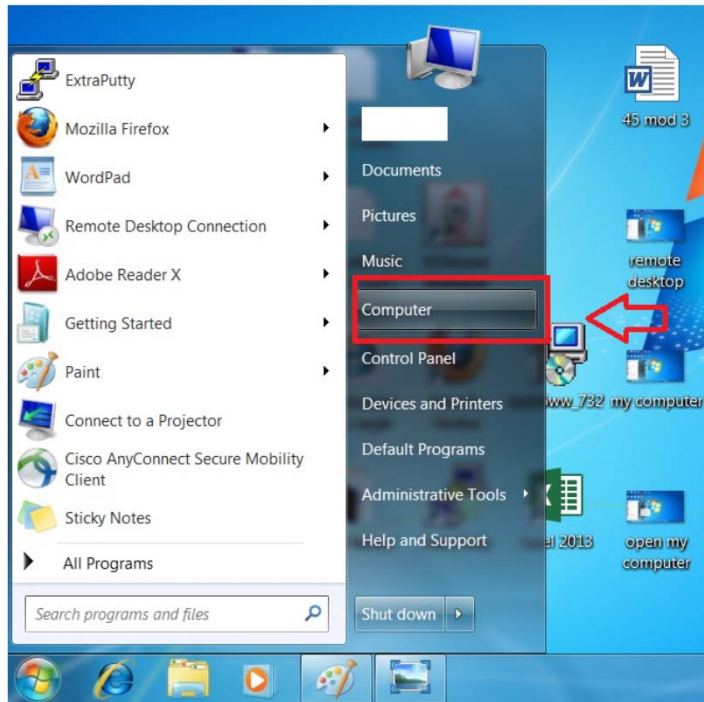
Remote Desktop Check List

- Submit Service Ticket to have Remote Desktop setup on your work desktop.

- Make sure you know your computer name.

- Test Remote Desktop from another computer before you leave your office.

- Make sure you leave your work desktop on when you leave your office.

How to Find Your Computer Name

- There should be a label with the computer name on the front or top of your work computer.
- If not, click the Start Menu, right click on Computer, then select Properties.

How to Find Your Computer Name

View basic information about your computer

Windows edition

Windows 7 Enterprise

Copyright © 2009 Microsoft Corporation. All rights reserved.

Service Pack 1

System

Rating:	4.7 Windows Experience Index
Processor:	Intel(R) Core(TM) i7-2600 CPU @ 3.40GHz 3.40 GHz
Installed memory (RAM):	16.0 GB
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

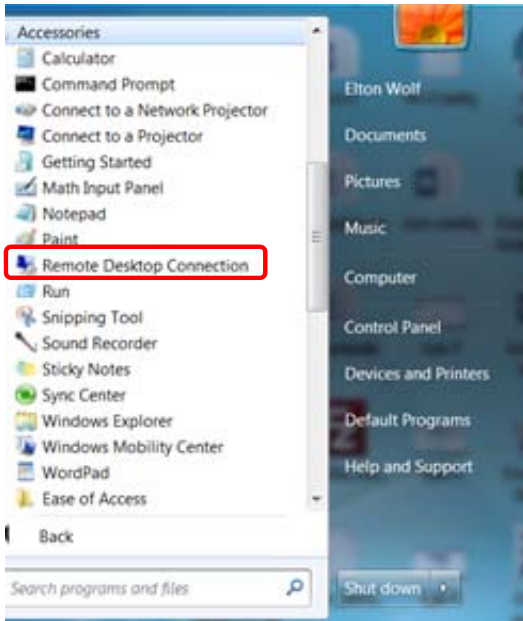| Computer name: | H000001MD099 |
Full computer name:	H00001MD099.dotd.state.la.us
Computer description:	
Domain:	dotd.state.la.us

Windows activation

Windows is activated

Product ID: 00392-918-5000002-85955   Change product key

- **Your computer name will be listed in the square.**
- **Examples**
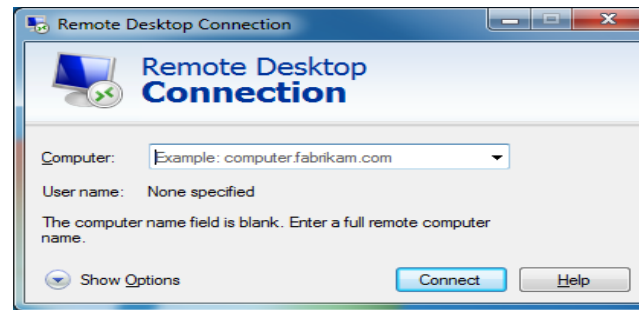 - **H24001MD005**
  - **R61001MD005**

Connecting to Remote Desktop

You can access the Remote Desktop Connection from two places.

- From the Start Menu, browse to All Programs, Accessories, Remote Desktop Connection.

- Typing MSTSC in the Search box on the Start Menu.
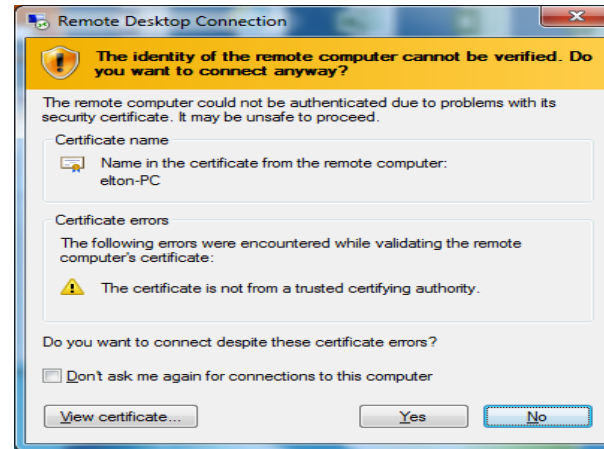
Connecting to Remote Desktop

Type your computer name in the blank, then click connect.
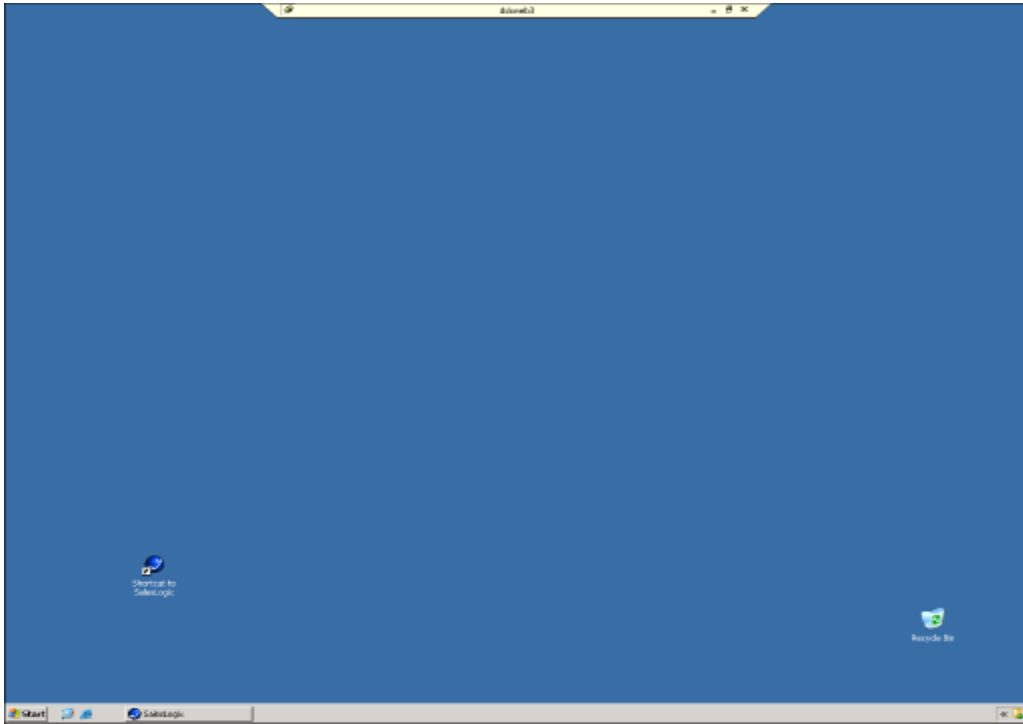
Connecting to Remote Desktop

Type your domain user name and password, then click OK.
Examples of your user name are D0123 or 00012345.

Connecting to Remote Desktop

Click **Yes** to access your remote desktop.

Your Remote Desktop

- Your remote desktop window should look like your work desktop home screen.
- When your done, simply click the X on the tab at the top of the remote desktop window.