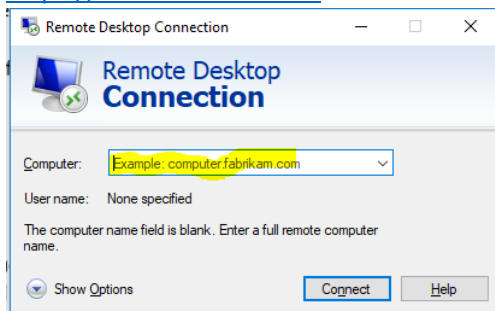


UCOL Work from Home Remote Desktop Guide

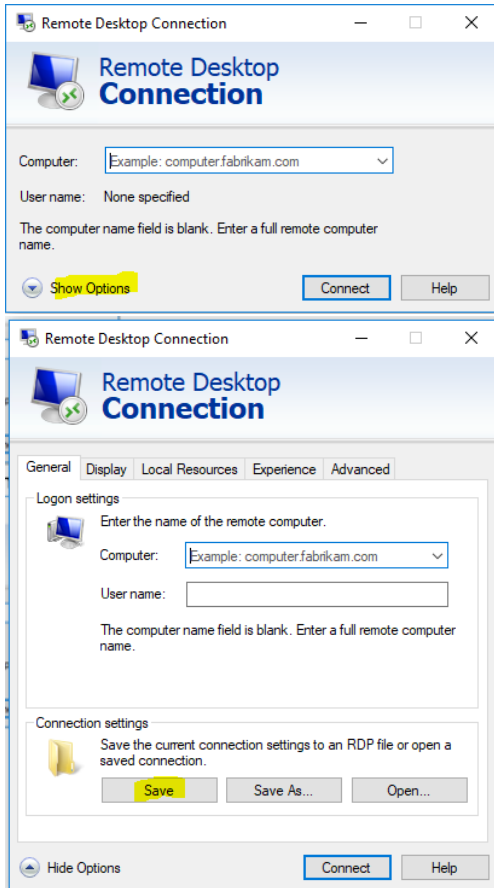
- 1) Download the 'UCOL.rdp' file from the <https://connect.ucol.ac.nz> website and save it to your desktop.
- 2) Double click the new 'UCOL' file on your desktop. This will look similar to the icon below:



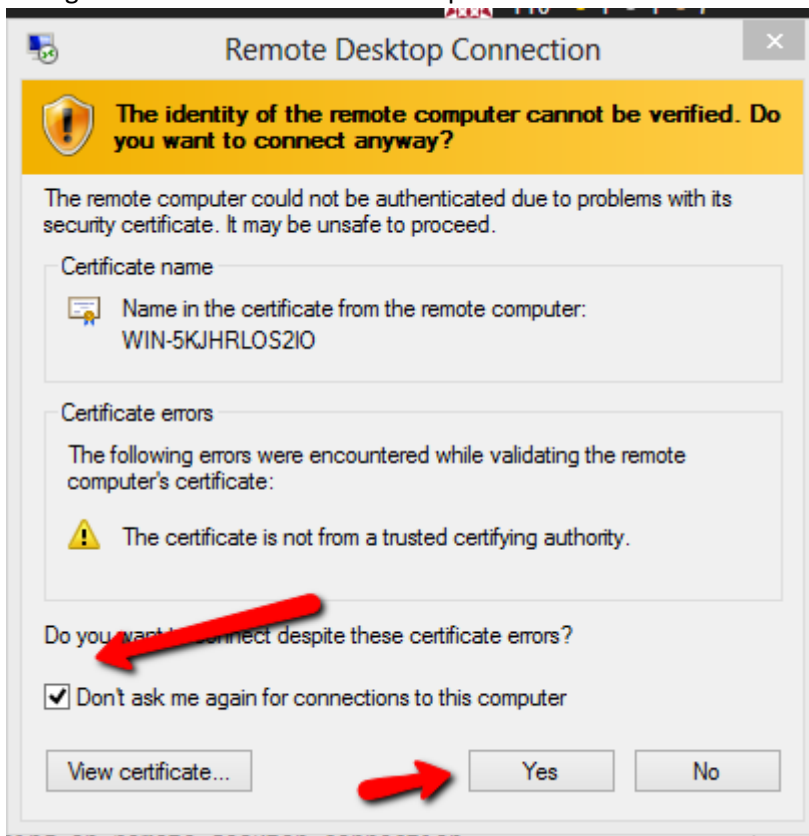
- 3) In the Computer field, please enter your UCOL computer name, ensuring you have '.ucol.ac.nz' at the end. This will look something like 'PNLT31631.ucol.ac.nz'. If you do not know what your computer name is or you do not know how to find your computer name, please contact the helpdesk directly. The helpdesk number can be found at <https://connect.ucol.ac.nz>



- 4) If you plan to routinely use this connection, click 'Show Options' and click 'Save'.



- 5) Click 'Connect'. If prompted to verify the identity of the remote computer, click 'Don't ask me again for connections to this computer' and click 'Yes':



- 6) When prompted, enter your normal UCOL username in the following format:
'UCOL\Username'. For example, 'UCOL\E.Wagener'
- 7) Enter your usual UCOL password.
- 8) You should now be connected to your UCOL desktop computer and can work as if you were in the office.
- 9) When finished, click the Start Menu and click 'Log Out'.