

OMRF Helpdesk

Working Remotely:
Accessing your work Windows 10 computer
from a home Windows 10 computer

This tutorial will help you set up a VPN to the OMRF network and Remote Desktop so you can access your work system from offsite. These instructions are for using a computer running Windows 10 to connect to a computer running Windows 10.

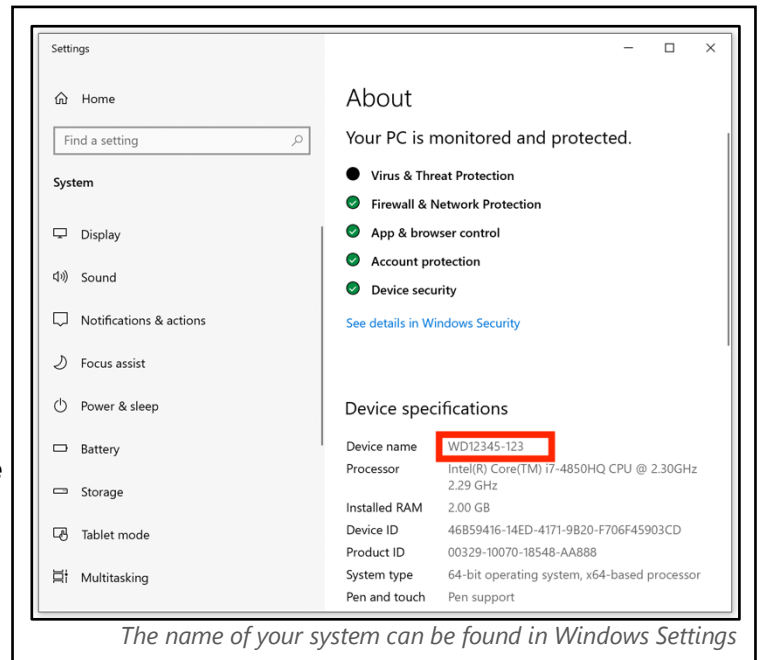
You will need:

- Internet Access
- Your work computer's system name
- Your OMRF login credentials

Setup steps:

On your OMRF system

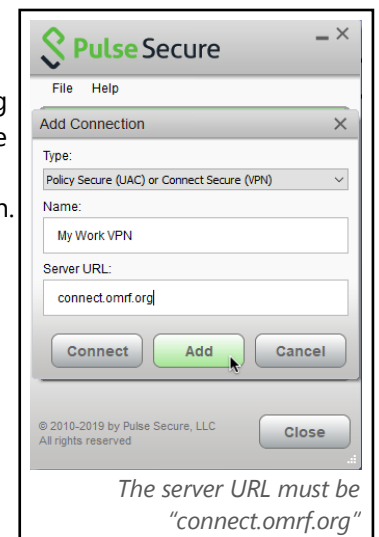
- A. Find your work system's device name.
 1. Click the **Start** button
 2. Type "**PC Name**"
 3. Open "**View your PC name**"
- B. Your system's name will be listed under "**Device specifications**" and labeled "**Device name**"
- C. Contact OMRF IT Helpdesk and provide the system name as well as your username. The Helpdesk will
 - enable Remote Desktop connections
 - add your username to the Remote Desktop Users group
 - set the system Power Options to prevent sleep



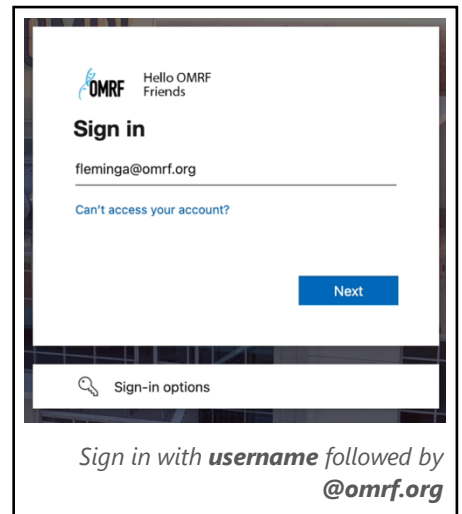
Please note that this can be done remotely, as long as the system is powered on and awake.

On your home system

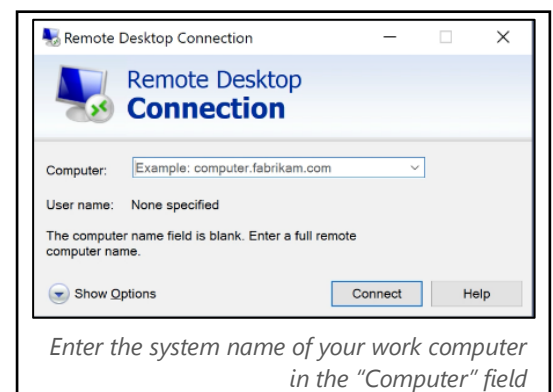
- A. Download and install Pulse Secure.
 1. Go to <https://www.dropbox.com/sh/nl18d36h19i543q/AAABJDdm58R1YW5vn03V6Qwqa>
 2. Click on "**PulseSecure.x64.msi**" if your home computer has a 64-bit processor, or "**PulseSecure.x86.msi**" if it has a 32-bit processor.
 3. Run the Junos Pulse installer and install with the default settings.
 4. Open **Pulse Secure** by hitting the Windows key, typing "**pulse**" and selecting "**Pulse Secure**". You can also launch the application by clicking its icon in the system tray
 5. When Pulse opens click the "+" next to connections to add a new connection. You can name the connection whatever you like but the server URL must be connect.omrf.org.
 6. Click "**Add**" to add the connection.
- B. Establish VPN Connection
 1. Click the Pulse Secure icon in the system tray.
 2. Click the name of the connection.
 3. Click "**Connect**" to establish the VPN connection.



4. You will see the Microsoft 365 Sign in page. Enter your Microsoft 365 login. **This is your username followed by @omrf.org. Alexander Fleming would enter fleminga@omrf.org to log in.**
5. Click "**Next**".
6. Enter your OMRF password, then click "**Sign in**".
7. Approve the sign in request using the MFA method you chose when you set up your Microsoft 365 account.
8. At the "**Stay signed in?**" prompt, click "**No**".
9. You are now connected to the OMRF network VPN.
All Network traffic will go through OMRF network while connected to the VPN



- C. Connecting to your OMRF PC remotely
 1. Click the Start button
 2. Type "**Remote**"
 3. Click "**Remote Desktop Connection**"
 4. In the "**Computer**" field, type the system name of your OMRF computer.
 5. Click "**Connect**"
 6. You will be asked for your credentials to log into your work system.
(If there is no username field, click "**More choices**", and then "**Use a different account**".)
 7. Type "**OMRF**" followed by your OMRF username. Enter your regular OMRF password and check "**Remember me**" if desired.
 8. Click "OK".



- D. Disconnect the VPN
 1. Click the Pulse Secure icon in the system tray.
 2. Click the name of the connection.
 3. Click "**Disconnect**".
Don't forget to click Disconnect in Pulse Secure when you are finished.

