

## Remote Desktop Connection (RDP)

This document outlines the steps taken to configure a RDP shortcut and connect to a remote computer/desktop.

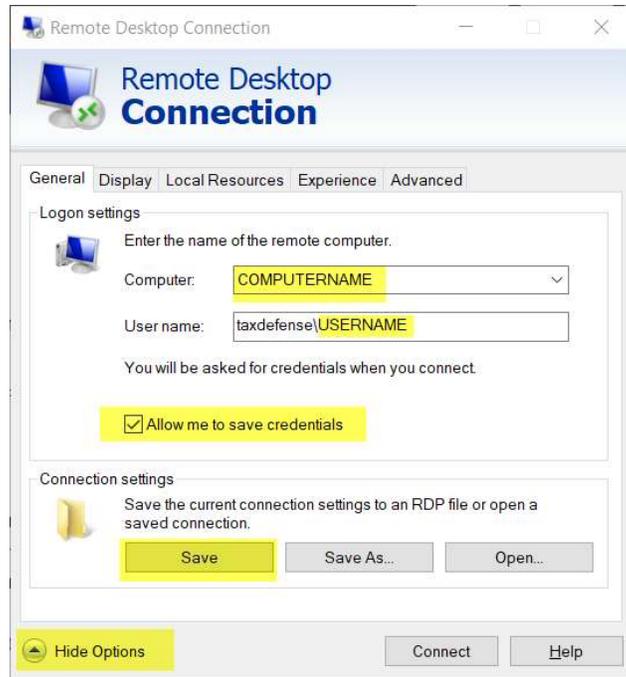
**NOTE:** This feature assumes you are already connected to the MoneySolver Network. (in office or connected to VPN)

### **Configuring RDP Shortcut**

1. If you have been provided a .RDP file, save that to your desktop then right click on the file and choose Edit.
2. If you have not been provided a .RDP file, type “Remote Desktop Connection” into your Windows Search bar and choose the appropriate application that appears in the search result.

**NOTE:** If the extra options that are depicted in the screenshot are hidden, click the “show options” button in the bottom left corner of the application.

3. In the Computer field, enter the name of a computer provided to you by IT Support.
4. In the Username field, enter “taxdefense\” plus your Windows username (firstname.lastname). Example: taxdefense\john.smith
5. Next, you can choose to save your credentials (note: You’ll be prompted to enter a new password every time it is changed)
6. Finally, click the Save button



## Connecting to Remote Desktop

1. If you're in the RDP configuration, you can click the Connect button. Otherwise you can just double click on the RDP shortcut that you saved from the previous instructions

**NOTE:** As previously stated, you must first be connected to the MoneySolver network (either in office or connected via VPN) for this to work.