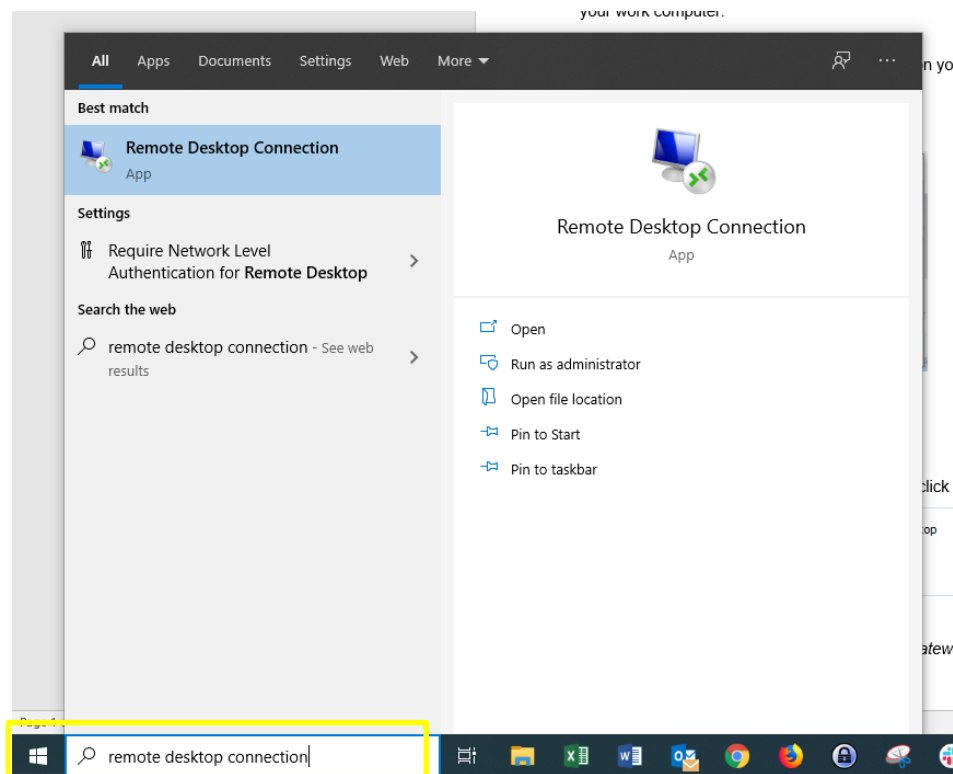
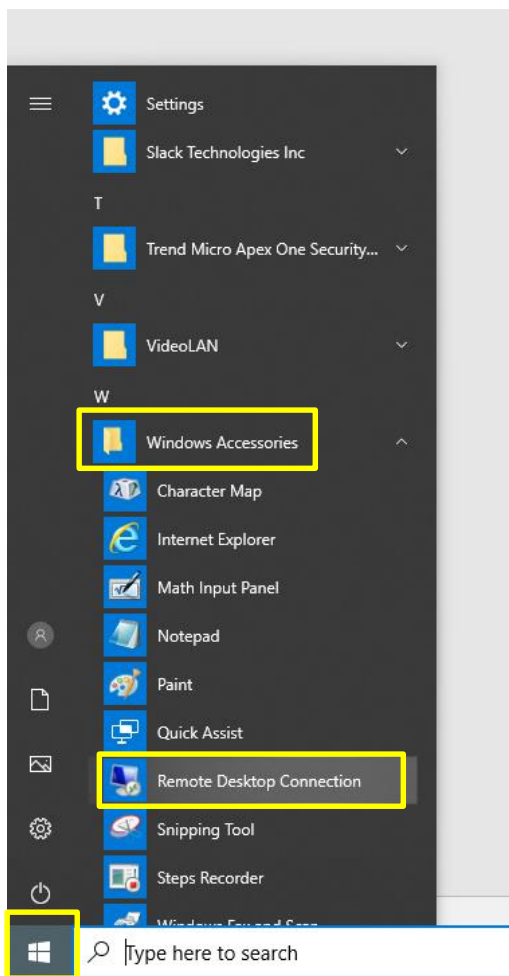


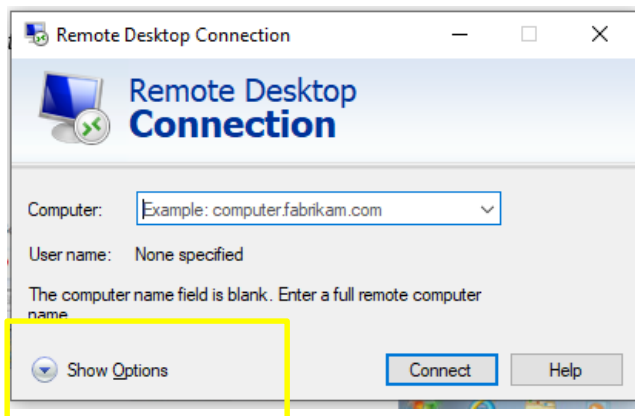
Following is a one-time procedure to set up access to UFV's RDP gateway for remote access to your work computer.

1. Start the *Remote Desktop Connection* client on your remote (home) computer by either typing "remote desktop connection" into your Windows search bar or navigating to the program via the menu



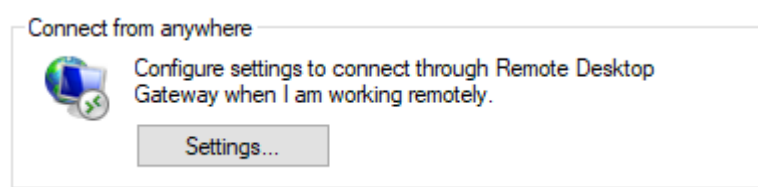
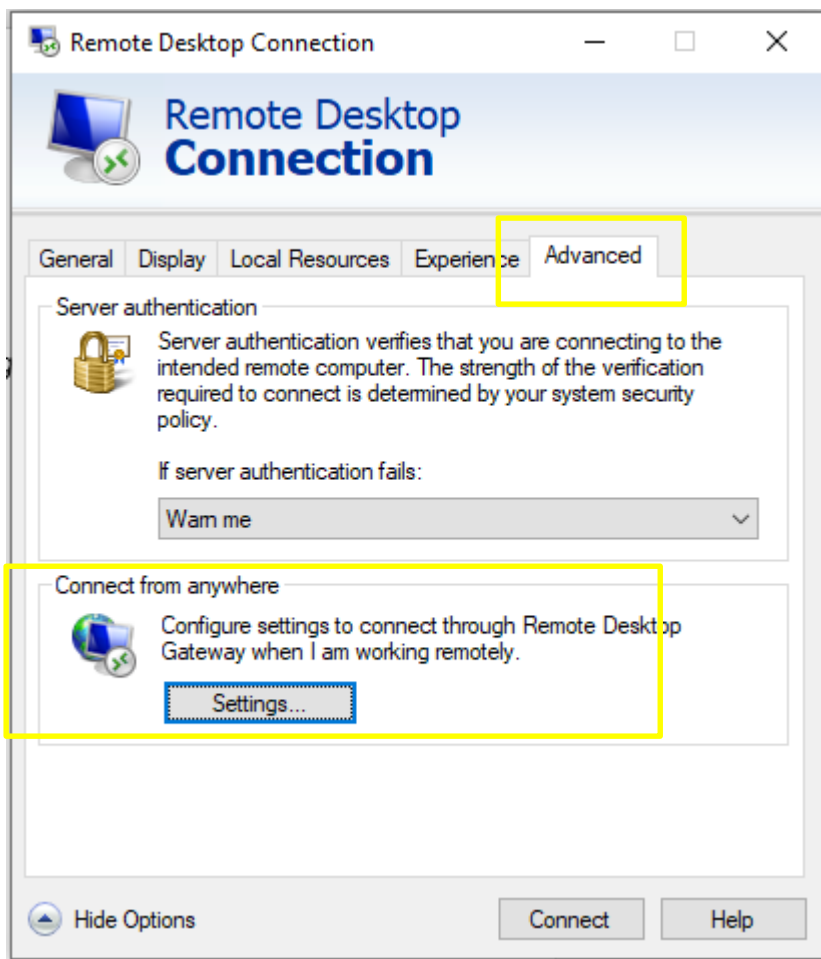


2. Click on the Show **Options** button



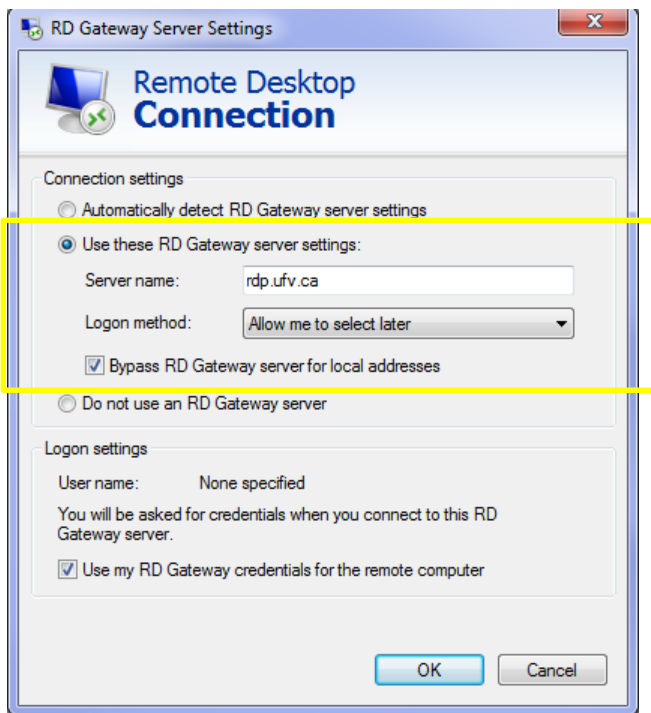
3. Click the **Advanced** tab

4. Under the “*Connect from anywhere*” section, click on the **Settings** button

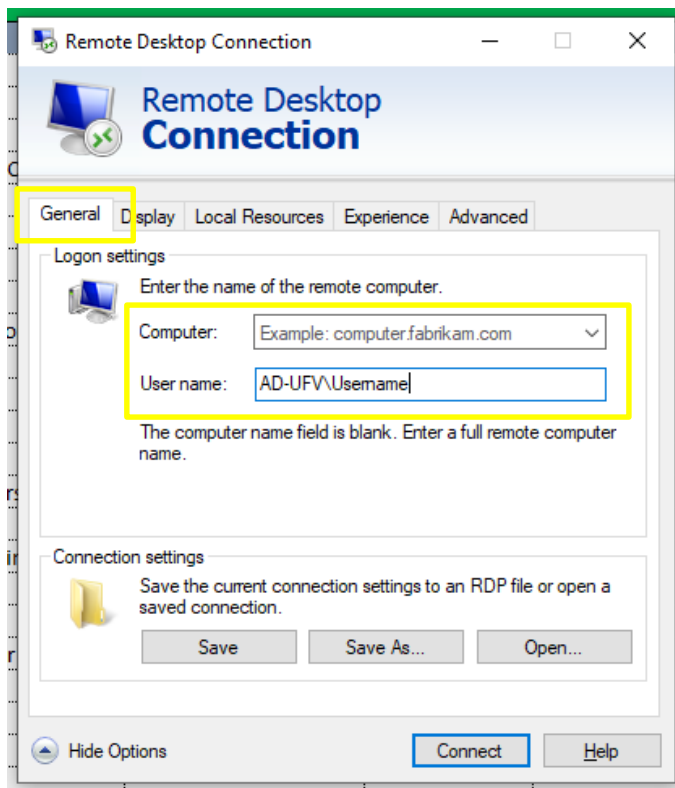


5. Select the radio button for “*Use these RDP Gateway server settings:*”

Server name: **rdp.ufv.ca**



6. Click **OK** and then click on the **General** tab



7. You will have received an email, after your Remote Desktop Connection setup request was completed by IT Services, that contained your unique computer name. Enter the name of the computer into the field labeled **Computer** and your login name into the field labeled **User name**. Then click the **Save** button to save the connection setting. Next, click the **Connect** button.  
**Note: you must enter AD-UFV in front of your username**



8. Enter your network password and you will be logged into your workstation (or other Windows computer you are connecting to).