Remote Desktop Connection

***Find the hostname of the physical system you wish to access before working remotely!

1. Click the **Start** button, which is similar to the following icon:
2. Launch **Search**, type in **cmd** and then click **Command Prompt**.
3. Type **hostname** and press **Enter/Return** key.
4. The Computer Name will be displayed.

ENSURE THE PHYSICAL WORKSTATION IS POWERED ON BEFORE YOU LEAVE THE OFFICE.

Once connected to a VDI from a remote location, open Remote Desktop Connection.

1. Click the **Start** button, which is similar to the following icon:
2. Launch **Search**, type in **Remote Desktop Connection** and then click on **Remote Desktop Connection**.
3. Expand **Show Options**, and type in your **Computer Name** in the **Computer** field.
4. Ensure your Smart Card badge is inserted into your laptop.
5. Select **Connect**.
6. Windows Security box will populate with your Smart Card credentials information.
7. Enter the **PIN** for your Smart Card badge.
8. Click **OK**.