

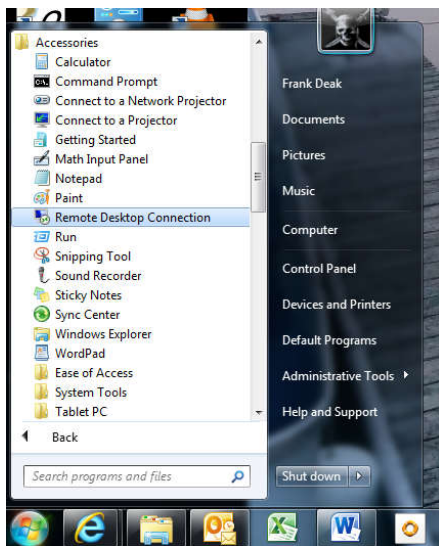
# Remote Connection Steps

Please follow the steps outlined below to establish a Remote Desktop Connection to your computer.

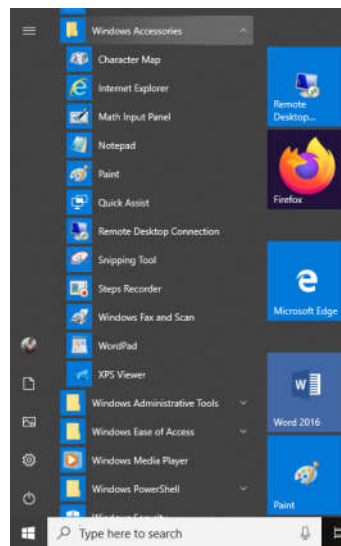
Name: \_\_\_\_\_ IP Address: \_\_\_\_\_

From the START button on windows 7 computers go to ALL PROGRAMS then ACCESSORIES then click on REMOTE DESKTOP CONNECTIONS as in the image below. On windows 10 computers go to START then windows accessories then click on REMOTE DESKTOP CONNECTIONS as in the image below.

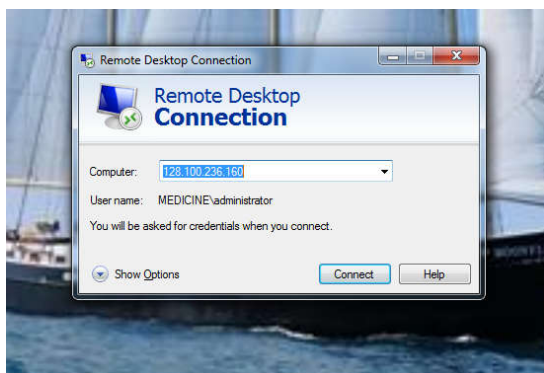
Windows 7



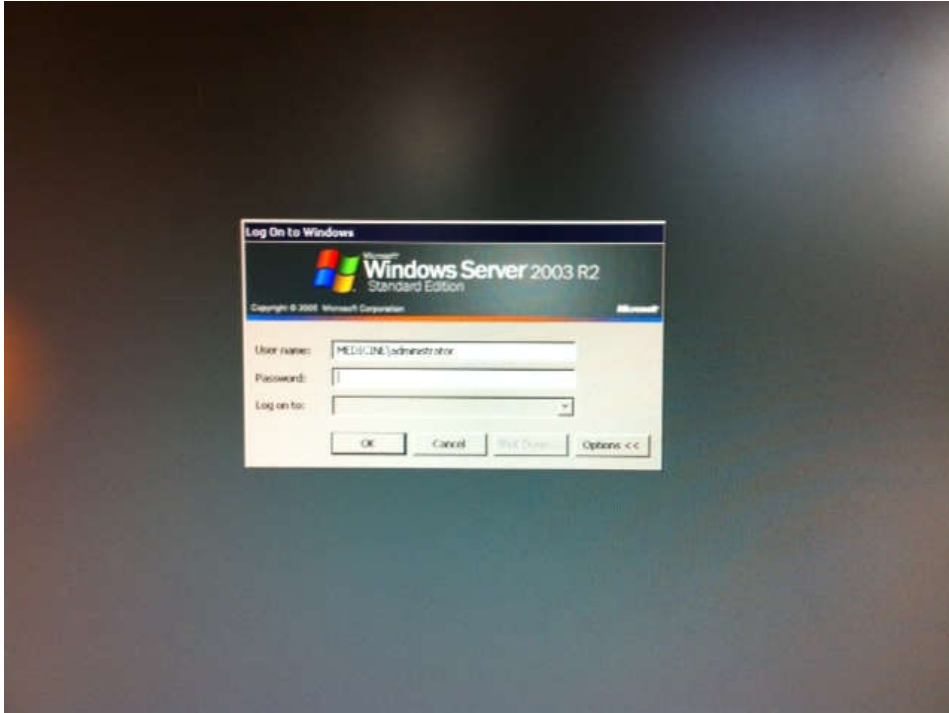
Windows 10



This will bring up the RDP Connection screen on your desktop, simply insert your IP address into the window and click on the Connect button.



The next screen that will pop up will be your Desktop log in screen as shown below. Please enter your UTOR ID that you now use to log into your computer at work along with your password and click on OK. This will now connect you to your desktop.



If you have any Question please contact our Help Desk at 416-978-8504 or email [discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca)

If you don't know you computer IP please open Internet Explorer and type.

[www.whatismyip.com](http://www.whatismyip.com) and the number displayed at the top of the screen will be your IP address that you will use to remote into your office computer.