Using the Campus VPN Remote Connection:

Windows to Windows

These instructions will show you how to set up a Windows machine on campus to stay powered on and receive a remote connection, and then how to connect to that campus Windows machine from a Windows machine over VPN. All action items will be in bold. The instructions are written in two parts: Configuration of a Windows machine on Campus, and Remoting to Your Campus Windows machine from a Windows machine.

PART ONE: Configuration of a Windows Machine on Campus

Configuring your Windows device to stay powered on:

Go to your Control Panel by pressing the Windows button on your keyboard and typing in Control Panel then click on Control Panel.

![Control Panel screenshot]
In this new window, **select** Power Options. If your window is not displayed as below in alphabetical order from left to right, go the upper right “View by:” and **sort** by large or small icons.

Most computers will have the “Balanced” plan highlighted, but to verify the settings of this plan, **select** Change plan settings:

**Change** the drop-down in “Put the computer to sleep:” to Never
Select “Save Changes” and you are ready for the next configuration!

Note: This can also be achieved by right-clicking on the windows image in the lower left corner and selecting Power Options.

Configuration of allowed inbound connections for Remote Desktop protocol:

Go to the Remote Desktop settings by pressing the Windows button on your keyboard and typing in Remote Desktop settings then click on it.
Toggle the switch for “Enable Remote Desktop” to the On position.

IMPORTANT: On this screen is where you will find the name of your computer, located below under “How to connect to this PC”. Due to inconsistencies in connectivity with hostname at this time, do NOT use this to connect and instead get your machine’s IP address for connectivity, which will be explained in a few steps.

In the above window, you will want to click on “Advanced Settings” for one more adjustment. In the below settings, make sure the box is checked for “Require computers to use Network Level Authentication to connect”
Locate your computer’s IP address:

There are two simple ways to locate the IP (aka IPV4 just in case you see IPv6) you will need when you are ready to connect to your work machine remotely. On your work computer, open a browser (Chrome, Firefox, Edge, etc) and either go to a Google search https://www.google.com/ and type in “what is my IP” or go to this site https://whatismyipaddress.com/- In either case, your IP will be displayed on screen – make sure to write it down and have it ready when setting up your remote connection!

Your campus Windows machine is now ready to receive incoming connections over VPN!

Part Two: Remoting to Your Campus Windows machine from Windows

The Remote Desktop application is built-in to Windows systems. The first step to connecting to your campus machine is to connect to VPN! Once you are connected to VPN you can launch the Remote Desktop application by pressing the Windows button and typing “Remote” and then selecting “Remote Desktop Connection” from the search results.
When the connection screen comes up, enter the IP (left image) or hostname (if you know it – right image) of your work machine. Click “Show Options” to enter some more information before connecting.

In the “Show Options” screen below in the “User Name:” box, enter compservdom\first.last where the first.last is your first and last name that make up your email address for UMass Boston. If your name is John Smith and you have a middle initial or a number following your name, enter your email address without the @umb.edu such as compservdom\john.smith or compservdom\john.smith001. You will be prompted for your password in a later step. Click “Connect” to start the connection.
At the below screen, **verify** the IP (or hostname if you have it) of your computer and the username. If everything looks correct, **enter** your email password and **click** “OK”.

You will be prompted with a certificate from the computer to which you are attempting to connect. **Verify** the name in the “Certificate Name” box and if it’s the name of the computer you are expecting, **click** “Yes” to complete the connection. This would be the name from the “IMPORTANT” section of setup in the screenshot of the Remote Desktop configuration under “How to connect to this PC”. If you have any doubts about the validity of the machine, **click** “View Certificate” to see more information before connecting.
You will see the connection initiate, and when it is completed you will see the blue menu bar across the top of your screen.

When you are finished with the connection, click the X in the upper right corner of the blue menu bar in the above image, then click ok in the below image.

If you receive the following error during the connection, verify the IP address/hostname of your work computer. NOTE: If part one of this setup was not completed, you might also see the below error (numbers 1 and 2).
Thank you for using these instructions. If you experience issues during the setup process, please contact the IT Service Desk at 7-5220.

If you have feedback and/or corrections for these instructions, please email IT.Security@umb.edu.