Preparing a Computer for Remote Access – Windows 7

The following steps will walk you through how to prepare a computer for remote access:

NOTE: These steps are to be performed on the computer that will be on campus, not the computer that will be used to connect from off campus.

1. Left-click on the **Start** button.
2. Right-click on **Computer**.
3. Left-click on **Properties**.

4. Locate the **Full computer name**: field in the Computer name, domain, and workgroup settings section. Write down the Full computer name; you will need this when using remote desktop from off campus.
5. In this same window, left-click on **Remote settings**.

6. In the Remote Desktop settings, left-click on the radio button next to **Allow connections from computers running of Remote Desktop with Network Level Authentication (more secure)**.

7. Left-click on **OK**.
NOTE: If your computer is set to go Sleep or Hibernate, you will receive the following message:

If this message did not appear, please skip to step 12, otherwise continue to step 8.

8. Left-click on **Power Options**.
9. Left-click on **Change when the computer sleeps**

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Select a power plan

Power plans can help you maximize battery life or control the way your computer uses power.

- **Preferred plans**
  - **Balanced (recommended)**
    - Automatically balances performance and battery life.
  - **Power saver**
    - Saves energy by reducing performance.

Show additional plans
10. Left-click on the drop-down menu for **Put the computer to sleep** and select **Never**. If this is a laptop, you will need to repeat this step for **On Battery** also.

**Change settings for the plan: Balanced**

Choose the sleep and display settings that you want your computer to use.

- Turn off the display: Never
- Put the computer to sleep: Never

Change advanced power settings

Restore default settings for this plan

11. Left-click on **Save changes**.

12. Your computer is now ready for remote access. You can left-click on **OK** or **close** any open windows.