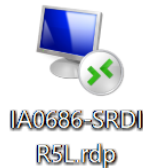


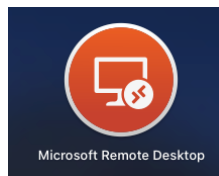
Accessing Your Work Computer from a Windows Computer

1. Step 1a is run from your on-campus work computer:
 - a. Follow the instructions below for Creating Your RDP Profile using your **work computer**.
2. Steps 2a and beyond are run from your personal or at-home computer:
 - a. Connect to the UF VPN. Make sure you are entering your username as listed in the tutorial.
 - b. Download the RDP Profile from your UF work email and download to your desktop
 - i. **NOTE:** Use UF webmail at <https://outlook.office365.com> – enter username as gatorlink@ufl.edu when promoted by web browser.
 - c. Double-click your RDP Profile and press the Connect button.
 - d. Enter your Gatorlink username as UFAD*GatorlinkID* (the same you use to login at work) and password.



Accessing Your Work Computer from a Mac Computer

1. Step 1a is run from your on-campus work computer:
 - a. Follow the instructions below for Creating Your RDP Profile using your **work computer**.
2. Steps 2a and beyond are run from your personal or at-home computer:
 - a. Connect to the UF VPN. Make sure you are entering your username as listed in the tutorial.
 - b. Ensure that you have the Microsoft Remote Desktop 10 app installed from the Mac store.
 - c. Download the RDP Profile from your UF work email and download to your desktop
 - i. **NOTE:** Use UF webmail at <https://outlook.office365.com> – enter username as gatorlink@ufl.edu when promoted by web browser.
 - d. Double-click your RDP Profile and press the Connect button.
 - e. Enter your Gatorlink username as UFAD*GatorlinkID* (the same you use to login at work) and password.



Creating Your RDP Profile *(These steps are completed using your on-campus work computer)*

1. On your **work computer** prior to leaving campus, navigate to the Windows Software Center. Click the RDP Shortcut app and choose Install to run the app.
2. A file will be created and saved to your desktop. This is your RDP Profile shortcut. It will be named *COMPUTERNAME.RDP*.
3. In Microsoft Outlook, create a new email. Send to your work email address with subject "RDP Profile." Find the file on your desktop and drag it to this new email.
4. Press Send. You now have a copy of the RDP Profile that you can download to your personal computer.



RDP Shortcut