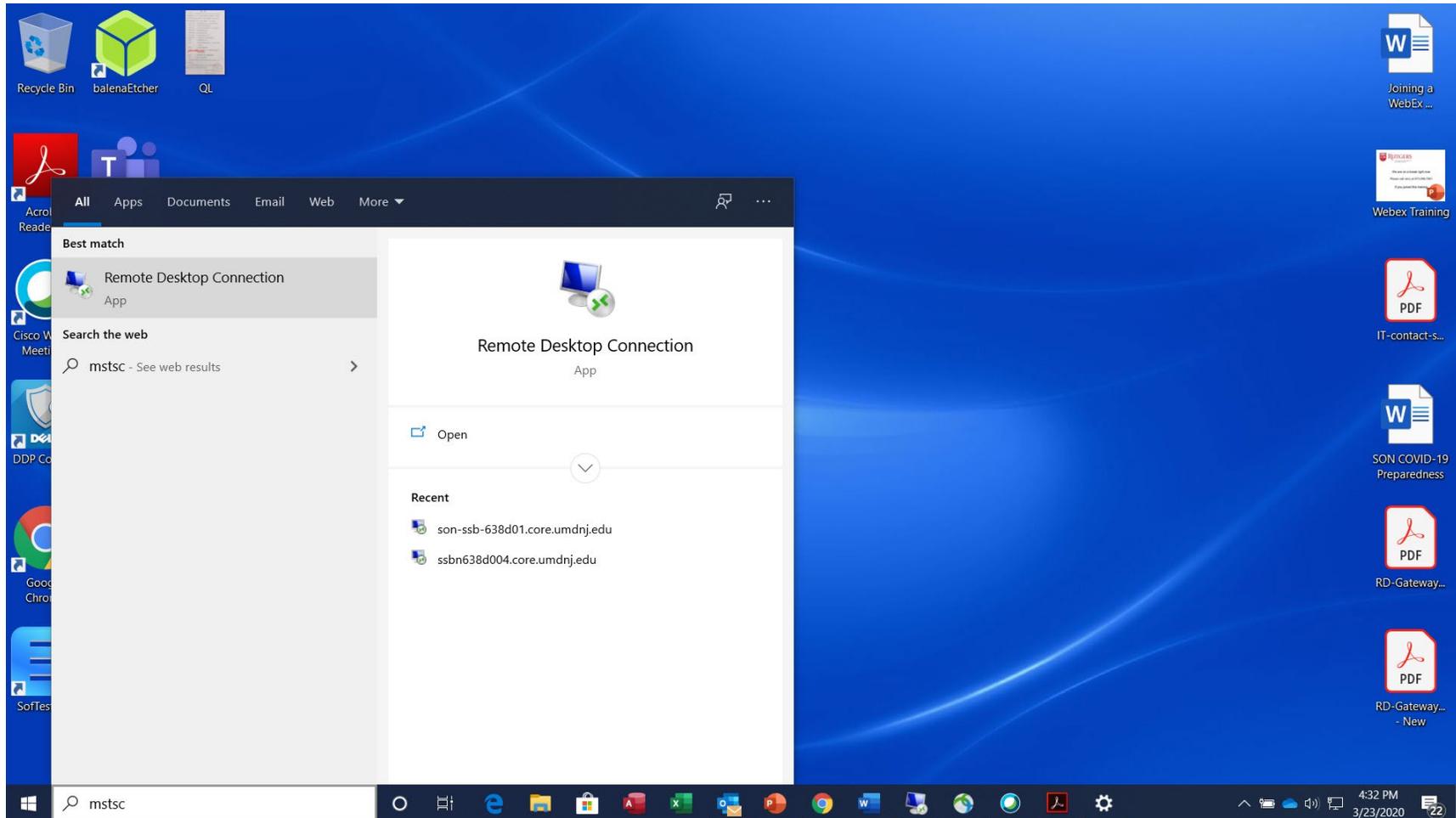


## Instructions to connect to your SON office desktop without connecting to any of the Rutgers VPN

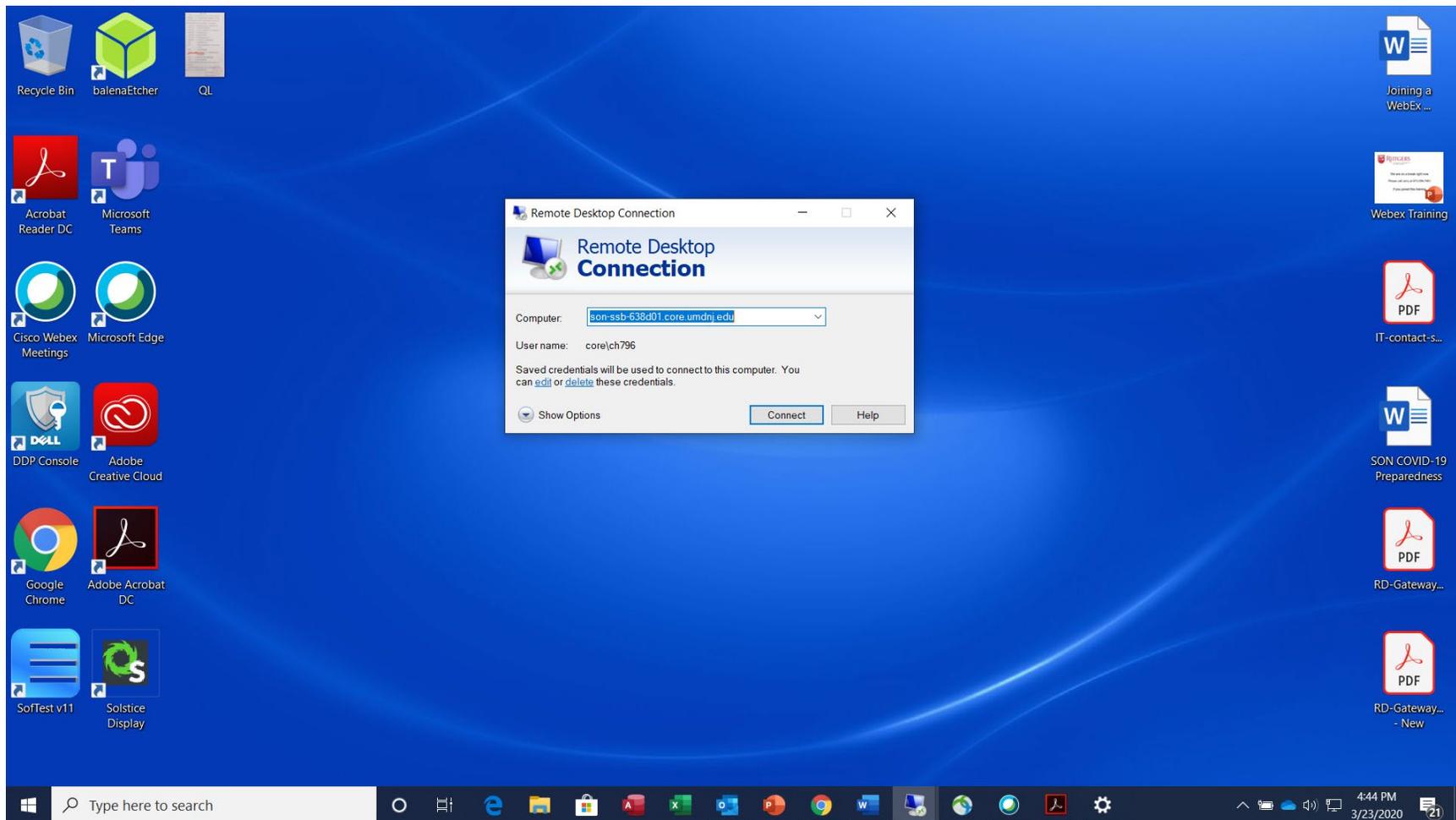
In this demonstration, NetID is referred to your own NetID.

1. At the very bottom left of your home Windows PC, next to the Windows icon, where there is a search bar that says “Type here to search”, type “mstsc”, as shown below, then click at the App called “**Remote Desktop Connection**”

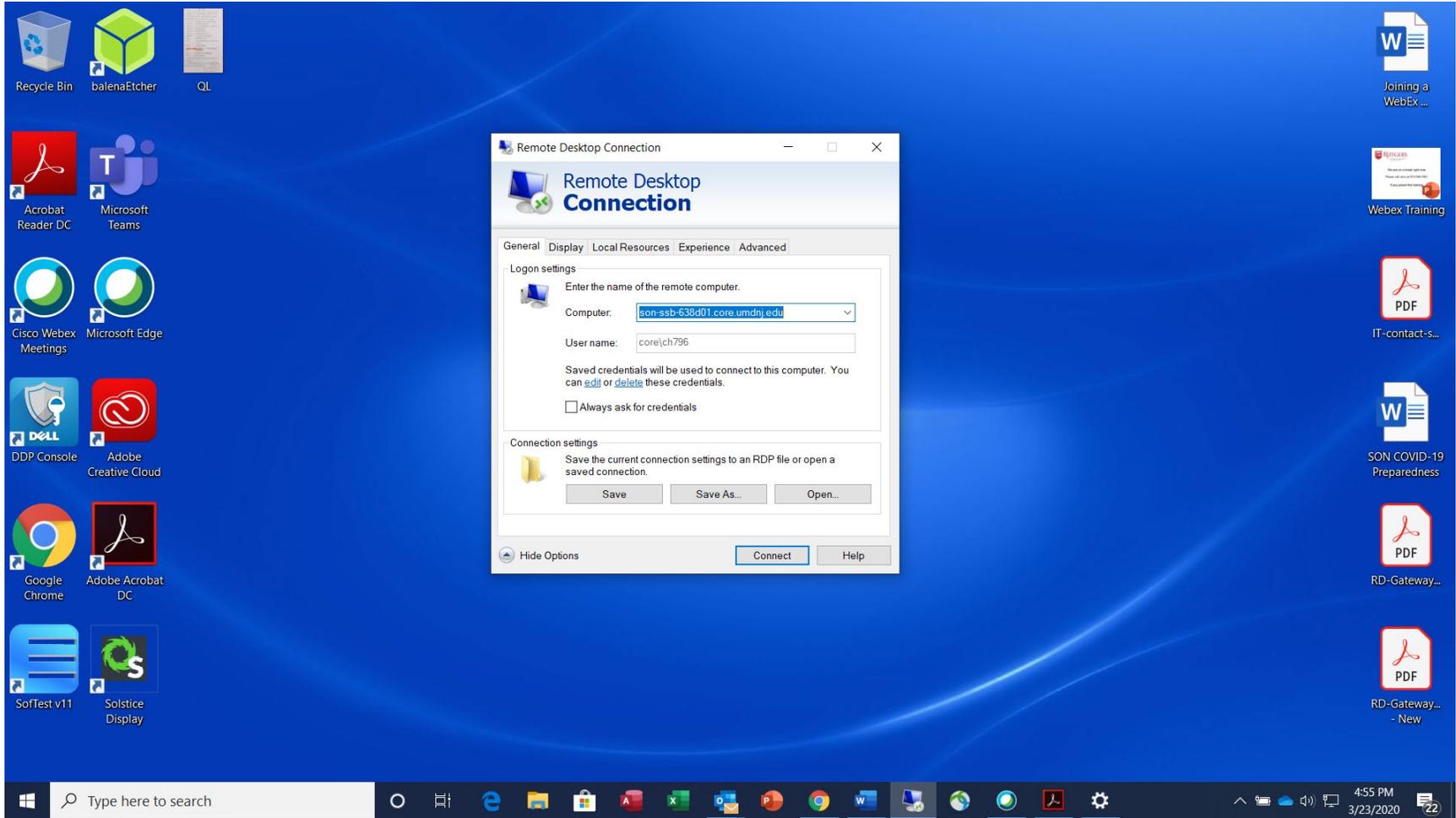


2. You will see your “Remote Desktop Connection” window pop up, as shown below.  
Enter your **computer name** in the **Computer** Field. **If you do not know it, please contact the SON IT person who is responsible for your primary work location.**

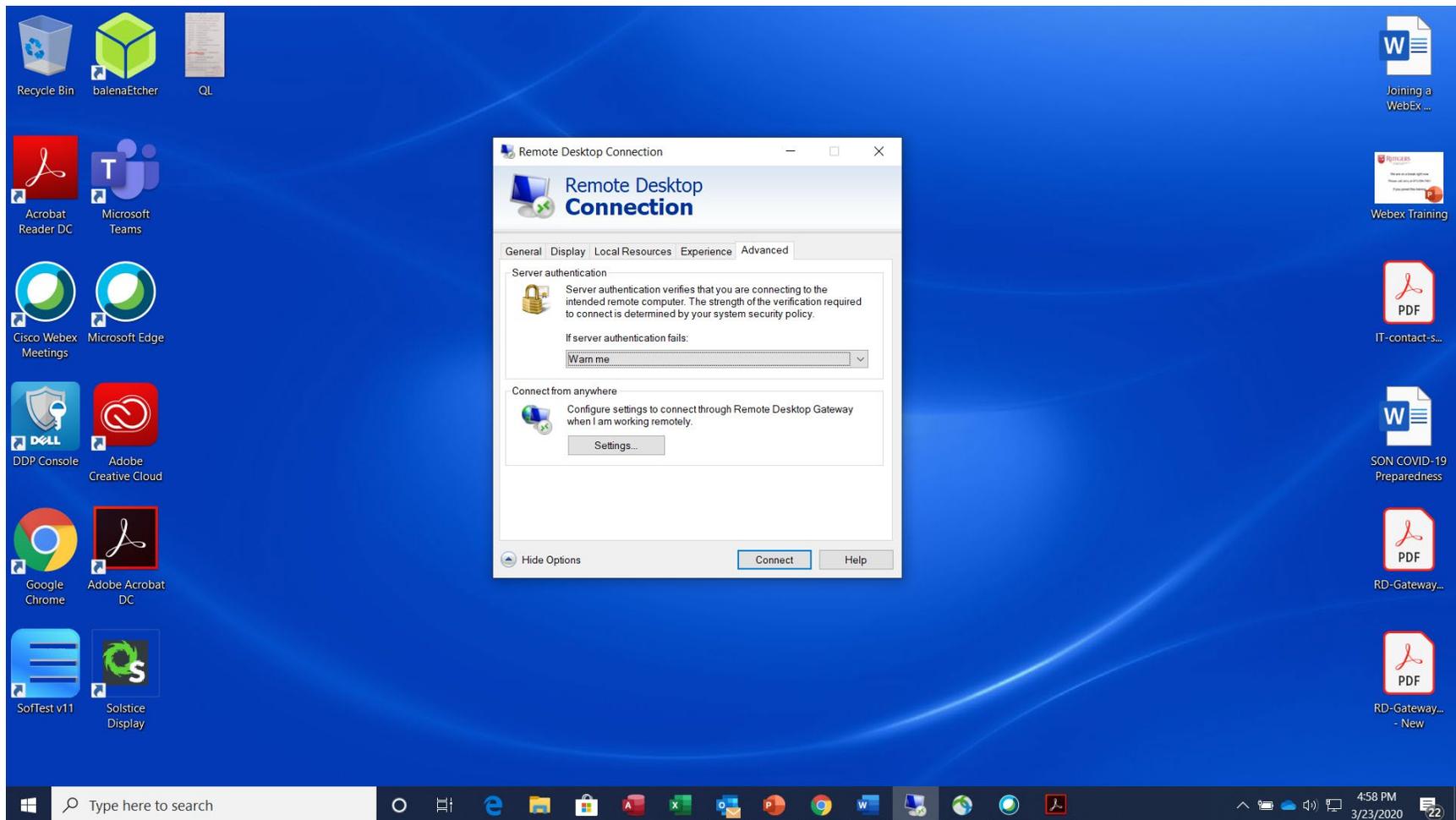
Enter **core\NetID** into the **User name** field. See below (NetID ch796 is used as an example)



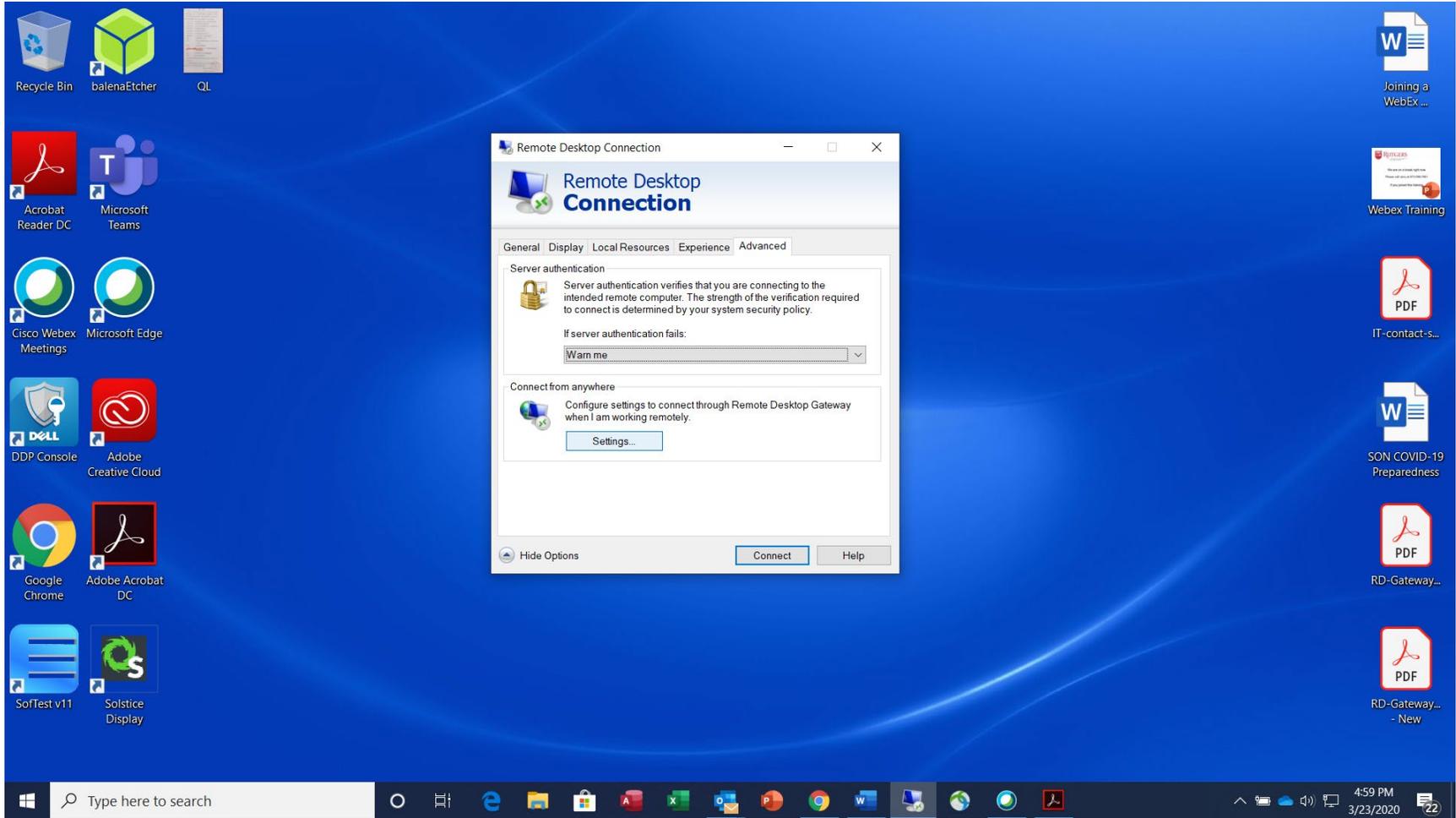
3. Click at **“Show Options”** on the lower left hand corner. The box will expand, as shown below:



4. Click at the "Advanced" tab at the top:

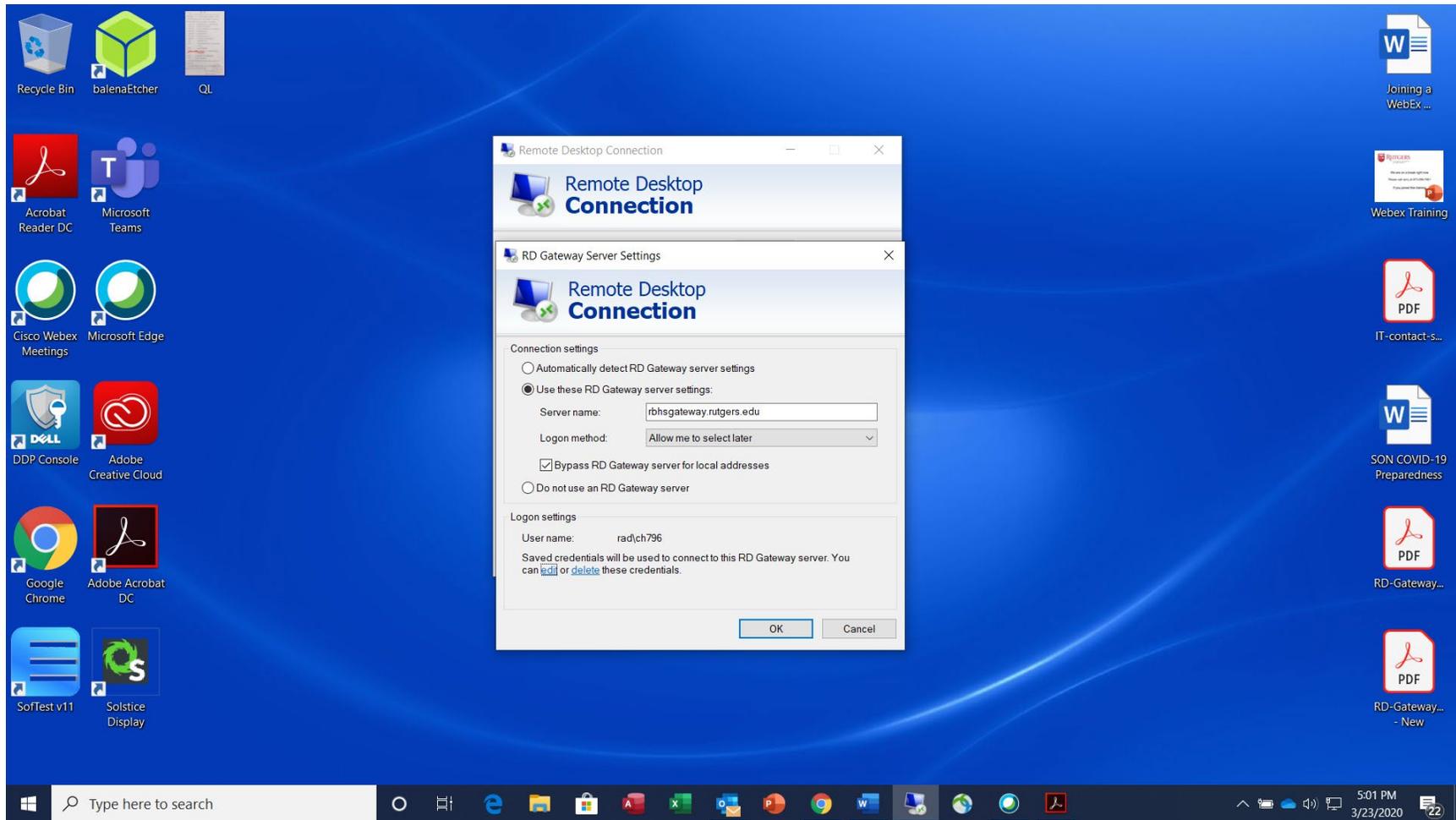


5. Click at “Settings” in the section where is says “Connect from anywhere”:

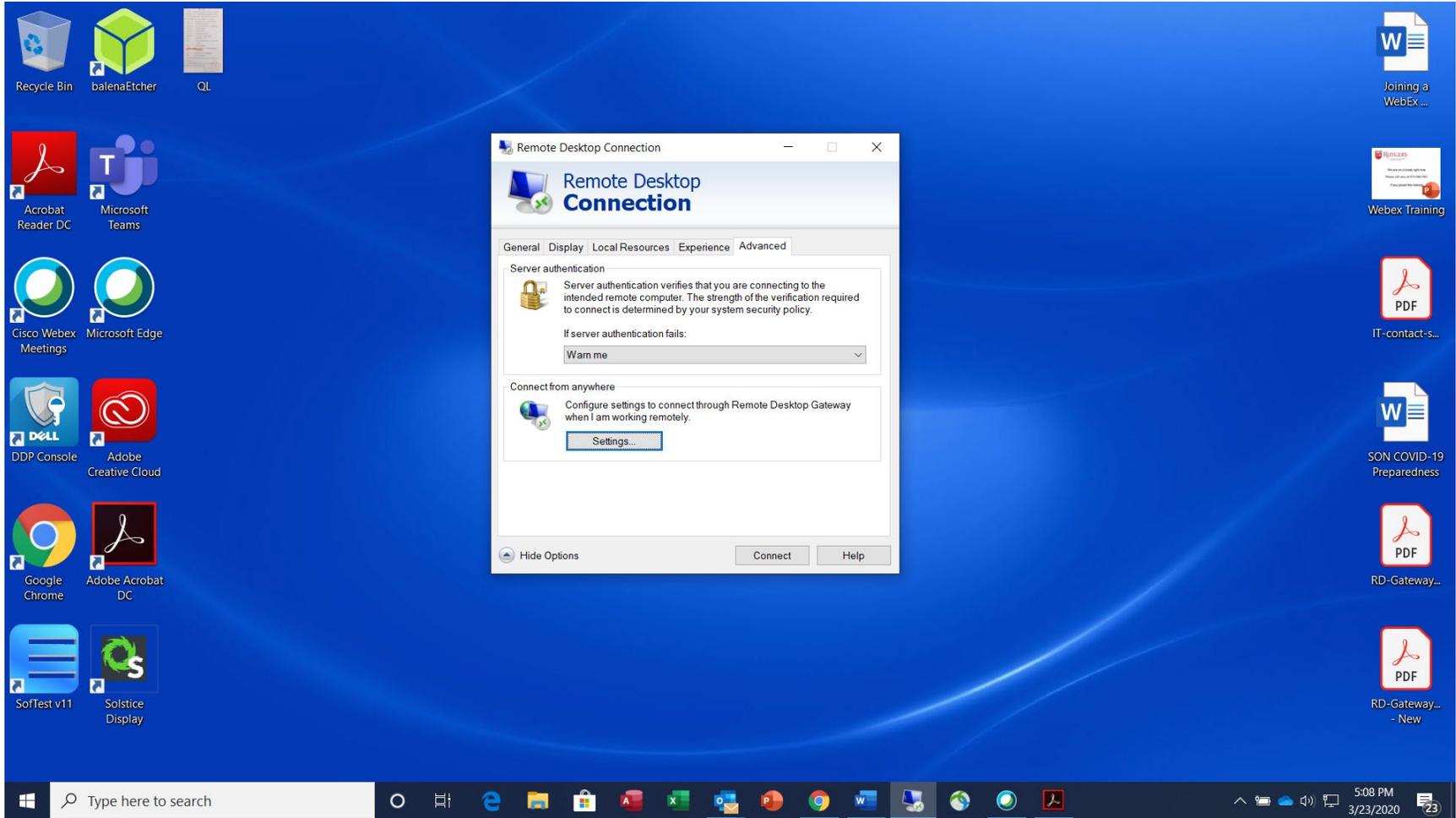


6. Another Box pops up. Click at the Radio Button that says “Use these RD Gateway server settings”, and enter **rbhsgateway.rutgers.edu** into the Server name field, and **rad\NetID** as User name, as indicated in the screenshot below (for example rad\ch796). Checkbox “**Bypass RD Gateway server for local addresses**” if it does not automatically check for you. Do everything as indicated below except to use your own NetID instead.

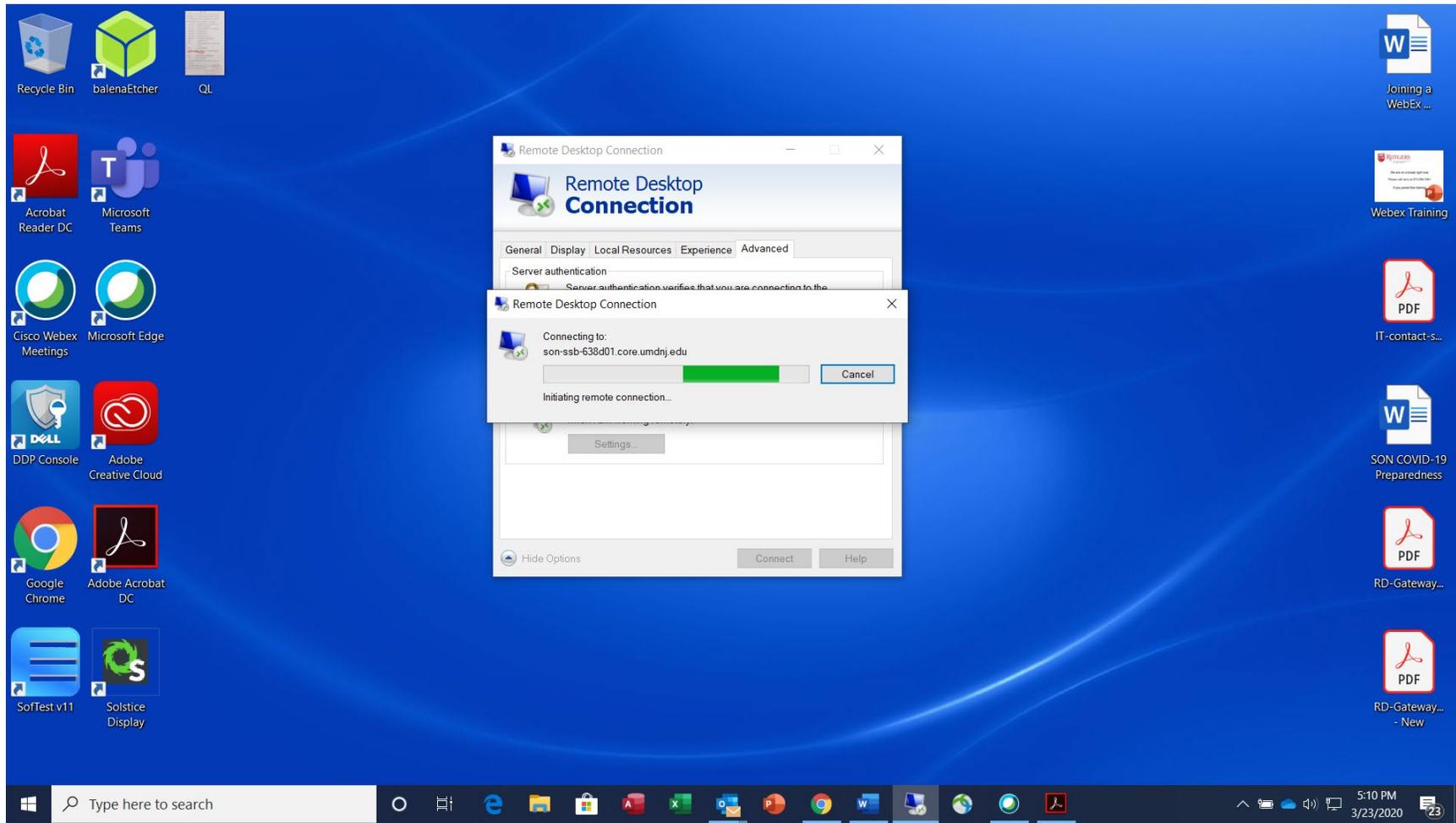
**Click OK**



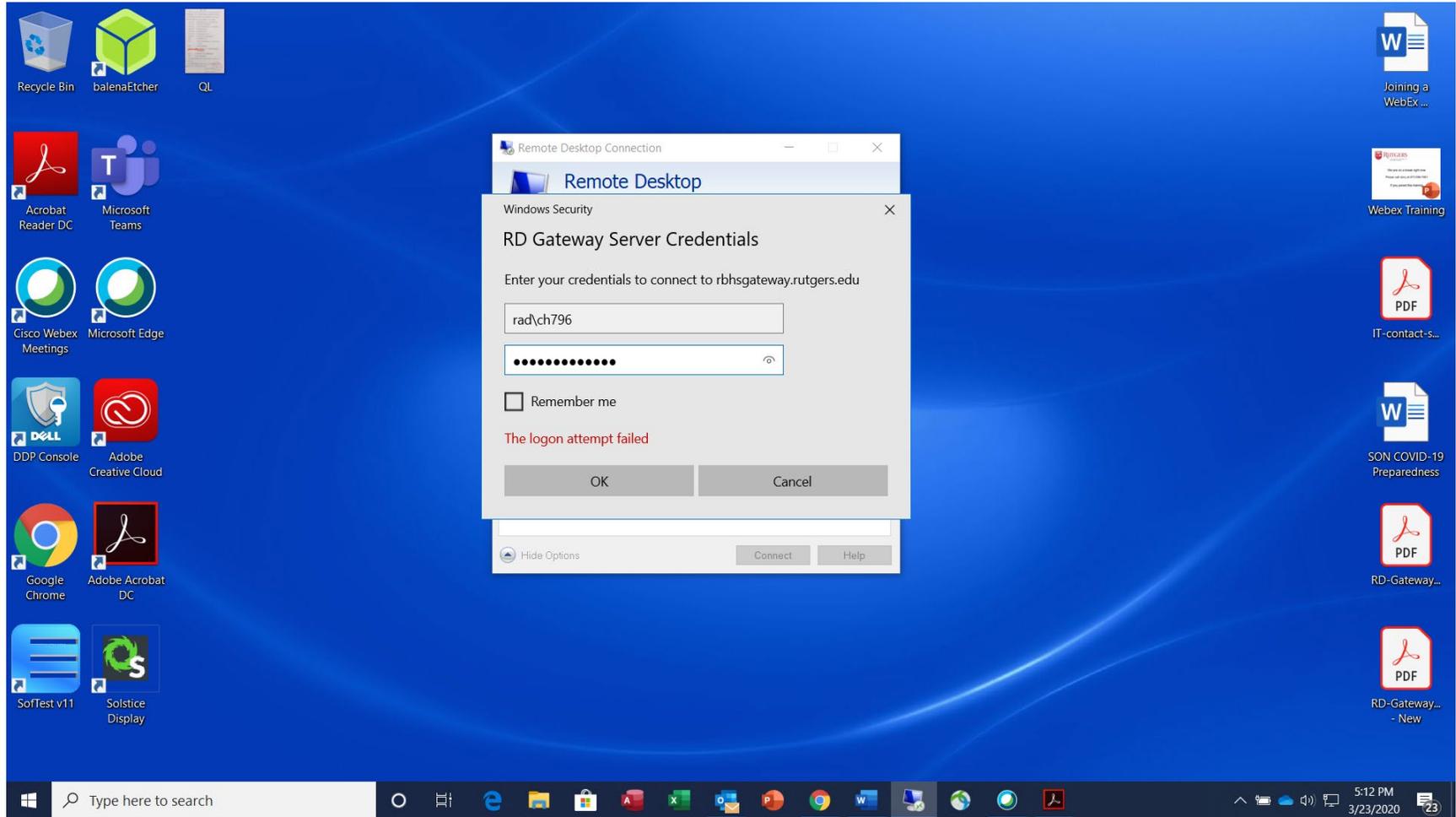
7. Click at "Connect" after it returns to the below screen



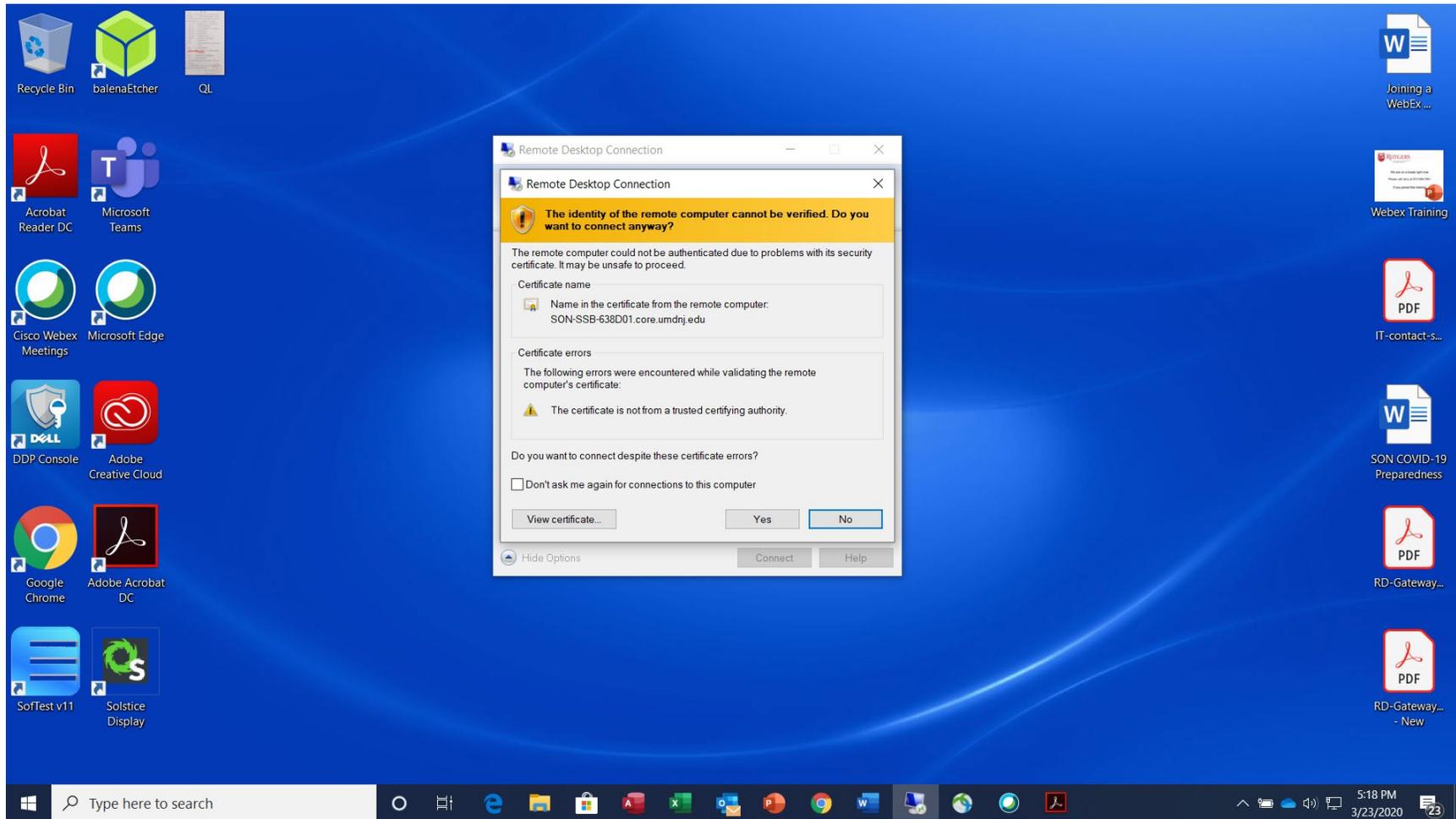
8. It will take about 5-15 seconds to attempt to connect, while a box is shown as indicated below:



9. Another login box may show up again asking for credentials.  
Enter **rad\NetID** as your user name, and your **NetID password**.  
Click OK



10. An Identity Verification page pops up. **Click Yes**



**Congratulations! If you got to this point, it should then connect to your Office Desktop.**