**Remote Desktop (RDP) to SAPL Computer Lab (How To?)**

**< Computers Available for Remote Connection listed on Page 2 >**

|  |  |
| --- | --- |
| **Windows PC** | **MAC** |
| 1. Use General VPN to connect to the University network
	1. Download and install from the IT software distribution <https://iac01.ucalgary.ca/SDSWeb>
	2. How to download: [https://ucalgary.service-now.com/nav\_to.do?uri=/kb\_view.do%3Fsysparm\_article%3DKB0030073](https://ucalgary.service-now.com/nav_to.do?uri=/kb_view.do?sysparm_article%3DKB0030073)
	3. How to install: [https://ucalgary.service-now.com/nav\_to.do?uri=/kb\_view.do%3Fsysparm\_article%3DKB0030079](https://ucalgary.service-now.com/nav_to.do?uri=/kb_view.do?sysparm_article%3DKB0030079)
	4. How to connect: <https://ucalgary.service-now.com/nav_to.do?uri=/kb_view.do%3Fsysparm_article%3DKB0030088>
2. Start the Remote Desktop Program
	1. Click **Start**
	2. In the search box type: *"Remote Desktop Connection"*
	3. In the Computer box, enter the full computer name of the lab computer.
	4. Click **Connect**
	5. Enter the **computer name with the domain (Example:** SH105M04.uc.ucalgary.ca) which you would like to connect (like picture below).
	6. Enter your IT username and password when prompted.
3. Remember to Disconnect ONLY when done.
 | 1. Use General VPN to connect to the University network
	1. Download and install from the IT software distribution <https://iac01.ucalgary.ca/SDSWeb>
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	4. How to connect: <https://ucalgary.service-now.com/nav_to.do?uri=%2Fkb_view.do%3Fsysparm_article%3DKB0030213>
2. Install “Microsoft Remote Desktop 10” from the Apple App Store
3. Start the Microsoft Remote Desktop Application
	1. In Applications 🡪 launch “Microsoft Remote Desktop”
	2. In the Connection Center, click +, then select Add PC
	3. In the “PC name:” box, enter the **full computer name** of the lab computer. (**Example:** SH105M04.uc.ucalgary.ca)
	4. Select Add
	5. Right Click on the Computer and select “Connect”
	6. Enter your IT username and password when prompted.

A screenshot of a social media post  Description automatically generated1. Remember to sign out when done. Remember to Disconnect ONLY when done.
 |

**Computers Available for Remote Connection:**

* **PF217011.uc.ucalgary.ca**
* **PF217012.uc.ucalgary.ca**
* **PF217015.uc.ucalgary.ca** thru **PF217017.uc.ucalgary.ca**
* **PF217021.uc.ucalgary.ca** thru **PF217027.uc.ucalgary.ca**
* **PF217031.uc.ucalgary.ca** thru **PF217037.uc.ucalgary.ca**
* **PF217041.uc.ucalgary.ca** thru **PF217047.uc.ucalgary.ca**
* **PF217051.uc.ucalgary.ca** thru **PF217053.uc.ucalgary.ca**