Remote Desktop Connection Instructions

Remote Desktop can be used to access your on campus computer from an SP2 supported home or laptop computer. If this is the first time using Remote Desktop, please first contact SP2 Information Services so the service can be enabled.

1. **From your Home computer or laptop (Windows computer):**

   **Open Remote Desktop Connection** *(You can find this by typing Remote Desktop in the Windows search bar or in the Start menu under “Windows Accessories”)*

   ![Remote Desktop Connection](Windows 10)

   ![Remote Desktop Connection](Windows 7)

   2. In Remote Desktop Connection app, type your work computer’s IP address in the Computer field. **Please see the figure below and replace the x’s with your IP address.** *(You can obtain your IP address by contacting SP2 Information Services, sp2help@sp2.upenn.edu or 215-898-5750.)*

   ![Remote Desktop Connection](Windows 10)

   3. Click **Connect**.
4. In the Enter your credentials dialog box, type “sp2\pennkey name” (no quotes) where Pennkey=your actual Pennkey name. Enter your SP2 domain password and click OK.

*If you see the warning message below, you can simply check the “Don’t ask me again” box and click Yes.