

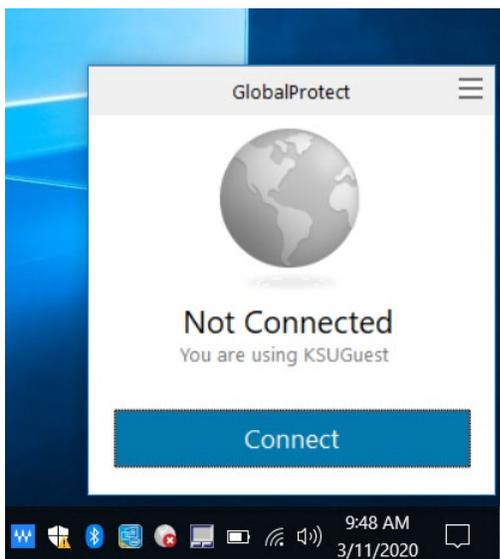
Using VPN to Connect PC Laptop to PC Desktop

Before you connect, your screen should look like:

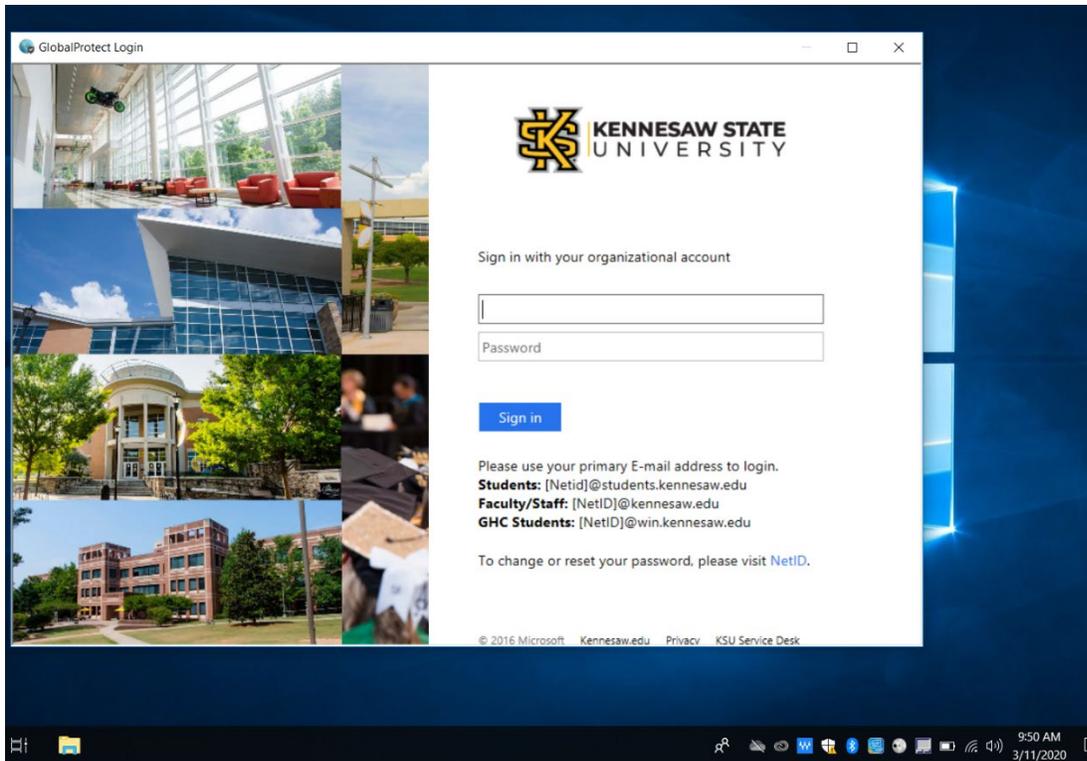


Please note the globe in the middle of the icons is greyed out, with a red “X”, signaling that the VPN is Not connected.

- 1) Click the greyed-out globe. When you do, the option to connect should appear.



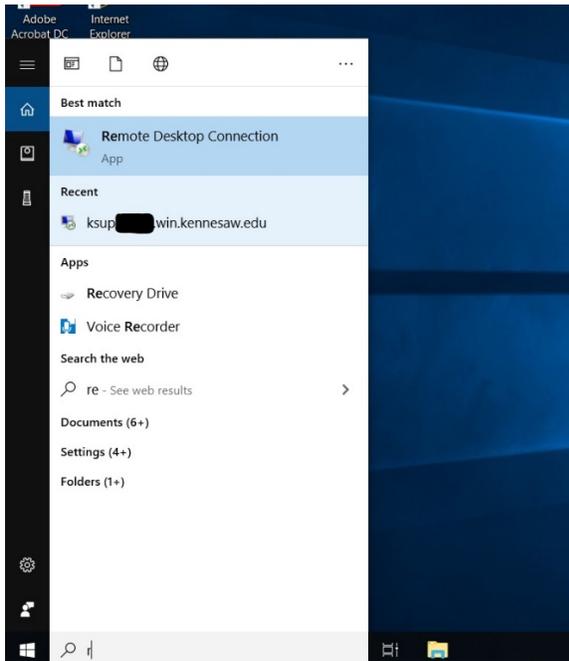
- 2) Click "Connect". You will be prompted to sign in with your KSUMail and Duo.



- 3) Sign in. The globe will be colorful, and with a shield containing a check mark. This will show that the VPN is connected and working.

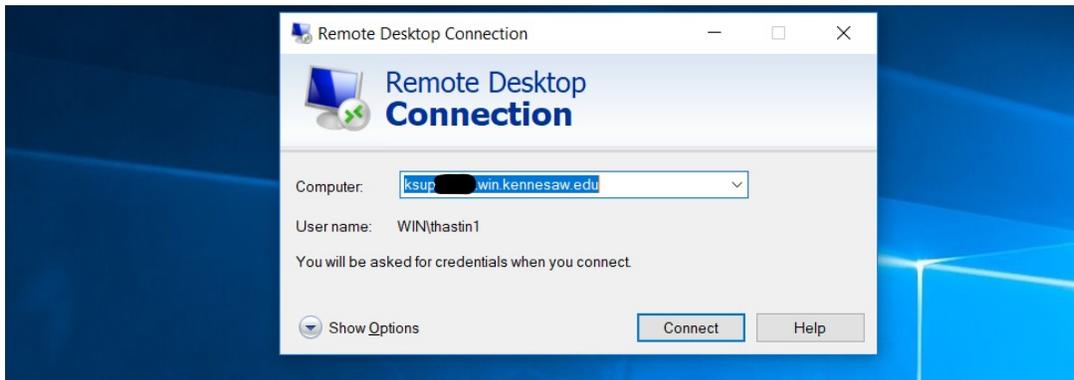


4) Search Remote Desktop in the Search Bar on the bottom left.

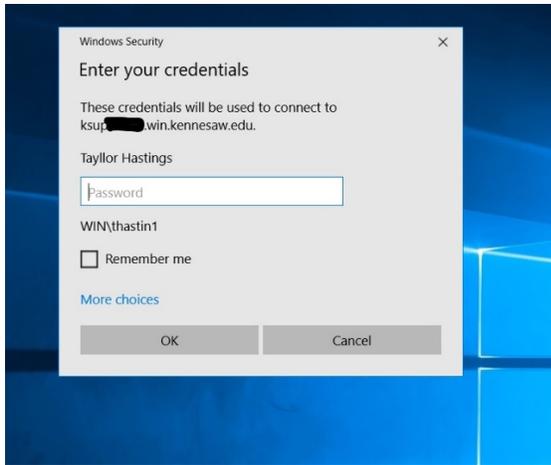


5) Select the application. The Remote Desktop will pop up and should have your office computer name selected. If your computer name is not entered, type in your full computer name:

ksup{ASSET TAG}.win.kennesaw.edu



6) Click the "Connect". Enter your Net ID and Net ID Password, if you've not already clicked "Remember Me". Then Click "OK"



7) Your laptop will connect to your Office Computer. A blue bar will show up at the top of the screen, with options to minimize and exit the Remote desktop. At this point in time, you'll be able to work as if you were at your computer in your office. If you have any questions or problems, please feel free to reach out to the KSU Service Desk (Information Listed Below).

8) When you're ready to exit your desktop, click the "X" in the top right of the blue bar.

A message box will appear, confirming your sign off. Click the "Okay" button.

9) Disconnect from the VPN by clicking the Globe in the bottom Right and Click "Disconnect".

KSU Service Desk Contact Information:

Email Address: service@kennesaw.edu

Phone Number: 470-578-6999

Hours of Operation:

Monday – Thursday: 7 am – 11 pm

Friday: 7 am – 5 pm

Saturday: 7:30 am – 4:30 pm