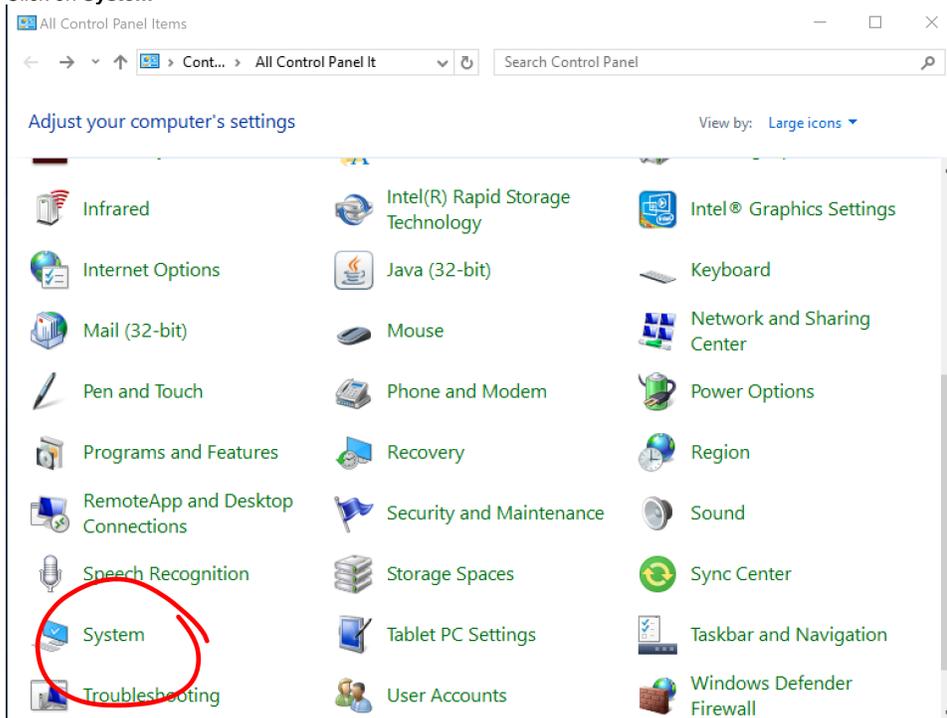


Remotely Connect to Your Office Computer

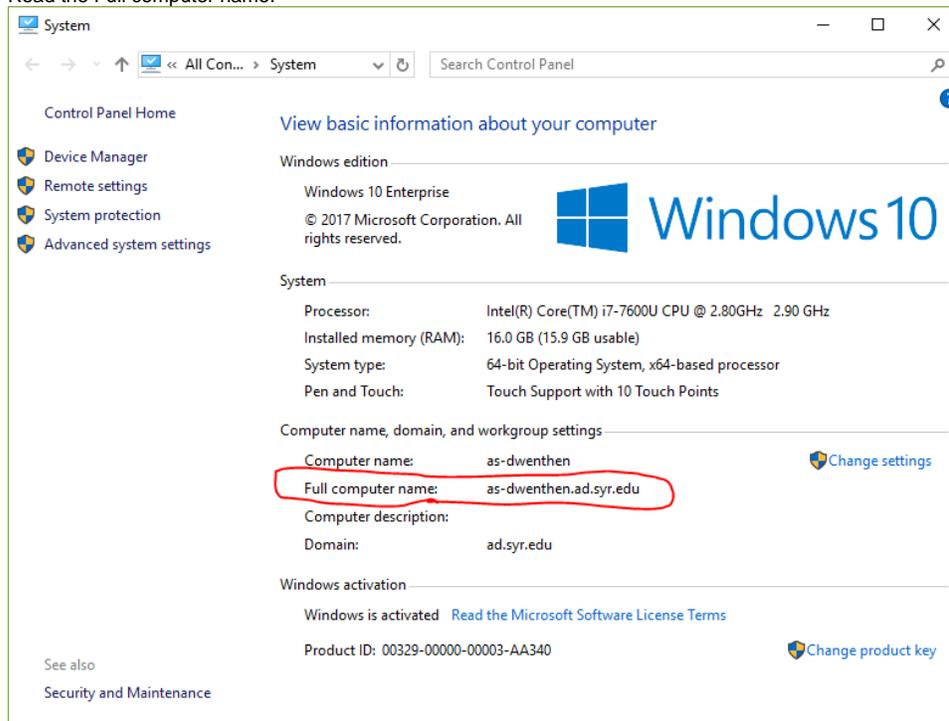
- 1 Before you connect
- 2 If you are connecting from a Windows computer
 - 2.1 Download SURA to your Computer
 - 2.2 Launch SURA
 - 2.3 Enter your office computer's name in the Remote Desktop section of SURA
 - 2.4 Enter your email address in the user name field, your NetID password in the password field.
 - 2.5 You will be warned that "The certificate is not from a trusted certifying authority".
- 3 If you are connecting from a Mac computer

Before you connect

- Are you sure you need to connect to your office computer? Your files and many useful applications (e.g. MS Office) are available via Terminal Server; connecting to TS is easier and more reliable. If you have a specific application you want to use remotely you may need to connect to your office desktop. Feel free to ask consult@cas.syr.edu.
- You must complete Data Security Training, and have that documented, before we may enable for you Remote Desktop on your office computer. Contact consult@cas.syr.edu to arrange that.
- Your office computer must be powered on for you to connect.
- You need to know the **Full computer name** of your office computer.
 - To learn the Full computer name of your office computer in press the Windows key and type **Control Panel**.
 - Click on **System**



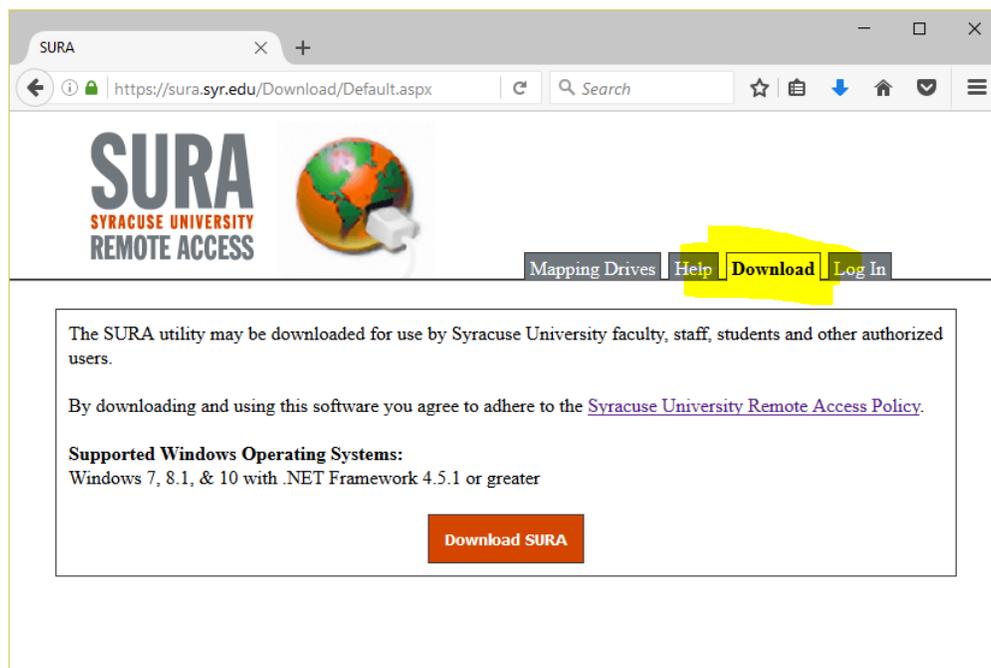
- Read the Full computer name.



If you are connecting from a Windows computer

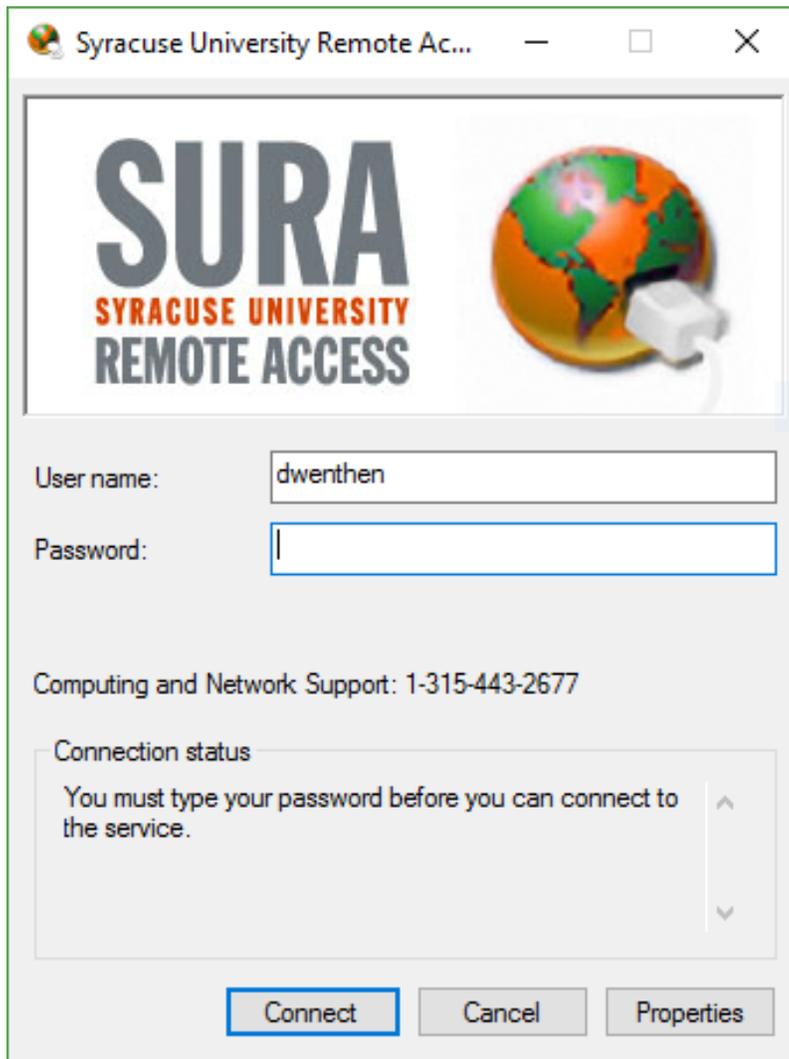
Download SURA to your Computer

- Go to the <https://sura.syr.edu> to download the SURA utility. Choose the download tab and download SURA. When prompted, save the sura.exe file to a location you will be able to easily find again on your local computer (such as your desktop or documents folder).
- There is more information about SURA on the help tab.



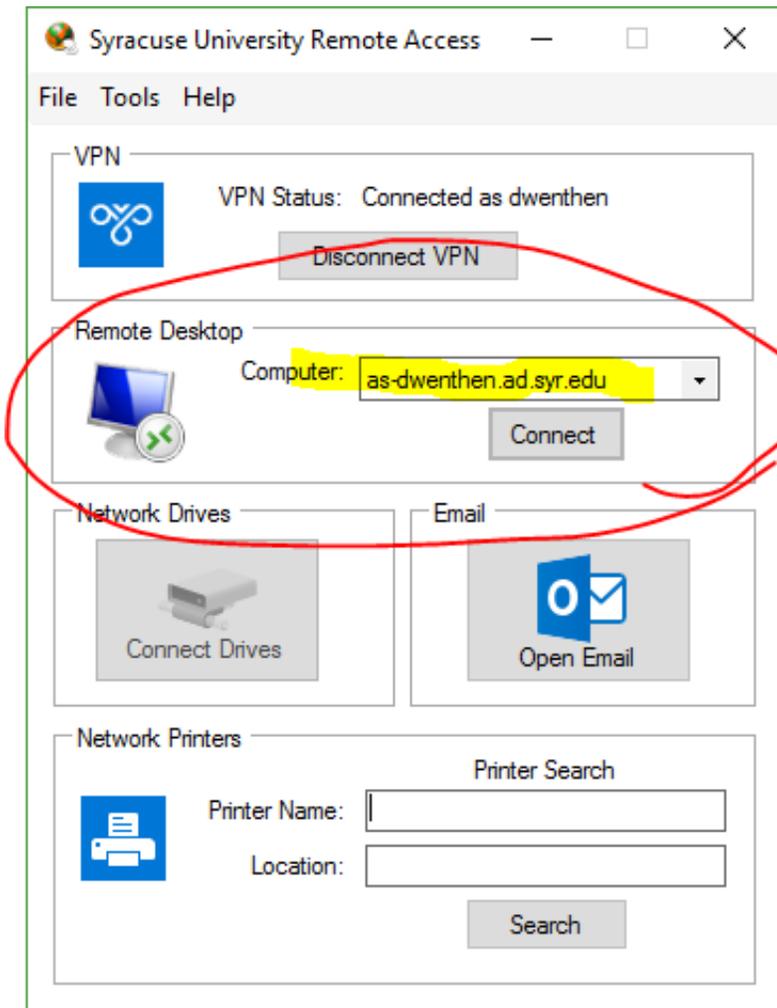
Launch SURA

- Double-click on the SURA.exe file. Enter your SU NetID username and password in the appropriate fields and click Connect.



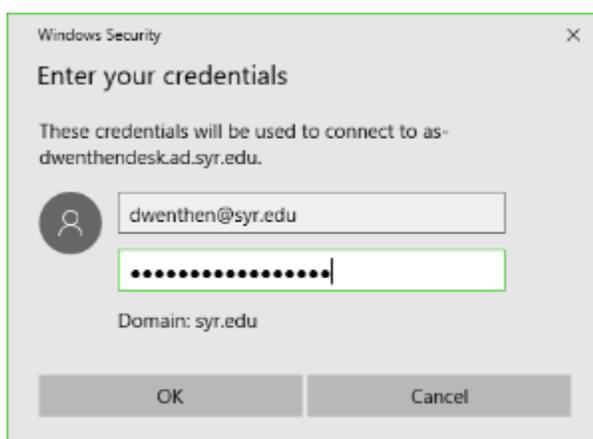
Enter your office computer's name in the Remote Desktop section of SURA

- Press Connect



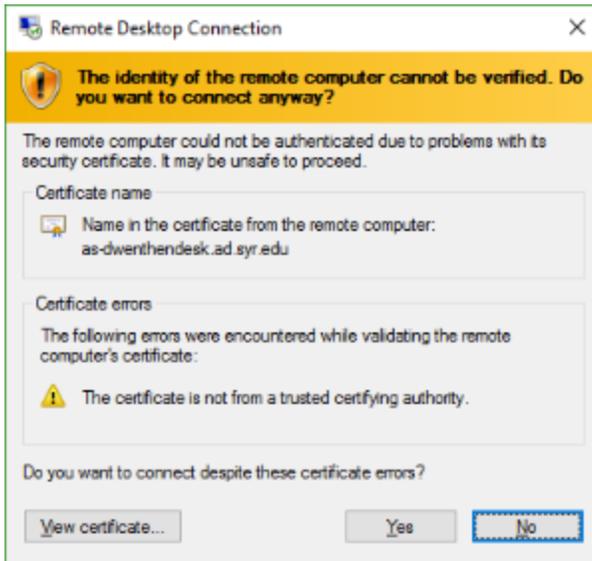
Enter your email address in the user name field, your NetID password in the password field.

- Press OK



You will be warned that "The certificate is not from a trusted certifying authority".

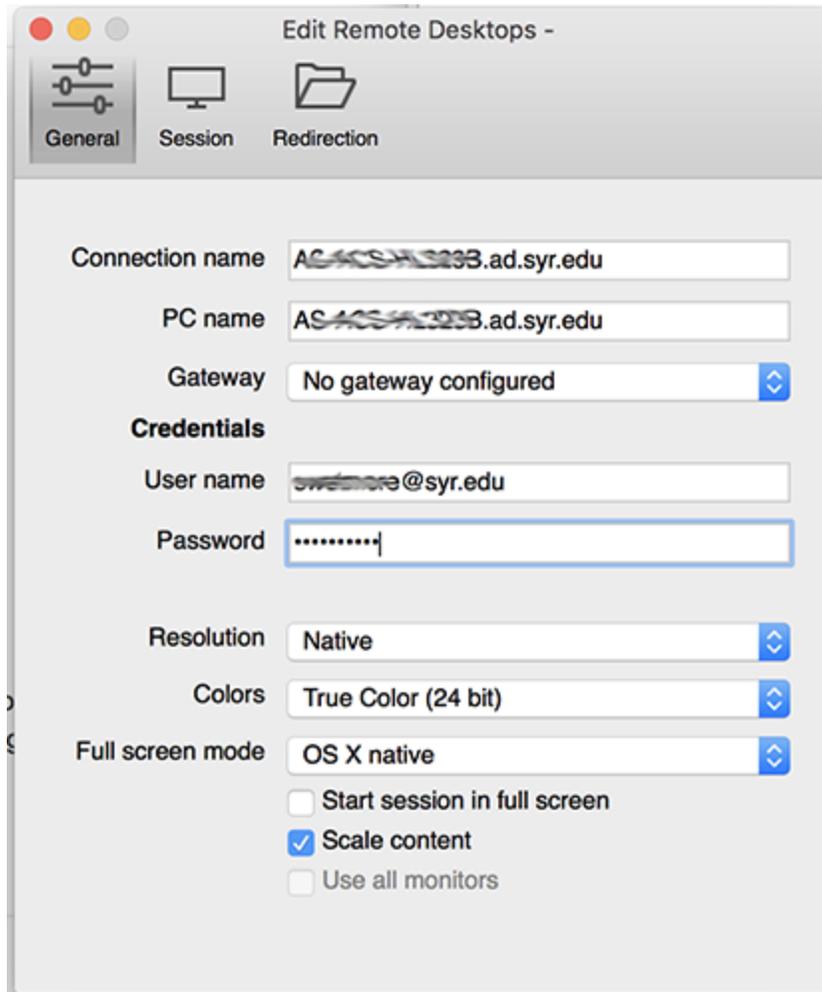
- Click Yes



If you are connecting from a Mac computer

You will need to connect to SU's VPN, then you can use Microsoft Remote Desktop to control your office computer.

1. Make sure you are running the current version of Microsoft Remote Desktop (MRD), available from the App Store. It is free to download and use.
2. Instructions for downloading and installing the VPN are here:
<https://answers.syr.edu/x/1QIQ>
3. Create a new session in MRD using the image below as a template.



- a. Connection name is a name meaningful to you.
- b. PC name is the Full computer name of your office computer.
- c. Username is your @syr.edu email address.
- d. Password is your NetID password.

Once you create it click the red button in the top left to save it, then double-click the session to start it.