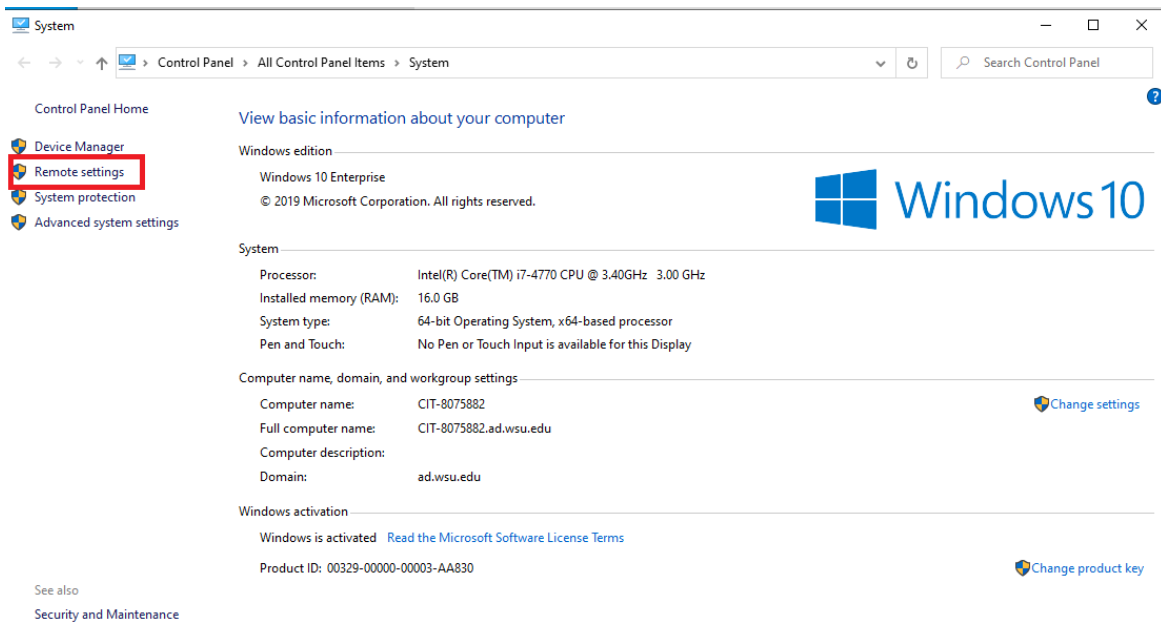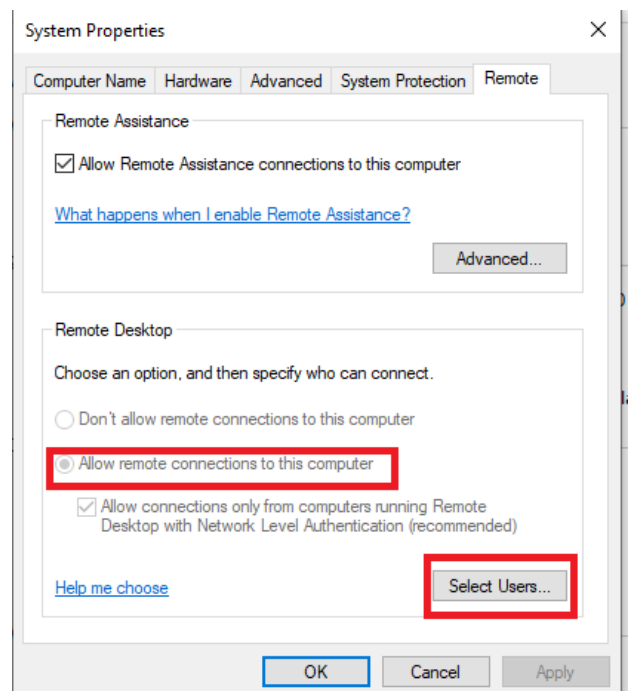Your computer needs to be configured to allow Remote Desktop Connections and needs to be configured to never go to Sleep Mode. You can enable RDC using the directions below:

ENABLE RDC

1. Open Start Menu or press Windows Key

2. If Windows 10, type "This PC", right-click the icon, and select "Properties".

3. If Windows 7, right-click "Computer" and select "Properties".

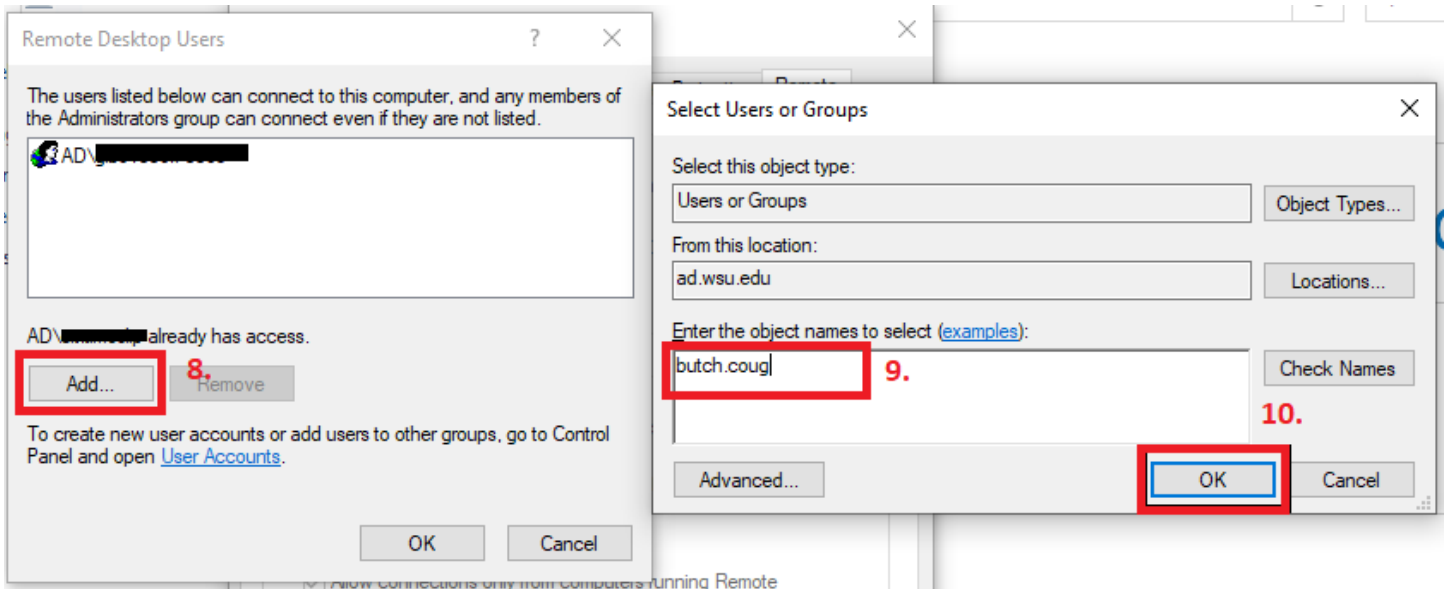4. Click "Change settings" under the section, "Computer name, domain, and workgroup settings".

5. Click on the "Remote" tab on the far upper-right.

6. Make sure to check the box "Allow remote connections to this computer" under "Remote Desktop".

7. In the bottom-right corner, click on "Select Users…"

8. Click "Add…"

9. Under "Enter the object names to select" input the WSU username of the person(s) who need to remote in.

10. Click "OK"

11. Click "OK" again

12. Click "Apply" and then "OK"

From there, you need to know the Hostname so you can connect to it via Remote Desktop Connection (a Windows application). Use the directions to find the Hostname:

OBTAIN HOSTNAME

1. Open Start Menu

2. If Windows 10, type "This PC", right-click the icon, and select "Properties".

3. If Windows 7, right-click "Computer" and select "Properties".

4. Make note of the "Full Computer Name" (your Hostname)
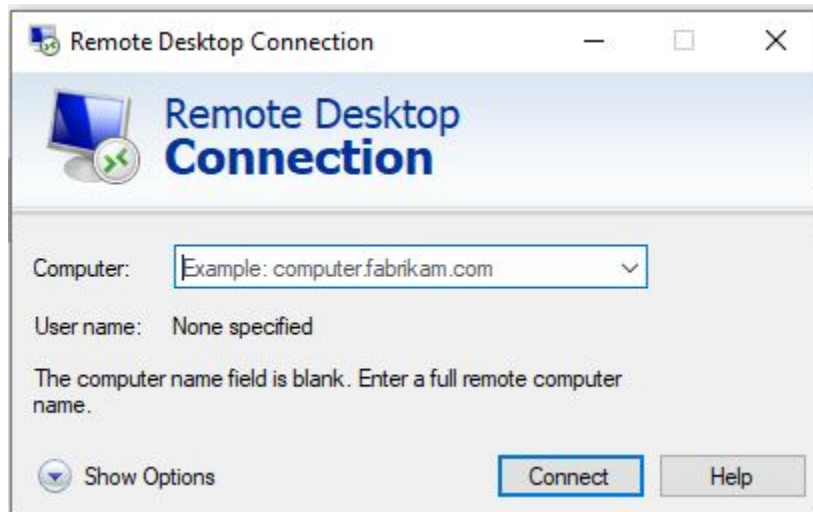
MODIFY POWER SETTINGS

1. Open up the Start Menue
2. Click on Settings
3. Click on System
4. Click on Power & Sleep
5. Modify Sleep Settings (when plugged in) PC goes to sleep Never.

Sleep

When plugged in, PC goes to sleep after

Never ▾

Connecting to Remote Desktop

1. Press the windows key on the keyboard or click on the windows icon in the bottom left of the screen.
2. Type "Remote Desktop" and it will search for the Remote Desktop Application.
3. Hit "Enter" or click on the "Remote Desktop Connection" icon.
4. The Remote Desktop Application should look like this.

5. Where it says "Computer:" Enter the name of the computer you are trying to connect to.
6. If you would like to change or save the settings for this connection, click "Show Options" in the bottom left of that window. Otherwise click "Connect"
7. If prompted to login, enter your WSU credentials.
8. A window should pop up with the screen of the computer you have connected to. You are now connected to that system.