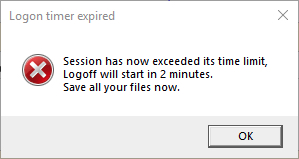
**macOS: How to Remote Connect to Windows Computer using Remote Access Tool**

# **2-Hour Time Limit**

There is a **2-hour time limit** when using Windows computer via remote connection. When there are **2 minutes left**, the dialogue box below will appear. Once time is up, the remote connection will be ended, and **all unsaved work will be lost.** Please remember to **periodically save work to OneDrive.**



**\*Note: Please remember to periodically save your work.\***

The following document contains four sections. If you have already downloaded an installed VPN, skip to Section 3.

[Section 1: Download and Install VPN](#Section1)

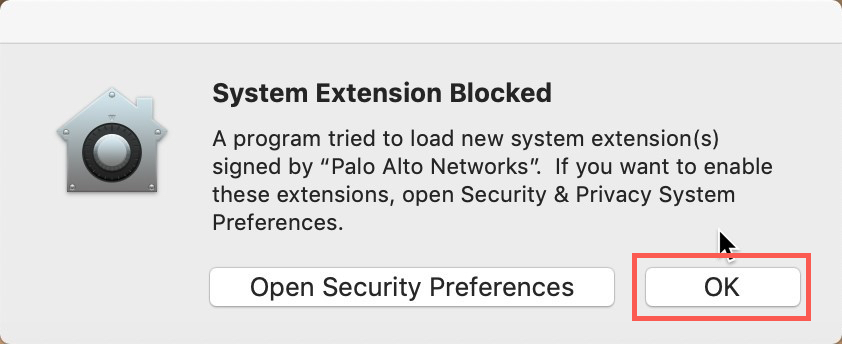
[Section 2: Setting Up VPN](#Section2)

[Section 3: Remote Connect to Windows Computer](#Section3)

[Section 4: Saving File Locally and Uploading/Downloading to Cloud Storage](#_Section_4:_Saving)

# **Section 1: Download and Install VPN**

1. Open an **internet browser** and go to [**CalStateLA VPN**](https://myvpn.calstatela.edu/) to install VPN.
2. Type in your MyCalStateLA ID credentials and click **LOG IN**.
3. macOS needs to download and install **Mac 32/64-bit GlobalProtect agent**.
4. When the Welcome window displays, click **Continue**.
5. Make sure GlobalProtect is checked and click **Continue**.
6. Click **Install**.
7. When prompted, enter **Mac administrator account password** and click **Install Software**.
8. If dialogue box titled: **System Extension Blocked** appears, click **OK**.



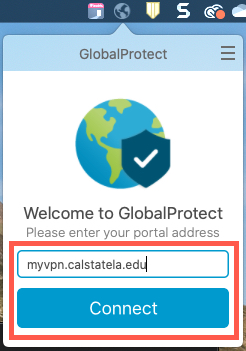
1. When the software has finished installing, click **Close**.

# **Section 2: Setting Up VPN**

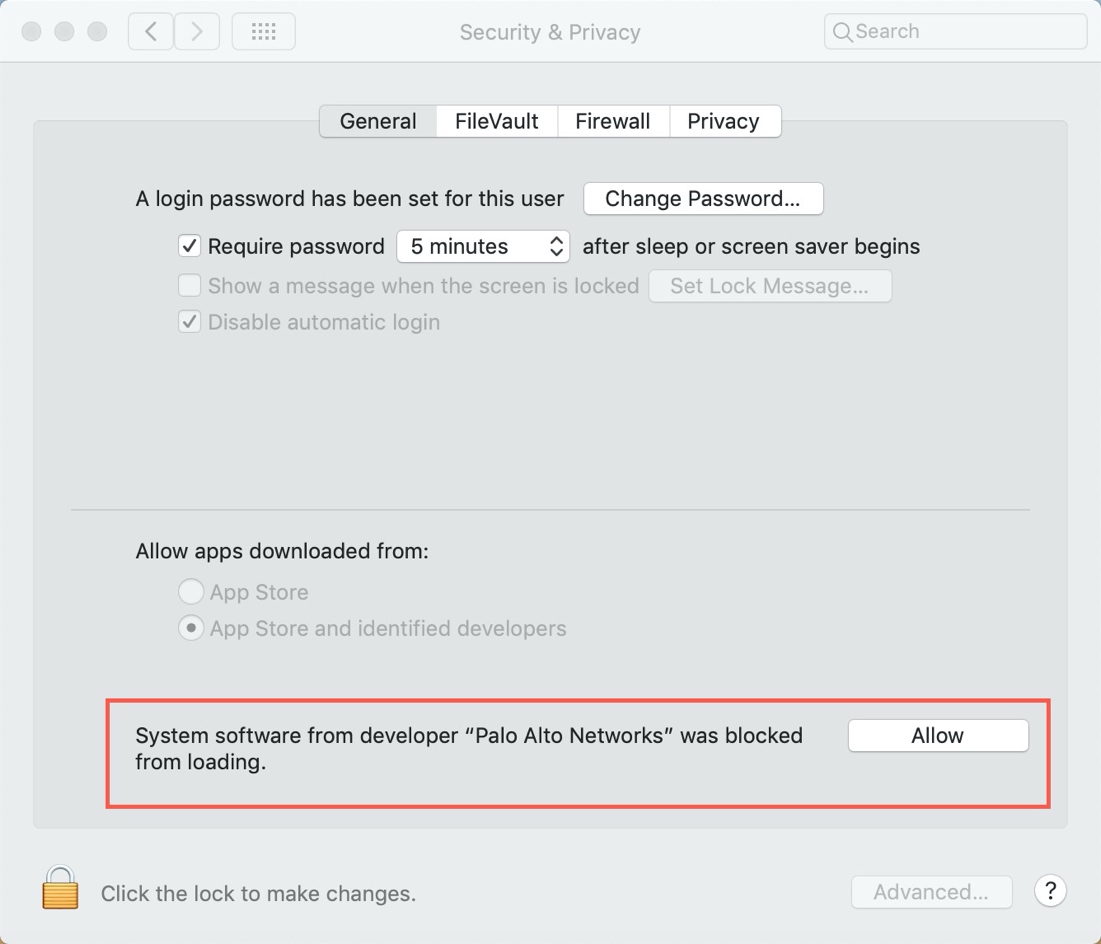
1. Launch VPN Client by **clicking on globe icon** that appears in menu bar.



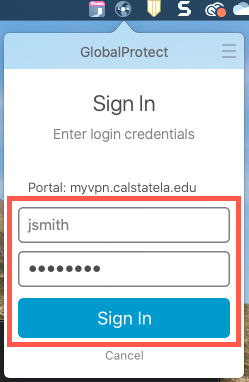
1. Type in **myvpn.calstatela.edu** and click **Connect**.



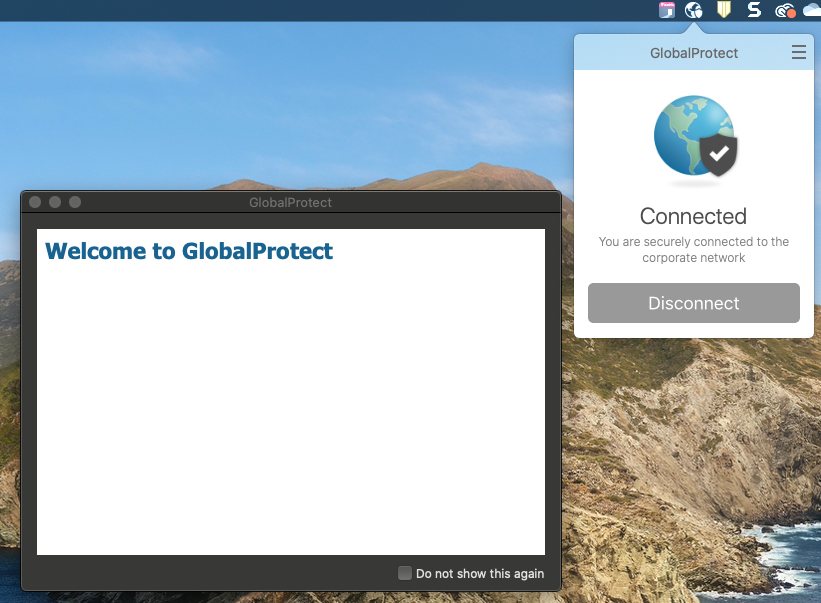
1. **If you are prompted to enter credentials skip to step 5.** Otherwise go to **System Preferences > Security & Privacy >** **General** and look for message stating: “System software from developer ‘Palo Alto Networks’ was blocked from loading.” and click **Allow**.



1. If prompted, enter **Mac administrator account password.**
2. Type in your **MyCalStateLA ID** credentials and click **Sign In**.

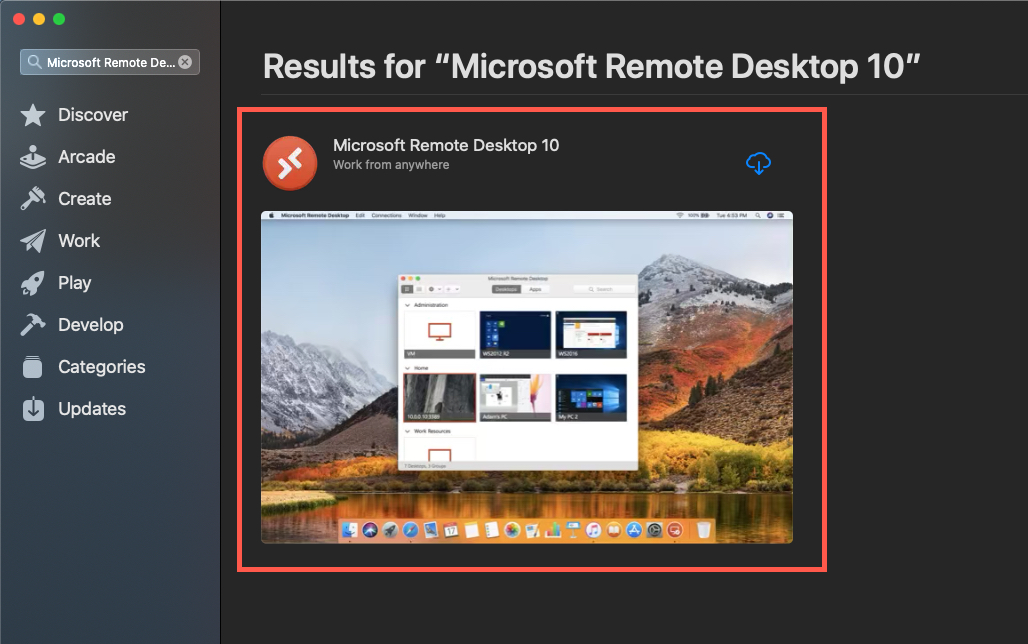


1. You are now connected to Cal State LA Network. You may close GlobalProtect window.

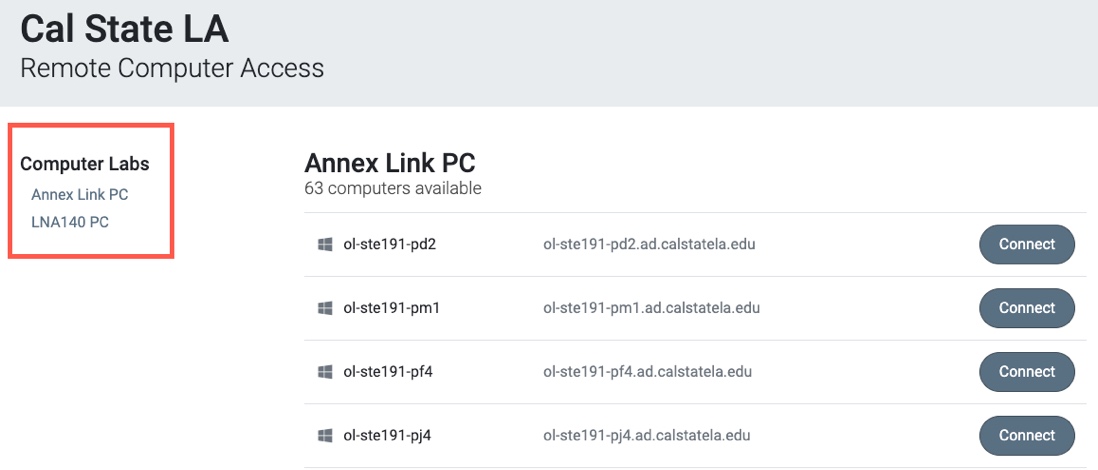


# **Section 3: Remote Connect to Windows Computer**

1. Launch **Applications > App Store.**
2. Search and download the following application: **Microsoft Remote Desktop**.

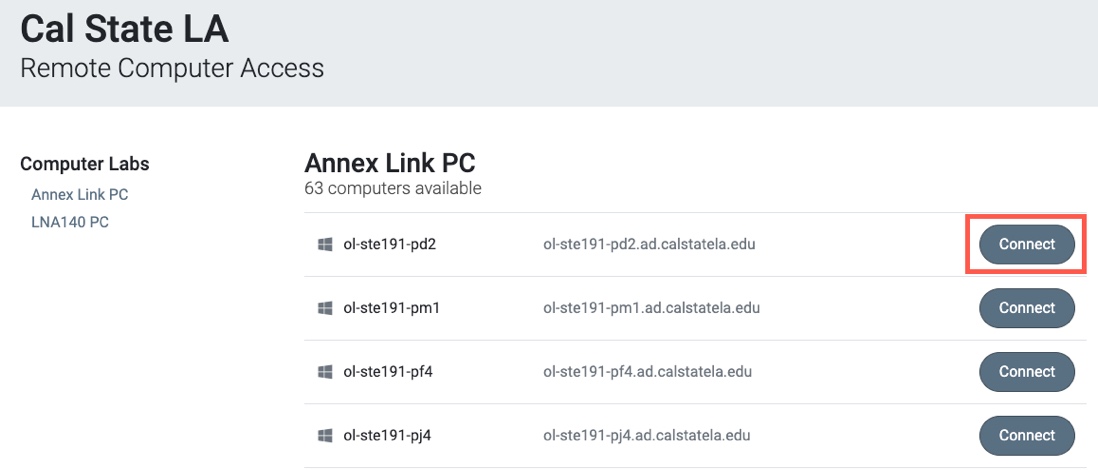


1. Open an **internet browser** and go to [**CalStateLA Remote Access Labs**](https://remoteaccess.labstats.com/calstatela).
2. On the **left side of the page**, select a **Computer Lab**.

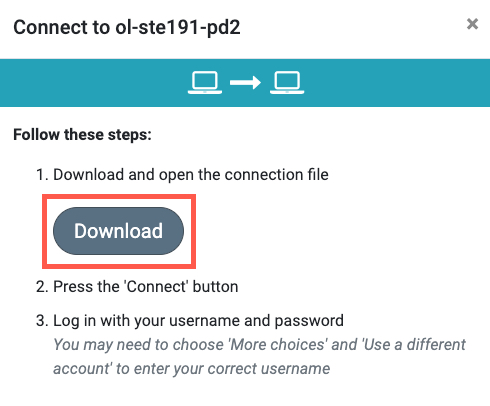


1. Select an open computer, highlight and copy its name then click **Connect.**

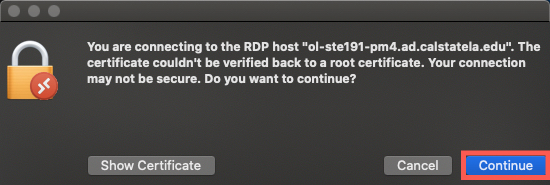
Sample computer name is shown, ol-ste191-pd2, with a connect button next to it. Highlight the full name that ends with calstatela.edu



1. Click **Download (Remote Desktop Protocol) file.** When file has finished downloading, double-click to open it.



1. Click **Continue**



1. The following pop-up will appear. Click **Close** and open **Microsoft Remote Desktop** application.

A close up of a sign

Description automatically generated

1. Click **Add PC**.

A screenshot of a computer screen

Description automatically generated

1. Paste the **computer name** for **PC name** (Step 5) and select **Add User Account…** for User account.

A screenshot of a cell phone

Description automatically generated

1. Type in **MyCalStateLA ID** credentials and click **Add**.

A screenshot of a cell phone

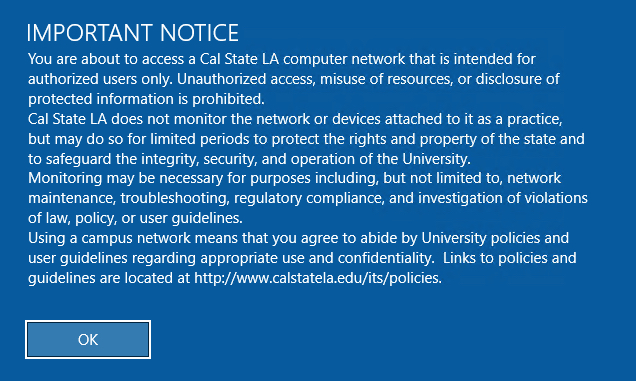
Description automatically generated

1. Double-click on the image with PC icon and click **Continue.**

A screenshot of a cell phone

Description automatically generated

1. You are now connected remotely to the computer.



1. To end remote connection, sign out of computer and close window.

# 

# **Section 4: Saving File Locally and Uploading/Downloading to the Cloud Storage**

**\*Note: Please remember to periodically save your work.\***

**Saving File on Microsoft Office (Word, PowerPoint, Excel)**

1. To Save As a file, go to **File > Save As > Browse > Documents.**
   1. **File Name:** Enter the name of your File
   2. **Save as type:** Select the type of file you want to save as (Word Document, PDF, etc.)
2. Click **Save**.
3. The file has been saved into the computer’s **Documents folder**.

**\*Note:** Many applications allow you to Save As, which allows you to specify the name and location of the file you are saving.

**Upload File to OneDrive**

1. Open any browser and go to [**mymail.calstatela.edu**](https://mymail.calstatela.edu/)
2. Log with **campus email and password.**
3. On the **top left corner of the page**, click the **App Launcher** and open **OneDrive**.
4. Click **Upload > Files > Documents > (Select your document) > Choose**
5. Upload time varies depending on size of file.
6. The file is now uploaded to OneDrive and accessible on any device.

**Download File from OneDrive**

1. Open any browser and go to [**mymail.calstatela.edu**](https://mymail.calstatela.edu/)
2. Log with **campus email and password.**
3. On the top left corner of the page, click the **App Launcher** and open **OneDrive**.
4. Select a file, then click **Download**.
5. Download time varies depending on size of file.
6. The file is now downloaded on your device.

**\*Note:** Other cloud storage services include Google Drive, Dropbox, and Amazon Drive. Alternatively, the file can be sent via email as an attachment.