

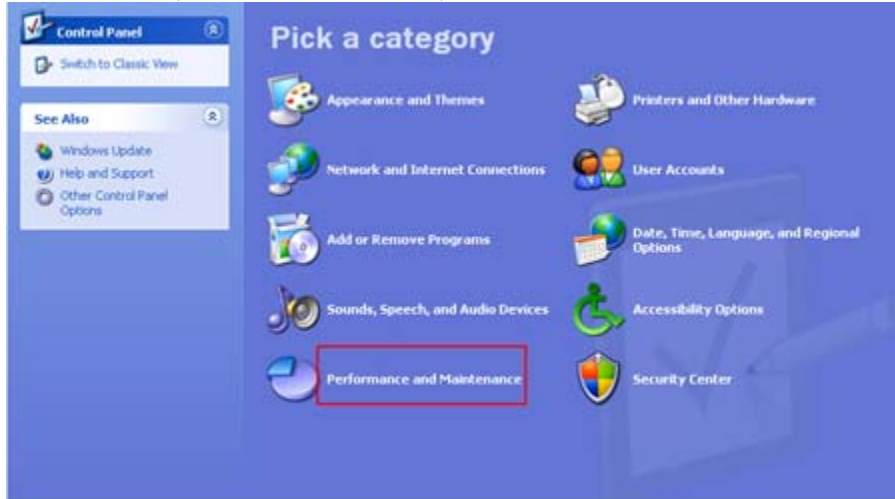
Configuring the Host Computer for Remote Access

You will need the IP address of the host computer, e.g. at work.

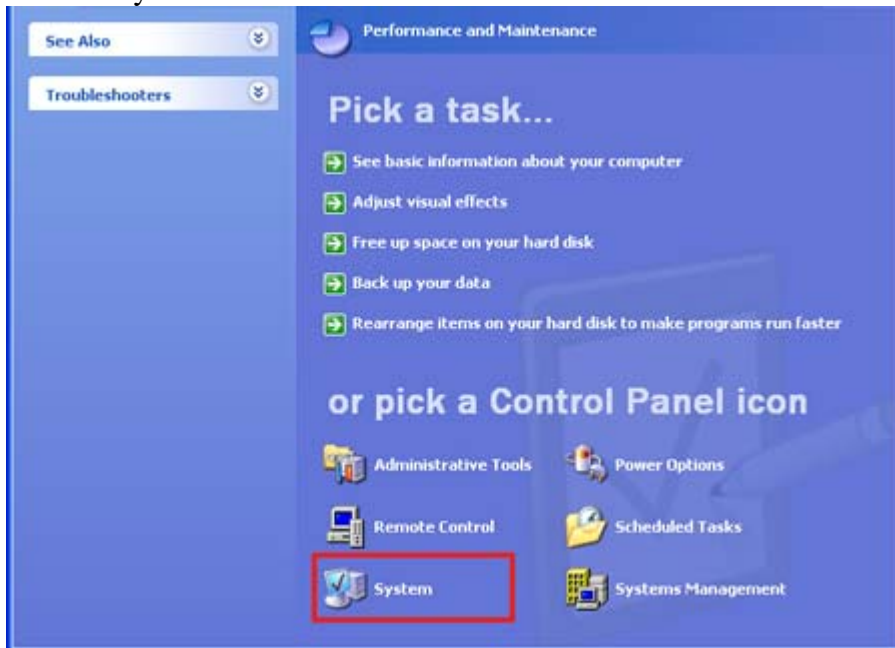
1. Go to <http://whatismyip.com/> and write down the IP address of the host computer, e.g. 128.123.000.00
2. Close the browser.

On the host computer, e.g. at work:

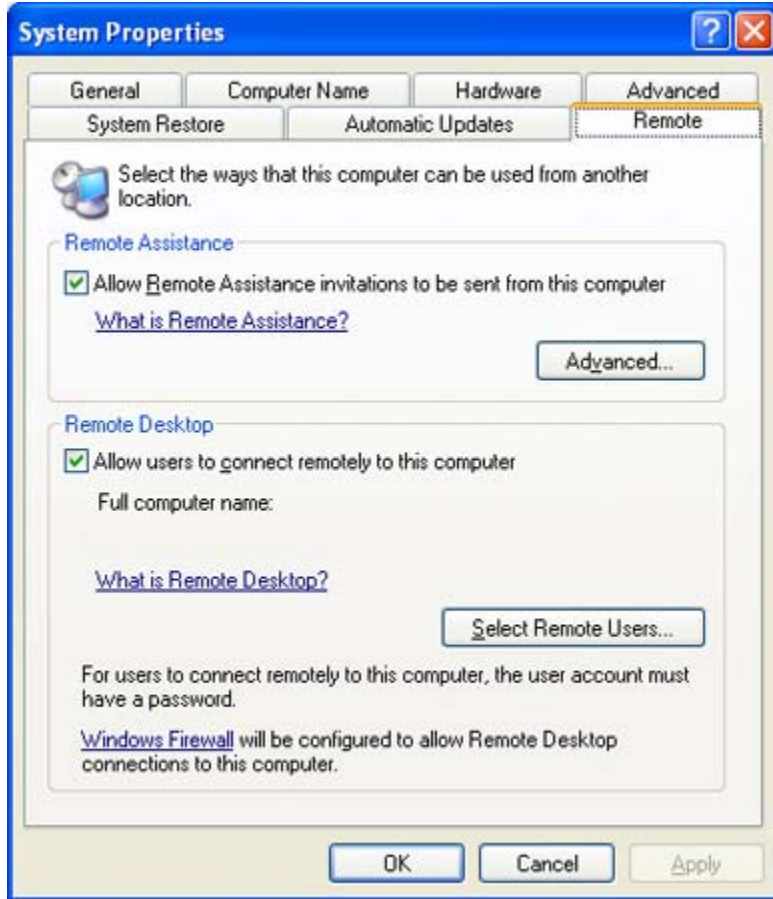
1. Verify that you are signed in as the administrator.
2. Click Start, click Control Panel, and then click Performance and Maintenance.



3. Click System.



4. Click the Remote tab, select the Allow users to connect remotely to this computer check box, and then click OK.



Next, make sure you have Windows Firewall set up to allow exceptions.

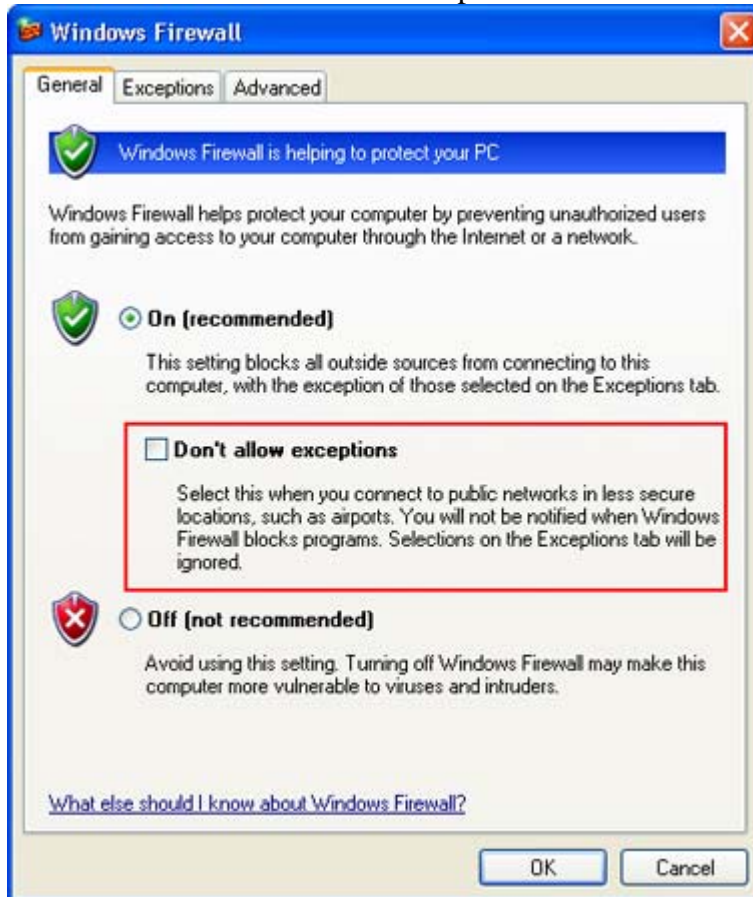
1. In the Control Panel, click Security Center.



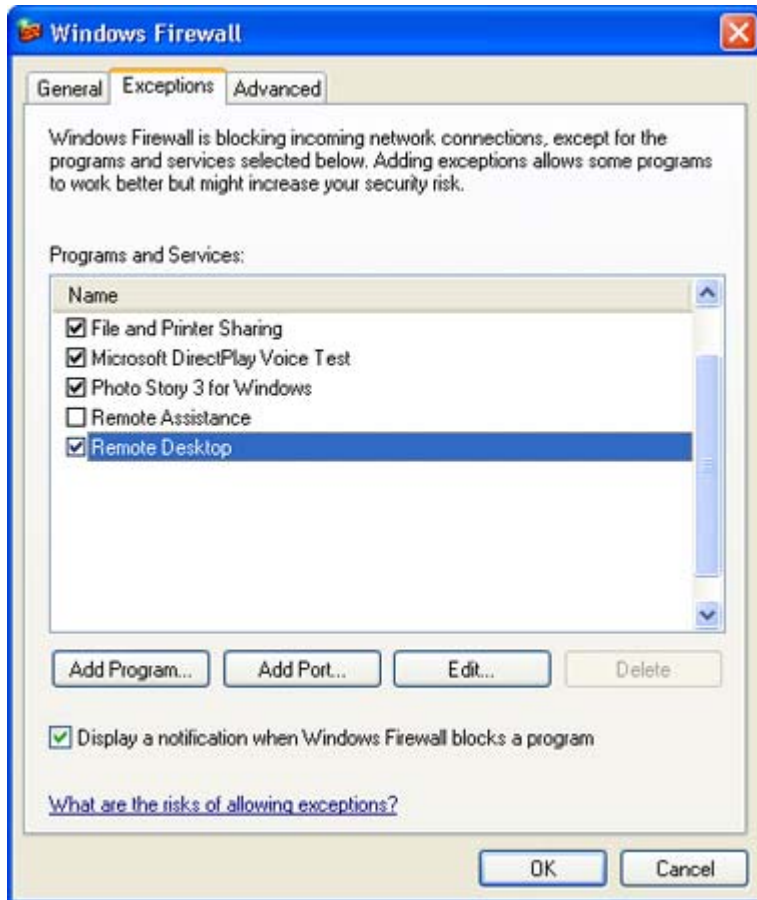
2. Under Manage security settings for, click Windows Firewall.



3. Make sure the “Don't allow exceptions” check box is not selected.



4. Click the Exceptions tab, and verify that the Remote Desktop check box is selected.



5. Click OK, and then close the Windows Security Center window

6. Ensure your Windows user password matches your Novell password. If when you login to Novell and your computer starts-up without a second login screen you are all ready setup. If not get a techy person to help you.

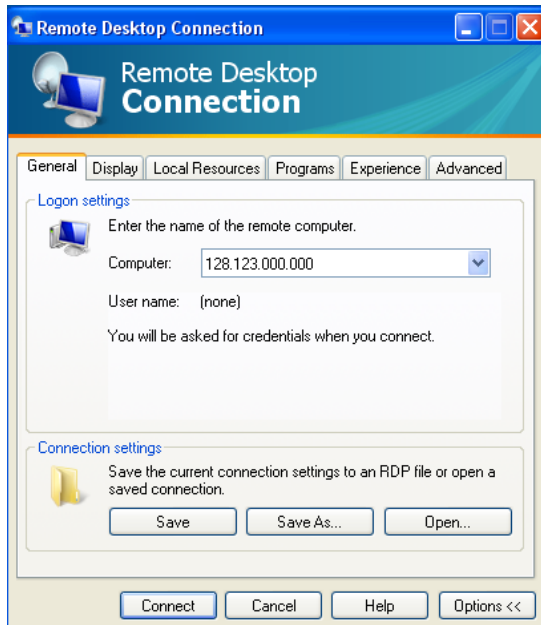
7. Leave your computer running by clicking Start > Shutdown > Restart > Ok. You should be leaving your computer at the Novell initial login screen.

Your host computer is now set up to allow remote access.

Connect your remote computer to the host computer

To connect your home computer, which is the client (or remote) computer to your work (or host) computer, follow these steps: (If your OS is older than Windows xp, you may have to download the utility from Microsoft. Just Google it).

1. On your home computer or laptop, click on Start, click on run and type in the following "mstsc.exe".
2. In the Computer box, type the IP address of your host computer, which you wrote down earlier.



3. Click Connect.
4. When the Log On to dialog box appears, type your Novell user name, password, and then click OK.

The Remote Desktop window opens, and you see the desktop settings, files, and programs that are on your host computer, which in this example is your work computer. Your host computer remains locked, and nobody can access it without a password. In addition, no one will be able to see the work you are doing remotely.

To end your Remote Desktop session:

1. Click Start, and then click Log Off at the bottom of the Start menu.
2. When prompted, click Log Off.
3. Click on Save As to save the settings for future use.