**Windows: 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 and installed VPN, then skip to Section 3.

[Section 1: Download and Install VPN](#_Section_1:_Download)

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# **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. Download and install **Windows 32/64-bit GlobalProtect agent**.
4. When Welcome window displays click **Next.**
5. Click **Next.**
6. Click **Next**.
7. When software has finished installing click **Close** to exit.

# **Section 2: Setting Up VPN**

1. Launch VPN client by **searching for GlobalProtect**.



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



1. Type in your **MyCalStateLA ID** credentials and click **Sign In**.



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



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

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



1. Select an available PC and click **Connect**.



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



1. Allow remote connection by clicking **Connect**.



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



1. You are now connected remotely to the computer.



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

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# **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.