

### Purpose:

This tutorial will help assist Faculty and Staff connect to their home printers remotely while Remoted into their work computer.

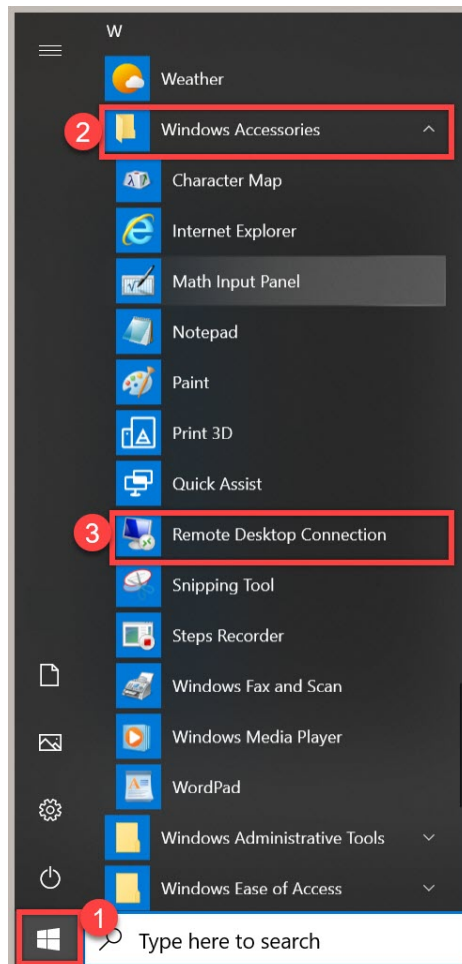
**Note:** Remote Desktop CANNOT be used if your GSU machine is used by multiple people. If you are needing to access your University Shared (U) or Personal (H) drive from a personal machine and your GSU Computer is shared, please see the directions Accessing Network Drives from a non GSU Device on the Work from Home Technical Resources page.

You will need the following to complete this tutorial:

- Computer Name (if you are off campus Contact the Help Desk)
- GSU Email Address
- GSU Network Password
- A computer connected to internet and connected to the Virtual Private Network (VPN) for those instructions, please see the Work from Home Technical Resource page on the portal.

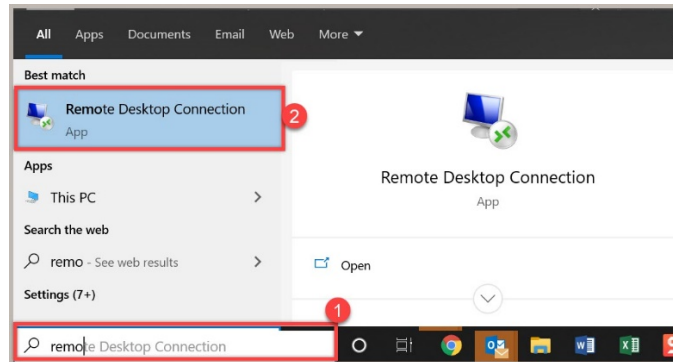
### Step 1

Click the Windows logo in the bottom left corner to open the Start Menu. Scroll down to the Windows Accessories folder. Click **Windows Accessories** to open the folder. Click **Remote Desktop Connection** to Launch the Remote Desktop Connection.



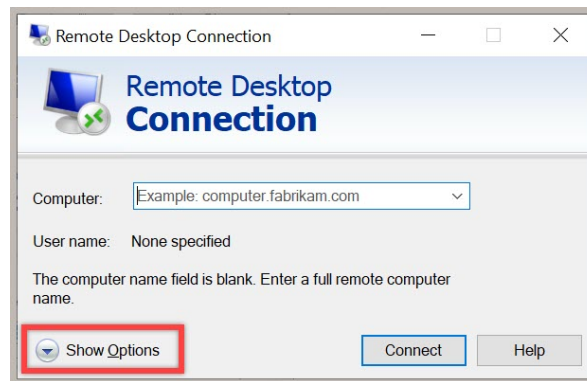
Or

Type **Remote Desktop Connection** in the search bar and click **Remote Desktop Connection**.



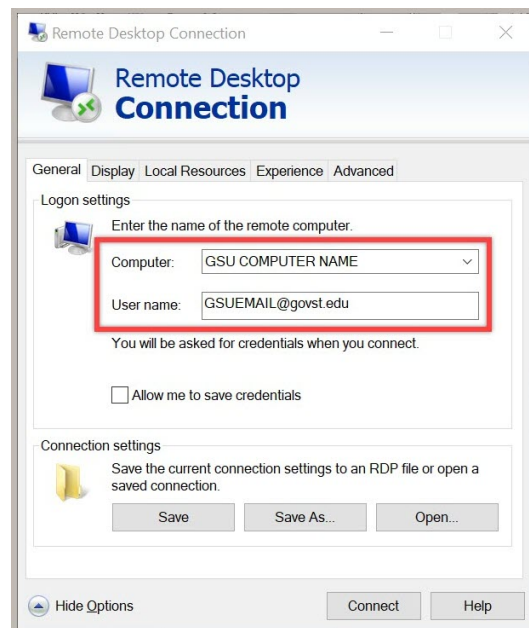
### Step 2

The remote Desktop connection will load, click **Show Options**.



### Step 3

This will open up options for the Remote Desktop Connection. Type your Computer name on the Computer name line and GSU Email address for the Username line.



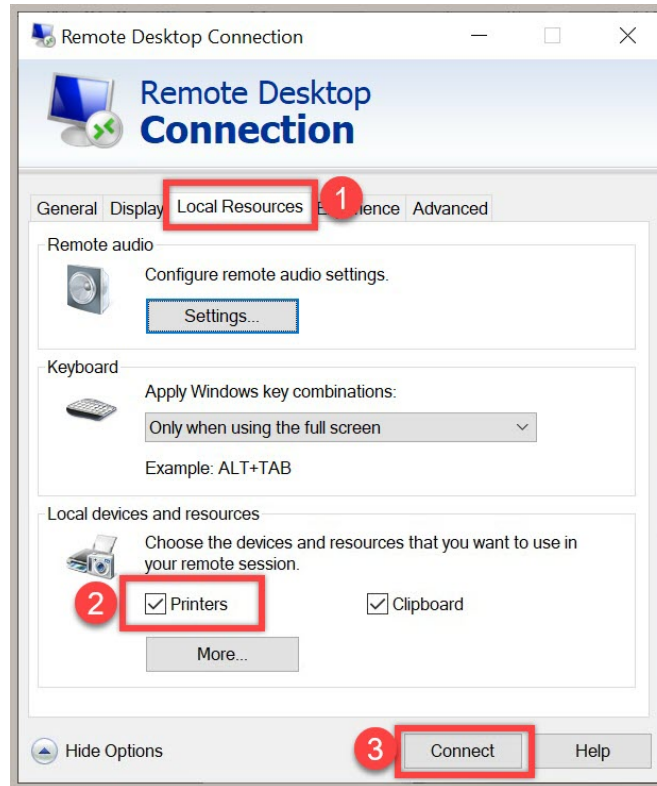
# Adding Home Printer access

## Service Desk Tutorial



### Step 4

Click **Local Resources** to open the local resources tab. Ensure you have printers checked off, click **Connect**. When prompted, enter your GSU Password to connect to your computer, your email address was previously entered.



If you have any questions, please contact the ITS Service Desk.

### Contact ITS Service Desk:

- Phone: 708.534.HELP (4357) or ext. 4357
- Email: [help@govst.edu](mailto:help@govst.edu)
- Online: [help.govst.edu](http://help.govst.edu)