Information Technology

Description:	How to Setup Tablet Remote Desktop
Applies to:	Tablets
Revision:	2020.04.06

TABLET REMOTE DESKTOP

Step 1
Select: "+"

Step 2
Select: "Desktop"

Screenshot 1

11:34

Microsoft Remote Desktop +

Desktop detection

Choose one of these desktops. If you don't see or recognize the desktop you want, add one manually.

CRAWFORD-1

↻ Scan again

CANCEL   ADD MANUALLY

III   O   <
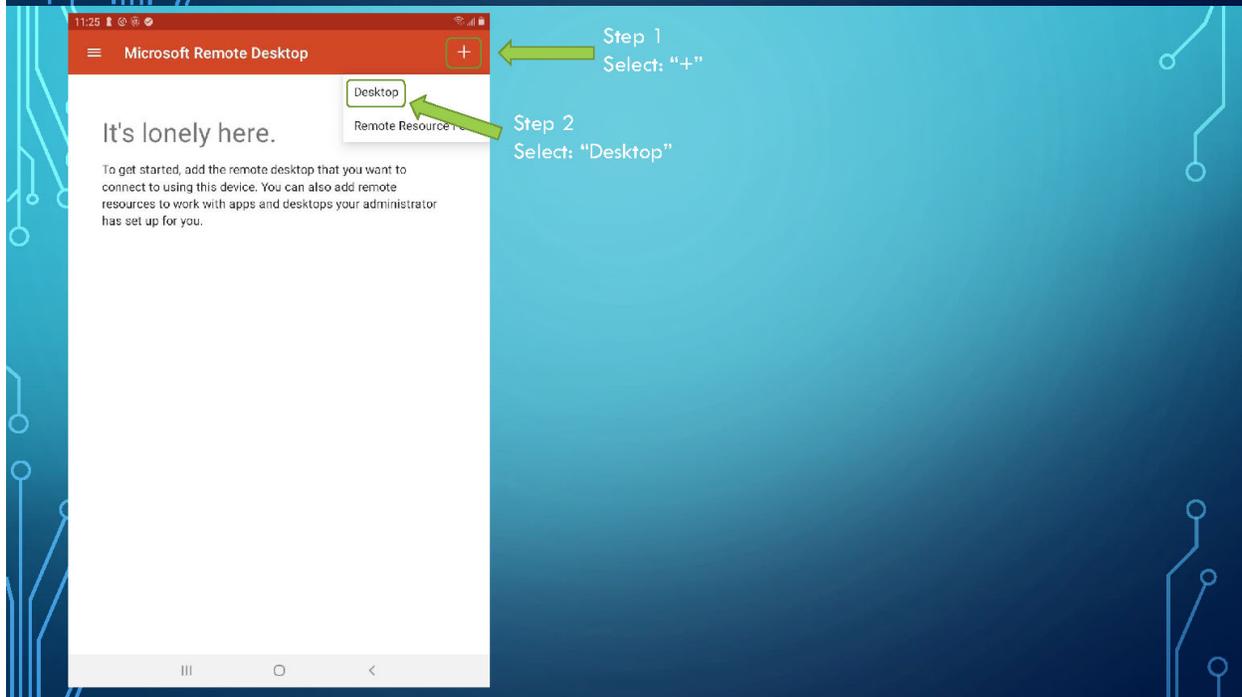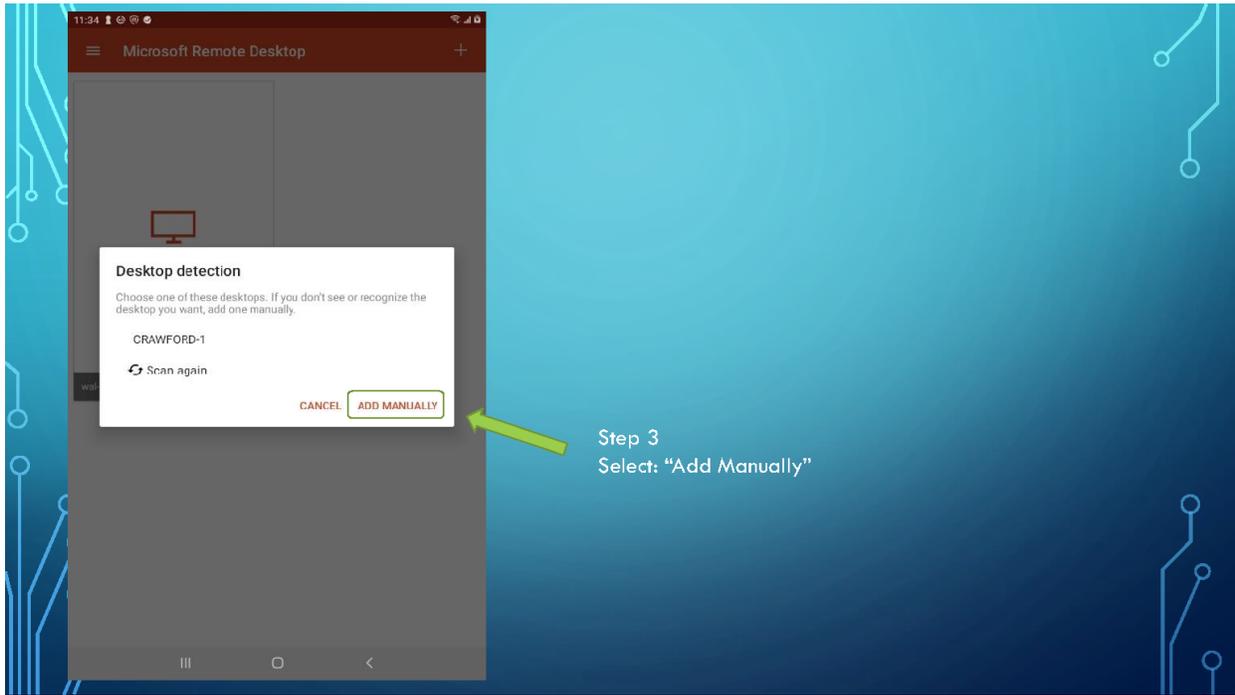
Step 3
Select: "Add Manually"

Screenshot 2

11:26

Microsoft Remote Desktop +

×   **Add desktop**   SAVE

PC name

Host name or IP address   ×

User name

Enter every time   ▾

How do I set up a PC?

∨ Show additional options

III   O   <
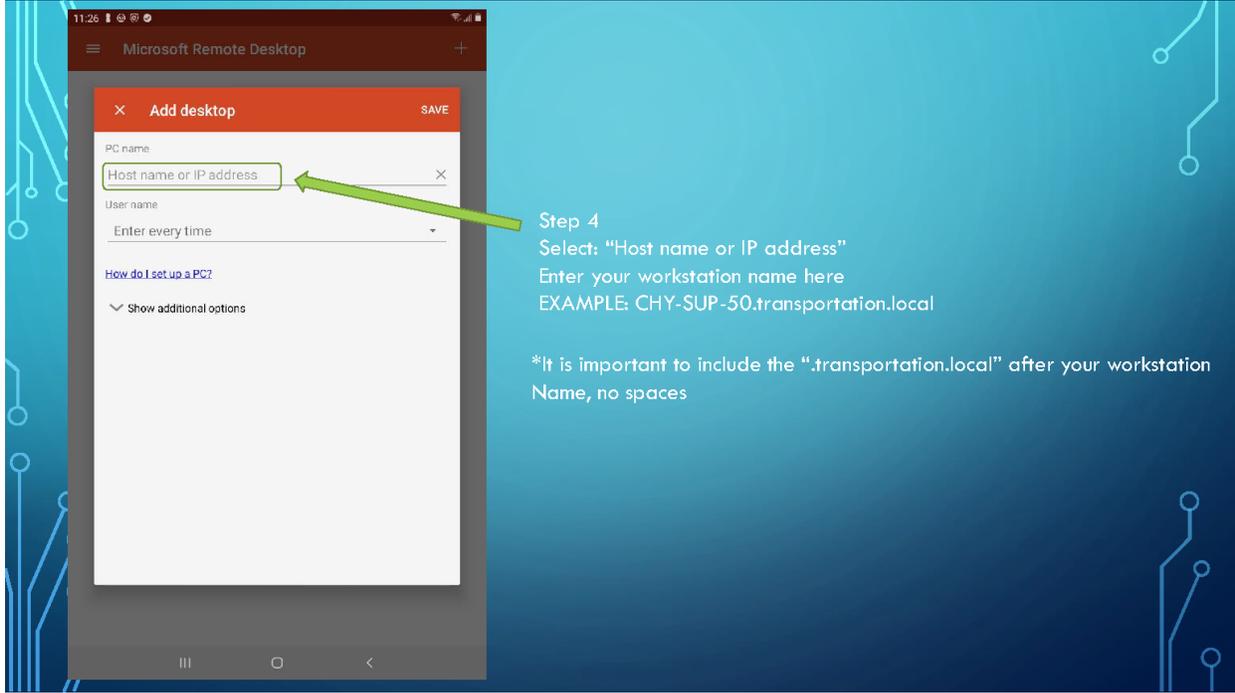
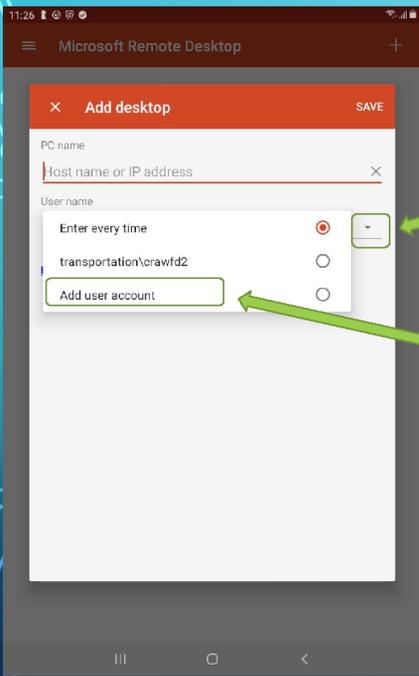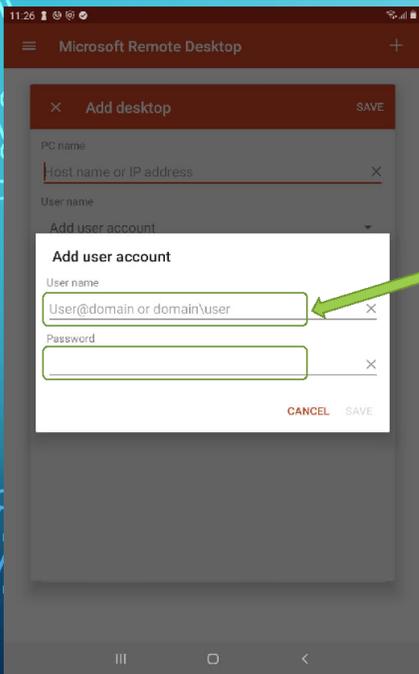**Step 4**
Select: "Host name or IP address"
Enter your workstation name here
EXAMPLE: CHY-SUP-50.transportation.local

*It is important to include the ".transportation.local" after your workstation Name, no spaces

Step 5
Add Your Desktop Username
Select: "Drop Down Arrow"
Select "Add user account"

Step 6
Enter your Username and Password
EXAMPLE: Transportation\crawfd2

*Important to include "transportation\"
before username no spaces*

*Password: Is the password you use to log
into your workstation. NOT GOOGLE*

Step 7
FINISHED
"Select Computer Icon" It will log you into
your computer at work.