# Connecting to your work computer from home

In order to work from home, you will need to first gather some information and prepare both your work computer and your home computer before you connect:

1. Gather Information and prepare your work computer
2. Prepare your home computer
3. Connecting from your home computer to your work computer

This information is based on your work computer running Windows 10. If your work computer is running an earlier version, the instructions below should still apply, just with slight variations in wording.

Please note: If you are a staff member at University of Otago, Wellington, see [VPN usage at University of Otago, Wellington](#) (staff login required).

## 1. Gather information and prepare your work computer

### Gather Information

You will need to find out your computer's fully qualified domain name (FQDN). This is the name of your computer which you will use to connect to it from home:

1. On your work computer, go to the *Start* menu ⊞ and without clicking on anything type **cmd** and hit *Enter*.
2. A command prompt window should open. At the flashing prompt type **ipconfig /all**
3. In the resulting information the **Host Name** and **DNS Suffix** are displayed, these two pieces of information create the FQDN of your computer.

For example: If your Host Name = **abcd1234** and your Connection-specific DNS Suffix = **staff.uod.otago.ac.nz.** your FQDN would be **abcd1234. staff.uod.otago.ac.nz.** (includes the full stop at the end). For more information see [Fully qualified domain names for VPN](#).

1. Record your FQDN as you will need to use it when preparing your home computer.
2. Also record the number displayed under **IPv4 Address** which can be used if you have any issues using your fully qualified domain name.

## Prepare your work computer

You will need to make sure that your computer does not put itself to sleep.

1. On your work computer, go to the *Start* menu ⊞ and without clicking on anything type **sleep**

⟳ Change when the PC **sleps** 🔵 Change when the computer sleeps
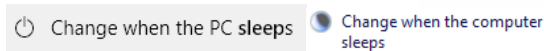
2. Click on *Change when the PC sleeps* or *Change when the computer sleeps*.
3. From the *Put the computer to sleep* drop-down

🔵 Put the computer to sleep:  Never ⌄  select *Never.*
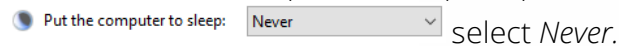
Note: if the *Put the computer to sleep* option is greyed out, click *Change settings that are currently unavailable* and select *Never.*

Your Windows work computer needs to be set up to allow incoming remote desktop connections, but you will need to be logged in as an administrator to change these settings. If you are unable to log in as administrator, ask your IT support staff to do it for you or contact AskOtago.

Tel +64 3 479 7000 or 0800 80 80 98

Email [askotago.it@otago.ac.nz](mailto:askotago.it@otago.ac.nz)

## 2. Prepare your home computer

### Install the AnyConnect VPN client on your home computer

1. On your home computer, open your browser (IE, Edge, or Chrome – Firefox is not recommended) and go to https://vpn.staff.otago.ac.nz
2. Log in with your University username and password.
3. Click *Continue* on the dialogue box to agree to followthe University Remote Access Procedure.
4. Click on *Download for Windows/MacOS*.
5. Note: This step needs to be run as local administrator:
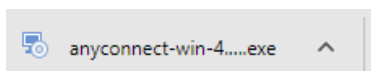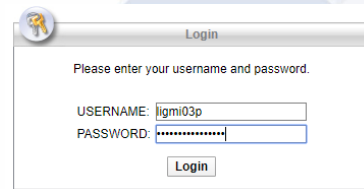


Once downloaded, click on the .exe file at the bottom of the web browser.
6. Click *Next*, accept the End User License Agreement, click *Next* again, and then *Install*.
7. If prompted "Do you want to all this app to make changes to your device?" choose *Yes* (this might appear in another window).
8. Click *Finish*.

**Note**: The AnyConnect software is installed in the Program Files\Cisco folder but can also be accessed by using the small icon installed in the notification area in the bottom right of your screen.

## 3. Connecting from your home computer to your work computer

To connect to your work machine, you need to create a VPN connection so you can accessthe secure VPN service:

1. Double-click the AnyConnect icon in your taskbar  to start up the CiscoAnyConnect Secure Mobility Client or find it from your *Start* menu 
2. In the white box enter **vpn.staff.otago.ac.nz**
3. Enter your University username and password when prompted.
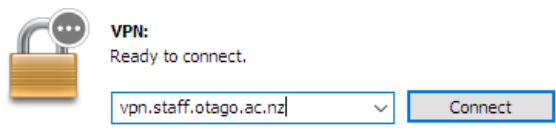


4. Enter your University username and password when prompted and click OK
5. Click **Accept** to agree to the condition of use and continue
6. The client should now say *Connected* and the button should change from *Connect* to *Disconnect.* If you don't need to use the VPN connection straight away, disconnect. The next time you connect you will use the **UO-VPN-STAFF** connection profile.

Once connected to the VPN you will need to create a remote desktop connection toyour work computer:
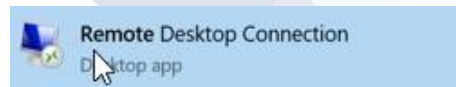
1. Using the search box in your *Start* menu ⊞ and without clicking on anything type **remote desktop connection**, and click *Enter*.

2. In the connection window, enter the FQDN that you recorded from your work computer and click *Connect*.
   a. If your work computer is a laptop and you are unable to connect you may need to add a "-1", "-2" or "-n" to the FQDN.
   For example: if your FQDN was abcd1234.staff.uod.otago.ac.nz this would becomeabcd1234-1.staff.uod.otago.ac.nz

3. You will be prompted to enter the username and password that you would normally use to connect to your work computer. If your computer is joined to the registry domain yourusername would be **registry\yourusername** if your computer is not joined to the domain your username would be **FQDN\yourusername** where **yourusername** is the name you loginto your computer with normally.

4. Once you have entered your username and password you will see the same loginscreen you normally see to log in to your computer and once you are logged on, your work desktop will appear as a new window.

5. When you are finished working, *Sign Out of Windows*, or *Disconnect/Close the Remotesession window*. If you choose to *Shutdown* your computer you will not be able to connect until it is physically powered on again.

If you need help with any of this, please contact AskOtago:

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Email askotago.it@otago.ac.nz