

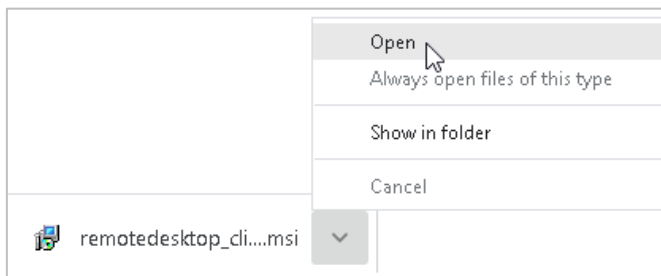
[https://www.cityoftulsa.org/media/16708/remotedesktop\\_client.msi](https://www.cityoftulsa.org/media/16708/remotedesktop_client.msi)

### About

To connect to the City network with **personal devices** (working from home or non-City locations), employees are required to use the Microsoft Remote Desktop application.

Use this link [https://www.cityoftulsa.org/media/16708/remotedesktop\\_client.msi](https://www.cityoftulsa.org/media/16708/remotedesktop_client.msi) on your **personal** laptop or computer to begin the Remote Desktop installation.

### Installing Remote Desktop

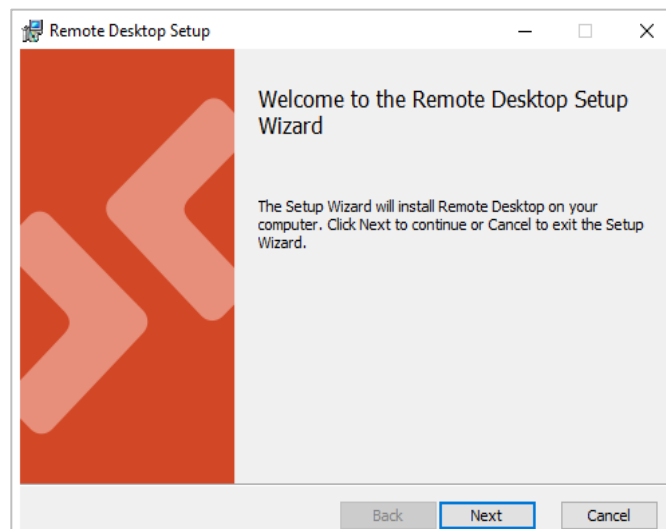


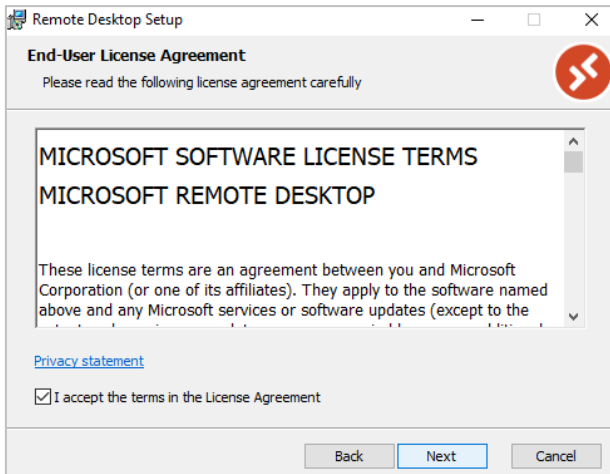
Click on the link for the Remote Desktop installation above or type the link into your web browser.

Open Remote Desktop from the bottom left of your screen.

The Remote Desktop Setup Wizard will begin.

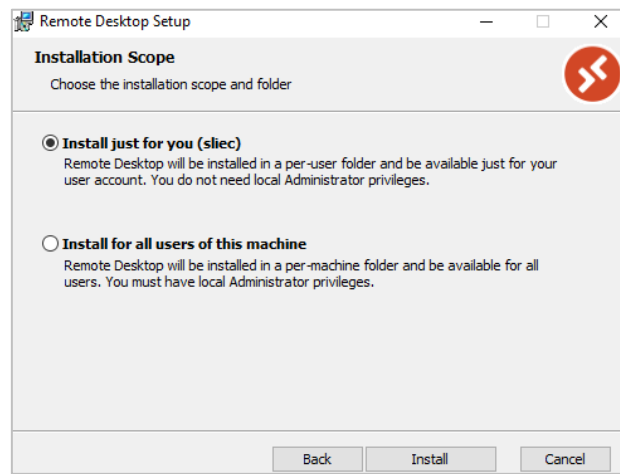
Select "Next."





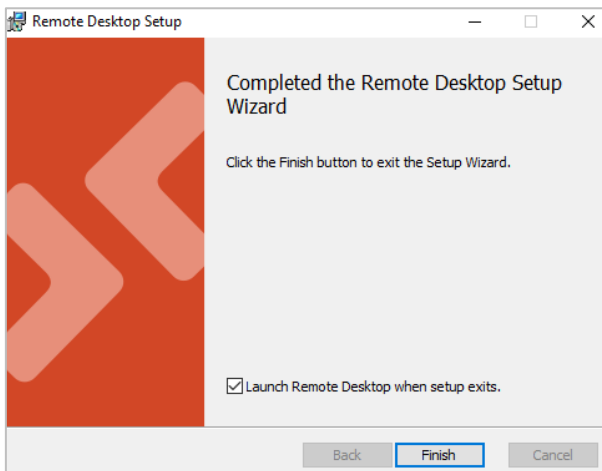
Check "I accept the terms in the license agreement."

Select "Next."



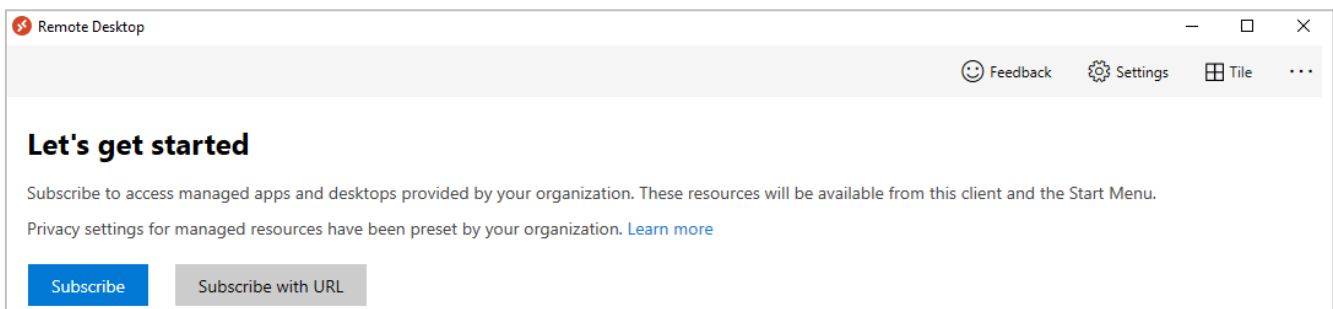
Check "Install just for you."

Select "Install."



Check "Launch Remote Desktop when setup exits."

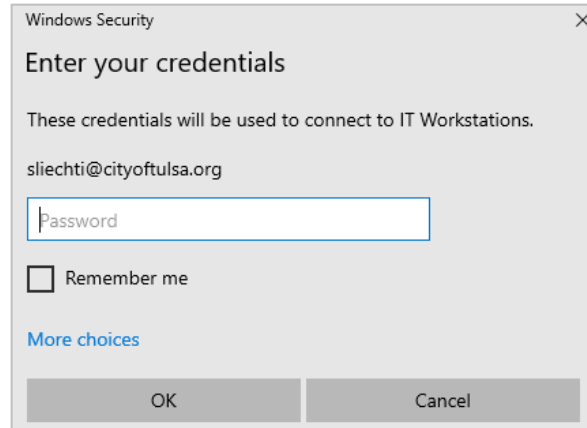
Select "Finish."



On the Remote Desktop/ Let's get started screen, select "Subscribe."



Choose your City Microsoft Account.



Enter your network password.  
Select "OK."

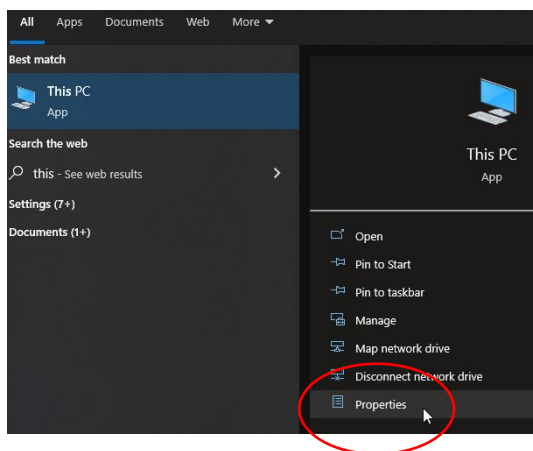
## Accessing Remote Desktop- Device Name

You will need your "Device Name" to complete the instructions on accessing Remote Desktop. This is only for initial access.



To locate your "Device Name," select the Start Button Windows icon at the bottom left of your screen.

Begin typing "This PC" in the search window.



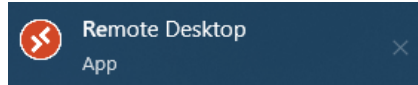
When the "This PC" window appears, click on "Properties."

## Device specifications

Device name **OX301173**

Your "Device Name" will appear under "Device Specifications." Copy down for use in the next set of instructions on accessing Remote Desktop.

## Accessing Remote Desktop



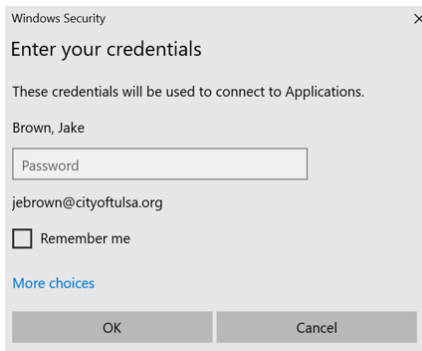
Select “Remote Desktop” app from the applications on your computer. (Start typing “Remote Desktop” in the search at the bottom left of your screen, click on “Remote Desktop” when it appears.)



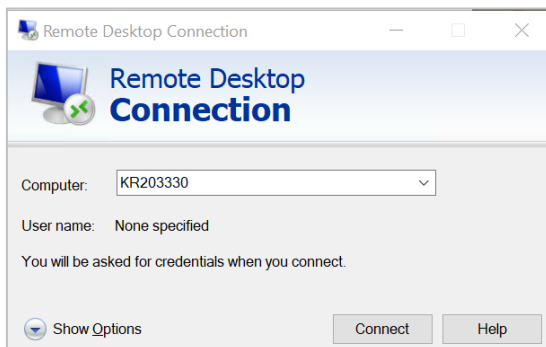
Do not mistake “Remote Desktop Connection” for the “Remote Desktop” app.



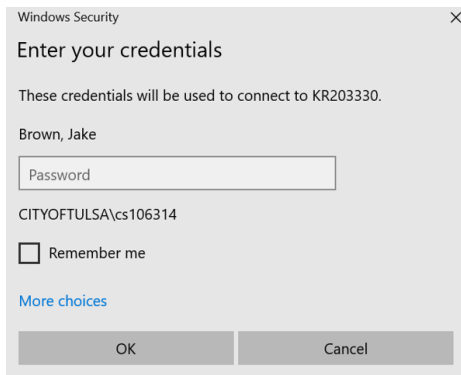
Under the applications area, select the “RDP” icon.



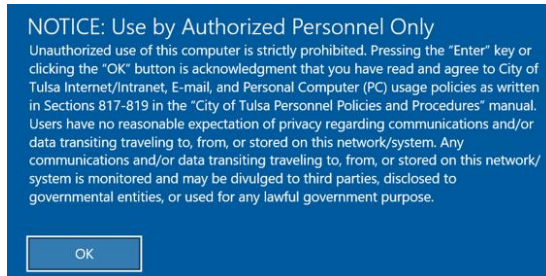
If Windows security appears, enter your password. Select “OK.”



At the “Remote Desktop Connection” screen, enter your computer “Device Name.” Contact IT Department Solution Center if you were unable to find this information.



Enter your password if prompted. Check the "Remember me" box. Select "OK."



Select "OK" at the authorization screen.