

## Steps to logging into the LW's computer system remotely using Windows 10

1. On the bottom left hand corner of the screen is a search bar. Oddly it says "I'm Cortana. Ask me anything."
2. Type "remote desktop connection" in the search bar (on top of "I'm Cortana...")
2. You should now be able to find Remote Desktop Connection. Click to open it.
4. A window should pop up that will allow you to type in a computer name. Type in [virtual.lutheranwest.com:3390](https://virtual.lutheranwest.com:3390) and hit "Connect"

5. Windows Security will now ask you for your credentials. Use:

Username: lhw\[username]

Note that you use the "backslash" not the "forwardslash": ie: "\ " not "/".

Password: [password]

Click "OK"

6. A pop up window will now tell you that "The identity of the remote computer cannot be verified. Do you want to connect anyway?"
7. On the bottom, check the box that says "Don't ask me again..."
8. Then click "Yes"
9. The computer will then pop up a few windows and *viola!* you are logged into a server located at Lutheran West.