

## Steps to logging into the LW's computer system remotely using Windows 8

1. Search for "Remote Desktop Connection" by moving your mouse to the upper-right corner of the screen. Click the magnifying glass.
2. Type "Remote Desktop Connection." Several options will be available when you type "Remote." Click the "Remote Desktop Connection" option.
3. After opening the program, a window should pop up that will allow you to type in a computer name. Type in [virtual.lutheranwest.com](http://virtual.lutheranwest.com):3390 and hit "Connect"

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

Username: lhw\[your usual username]

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

Password: [your usual password]

Click "OK"

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