Connecting To Your Desktop From a Remote Location
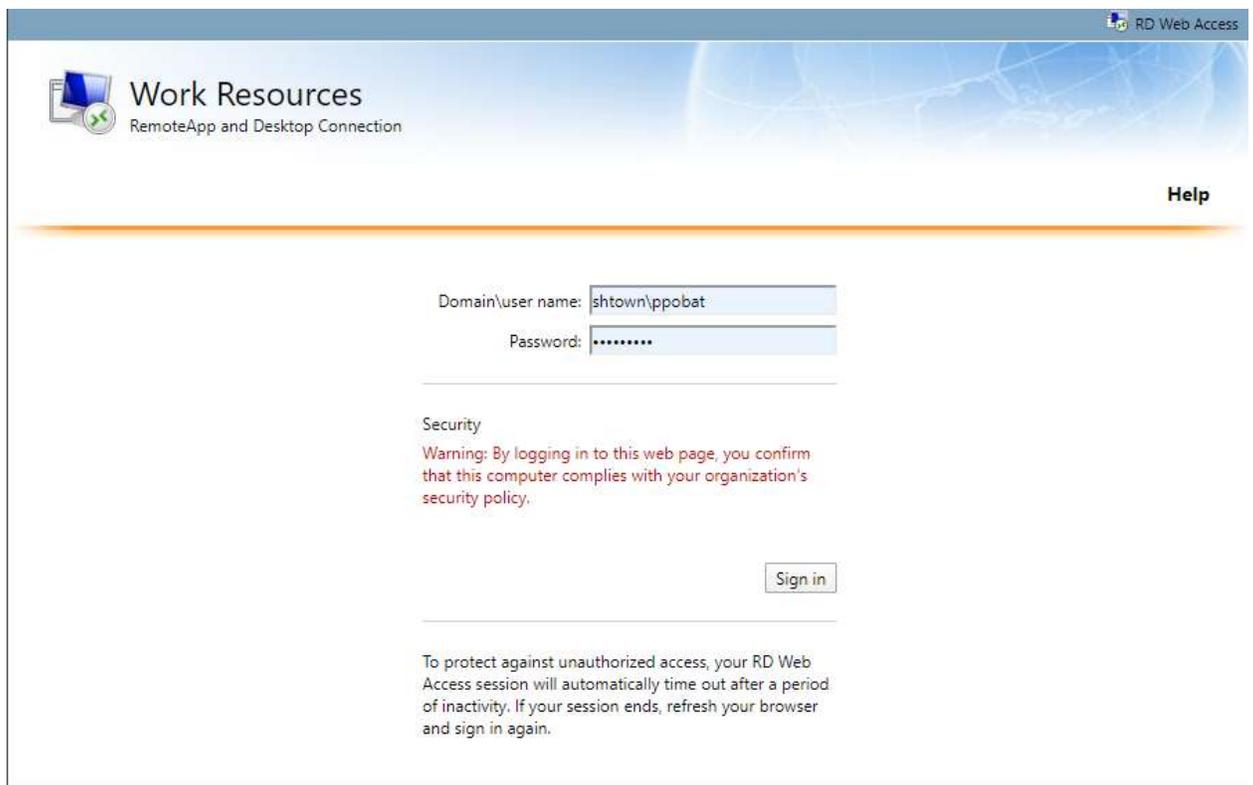
NOTES:

You must first enroll your personal phone in DUO via the email you received before these steps

In addition to the places listed below, you may be asked for your credentials several times through the process

There will be limitations for printing to your local (home) computer

To access your desktop from your home computer:

- Open a browser on your computer
- Go to https://shapps.southamptontownny.gov
- You will get the following login screen. Enter your Town user name and password. Be sure to put shtown\ in front of your user name. Click Sign In:
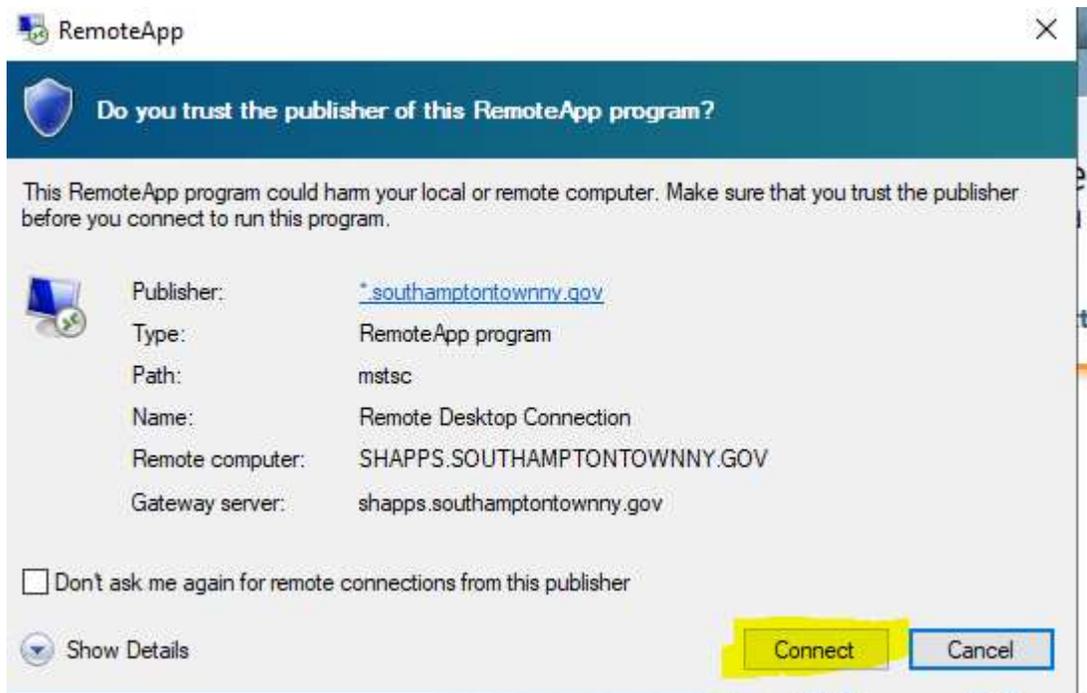
- You will see an icon that looks like this – Click it once:

Remote
Desktop
Connection

- You will get a DUO push notification on your phone to authenticate. Click "Approve" on your phone

- You will either get a pop up box or a notification in your bottom bar. If you get the pop up box, click connect. If you get the notification, click on the notification and click connect once the box comes up:

Connection Box:

RemoteApp ×

Do you trust the publisher of this RemoteApp program?

This RemoteApp program could harm your local or remote computer. Make sure that you trust the publisher before you connect to run this program.

Publisher:	*.southamptontownny.gov
Type:	RemoteApp program
Path:	mstsc
Name:	Remote Desktop Connection
Remote computer:	SHAPPS.SOUTHAMPTONTOWNNY.GOV
Gateway server:	shapps.southamptontownny.gov

☐ Don't ask me again for remote connections from this publisher

⊙ Show Details   Connect   Cancel

Bottom Bar Notification:

- You will get a Remote Desktop Connection box. For Computer: enter your computer name (IT will supply this information):

- You will be prompted for your windows credentials. Enter your windows user name and password and click OK. You will be connected you to your Town computer desktop.