Accessing your computer from home instructions (Remote access)

To set up the Remote Desktop, start with the host computer, which in this example is your office computer.

1. Click Start, click Control Panel, and then click Performance and Maintenance.

2. Click System.
3. Click the **Remote** tab, select the **Allow users to connect remotely to this computer** check box, and then click **OK**.

Next, make sure you have Windows Firewall set up to allow exceptions.

1. In the Control Panel, click **Security Center**.
2. Under **Manage security settings for**, click **Windows Firewall**.

3. Make sure the **Don't allow exceptions** check box is not selected.
4. Click the **Exceptions** tab, and verify that the **Remote Desktop** check box is selected.

![Windows Firewall Exceptions Tab](image)

5. Click **OK**, and then close the Windows Security Center window.

**Check your power settings**

1. In the Control Panel click **Performance and Maintenance**
2. Click Power Options

3. Select “Always On” from the drop down menu

4. Click OK

5. Leave this computer running, locked, and connected to the Oxford network with Internet access.

Your host computer is now set up to allow remote access.