



# EOHHS-Information Technology

Executive Office of Health and Human Services

---

## *User Guide Library Series*



### **Remote Desktop Access (RDP):**

Connecting, Disconnecting, and  
Signing Out of User Account

While in RDP

(Windows 10)



## RDP: Connecting, Disconnecting, and Signing Out of User Account while in RDP (Windows 10)

As of 6/24/20

<b>Summary:</b>	The following instructions will explain how to utilize remote desktop access (RDP), allowing users to connect to and disconnect from a remote desktop. These instructions also explain how to disconnect from a remote desktop's Windows login before disconnecting from an RDP session.
<b>Content:</b>	<ul style="list-style-type: none"><li>• <a href="#">Connecting to RDP</a></li><li>• <a href="#">Disconnecting to RDP</a></li><li>• Signing out from Window's Account</li></ul>

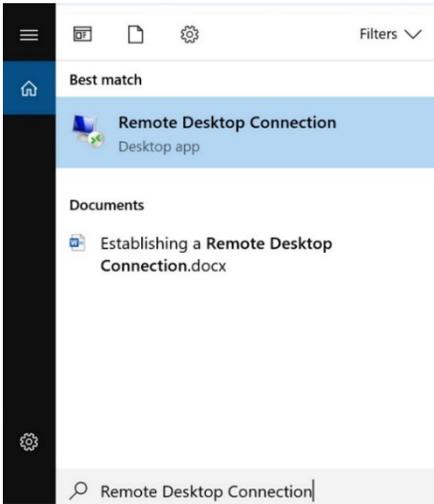
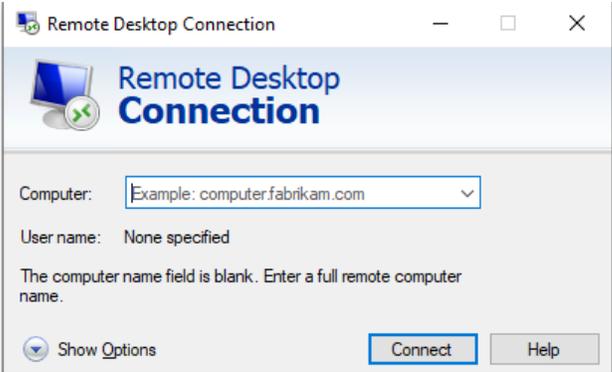
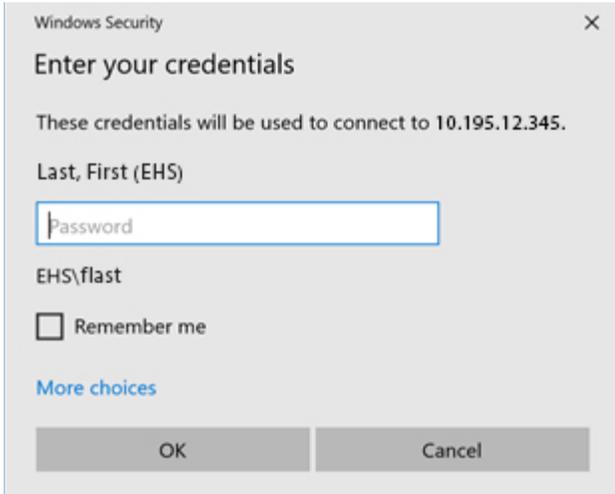
### CONNECTING to RDP:

<b>Step 1:</b>	<p>Locate the search option:</p> <ul style="list-style-type: none"><li>• It may already be on the taskbar: </li><li>• If the search option is not already on the taskbar, </li></ul> <p>click the <b>Windows Start</b> icon (  ), then press the space bar or start typing the search term</p>
----------------	--



# RDP: Connecting, Disconnecting, and Signing Out of User Account while in RDP (Windows 10)

As of 6/24/20

<p><b>Step 2:</b></p>	<ul style="list-style-type: none"><li>• <b>Type</b> “Remote Desktop Connection” in the search field</li><li>• <b>Click</b> on the appropriate result to launch the application</li></ul> <p><b>NOTE:</b> A Remote Desktop Connection icon can be added to the taskbar by right-clicking on the search result and selecting <b>Pin to taskbar</b>.</p>	
<p><b>Step 3:</b></p>	<ul style="list-style-type: none"><li>• In the <b>Computer</b> field, enter the IP address or the computer name of the remote workstation to be accessed</li><li>• Click <b>Connect</b></li></ul>	
<p><b>Step 4:</b></p>	<p>Enter the <b>Password</b> (same password used to log onto Windows at the office)</p>	



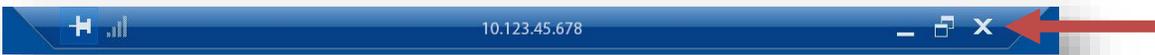
## RDP: Connecting, Disconnecting, and Signing Out of User Account while in RDP (Windows 10)

As of 6/24/20

<p><b>Step 5:</b> Click Yes</p>	
---------------------------------	--

### DISCONNECTING from RDP (2 Options):

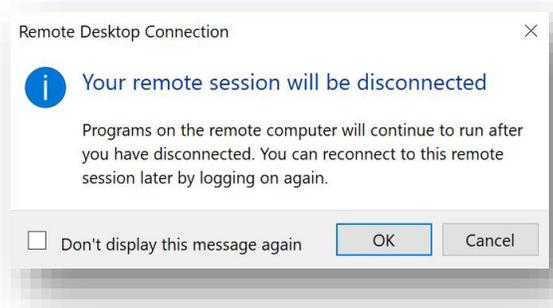
#### Option 1:

<p><b>Step 1:</b></p>	<ul style="list-style-type: none"><li>• If the remote desktop window is <b>not</b> maximized:<ul style="list-style-type: none"><li>○ Click the “x” symbol at the upper-right corner of the remote desktop window:</li></ul></li> <li>• If the remote desktop window is maximized:<ul style="list-style-type: none"><li>○ Click the “x” symbol at the center-top of the remote desktop window:</li></ul></li></ul> 
-----------------------	--

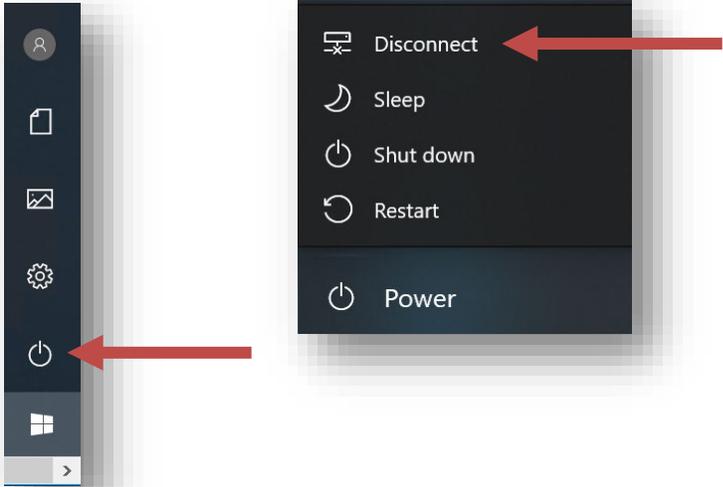


# RDP: Connecting, Disconnecting, and Signing Out of User Account while in RDP (Windows 10)

As of 6/24/20

<p><b>Step 2:</b> Click <b>OK</b> to disconnect</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>Clicking the checkbox next to <b>Don't display this message again</b> will discontinue future notifications</li> <li>Disconnecting from RDP does not sign-out users from their Windows account.</li> </ul>	
---	--

## Option 2:

<p><b>Step 1:</b></p>	<p>Click the <b>Windows Start</b> icon (  ) on the taskbar at the bottom-left of the remote desktop screen area.</p> <p><b>NOTE:</b> If the remote desktop window is not maximized, scrolling the window to reveal the taskbar may be necessary</p>
<p><b>Step 2:</b></p> <ul style="list-style-type: none"> <li>Click the <b>Power</b> icon</li> <li>Click <b>Disconnect</b></li> </ul> <p><b>NOTE:</b> Disconnecting from RDP does not sign-out users from their Windows account.</p>	



# RDP: Connecting, Disconnecting, and Signing Out of User Account while in RDP (Windows 10)

As of 6/24/20

## SIGNING OUT of USER ACCOUNT WHILE IN RDP:

**Step 1:** **NOTE:** This is different than closing the remote desktop or ending a VPN session. You are still logged onto your Windows account, though you do not have access to your remote computer.

The following actions will sign you out of your Windows account on your remote desktop.

Press **CTRL + ALT + END**



**Step 2:** Click **Sign out**  
The RDP session will automatically close out.

