Copying a file in Remote Desktop via VPN to your PC

1. Log in to VPN (only if you are using VPN to connect outside of the network)
2. Open Remote Desktop Connection (normally Start > All Programs > Accessories > Remote Desktop Connection)
3. Click on the **Options** button.
4. Click on the **Local Resources** tab.
5. Under **Local devices**, click the box next to **Disk drives**. (You may have to click on a "More" button to see the Disk drives selection.) HERE YOU CAN CHECK THE DRIVES YOU WOULD LIKE TO COPY TO.
6. You may make other changes in the **Preferences** window such as changing the default size of the Remote Desktop window.
7. Now click on the General tab to complete the log in process. In the **Computer** box, enter IP Address. In the **User name** box enter your user name. In the **Password** box, enter your password. In the **Domain** box, enter GRANTCOUNTY. Do **NOT** click the **Save my password** box as this may allow an unauthorized user to gain access to the Remote Desktop.
8. Click **Connect** and click **OK** to confirm. The warning that appears states that your local drives are available to the remote computer. However, only you have access to your Remote Desktop account. This system is secure.
9. Complete the log-on process to Remote Desktop.
10. To confirm that you have access to your local drives, open a **My Computer** window either by double-clicking the icon on the desktop or by opening the **Start** menu and clicking on the **My Computer** icon.
11. Your computer should be listed under **Other**. Double-click on your computer name to open a dialog box with your computers folders.
12. To move a folder from your computer to Remote Desktop, click and drag it to the Remote Desktop. Click **Yes** to confirm the move.