Microsoft
Accessing Remote Desktop

FOR LONG BEACH CITY COLLEGE FACULTY & STAFF
Accessing Remote Desktop

**Step 1**: Get the desktop computer name

- To access your computer name click on **This PC** icon
- This can be on your desktop or you can type **This PC** in search box

![Diagram showing steps to access remote desktop]

**Desktop:**

Double click mouse to open

**Search Box:**

Type in **This PC** in search box.
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Select **This PC**, then Right click mouse, and select **Properties**
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Write down computer both **Computer name** and **Full computer name**
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**Step 2:** Go to website rapps.lbcc.edu

- User name= Employee ID
- Password= Password you use to sign into your desktop
- Press Sign In
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Step 3: Click Remote Desktop
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Step 4: Type in Computer name and press Connect

• If computer name doesn’t work, try Full computer name
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Step 5: Type in your Password that you use to sign into your desktop and press OK.
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If you successfully signed in remotely you will get this screen. Click OK, and you will be able to see your work desktop.
If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- **Phone:** (562) 938-4357
- **Email:** helpdesk@lbcc.edu
- **In-Person:** Check out our schedule online at [www.lbcc.edu/iits](http://www.lbcc.edu/iits)