Using the **RDP Gateway** to Remote Desktop from Off Campus

In September 2014, we introduced a Remote Desktop Gateway server designed to secure RDP connections from off campus. If you use Microsoft Remote Desktop (on Windows or OS X) to connect to desktops, servers, or Financial Edge from off campus locations, this is for you.

**Windows:**

Please note: Older versions of Remote Desktop such as those available for Windows XP do not support these settings and are not recommended for connecting to campus resources.

1. Run Windows updates to ensure you have the most recent version of Remote Desktop.
2. Open Remote Desktop (sometimes called “Remote Desktop Connection”). If you aren’t sure where this is located, use “Search Programs and Files” in your Windows 7 start menu or search your Apps View in Windows 8 or 8.1.
3. Click “Show Options”
4. Choose the “Advanced” tab
5. Under “Connect from Anywhere” click “Settings”
6. Choose “Use these RD Gateway server settings”
7. Enter rdp-gw.brynmawr.edu as the server name.
8. Select “Ask for Password” as your logon method.
9. Click “OK” to continue
10. Connect as you normally would.

**Mac OS X:**

1. Update your version of Remote Desktop. If you are on a College computer, open Software Center and locate “Microsoft Remote Desktop”. Click Install, then click Install again to confirm. Enter your password if required. The new version is also available free from the Mac App Store.
2. Open the Microsoft Remote Desktop app. It should have an orange/red icon. If you find a Remote Desktop application with a different name or blue/green icon, you have located an older version and should not use it.
3. Select Preferences (the gear icon) from the toolbar.
4. Click “+” to add a new gateway
5. Name the gateway — we suggest BMC Gateway. Enter rdp-gw.brynmawr.edu as the server name. You will need to also enter BRYNMAWR\username (where “username” is your College username) and your College password — if you don’t, the connection will fail. Please note you will need to update this setting each time you change your password.
6. Close the preferences window
7. When creating new connections, choose this gateway setting from the Gateway dropdown. You will also need to edit any existing connections to use the gateway settings.
8. Connect as you normally would.