

Remote Desktop Connection Settings

Dear [Employee's Name],

As you prepare to work from home, please find below the necessary settings for accessing your work desktop remotely:

Remote Desktop Connection Instructions

1. Ensure you have a stable internet connection.
2. Open the Remote Desktop Connection application on your device.
3. Enter the following information:
 - **Computer Name:** [Your Work Computer Name]
 - **Username:** [Your Username]
 - **Password:** [Your Password]
4. Click on "Connect".

Additional Settings

If prompted, please accept the security certificate. Make sure to log out of the remote session when you are finished.

Support Contact

If you encounter any issues, please reach out to the IT department at [IT Support Email/Phone Number].

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]