

Tech Note

Transferring Files With Remote Desktop

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Purpose: To describe the process of transferring files to a computer without internet access that does allow for a remote desktop connection.

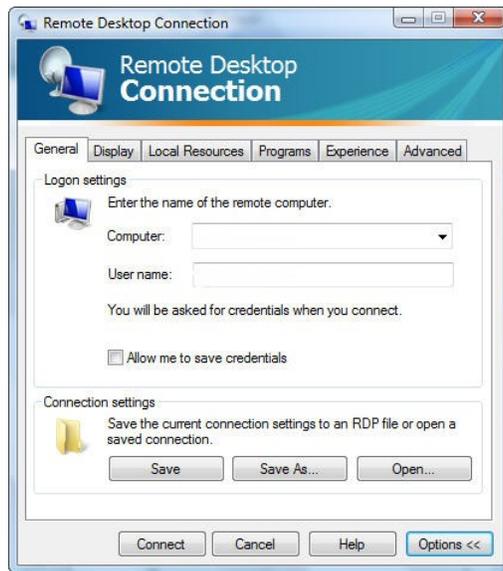
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1) Transferring Files – Very often Remote Desktop is used as a remote control program over a VPN. Sometimes you may need to transfer files to a Remote Desktop, only to find that the machine does not have FTP or web access. There is a setting in Remote Desktop that allows you to view one or more of your local drives on the remote machine.

The first step will be to disconnect from the remote machine, if you are already connected. A new connection will need to be made.

Second, open the Remote Desktop Connection again and do not connect. Click the “Options>>>” button. You will see a screen like below:



Click the “Local Resources” tab and follow along with the image below. 1) Click Local Resources. 2) Click More. 3) Click the plus symbol to expand the drives. 4) Select the drive you would like to see. 5) Click OK. Finally, 6) Click Connect.

