Setup for Working Remotely

In order to setup for working remotely, you must know the name of your computer. Please follow these steps to find your computer name.

**Windows 7**

Open System by clicking the Start button, right-clicking Computer, and then clicking Properties.

![System Properties](image1)

The computer name will be halfway down the page.

**Windows 10**

Right click your start button in the bottom left hand corner, and click the option that says system.

![System Properties](image2)
Again, the computer name will be found about halfway down the page under device name.