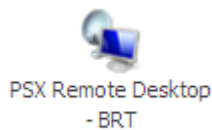


## How to connect to your Phillips66 PC using Global Office and Remote Desktop:

1. If you do not have an icon called Remote Desktop when you login to Global Office then you will need to be added to the appropriate Remote Desktop icon for their location by contacting the ServiceDesk and being added to the AD Group for the Icon.

Example: Remote Desktop - BRT for Bartlesville users.

Example: Remote Desktop - HST for Houston users.

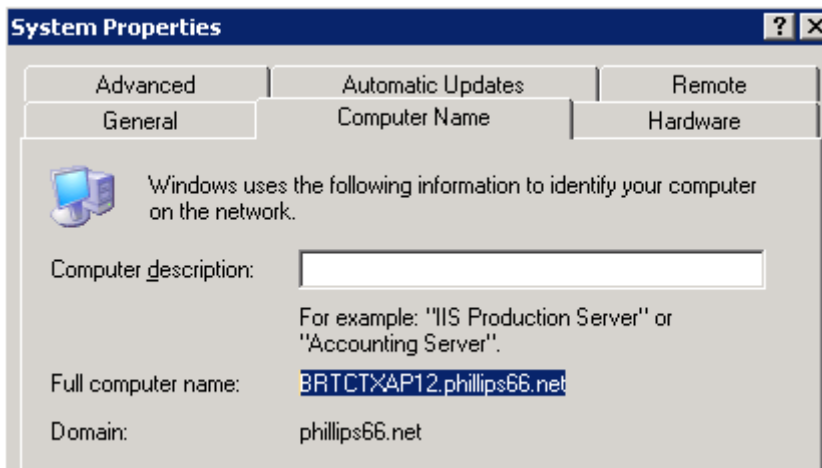


2. You will then need to obtain the Phillips66 machine name of the PC they would like to connect to.

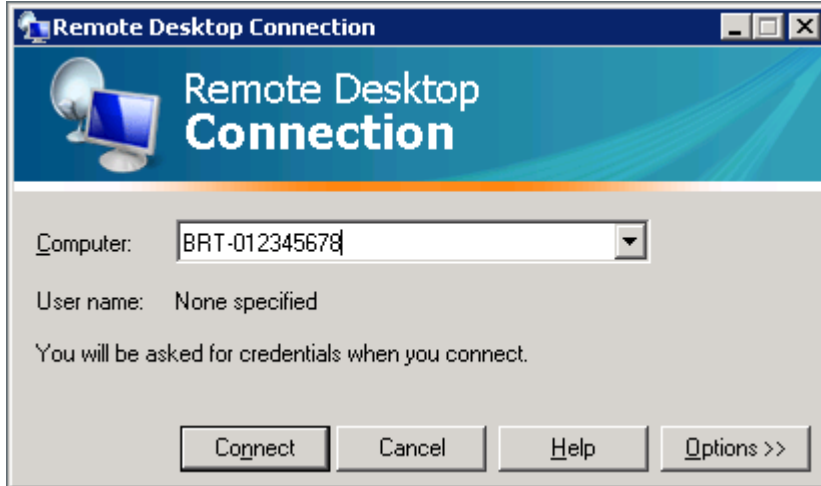
You can determine your Phillips66 machine name by Right clicking on the My Computer icon on their pc and selecting properties. Select the Computer name tab and write down the full computer name except for the .conoco.net at the end of the computer name. **NOTE** – if your Phillips66 workstation is rebuilt, you may have a different Machine name that what you used to have.

Good Example: BRT-234D6BC261

Bad Example: BRT-234D6BC261.Conoco.net



3. You will see the Remote Desktop icon in your application list when you login to Global Office. Screenshots for the login process are located below.



Type in Machine name if it is not already listed.



Type in UserID and your password.

4. You should then have access to any mapped drives, hard drive, and any locally installed applications as if you were sitting in front of your computer in the office.