Open the Splashtop Business shortcut on your desktop.

Click on your work computer. This won't appear until the IT Department completes some extra steps on our end.
Click the gear icon. You'll only have to do the next part once.

Select Best fit to local computer in the Resolution box and then click OK.
Click the Connect icon or double-click in the shaded area to access your work PC.

Log into your work PC the same way you always do.
When you are finished your session, click the Disconnect icon at the far-left end of the ribbon. Your work PC will lock automatically.