# REMOTE DESKTOP CONNECTION FOR MACS

Rio Salado Information Services

How to Establish a Remote Desktop Connection for Macs

Review the following document for proper instructions on how to establish a remote desktop connection to your work computer from an Apple computer, which will allow you to access work documents when you are telecommuting from a different location.

1. Go to the App Store and type **Microsoft Remote Desktop** into the **Search** field.
2. Select and install **Microsoft Remote Desktop**.
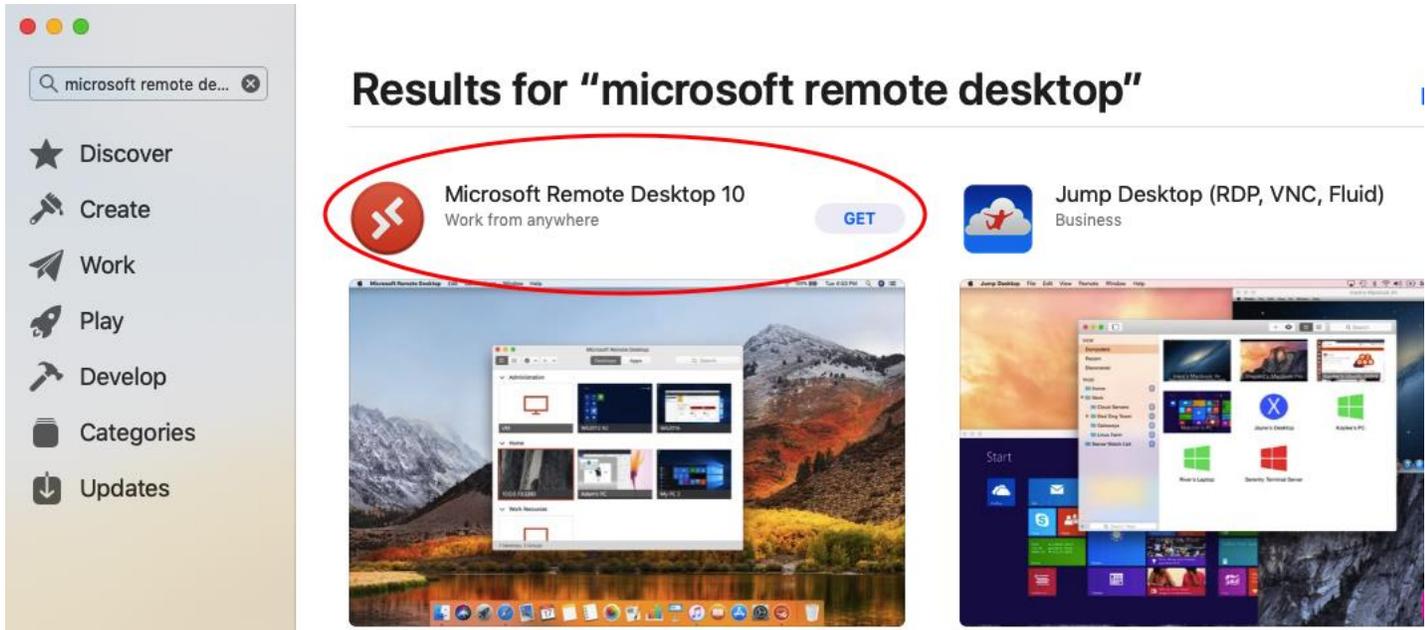
3. Select "**Continue**" to allow the program access to the microphone and camera
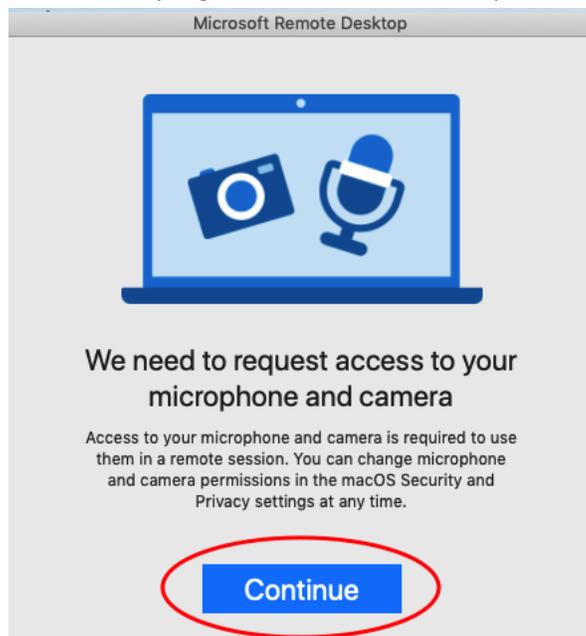
4. Once installed, click on the "**Add PC**" button, which will provide a pop-up menu:
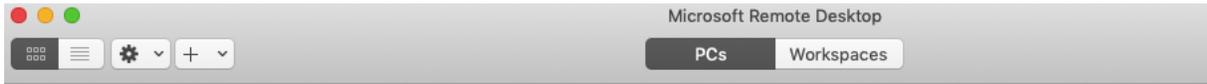
5. Enter the name of your work PC next to the spot marked "**PC name**." Keep note of the fields marked "**User account**" and "**Gateway**" as these areas will be addressed in the following steps.

6. Under "**User account**," select "**Add User**." Complete the following:
   a. Username: internal\FirstName.LastName
   b. Password: Same password you use to log into your work computer
   c. Click "**Add**" once the information has been entered

7. Under "**Gateway**," select "**Add a Gateway**." Complete the following:
   a. Gateway name: gateway.riosalado.edu
   b. Click "**Add**" once the information has been entered

8. When all the sections have been completed, the "**Add**" button on the main page will turn Blue and allow you to complete the process.

9. On the main screen, a tile will appear; double click it to launch the **Remote Desktop**.
   a. **NOTE:** Your tile will update to resemble what your desktop looks like each time it logs in.

10. While the connection is established, the pop-up box below will appear. After a moment, another pop-up box will appear and ask if it is safe to continue; select "**Continue**" to connect to your desktop.
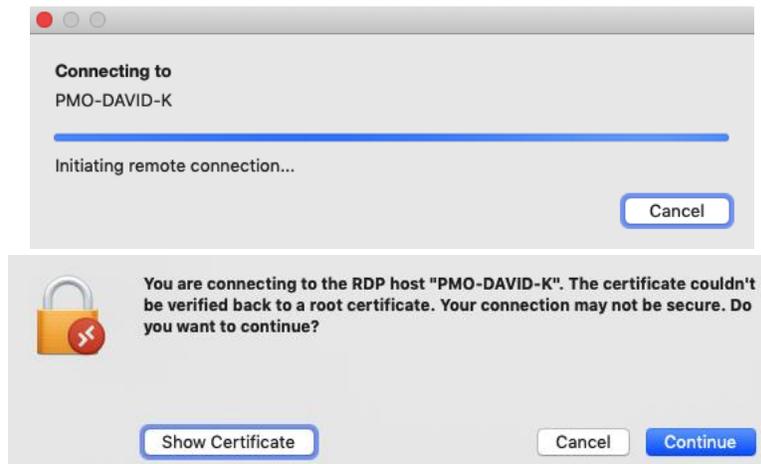
11. When you have completed what you needed on your work desktop, move your mouse curser to the top of the screen so that the exit navigation bar will appear. Simply click on the red circle to end your **Remote Desktop Session**.