

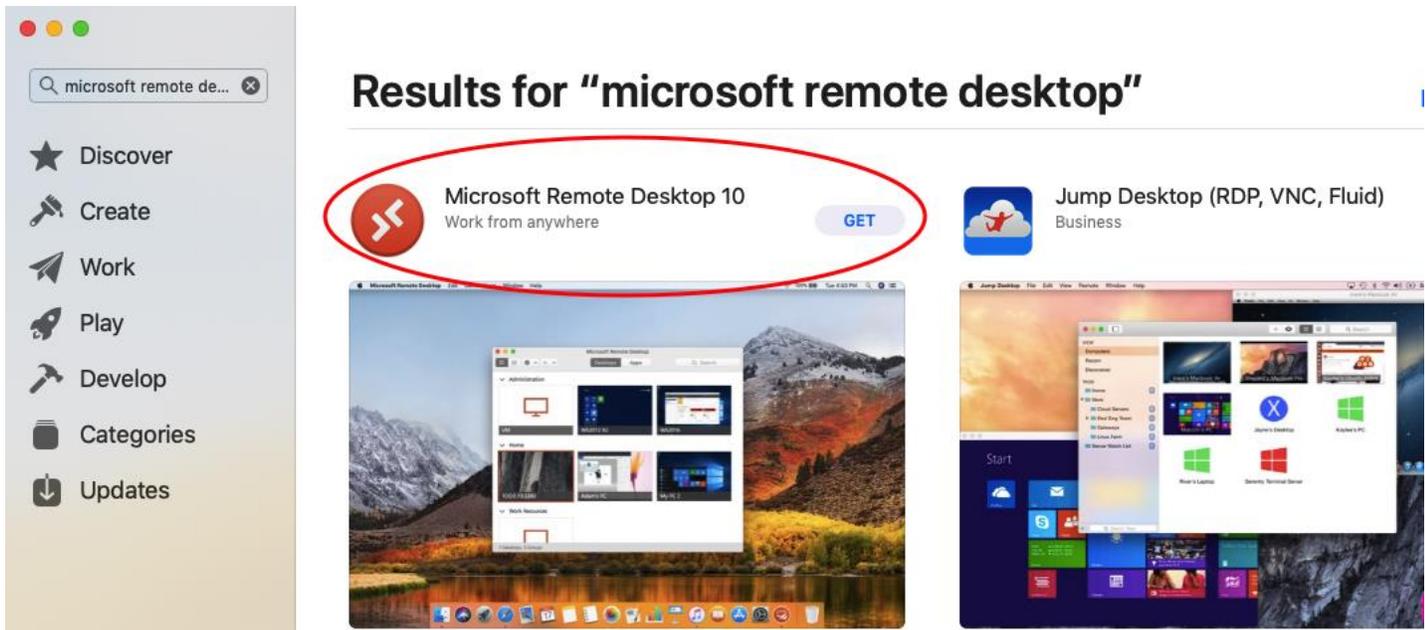
REMOTE DESKTOP CONNECTION FOR MACS

*Rio Salado
Information
Services*

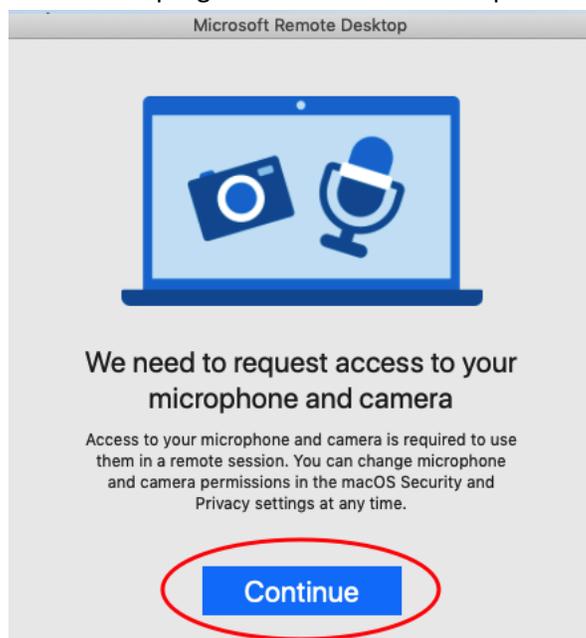
How to Establish a Remote Desktop Connection for Macs

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:



Add your first PC connection to get started.



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.

Add PC

PC name: Host name or IP address

User account: Ask when required

General | Display | Devices & Audio | Folders

Friendly name: Optional

Group: Saved PCs

Gateway: No gateway

Bypass for local addresses

Reconnect if the connection is dropped

Connect to an admin session

Swap mouse buttons

Cancel Add

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

Add a User Account

Username: internal\firstname.lastname

Password: Windows Password

Show password

Friendly name: Optional

Cancel Add

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

Add a Gateway

Gateway name: gateway.riosalado.edu

Friendly name: Friendly name

User account: Use PC User Account

Cancel Add

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.

Add PC

PC name: Host name or IP address

User account: Ask when required

General Display Devices & Audio Folders

Friendly name: Optional

Group: Saved PCs

Gateway: No gateway

Bypass for local addresses

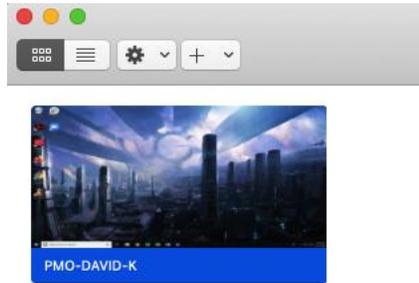
Reconnect if the connection is dropped

Connect to an admin session

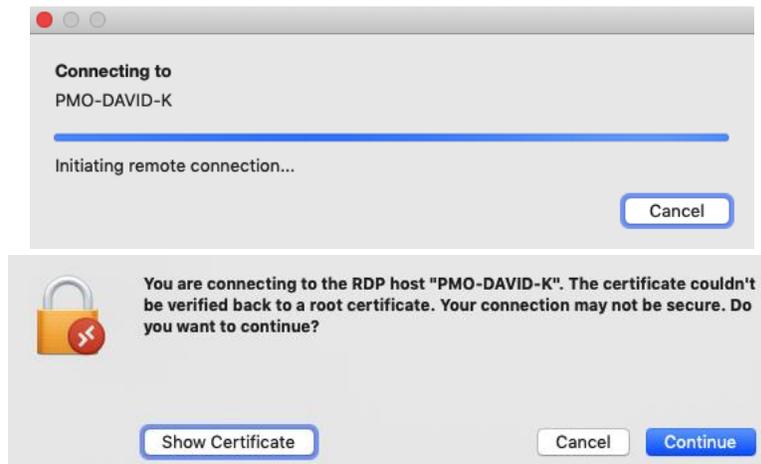
Swap mouse buttons

Cancel Add

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 cursor 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**.

