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:

Workspaces





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.

PC name:	Host name	e or IP address	
User account:	Ask when	required	\$
\sim			
General	Display	Devices & Audio	Folders
Friendly name:	Optional		
Group:	Saved PC	s	\$
Gateway:	No gatew	ay for local addresses	0
	Reconnect	ect if the connection t to an admin sessior	is dropped
	Swap m	ouse buttons	
	Swap m	ouse buttons	

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

Add a User Accour	nt
Username	internal\firstname.lastname
Password:	Windows Password
\sim	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

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.

PC name: Host name or IP address User account: Ask when required Ceneral Display Devices & Audio Folders Friendly name: Optional Group: Saved PCs Cateway: No gateway Bypass for local addresses Reconnect if the connection is dropped Connect to an admin session Swap mouse buttons	Add PC			
User account: Ask when required	PC name:	Host name or IP address		
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		 Reconnect if the connection is dropped Connect to an admin session Swap mouse buttons 		
Cancel		Cancel		

- 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.

$\bigcirc \bigcirc \bigcirc$				
Connec PMO-D/	ting to AVID-K			
Initiating	g remote connection	(Cancel	
	You are connecting to the RDP host "PMO-DAVID-K". The certificate of be verified back to a root certificate. Your connection may not be secu you want to continue?			
	Show Certificate	Cancel	Continue	

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**.

