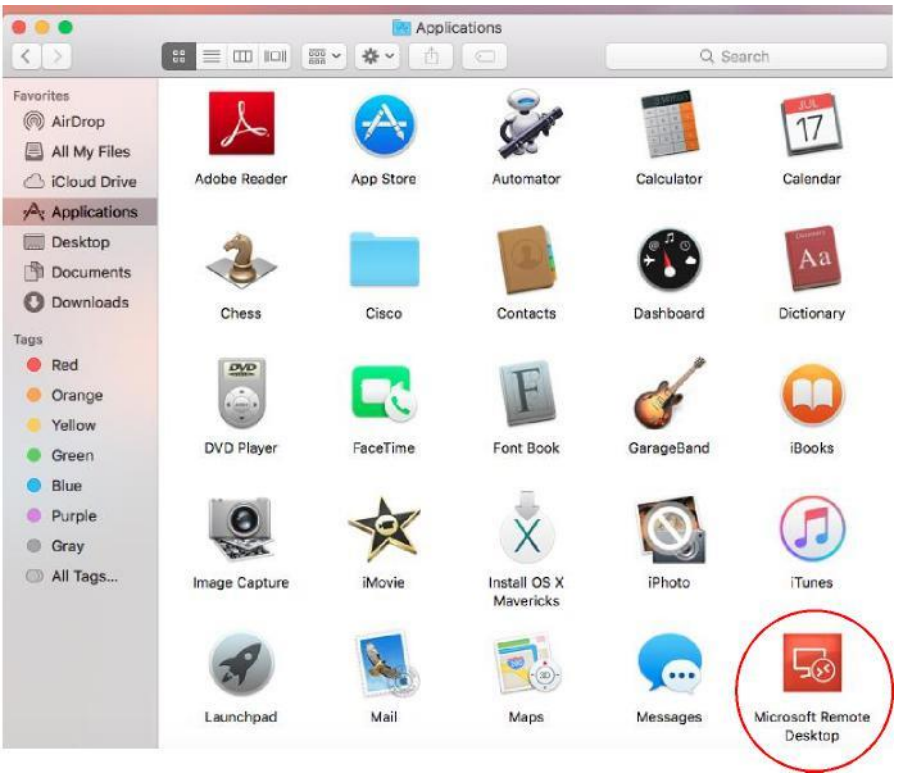
<u>Configuring Microsoft Remote Desktop App for Apple Mac computers.</u>

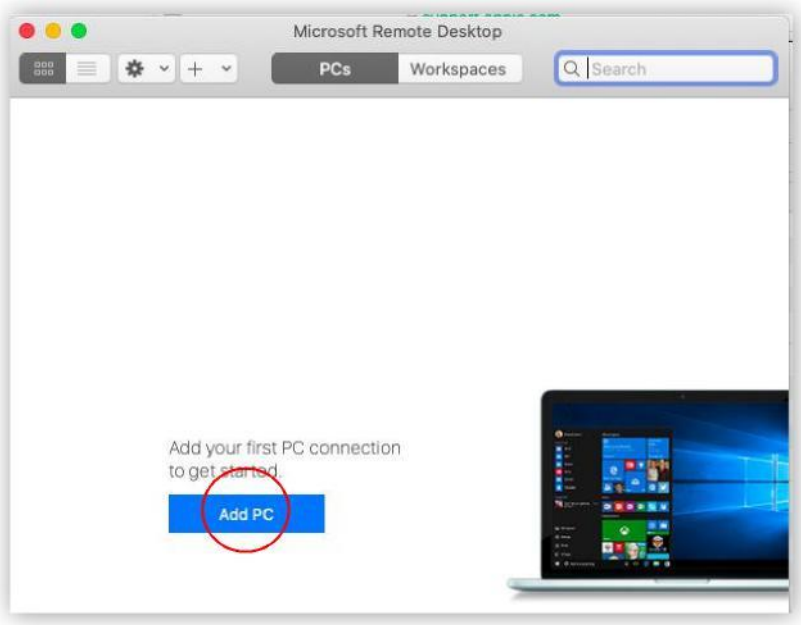
(Updated 21/07/21 – removed details of old RDS server)

First install the 'Microsoft Remote Desktop' App from the Apple App Store by clicking get.

It gets installed to your Applications, although you may wish to pin it to your taskbar if you use regularly



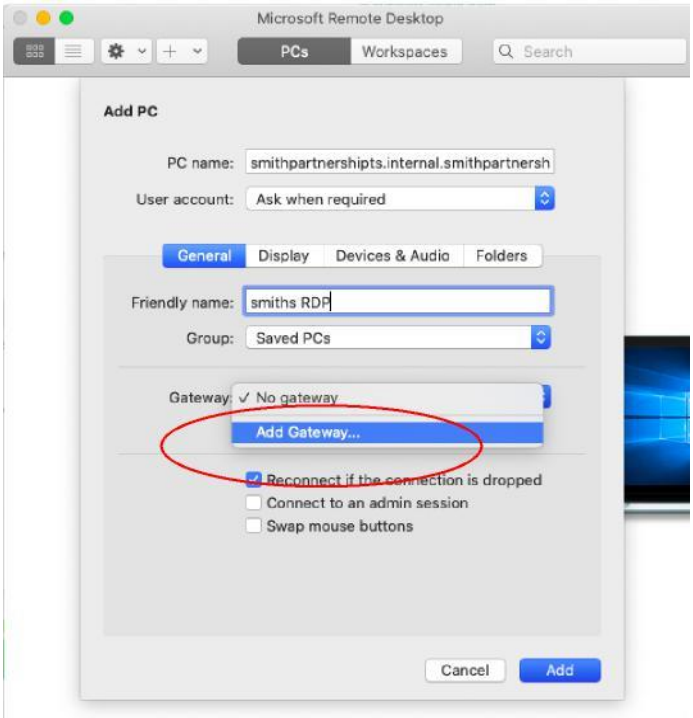
On the next screen click Add PC for a new remote connection



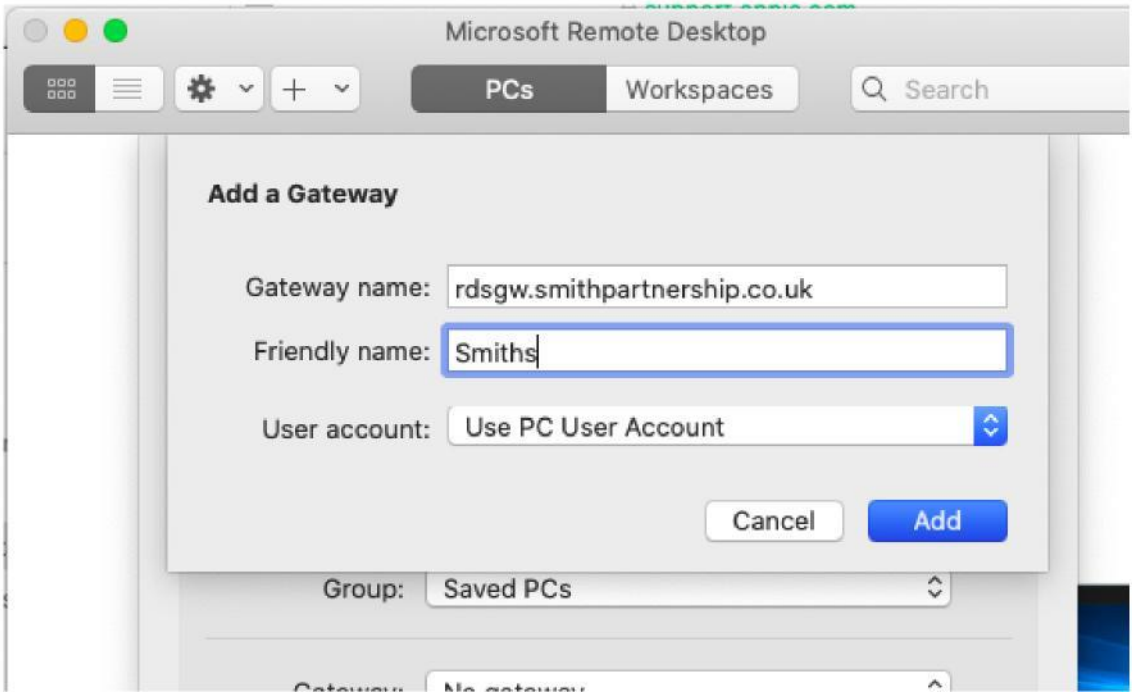
On this screen PC name: RDSHFARM.internal.smithpartnership.co.uk

And give it a friendly name such as Smiths RDSH

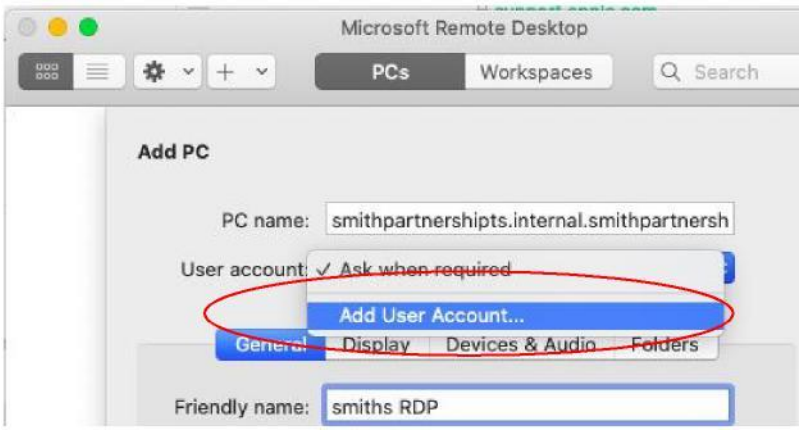
Then drop down the Gateway and select *Add gateway*



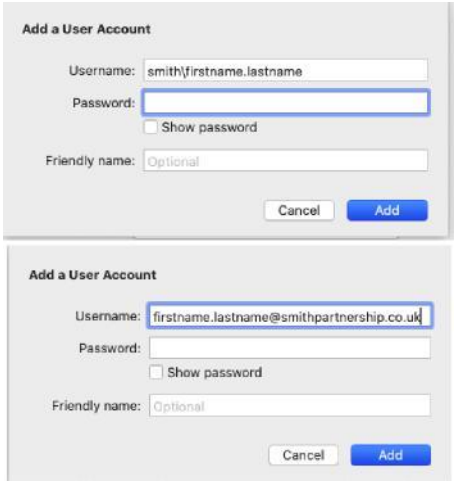
Press the Plus symbol to add a Gateway
Gateway name: *rdsgw.smithpartnership.co.uk*
Friendly name: *Smiths*
Use PC User account can be left as is
Press Add



You can add your user account now (optional, but prevents you having to type it every time), but **Do Not add your password.**

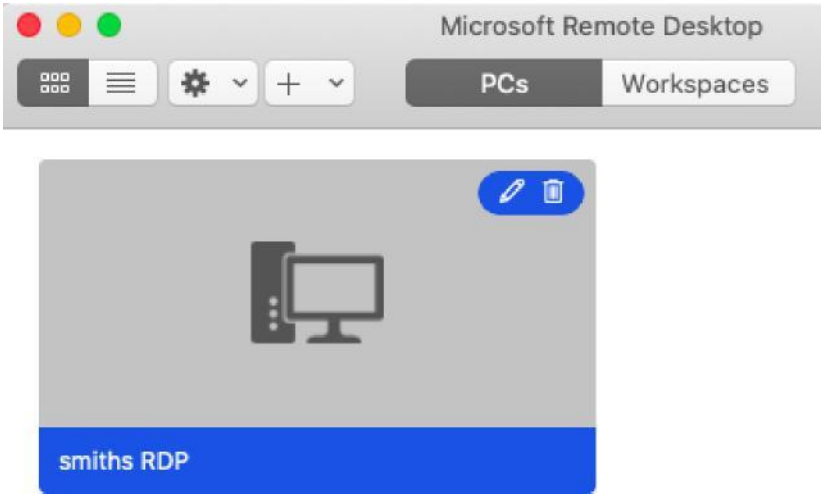


User account can be entered in either the format: *smith\firstname.lastname* or your full email address

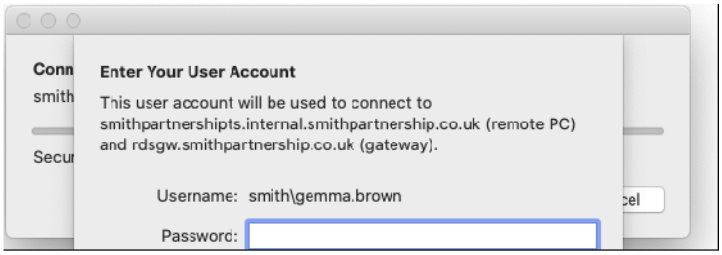


Adding passwords here not only poses a major security risk if your device is lost/stolen, but will also cause problems each time your password changes.

The App is now ready to use (there will be a Smith Partnership session config within the App). Clicking this gives you the chance to add your password on a per session basis. Once connected you will be faced with your usual windows desktop.



Enter your password and click ok



It is important, just like when in the office, to log off properly rather than just disconnecting (closing the app/laptop lid etc.). A proper log off checks for any unsaved work and closes all programs correctly so as to not cause problems on next use.