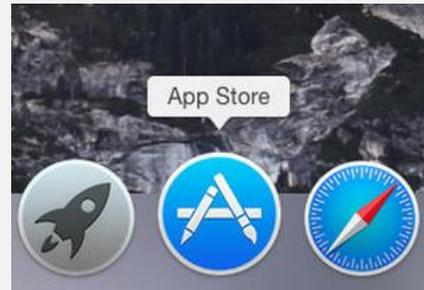


How to Connect a Mac to a Hosted Server

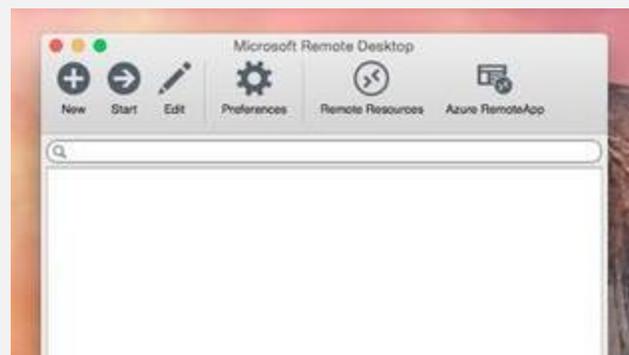
- 1) Connecting a Mac to a hosted server requires downloading Microsoft Remote Desktop from the Mac App Store.



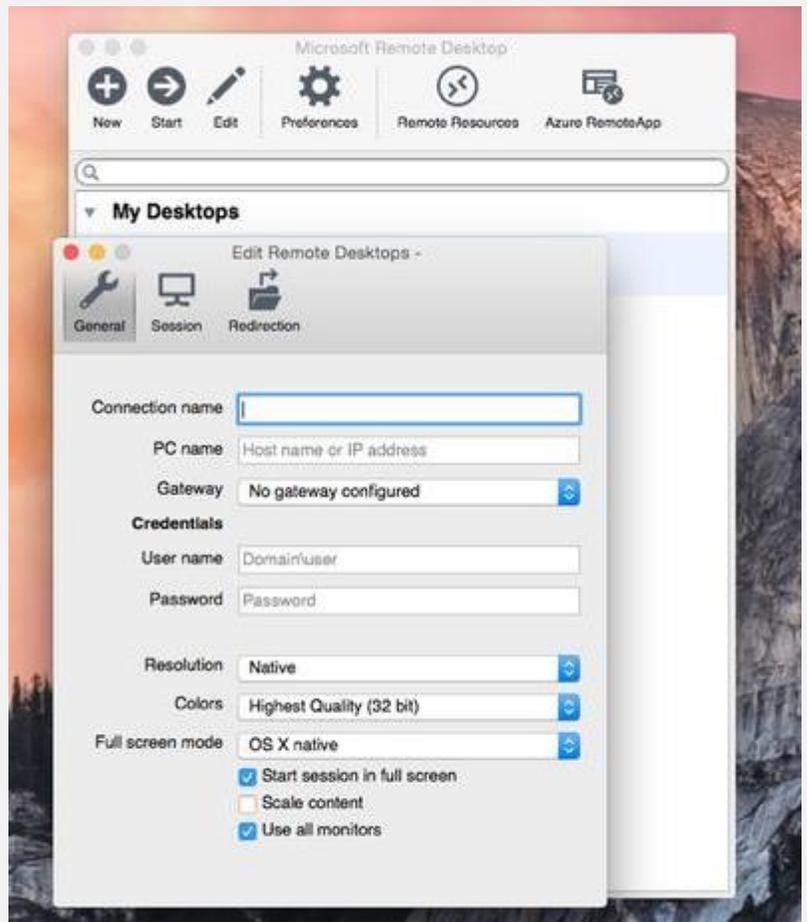
- 2) In the App Store, use the search bar to search for Microsoft Remote Desktop. Select the app that looks like the one pictured below. To begin the download, click the Get button. This app is free, so no price will be listed.



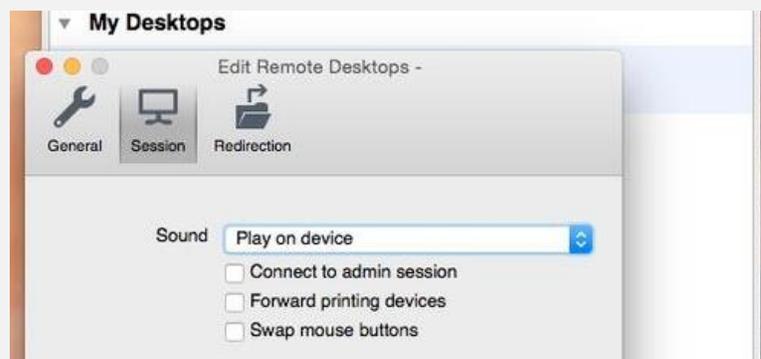
- 3) Open the Microsoft Remote Desktop app and click New.



- 4) Create a connection name. This will help when accessing the same remote desktop connection in the future.
- 5) In the PC name field, enter the name or IP address of the target PC.
- 6) Under Credentials, type in the domain, username and password associated with the PC name or IP address entered.

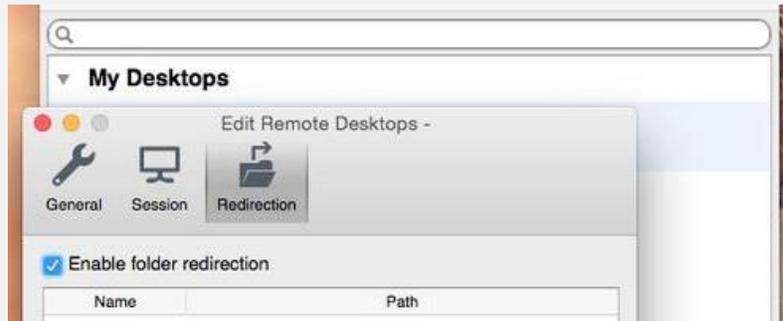


- 7) To make your local printers available while connecting remotely, click on the forward printing devices checkbox.



- 8) Swap mouse buttons will allow you to use left click commands with a right-click mouse.

9) Use the Redirection tab to select the drives and folders that can be available during the remote session (primarily for saving reports or adding attachments using the local computer). Click the + button and browse to the folder or drive's path.



10) Click the red close button at the top left of the dialog box to add the new remote desktop connection.

11) Double click on the connection from the My Desktops window to start the remote desktop session.