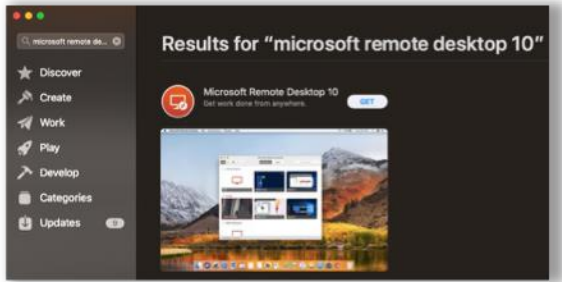


## Remote Desktop to Office Windows Computer via Mac

Before leaving campus, follow the directions from the “configuring your office pc for remote desktop connections.pdf”. Take your IP Address with you and leave your computer turned on. This is needed to remote to your office computer from home. Connect via your VPN.

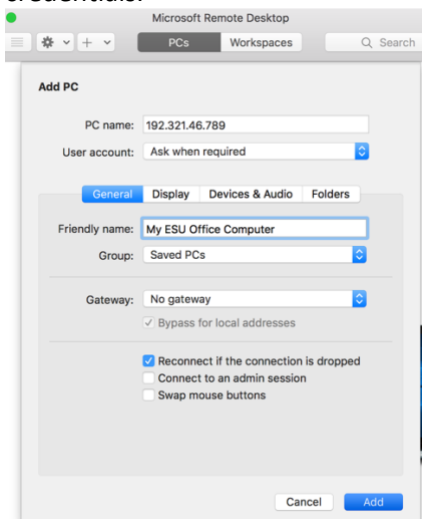
1. If you do not already have the Microsoft Remote Desktop installed on your Mac, launch the “App Store”, search for “Microsoft Remote Desktop 10”, click “Get”, and then “Install” (Your AppleID will be required).



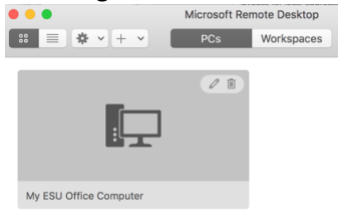
2. After installation, launch Microsoft Remote Desktop 10. If you are connecting for the first time, or would like to initiate a new connection, select “Add PC”.



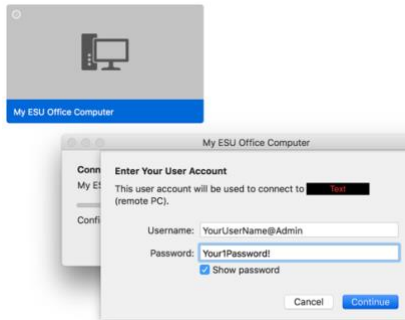
3. The following window will appear. Enter the proper information using your office machine’s IP Address for “PC Name” and “My ESU Office Computer” for the Friendly name: For the “User account” field, you may select to enter your credentials each time (“Ask me every time”) or open the drop-down menu to “Add User Account...” to save a set of credentials.



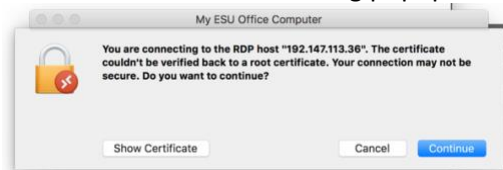
4. You will now see the home dashboard. Here, you may open a pre-existing connection by double-clicking it, or add a new one by selecting the plus “+” sign in the dashboard’s toolbar. You may also edit or delete a pre-existing connection by hovering over it and selecting the pencil (edit) or trashcan (delete).



5. Double click on your “My ESU Office Computer” and enter your credentials.



6. You will now see the following popup window, just click Continue.



7. You should be in shortly depending on your internet speed