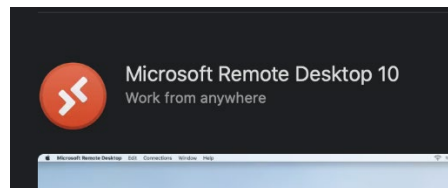


Mac to PC Remote Desktop Connection Instructions

1. In order to get started with Microsoft Remote Desktop, you must begin by downloading it from the Mac App Store. Click the blue "App Store" icon in your dock



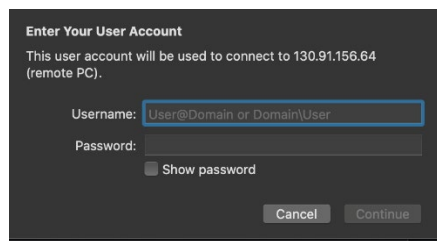
2. Once you've accessed the Mac App Store, use the search bar at the top right of the screen to search for "Microsoft Remote Desktop." The first search result should be what you're looking for. To begin the download, click the blue "Get" button.



3. Next, open the application by clicking through the grey "Launchpad" icon and clicking on the Remote Desktop app icon. Or, you can use the searchlight feature by clicking the looking glass at the top right of your home screen, or by using the shortcut Command + Space Bar, and searching for "Microsoft Remote Desktop." Opening the app should look like this:



4. If you will frequent use this remote desktop connection, now would be a good time to set it in your dock. Right click (control + click) on the icon, mouse over "Options," and click "Keep in Dock." This will keep you from having to look for the icon every time you need to use it.
5. You will then click "Add PC" then next to PC Name you will enter your IP Address to your machine at work that you are trying to remote in to. (The Service Desk Team will provide the IP address of your work computer) Once you input your IP Address click Add at the bottom left.
6. You will then see your Computer's IP address listed and you will double click.
7. It will then prompt you for a username and password - Nursing\PennKey); your password is your School of Nursing password. (the password you use to log into to your computer at your desk everyday)



8. Click "Continue" after you enter your username and password. After that, a message will pop up, you can go ahead and click "Continue" again. You will then successfully be remoted into your Windows machine at work.

