Ready Reference 013017

Remote Desktop Connection on a Mac

Introduction

This document contains instructions on connecting to your machine in the office. Please note, you must be connected to Pace's network using VPN (Virtual Private Network).

To connect to your campus Windows PC from a Mac you will need to use the Microsoft Remote Desktop application for Mac

• download Microsoft Remote Desktop 8.0.37 or higher from the Mac App Store

Once you have installed the app, the application will appear in the Applications folder.

• open Microsoft Remote Desktop App application



• click New

The *Edit Remote Desktops* - window displays:

| | Esit Remote Desktops - | |
|------------------|--------------------------------|---|
| Connection name | Pace University | |
| PC same | pice_3020 | |
| Cateway | No gateway configurad | 1 |
| Credentials | | |
| User name | Pacolidoo | _ |
| Pessword | Passwort | |
| Peaclution | Native | |
| Colors | True Cotor (24 txl) | 1 |
| Pull screen mode | OS X native | |
| | 🔁 Start session in full screen | |
| | Doale content | |

- type Pace University in Connection Name box
- type your office PC's computer name in PC name box
- type your domainname \username (e.g., pace \username) in User name box
- leave password box blank
- do not change the remaining options in the Edit Remote Desktops window
- at the top left corner, click Red button to save and exit

The Microsoft Remote Desktop window displays:



- select Pace University and click Start
- type your MyPace Portal password and click OK

| ser name | pace\username | | |
|----------|---------------|--------|--|
| ssword | | | |
| | | Cancel | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The Verify Certificate window displays:



• click **Continue**

You will now be connected to your office PC machine.