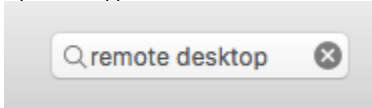


Remote Desktop Access - Mac

Use these instructions if your computer is Mac.

Instructions

1. Open the App Store and search for "remote desktop".



2. The first app that appears should be Microsoft Remote Desktop. Select it and click Get.



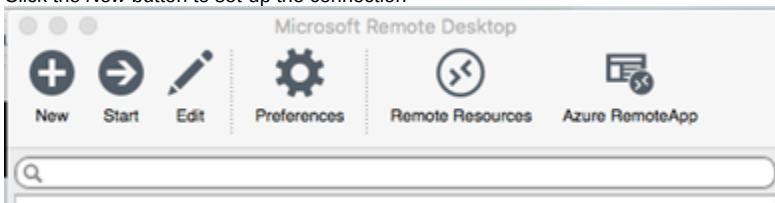
3. Click *Install App*.



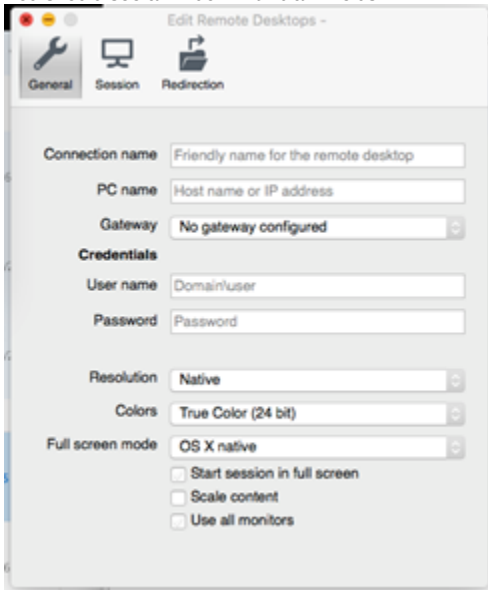
4. Once the app is installed, click *Open*.



5. Click the *New* button to set-up the connection



6. You should see a window with blank fields.



7. Fill out the fields

- a. "Connection name" is the name you will see on your Mac. You can call it anything you would like.
- b. "PC name" is "remote.brigidine.qld.edu.au"
- c. "User name" is <username>@bci (the same username you use to log in at work).
- d. "Password" is your password.



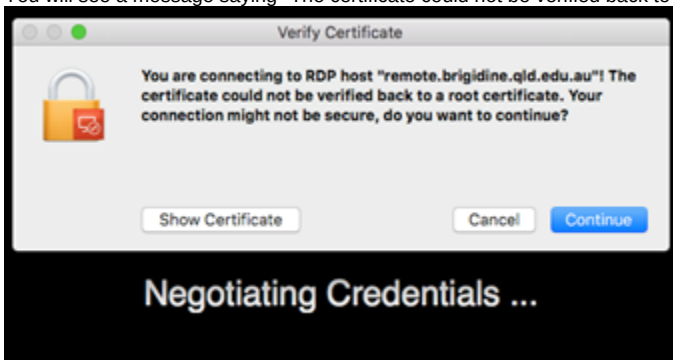
8. Close the editing window.

9. In the main window, you should see the connection you just created, under *My Desktops*.

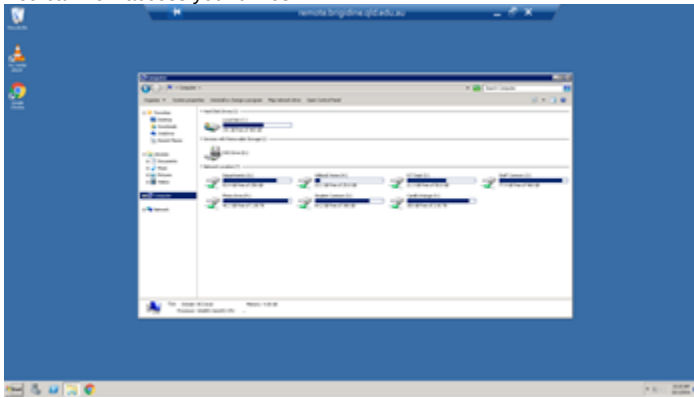


10. Double-click it to open.

11. You will see a message saying "The certificate could not be verified back to a root certificate." Click *Continue*.



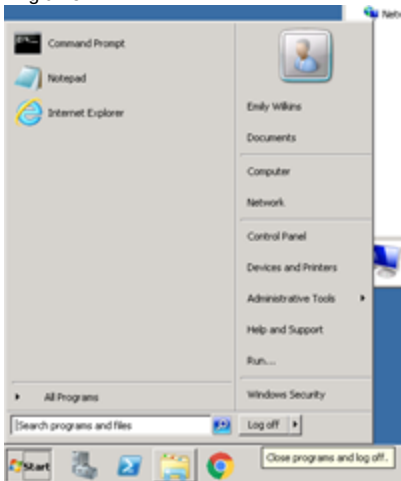
12. You can now access your drives!



13. You can switch in and out of this view by clicking the minimise button to make it a separate window, or using the three-finger swipe to change screens.



14. Do not forget to save and close any documents you are working on.
15. Do not forget to log off when you are done (this will end the session). Not doing so may mean you can't access files when you get back to Brigidine.



Related articles

- [Remote Desktop Access - Windows 10](#)
- [Remote Desktop Access - Mac](#)
- [Remote Desktop Access- Windows 8](#)