

## How to Setup a Remote Desktop Connection on a Mac

Your Mac must be on OS 10.6.0 or later.

Download the Microsoft Remote Desktop app from the Apple App Store at the link below:

<https://apps.apple.com/us/app/microsoft-remote-desktop/id1295203466?mt=12>

Once it is installed. You will need to configure the connection to your work computer. Click on the “New” button to start the process.



In the next window you will enter the following for either a work station connection or a connection to the Terminal Server:

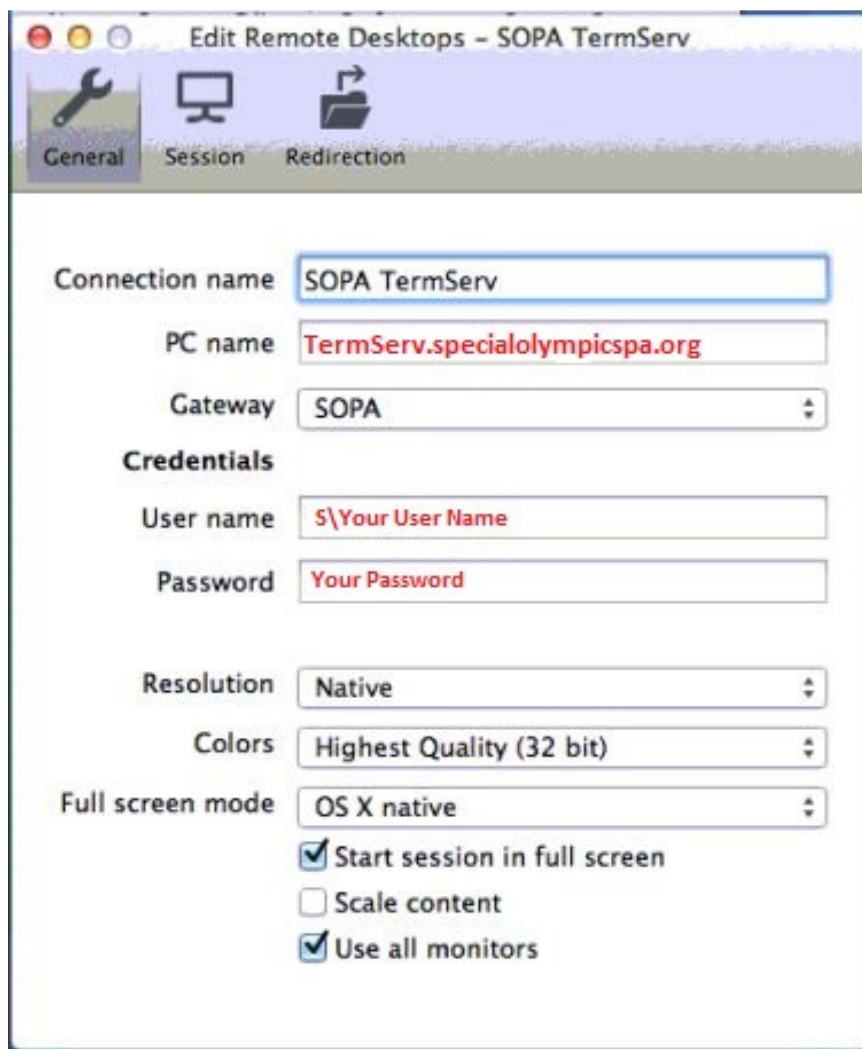
**Connection name:** Whatever you would like to call it; we recommend SOPA TERMSERV

**PC name:** For the Terminal Server type in: **TERMSERV.SPECIALOLYMPICSPA.ORG**

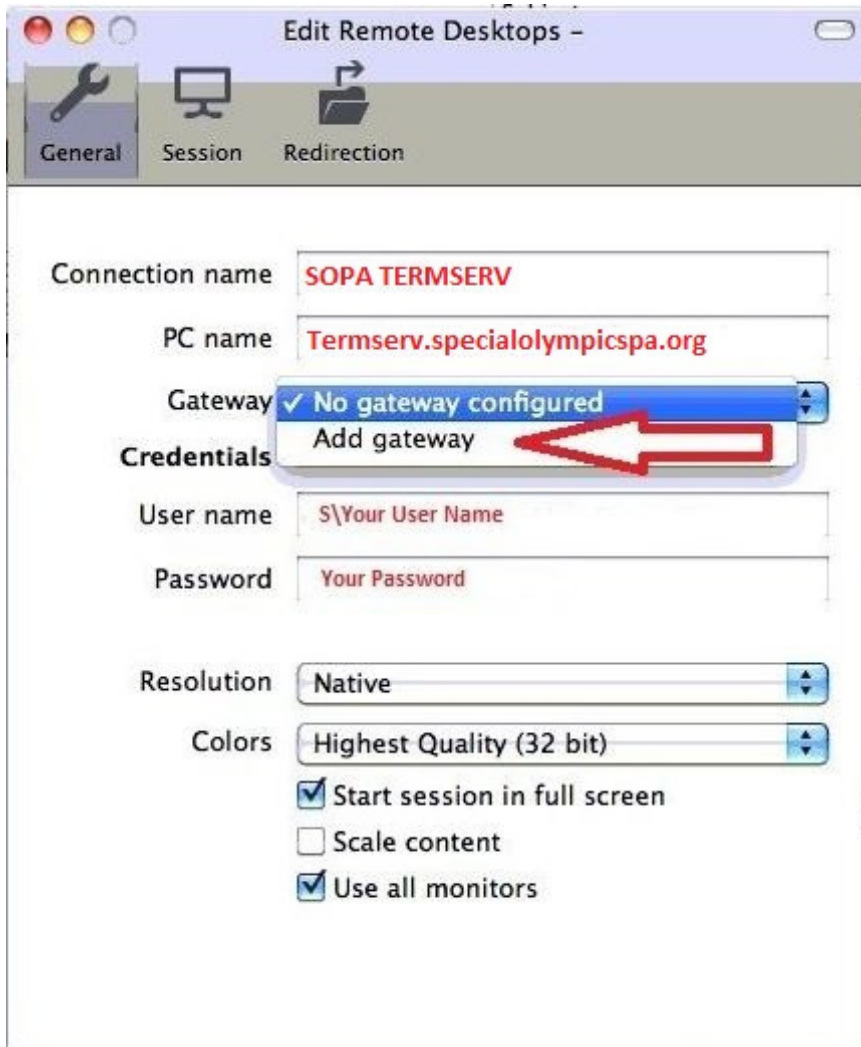
**User name:** You must type it “S\User name” The username given to you and no spaces.

**Password:** Your Special Olympics password.

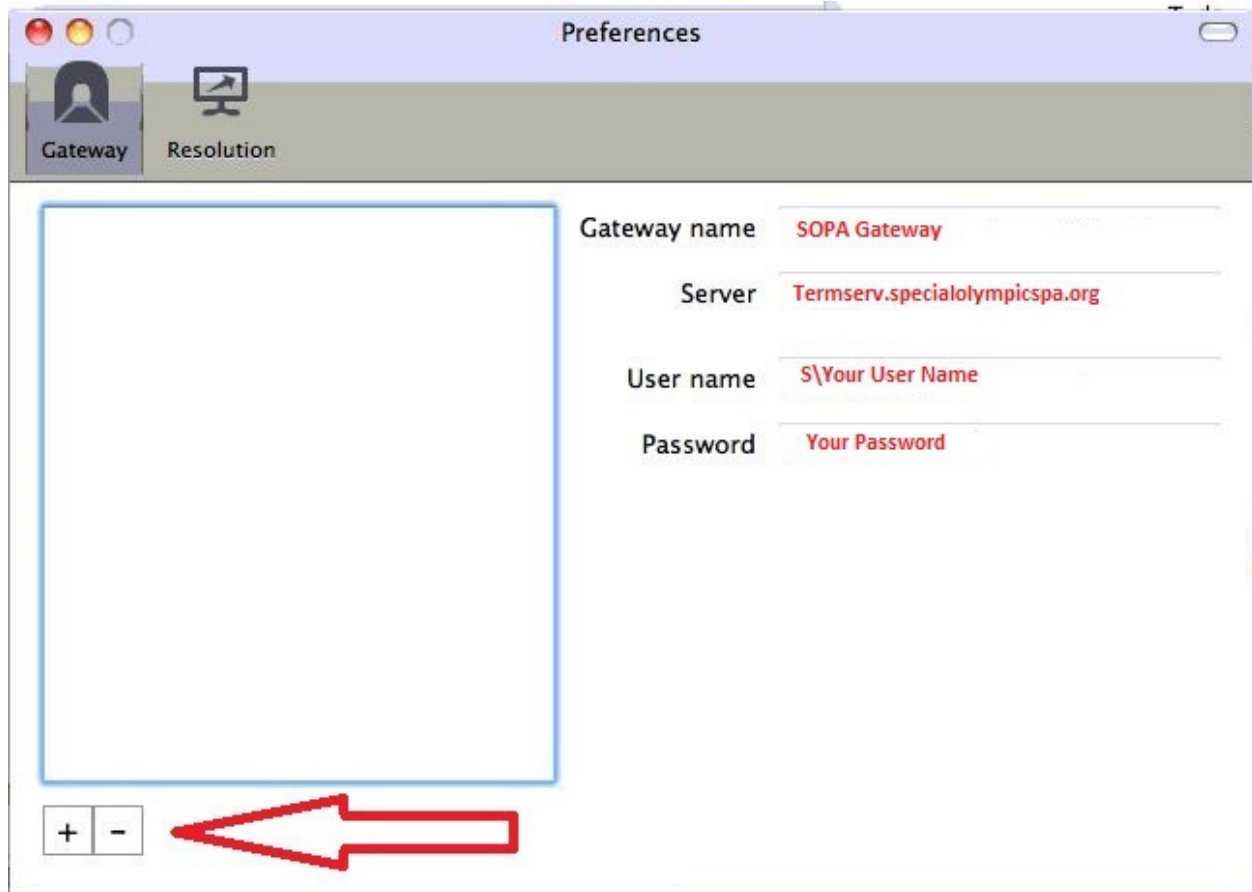
All of the other settings should be left alone.



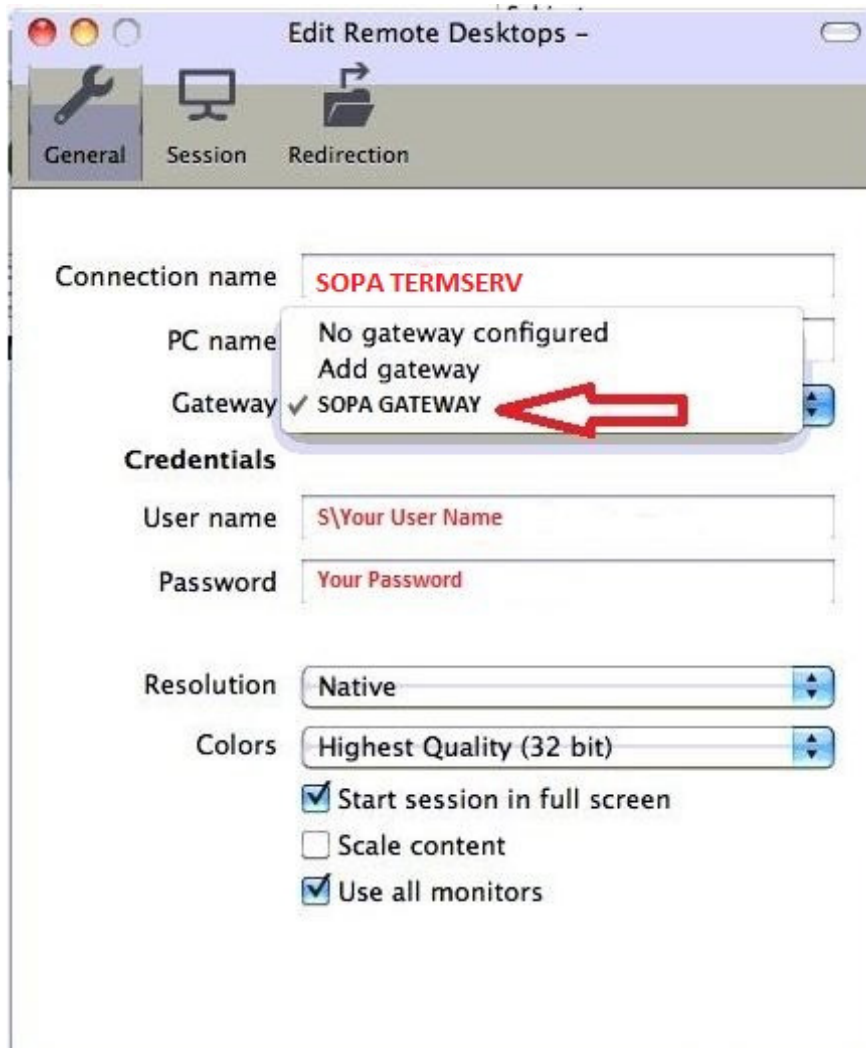
The next step is to configure the “Gateway”. Click on “**Add gateway**” from the drop down.



When the Gateway Preferences window opens it will be blank. Click on the “+” sign in the lower left hand corner to add a new Gateway and fill in the fields the same as in the picture except use your own User name and Password. Note: the S\ must be in front of your user name, same as in the picture.



Once you are done be sure to select it as the “Gateway” in the dropdown.



When you are done creating the two parts of the RDP connection you will be returned to the app. Highlight the connection and click on “Start”. You may get a “Verify Certificate” warning like below. Click on “Continue”, a new window will open and start logging you into the TermServ. You can copy and paste files between your home computer and the TermServ. When you are done, “Log off” to close the connection.

