

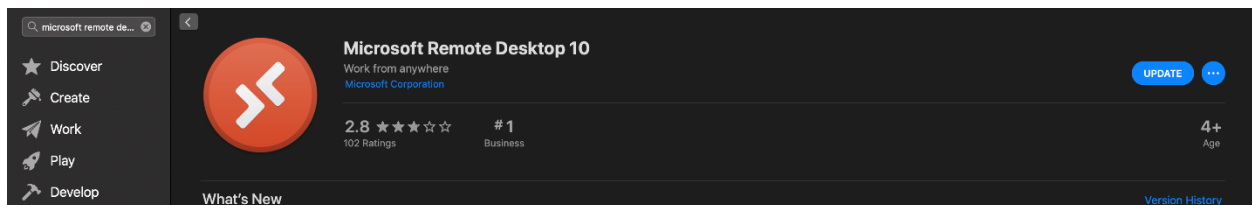
Please use the following procedure to set up the **Microsoft Remote Desktop** client to remotely access your UFV work computer.

1. Download the Microsoft Remote Desktop client

From the Mac App Store, search for **Microsoft Remote Desktop** and click on “Microsoft Remote Desktop 10”

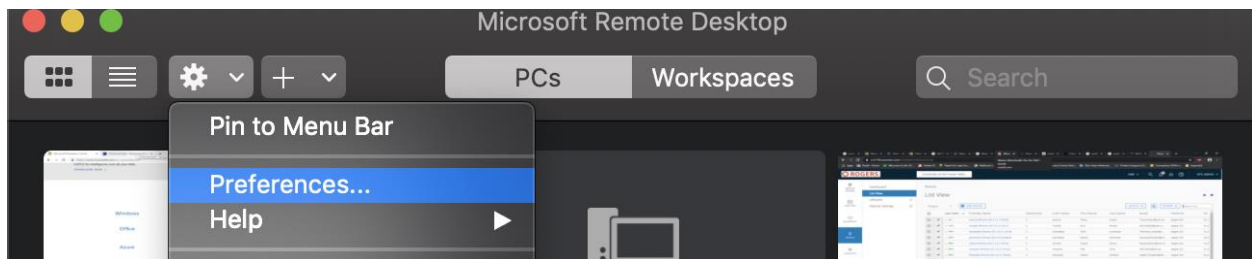


Click the **Get** button and then click **Install**



2. Update the RDP preferences

After opening the Microsoft Remote Desktop app, click the gear icon and select **Preferences...**



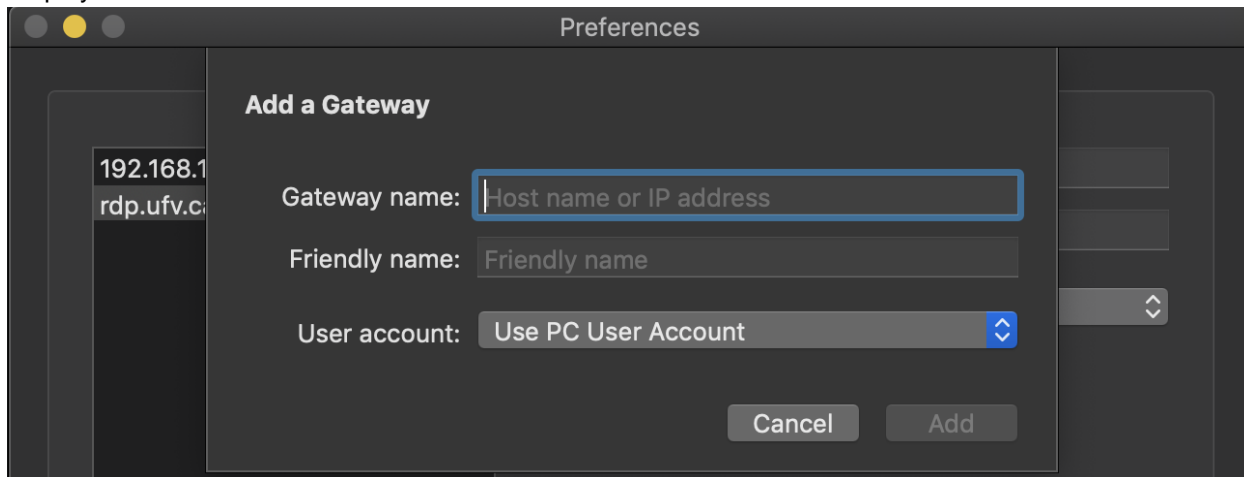
From the Preferences window, click **Gateways** then click the + in the bottom left corner to add a gateway.

Enter the following settings:

Gateway name: RDP.ufv.ca

Friendly name: UFV RDP gateway

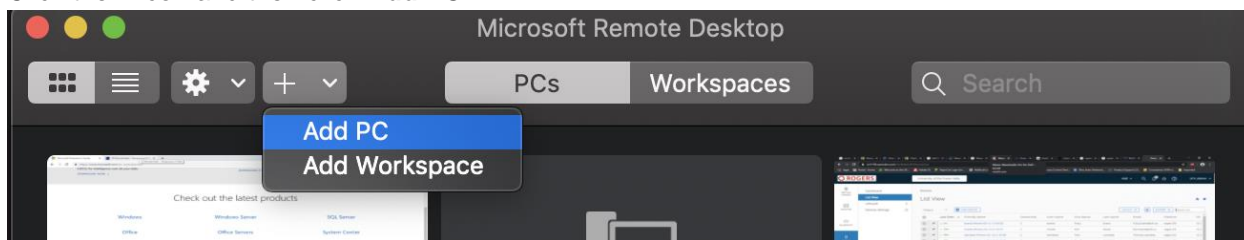
User account: Click “Add an account” and enter AD-UFV\username where the username is your employee username. Ex: AD-UFV\mavisd



Then click **Add** and close the Preferences window.

3. Add your UFV employee PC

Click the + icon and then click **Add PC**



In the Add PC window, enter the following information:

PC name: Your full UFV computer name. Ex: AITSEW20000

User account: The user account you created with your employee username in the steps above.

Friendly name: UFV work PC

Gateway: UFV RDP gateway

Then click **Add**

4. Connect to your UFV PC

A new computer will have shown up in the Microsoft Remote Desktop window. Double click it to start the connection.

A pop-up warning about a certificate will appear. Click allow and proceed past the pop-up.

You will get prompted to enter your password, enter your UFV employee password.

After a moment the connection will be established and your RDP session will open.