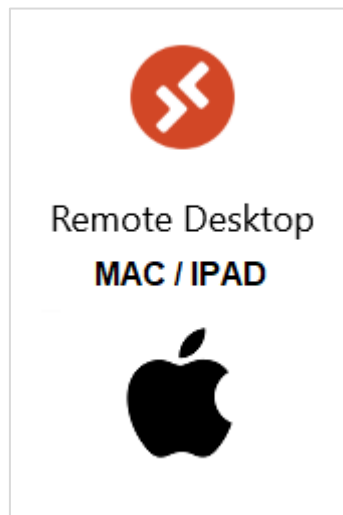# Working on a Mac Device or iPad

Micah Remote Desktop Initial Setup

Contents
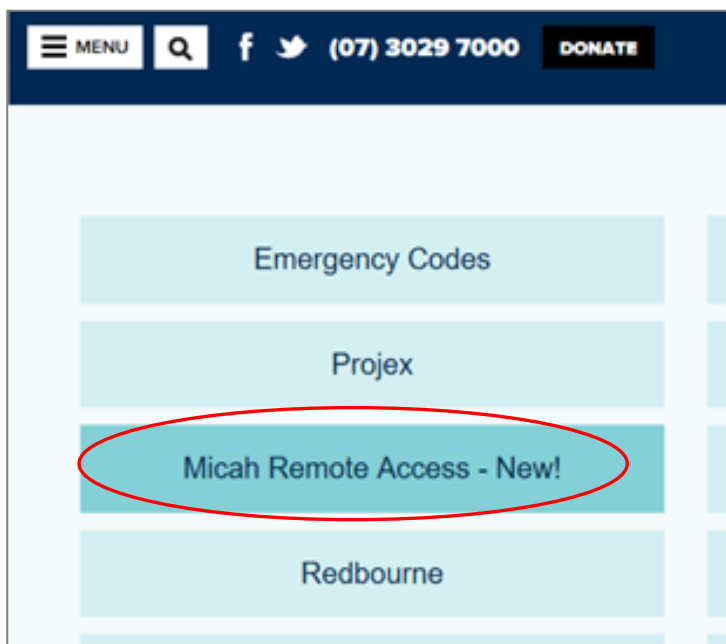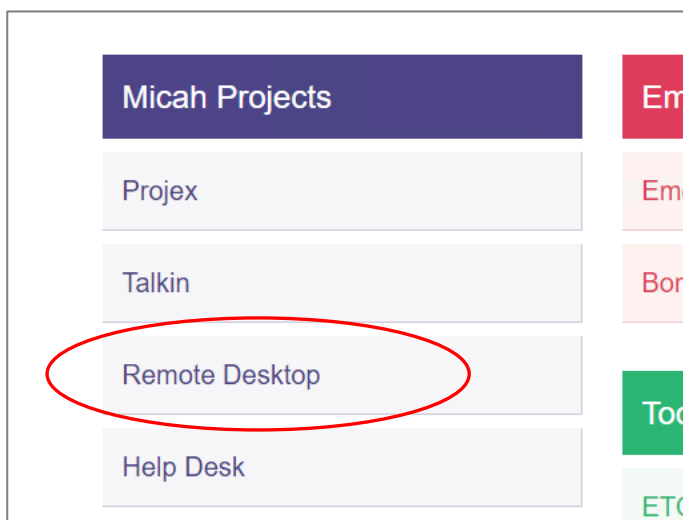
1   Download the Remote Desktop app

1.1   Go to the Remote Desktop Access Page

You can navigate to the Remote Desktop Access page in the following ways;

1) From the Micah Splash Page

2) Via Intranet Quick Links

3) Directly Here:
   https://micahprojects.blob.core.windows.net/splash/index.html

This is the new Remote Desktop Access webpage. There are links to User Guides for each type of device you are working at.

1.2 Mac - Download the Mac OS client

Hover over the **"I'm working on Mac or iPad"** box. Click the Download link indicated below or use the following URL:

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

Click 'View in Mac App Store'.

TIP: If the App Store won't open from this link, open it manually from your desktop and search for the app by typing in "Microsoft Remote Desktop".
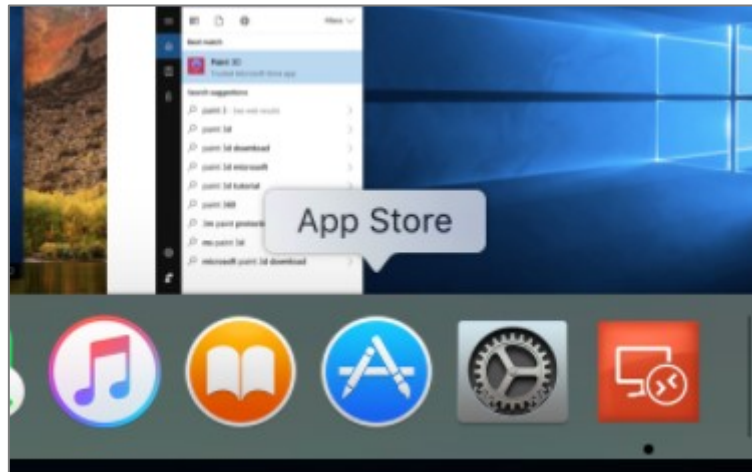
Click on 'Get' then 'Install'. The App install will begin

TIP: If you see the following error, please contact the Help Desk
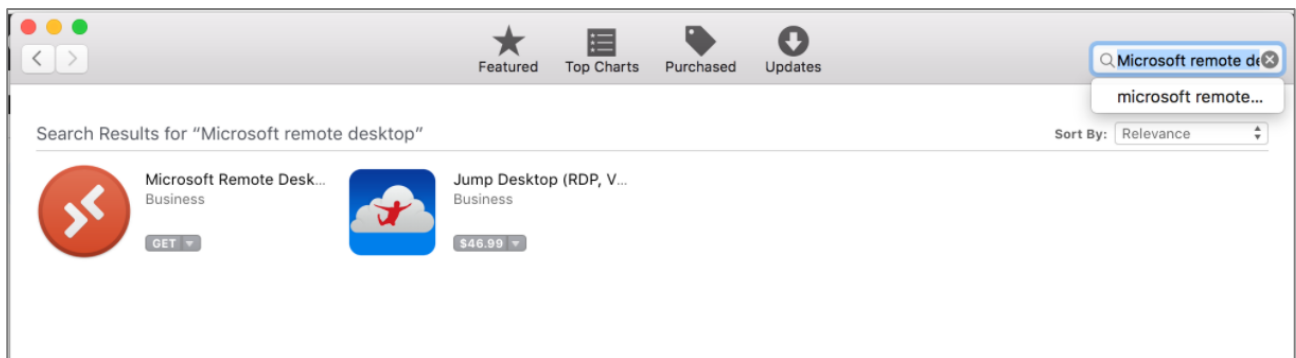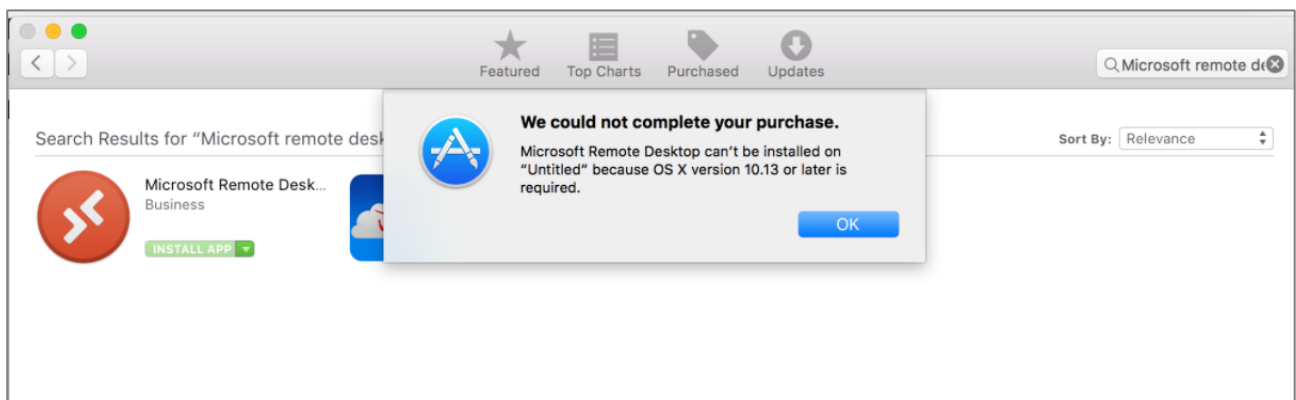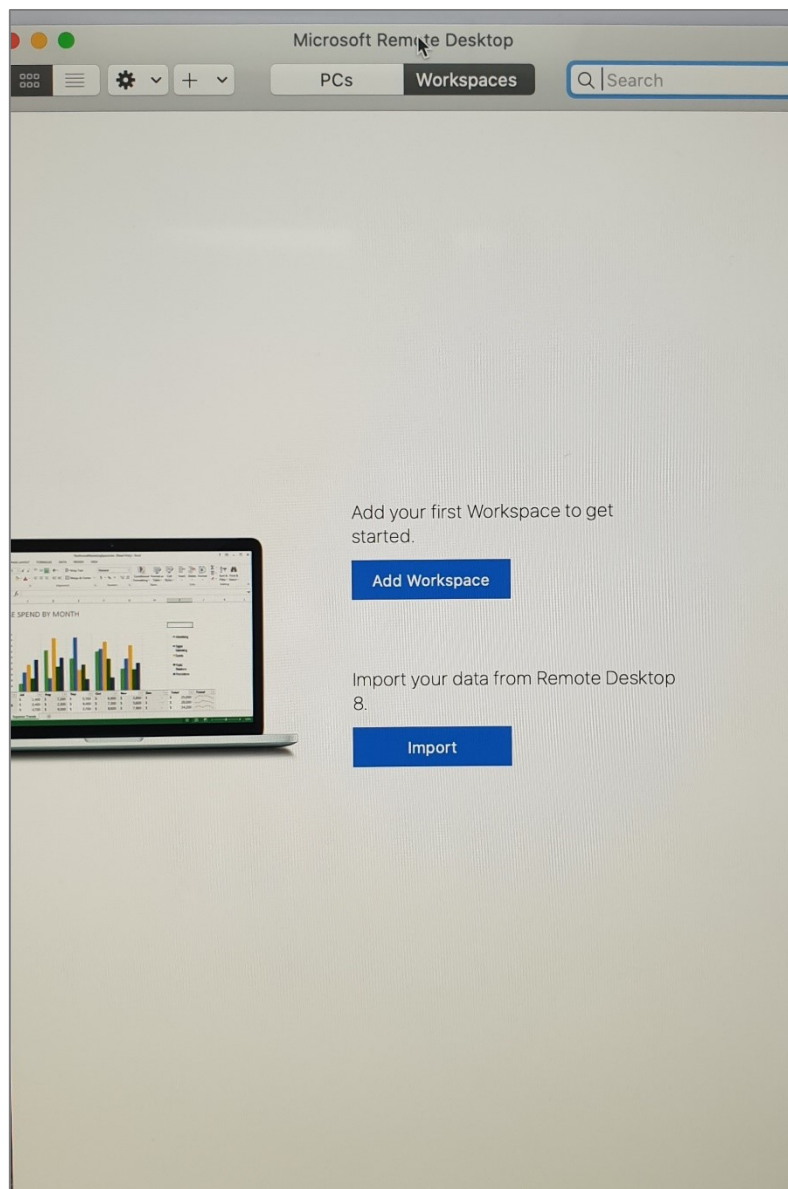
1.3   iPad - Install the Remote Desktop App

Go to the App Store and install the "Microsoft Remote Desktop" app.

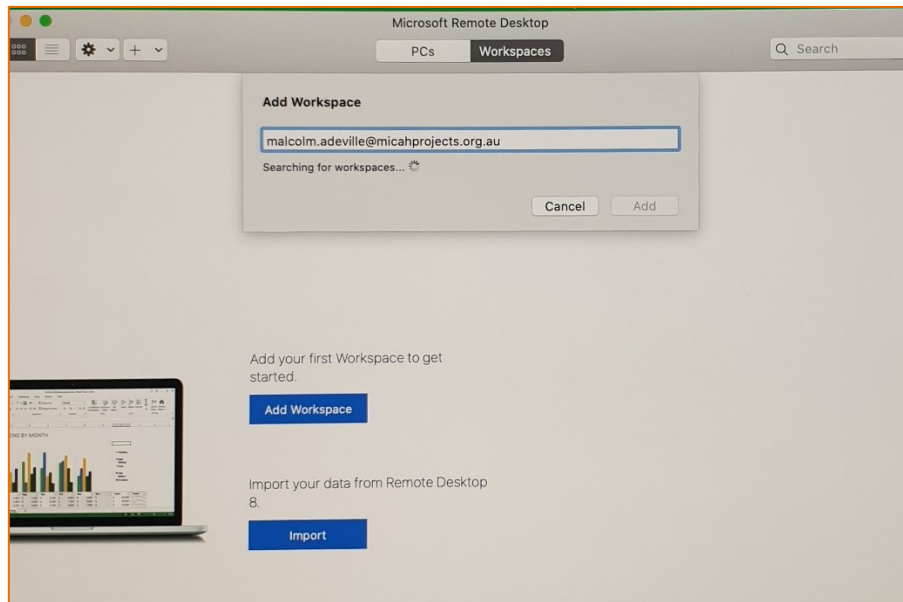# 2   Setting up the app for Mac Devices and iPads

2.1   Add a new Workspace

The App will launch after it is installed, if it does not launch, open it manually. Choose the 'Workspaces' tab at the top of the screen.
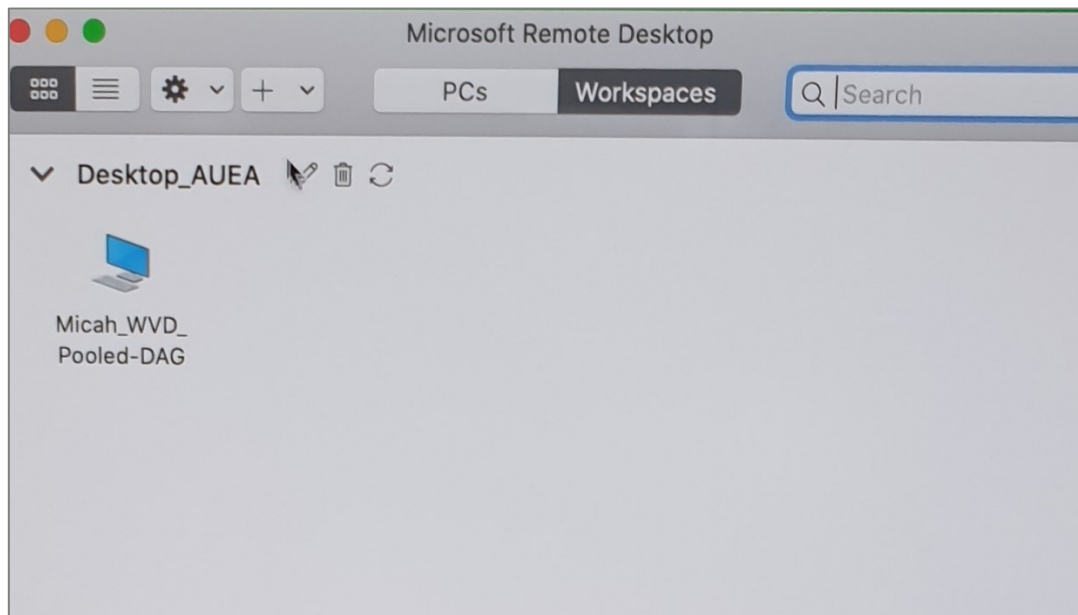
2.2 Add a Workspace

Click 'Add Workspace' and enter your Micah email address. Once the app finds your workspace, continue by clicking 'Add'.
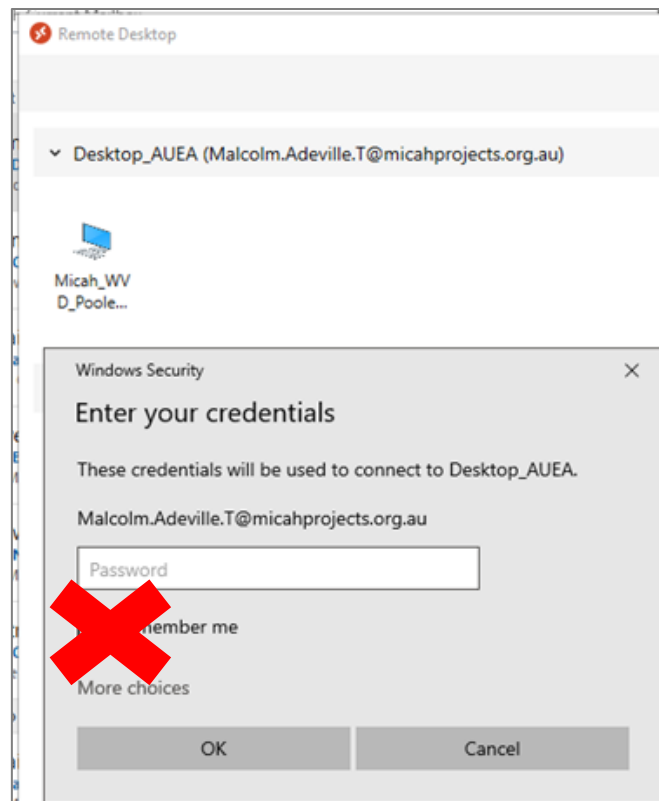

2.3 Launch Remote Desktop

Your RDS connection is now set up and ready to use. To log in, click on the icon.

You will be asked to login using your Micah email address and password. If you do not see your Micah email address, click on 'More Choices'

!! DO NOT check 'Remember me'!!

2.4   Your Remote Desktop session will begin

Remember: You only have to run through this setup **once**, the first time you use Remote Desktop on your Mac device or iPad.

The app will now exist on your device permanently.