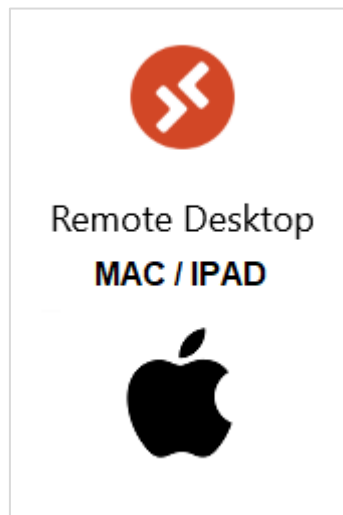


# Working on a Mac Device or iPad

## Micah Remote Desktop Initial Setup



## Contents

<b>1</b>	<b>Download the Remote Desktop app .....</b>	<b>2</b>
1.1	Go to the Remote Desktop Access Page .....	2
1.2	Mac - Download the Mac OS client .....	4
1.3	iPad - Install the Remote Desktop App .....	6
<b>2</b>	<b>Setting up the app for Mac Devices and iPads .....</b>	<b>6</b>
2.1	Add a new Workspace .....	6
2.2	Add a Workspace .....	7
2.3	Launch Remote Desktop .....	7
2.4	Your Remote Desktop session will begin .....	8

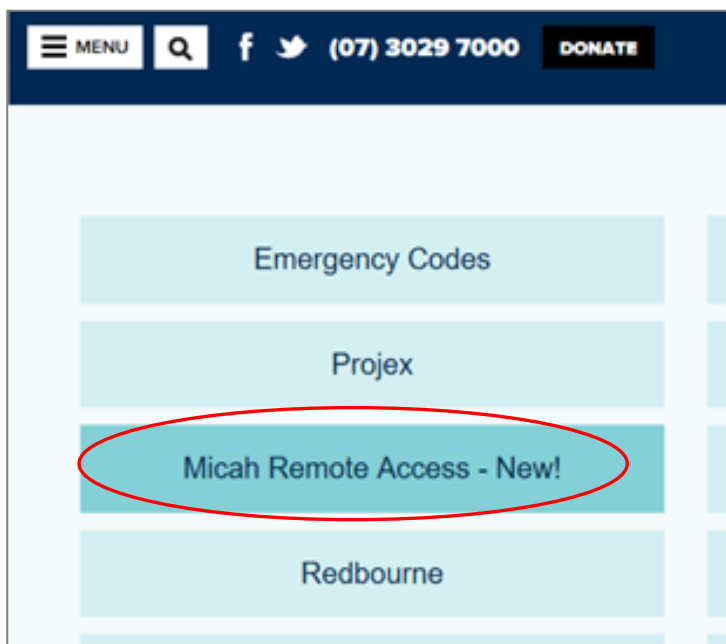
# 1 Download the Remote Desktop app

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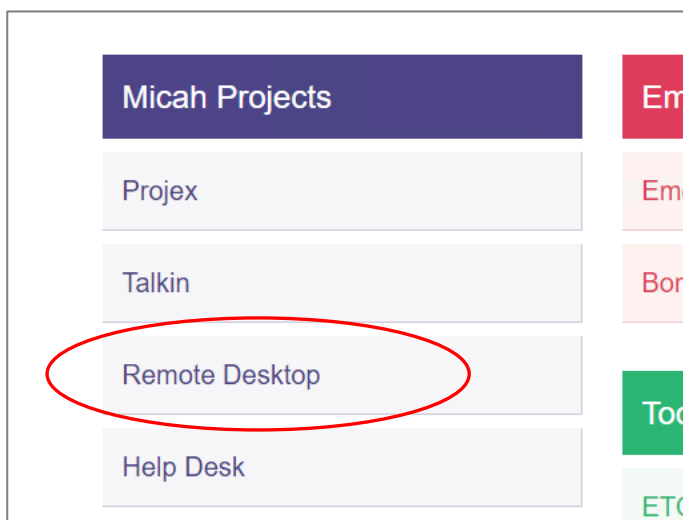
## 1.1 Go to the Remote Desktop Access Page

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>

# MICAH PROJECTS



## Connect to Micah's Remote Desktop

I'm working on Windows



View User Guide

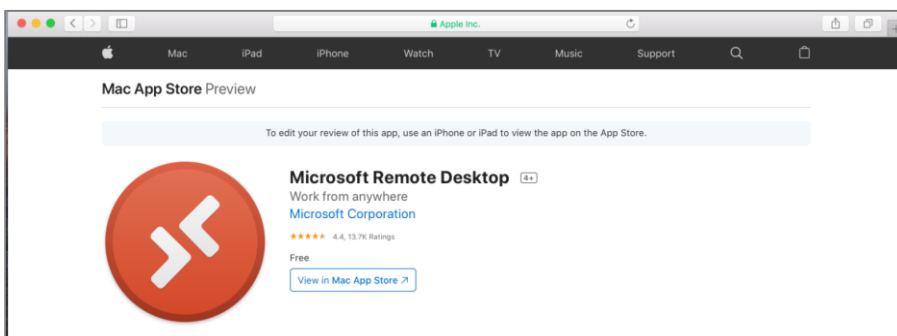
**IMPORTANT:** You only need to follow this process once, then the app will exist on your device permanently.

1. If you don't already have the Remote Desktop app on your Mac, [download it now](#).
2. If you don't already have the Remote Desktop app on your Windows PC, install the 'Microsoft Remote Desktop' app from the Windows Store.
3. If you don't already have the Remote Desktop app on your iPad, install the 'Microsoft Remote Desktop' app from the Apple Store.
4. Login in using your Micah credentials. See the [User Guide](#) for more information.

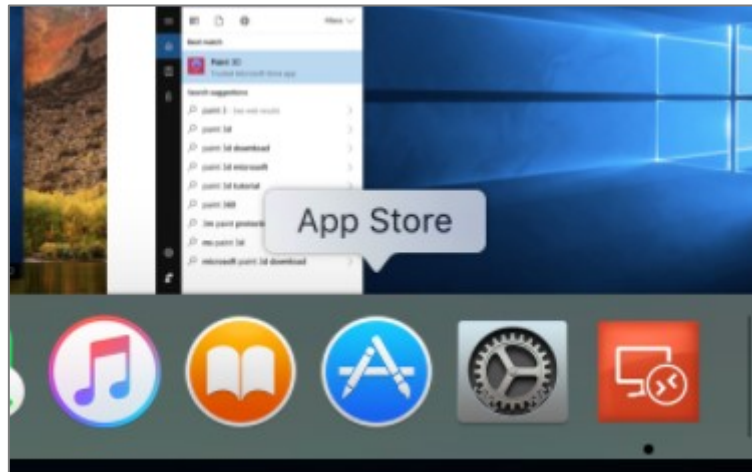
**TIP:** If you are seeing an error saying that your OS is not compatible, contact [help.desk@micahprojects.org.au](mailto:help.desk@micahprojects.org.au)

View User Guide

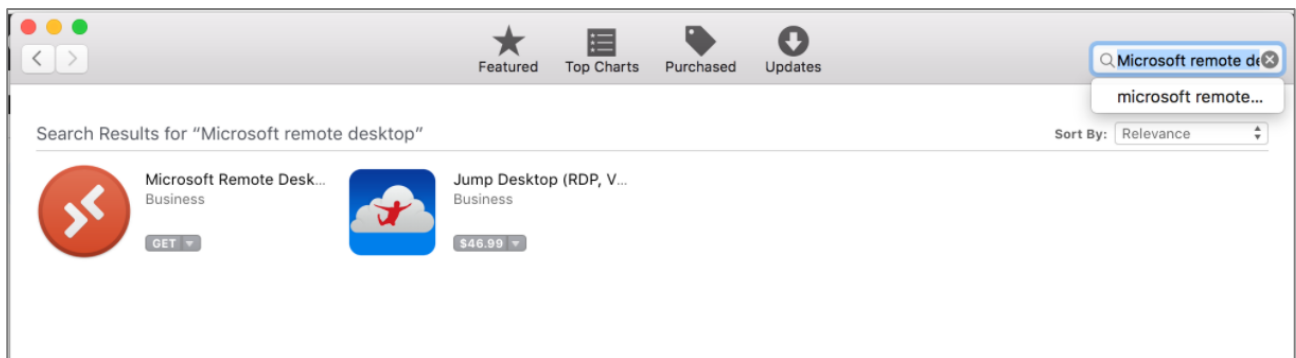
Click 'View in Mac App Store'.



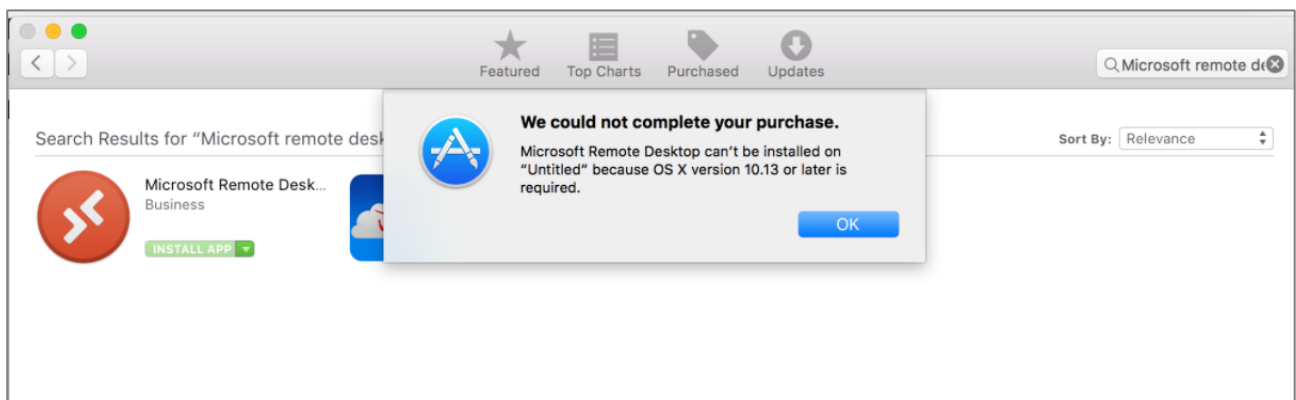
**TIP:** If the App Store won't open from this link, open it manually from your desktop and search for the app by typing in "Microsoft Remote Desktop".



Click on 'Get' then 'Install'. The App install will begin



**TIP:** If you see the following error, please contact the Help Desk  
[help.desk@micahprojects.org.au](mailto:help.desk@micahprojects.org.au)



## 1.3 iPad - Install the Remote Desktop App

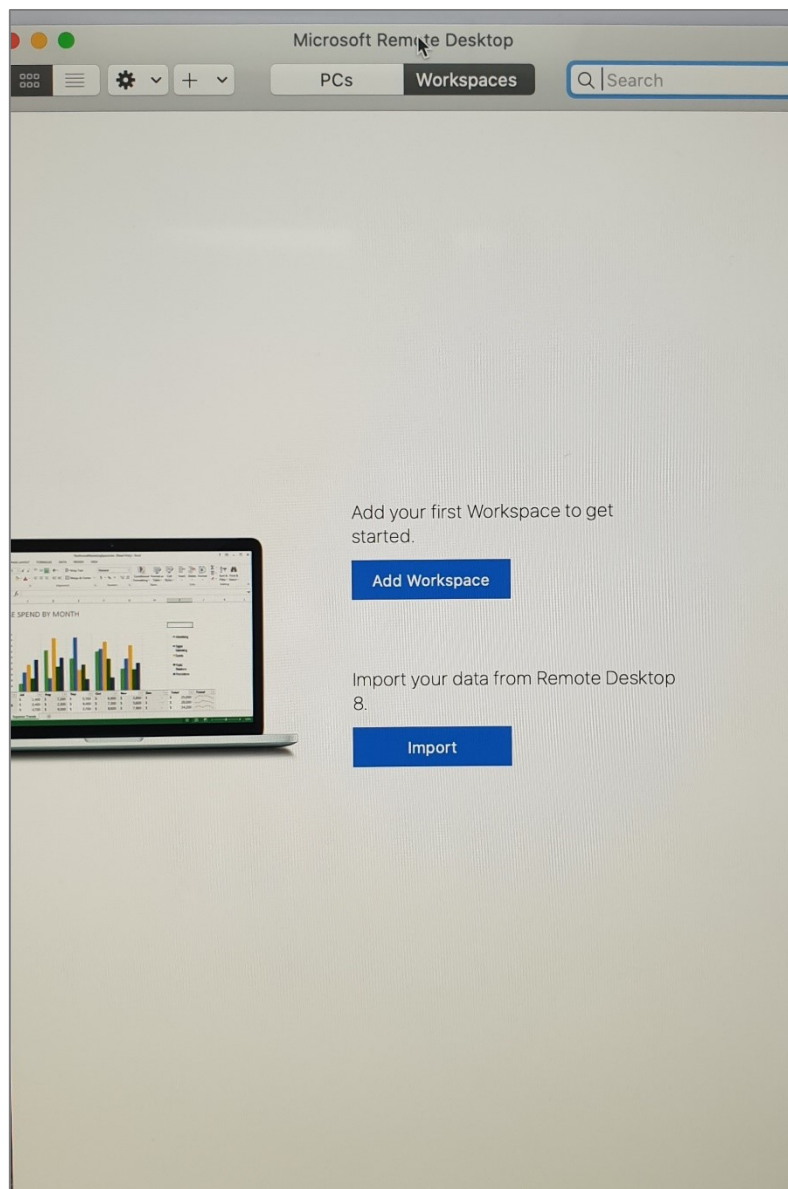
Go to the App Store and install the "Microsoft Remote Desktop" app.

## 2 Setting up the app for Mac Devices and iPads

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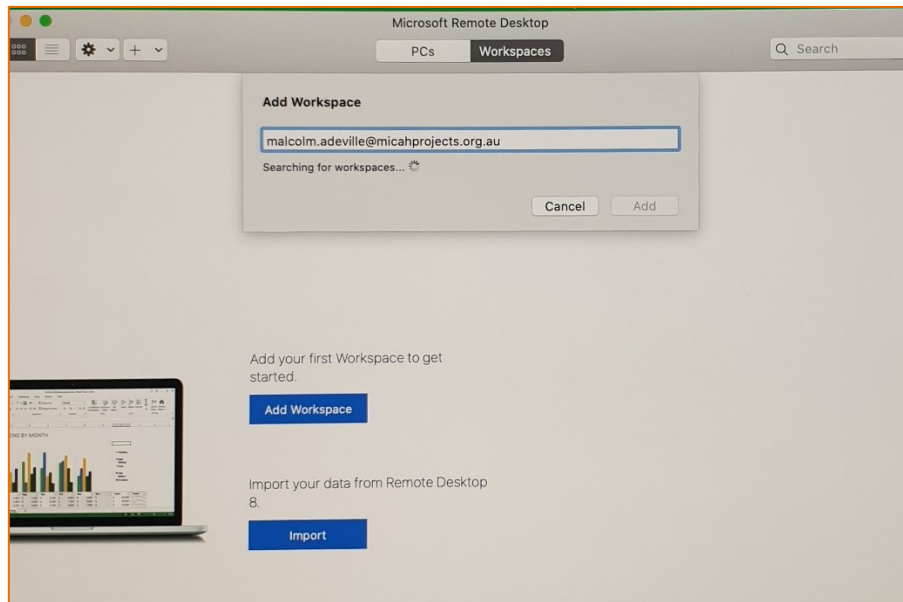
### 2.1 Add a new Workspace

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.



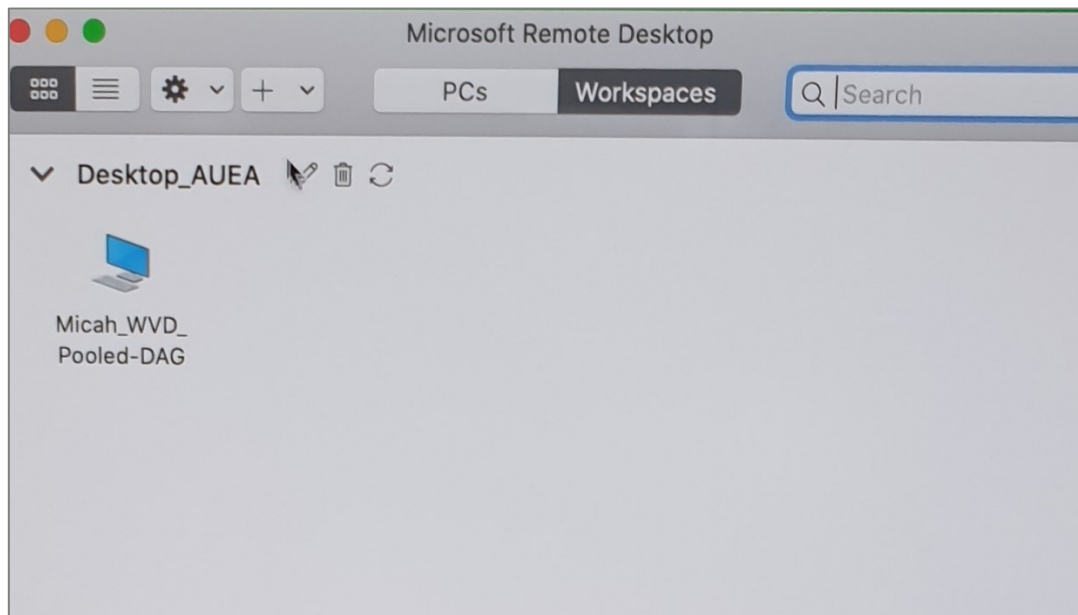
## 2.2 Add a Workspace

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



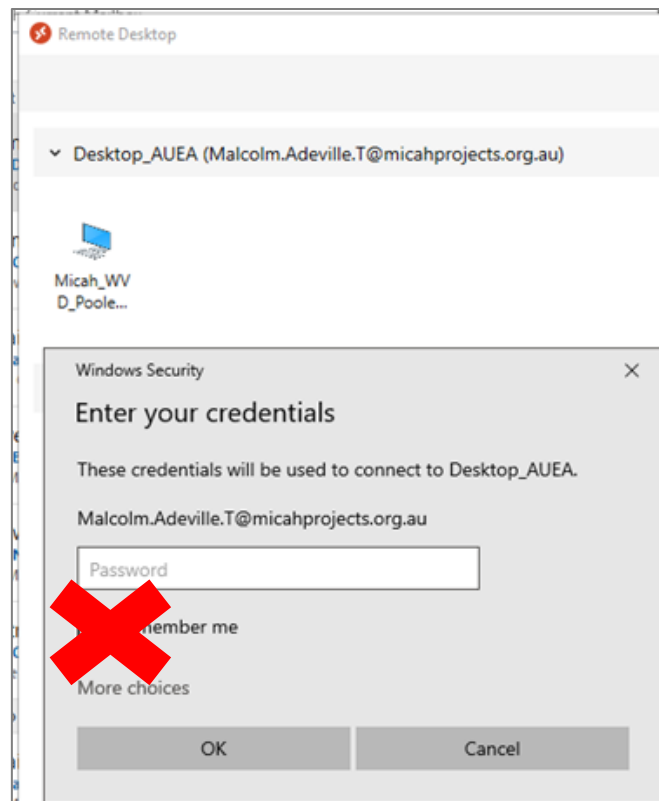
## 2.3 Launch Remote Desktop

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.