

# Remotely Access Your Office Computer from macOS

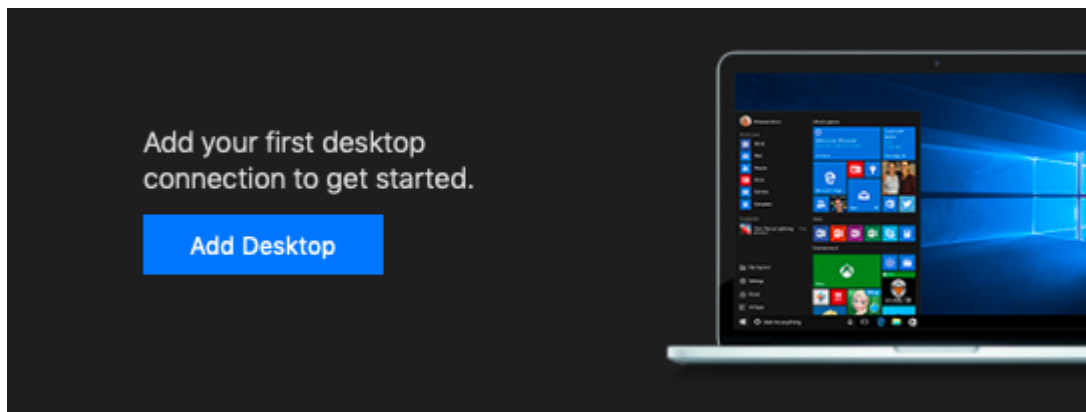
You may remotely access your office computer from on or off campus using the **Microsoft Remote Desktop 10** app for macOS.

**Please note:** When remoting in from off-campus, you must be connected to VPN **first**.

1. Install the **Microsoft Remote Desktop 10** app from the App Store.



2. Once it installs, open the app and click **Add Desktop**.

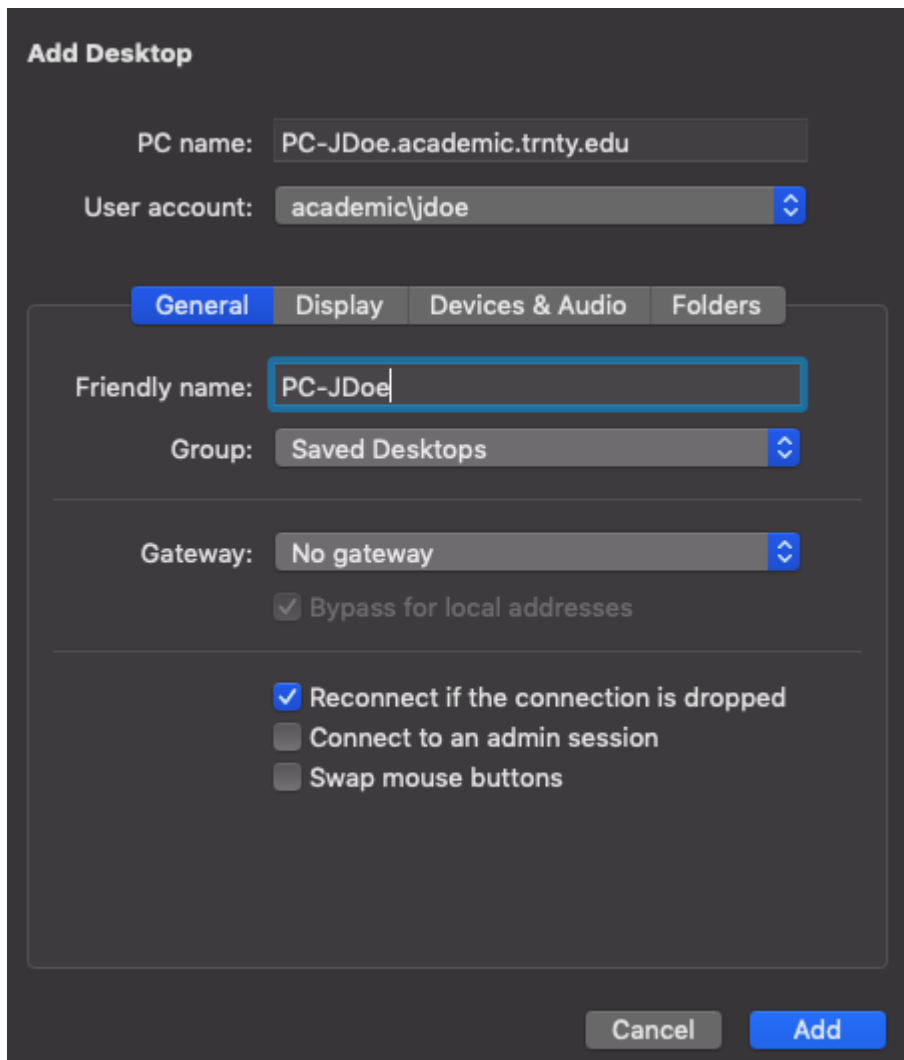


3. Enter the **PC name**, followed by **.academic.trnty.edu**. \*Note: Contact IT if you are unsure of your computer's name. In special circumstances, your computer may be followed by **.admin.trnty.edu** instead.

4. In the User Account dropdown, select **Add User Account...** and enter **academic\** (make sure this is a **backslash**, not a forward slash) followed by your Trinity username in the Username field. Enter your password and click **Add**.

A screenshot of a "Add User Account" dialog box. It has a dark grey background. The title "Add User Account" is at the top left. There are three input fields: "Username:" with the text "academic\jdoe", "Password:" with a series of dots, and "Friendly name:" with the text "Optional". At the bottom right, there are two buttons: "Cancel" (grey) and "Add" (blue).

5. Enter a **Friendly name** for your office computer, if desired, then click **Add**.



6. Double-click on the computer under Saved Desktops to enter a remote desktop session.

