



Installing Microsoft Desktop Connection for MAC

BEFORE YOU BEGIN MAKE SURE YOU HAVE:

- COMPUTER NAME
- USER NAME
- A TEMPORARY PASSWORD
- YOU'RE USING THE MOST RECENT COPY (SEE LINK) OF MICROSOFT DESKTOP CONNECTION FOR MAC



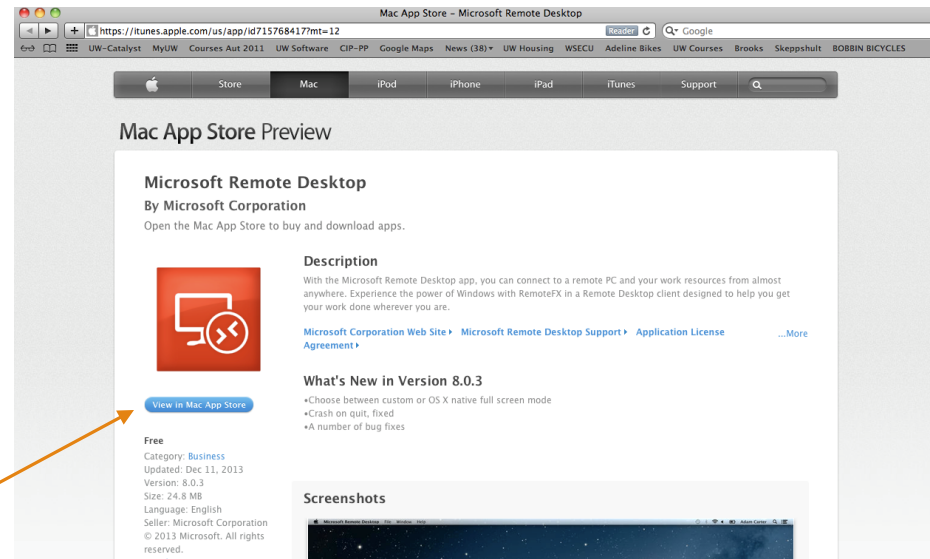
Download Microsoft Remote Desktop from Mac App Store

Cut and paste this link into
Safari:

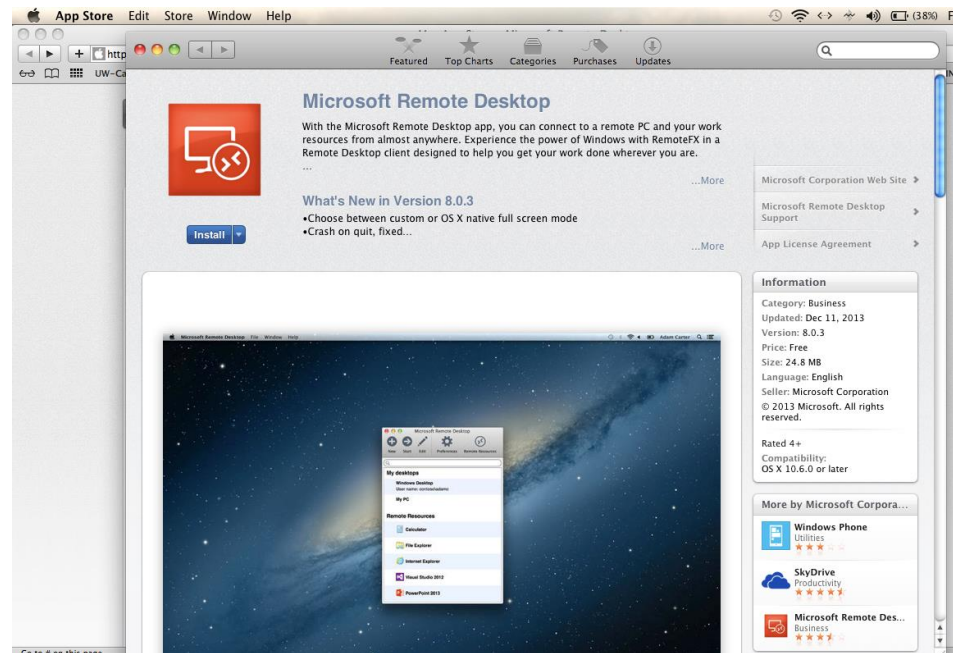
<https://itunes.apple.com/us/app/id715768417?mt=12>

You'll see the page on the right.

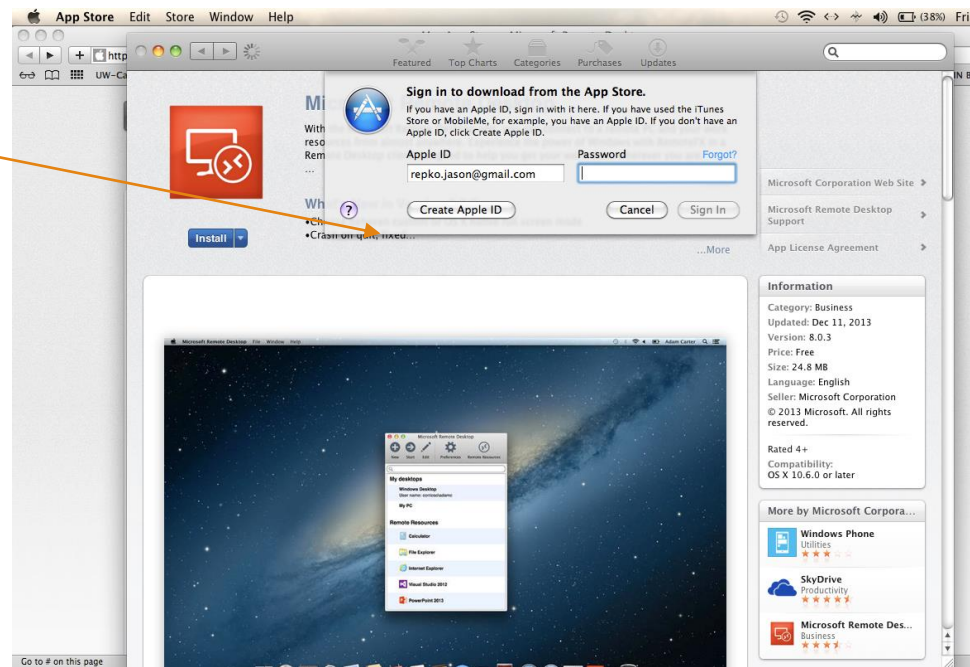
Click "View in the App Store"



Click Install



Sign into your
iTunes account
to download



Installer will begin. If you float your mouse down and look at your dock, you'll find the Microsoft Remote Desktop Connection is downloading and see a progress bar.



When finished, the icon is solid red.

Click to launch.



Note: “*****” is not what you’re putting in here. It’s a place holder. You need to know the five letter server abbreviation we’ve assigned you. If you don’t know, ask your supervisor or contact Concourse Hosting.

1. Click on NEW +
2. Fill in the following fields
 - Connection name: Concourse Hosting
 - PC Name: *****.concoursehost.com
 - Example: metro.concoursehost.com
 - User Name: *****\yourusername
 - Example: metro\yourusername
 - Password: **leave blank!**

Your screen should look similar to the one on the right.

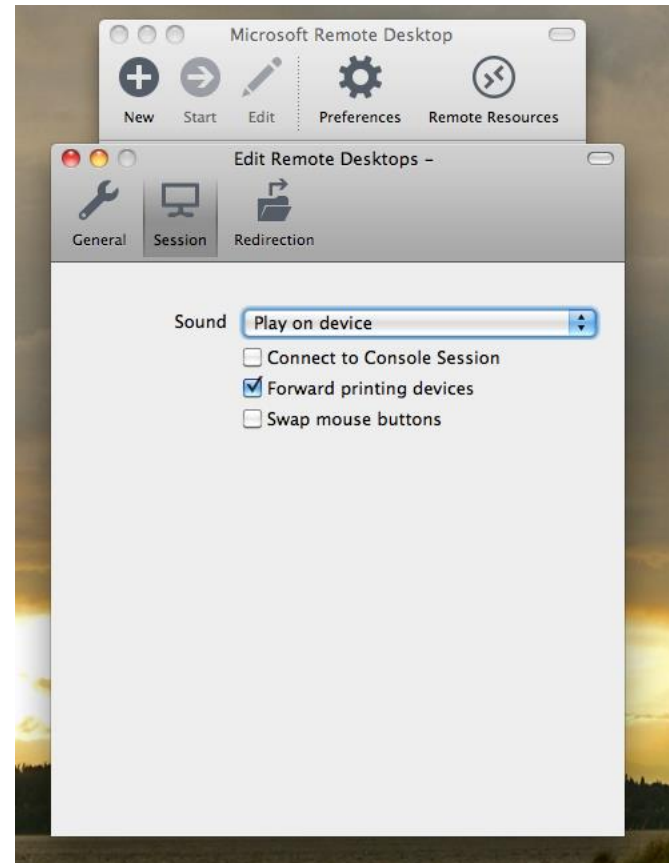
Choose *Session* tab and go to next page...



Forward printers...

From the "Session" tab

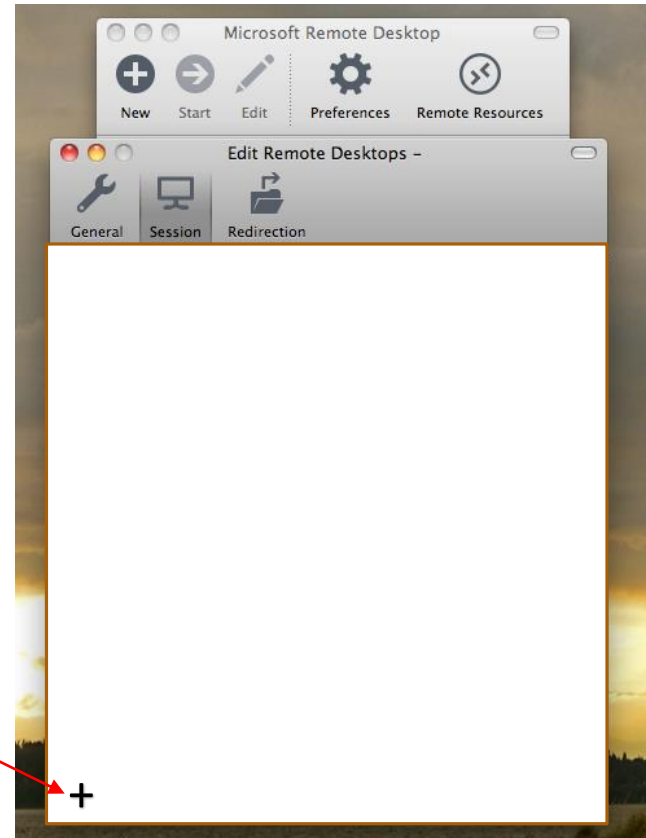
Select "Forward printing devices"



Add folder locations...

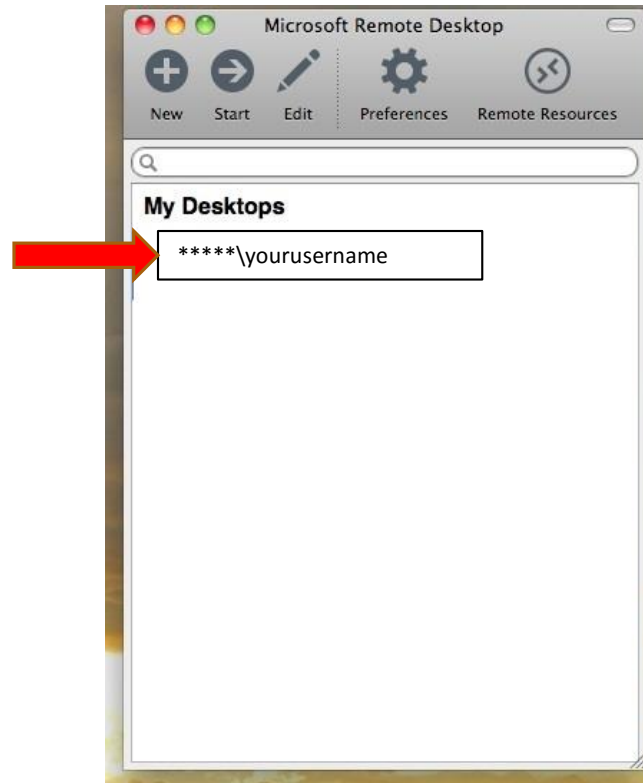
1. To choose forward local or network drives and/or folders that you would like the user to see in the B9 environment, choose *Redirection* tab
2. Click the “+” sign at the bottom of the window, then use **browse** to the drive and/or folder location you would like to let the Remote Desktop “see.”
3. When finished, click the red dot to save and close

You can add as many locations as you want for each user you set up.



You should see the screen to the right.

To connect to the Concourse Hosting
remote desktop, double click on your
new shortcut



Connecting...

You will see your connection:

"Connecting..."

"Negotiating Credentials..."

"Initiating RDP..."

And then the screen on the right.

1. Click your name/icon to display password screen
2. Enter the temporary password:
3. Click the blue arrow to proceed...



You'll see the screen to your right.

Choose OK and go to next page...



Create your own unique password

The first box contains, but hides, the *temporary password* you entered from page 10.

1. Enter your new password in the “New password,” and “Confirm password” boxes

Password rules

- at least 7 characters in length
- contain at least one number
- contain at least one special character (!, @, #, \$....)
- contain at least one capitalized letter
- cannot contain any part of the username

cannot be any of your last 5 passwords

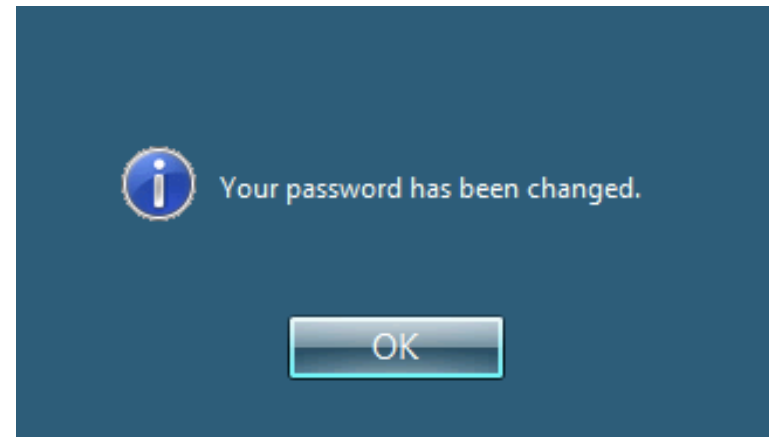
2. Click blue arrow to continue...



A Windows-style password creation dialog box with a blue background. At the top is a user icon placeholder. Below it, the text '****\yourusername' is displayed. There are three input fields: the first contains masked characters (dots), the second is labeled 'New password', and the third is labeled 'Confirm password'. A blue arrow button is to the right of the 'Confirm password' field. Below the fields, the text 'Log on to: ****\yourusername' is shown. At the bottom is a 'Cancel' button.

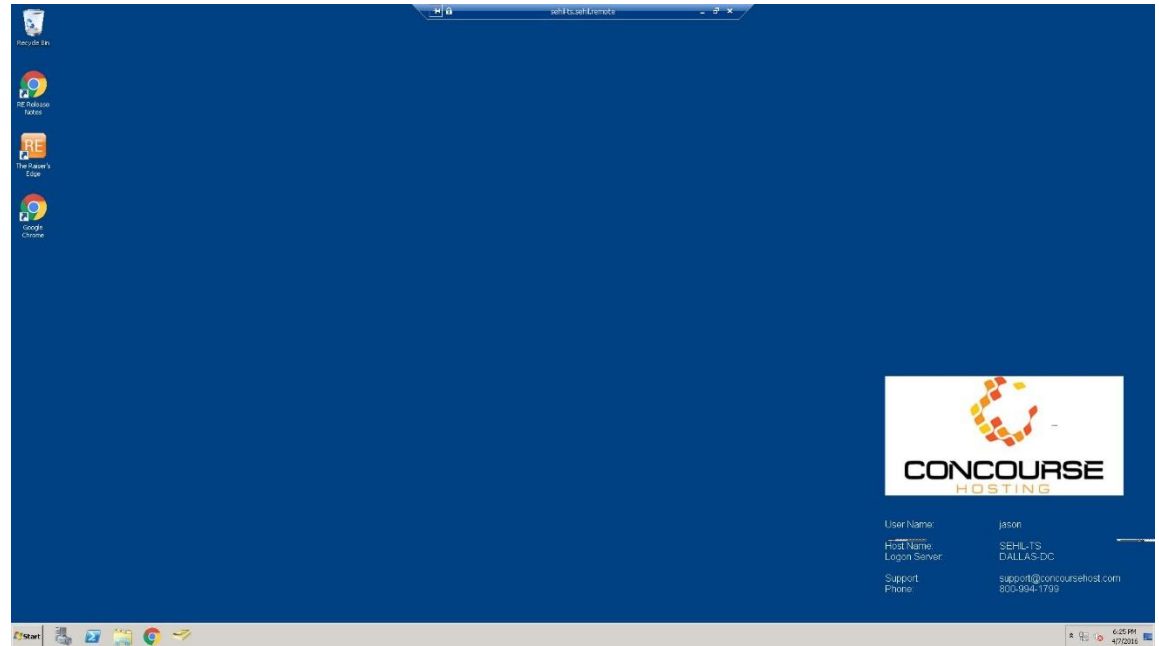


Confirmation
that your
password has
been changed...



Your new
desktop will
load...

...and look something like this...



The following instructions are only for changing your password every 90 days – *this is required* – in the Concourse Hosting Remote Desktop environment.

The reminders show up in the right hand corner of your Concourse Hosting Remote Desktop beginning on day 85 and continue until you manually change your password. If a user fails to update their password manually, it will expire and need to be reset by an administrator or Concourse Hosting.

If you need assistance on any of these processes, email support@concoursehost.com

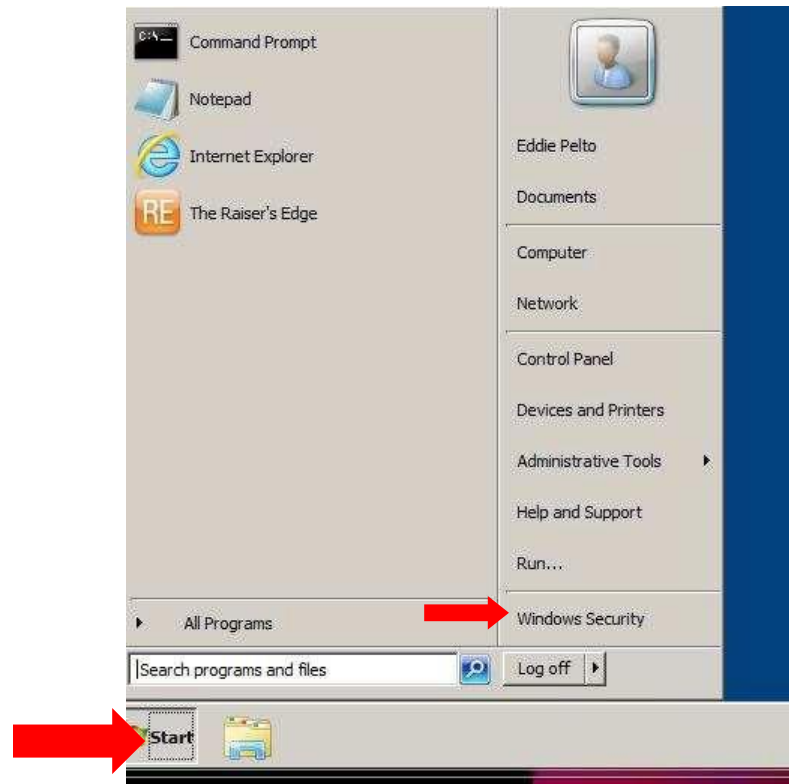
Continue...



Change Password

These directions are to change your password manually before the 90 day expiration.

1. Log into the Concourse Hosting remote desktop using your RDP shortcut.
2. Click on START,
3. Click Windows Security



Follow PCI the password rules...

Click on "Change a Password"

Enter your current password in the "Old Password" box

Enter your new password in the "New Password" and "Confirm Password" boxes"

Password rules

- At least 8 characters in length
- At least 1 number
- At least 1 special character
- At least 1 capital letter
- Can not contain your user name

