

MAC

1. From the App Store, download the Microsoft Remote Desktop app.
2. Once this app has been downloaded and installed, go ahead and launch the Remote Desktop App.
3. When the app opens, click on New.
4. On this screen, you will need to input the following information, replacing the information inside the <> with your specific items.

I . Connection name: Teeone

II. PC name: <OfficeCode>.teeone.net

III. Username: <User_Name>

IV. Password: <Password>

5. Click on the Session tab and check the box for "Forward printing devices".
6. Click the **red close** button in the upper left of the screen to save the settings.
7. Highlight the item and launch it to connect.