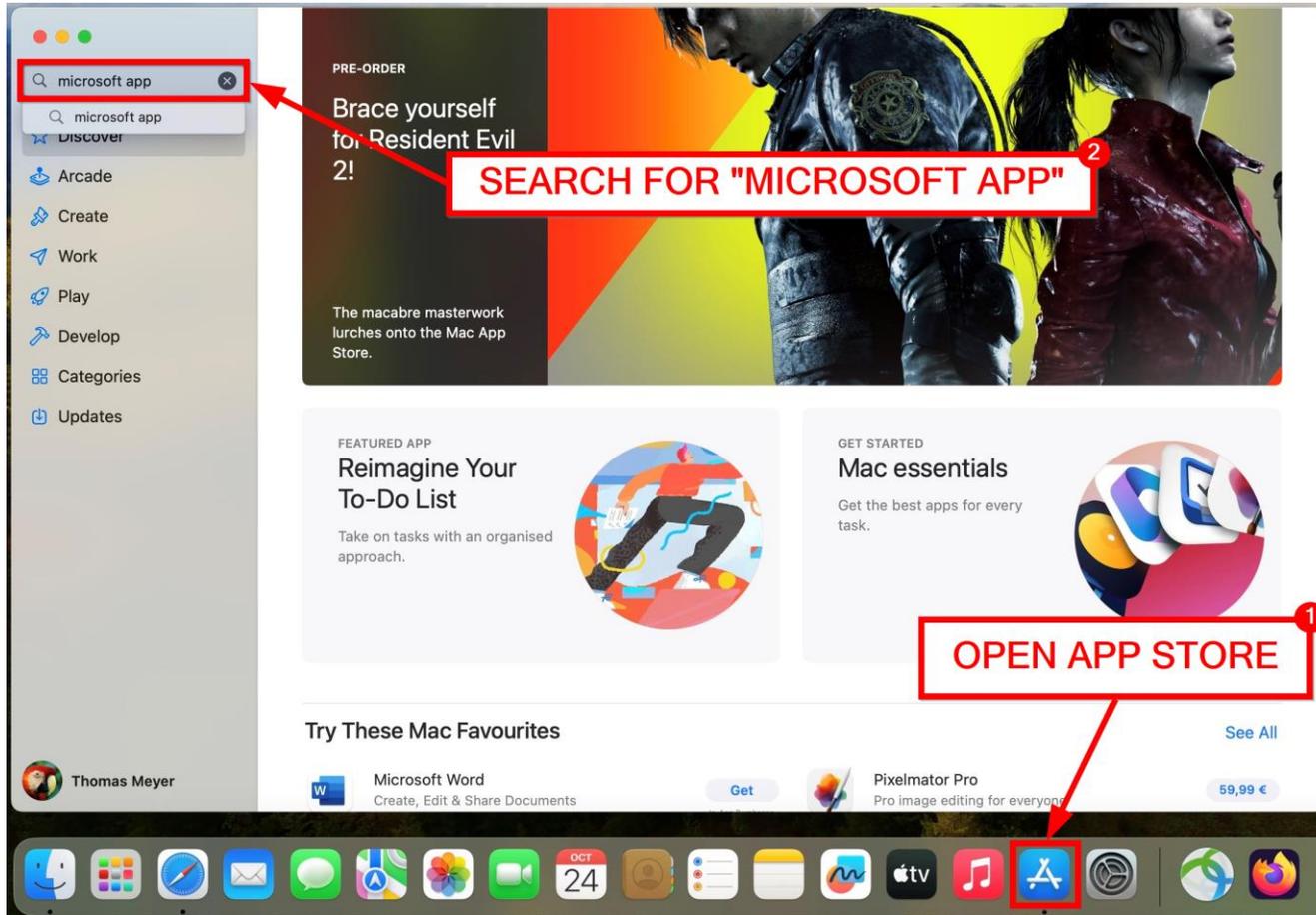


# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 1:** On Mac, you first need to download the „Microsoft App“. Open the App Store and search for „microsoft app“.

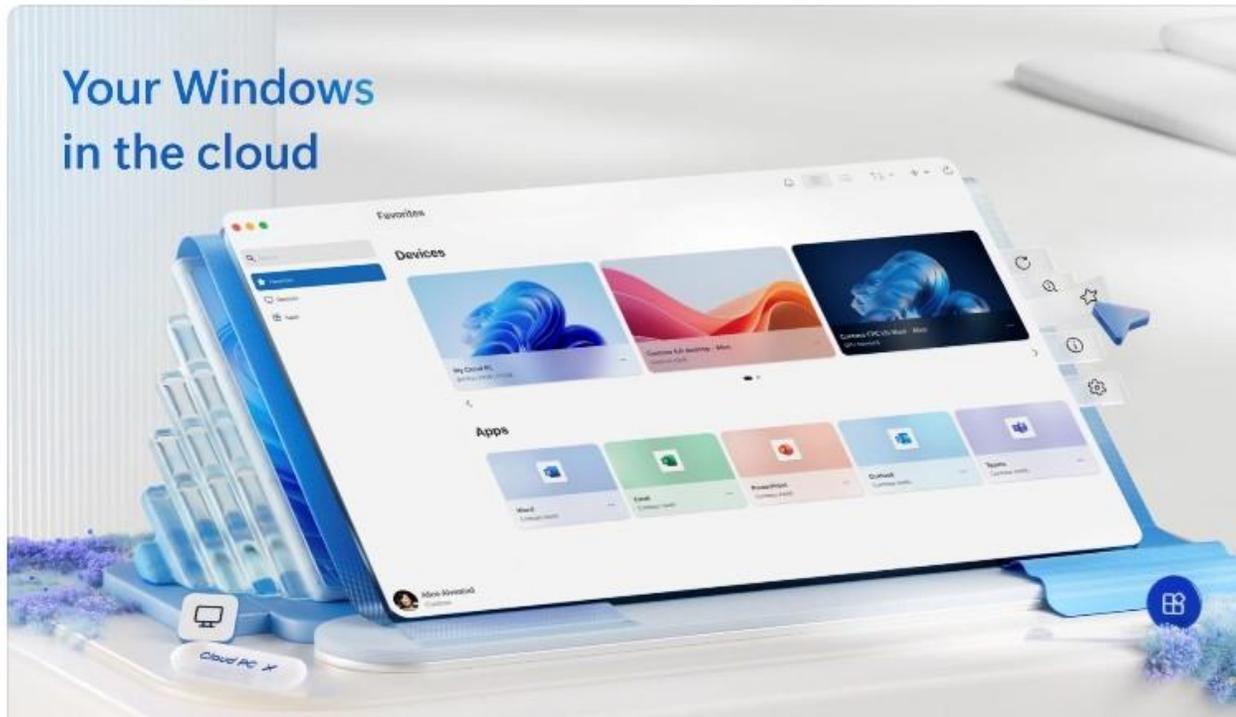
# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



## Windows App

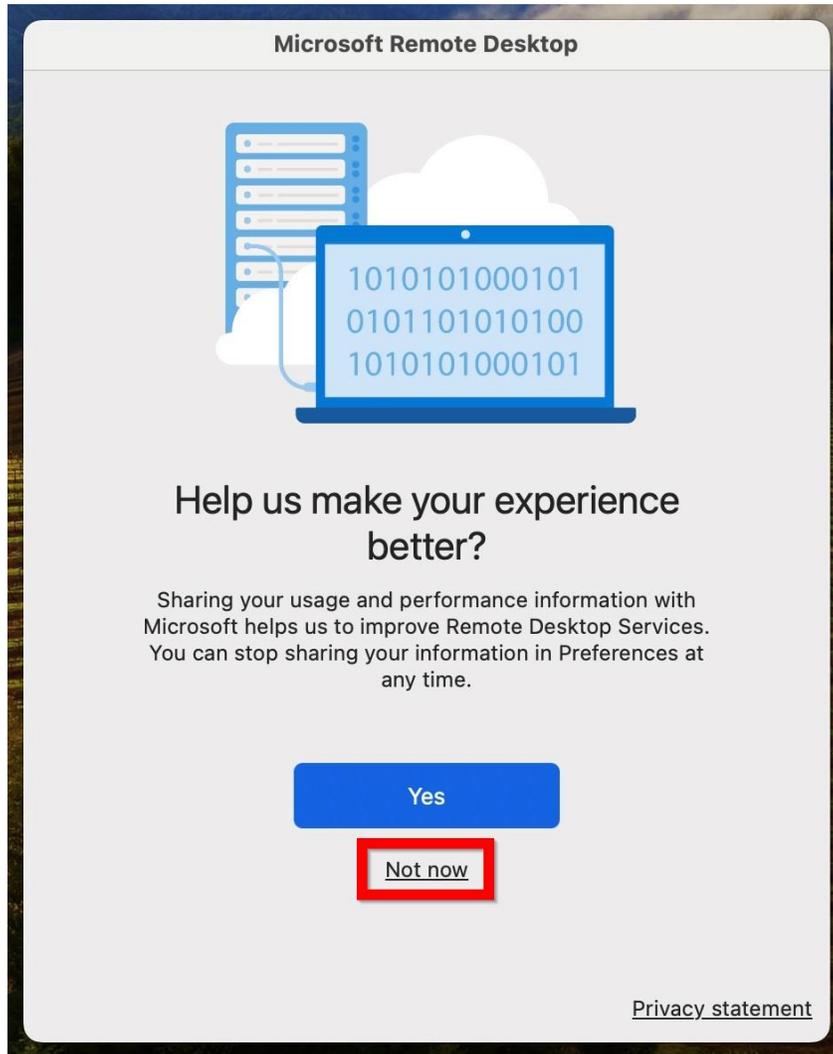
Previously Remote Desktop

★★★★☆ 25K



**STEP 2:** The app should show up in the search results. Click on „Get“ or the cloud icon as shown in the screenshot to download the app.

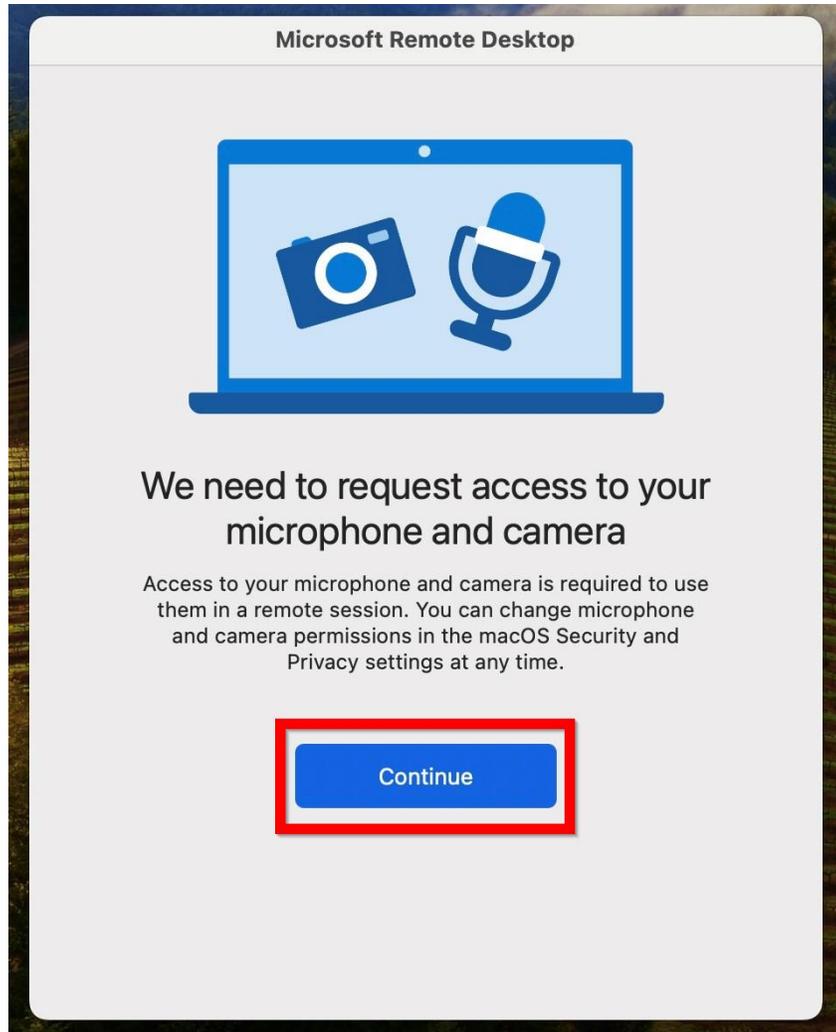
# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 3:** The app might ask you to share usage and performance information. This is entirely optional. We recommend you to click „**Not now**“ and proceed with the installation.

**Note:** This notification is from the previous app „Microsoft Remote Desktop“ and it might have carried over.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 4:** You might be asked to grant the app access to microphone and camera. You'll have to allow the app to access your microphone and camera in order to proceed. (You can always revoke access afterwards)

Click „**Continue**“.

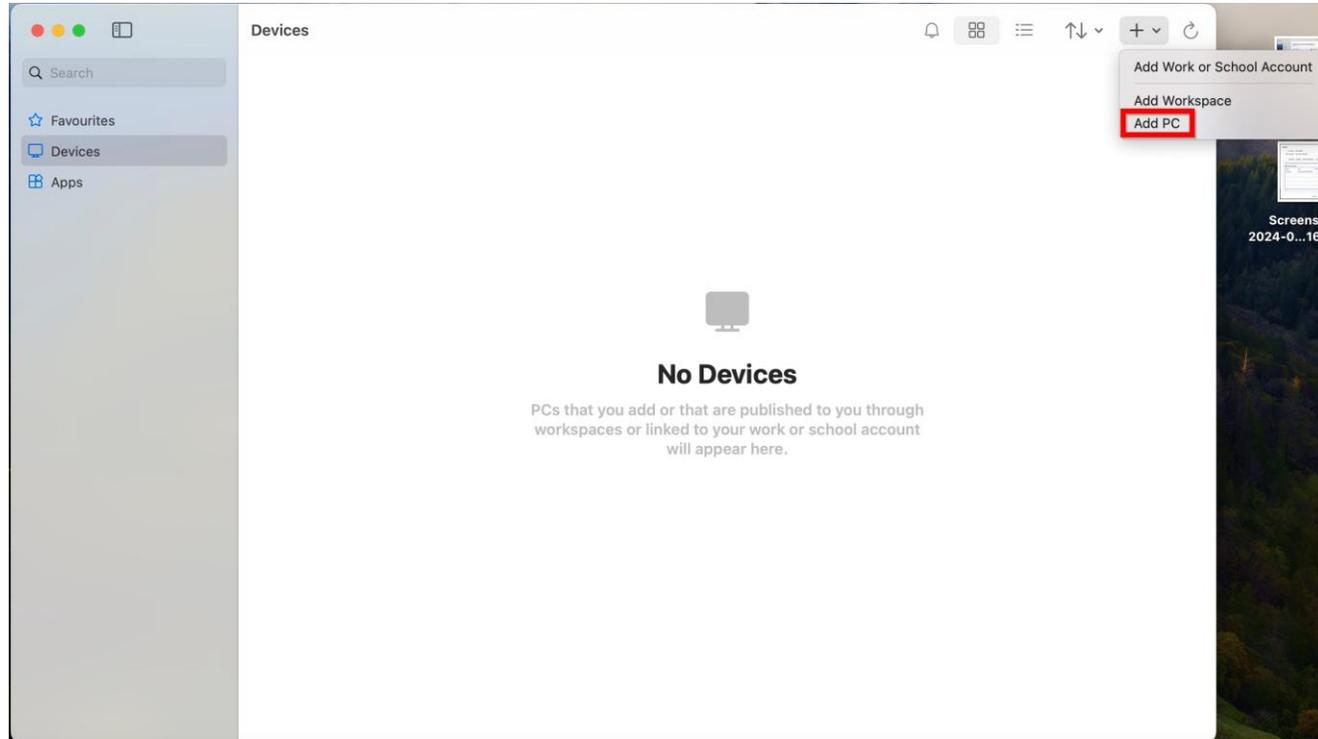
**Note:** This notification is from the previous app „Microsoft Remote Desktop“ and it might have carried over.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 5:** The app should show up like shown in the screenshot.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



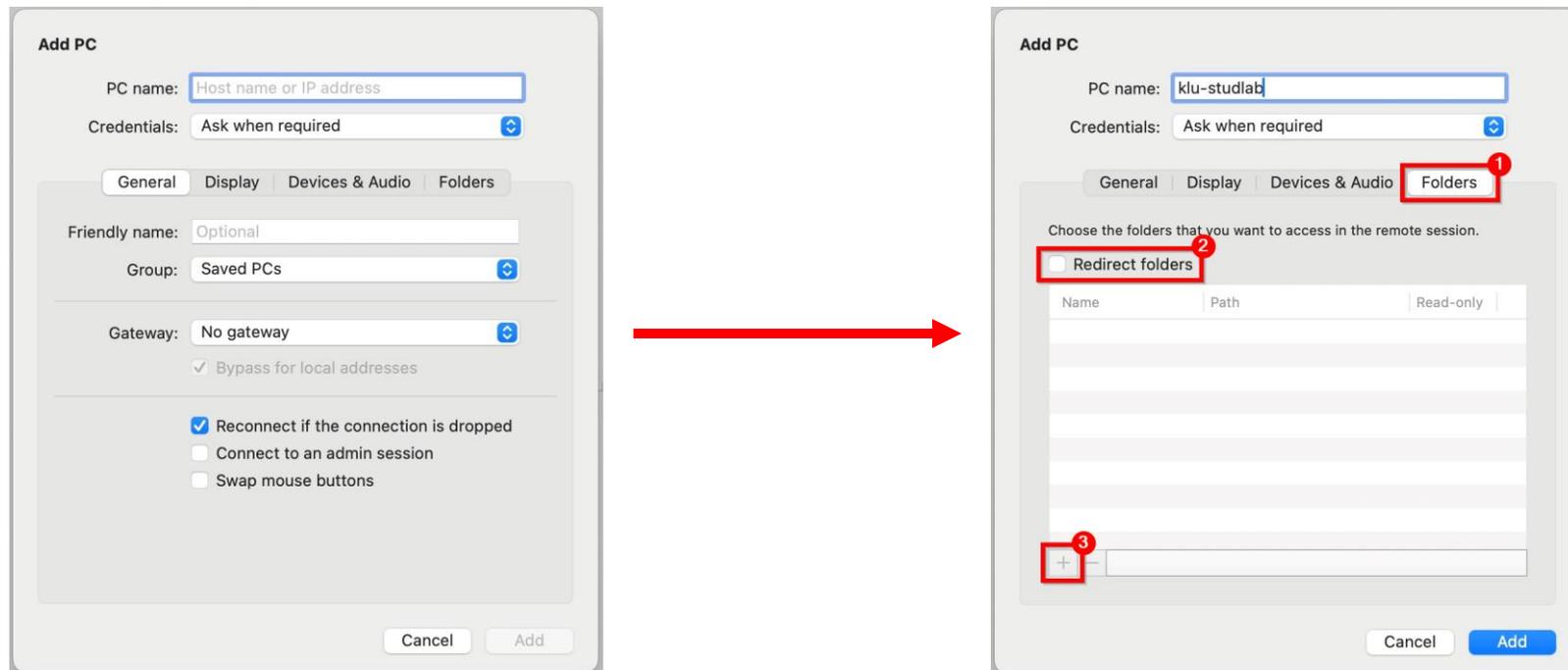
**STEP 6:** After installing and starting the „Microsoft App“, you will have to add a PC to connect to.

Click on the „+“ in the top right corner and select „**Add PC**“.

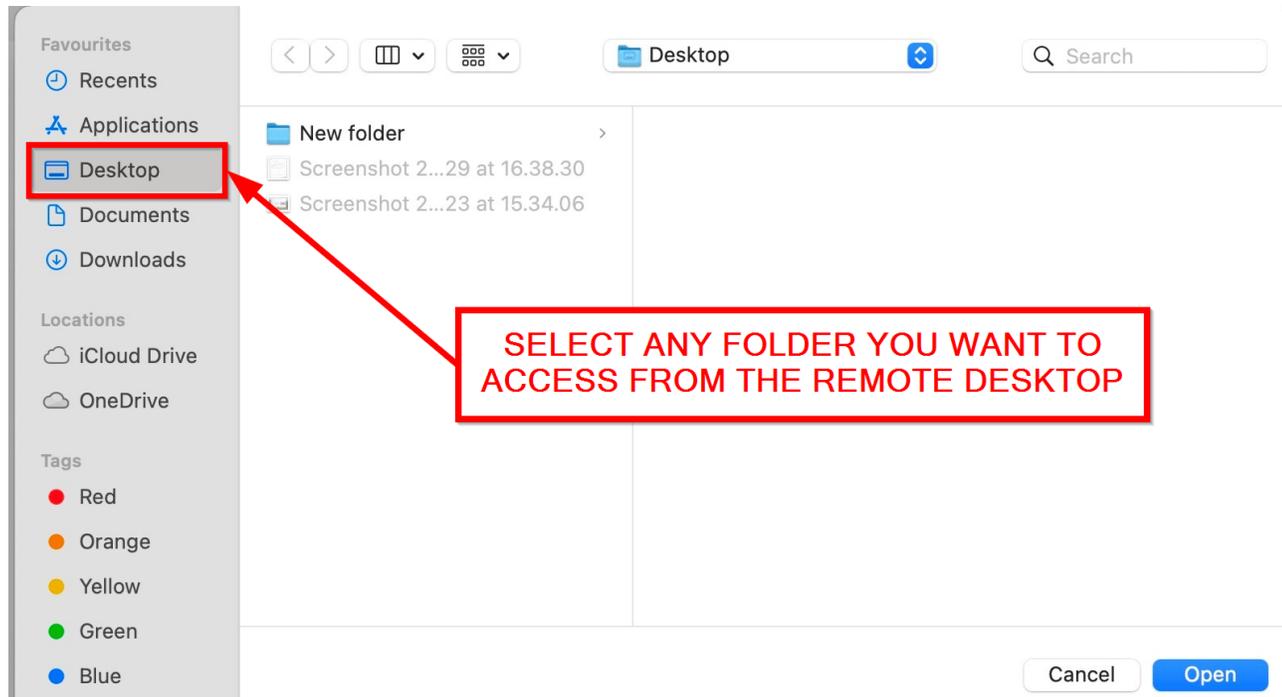
# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)

**STEP 7:** Before we add a PC to your saved RDP connections, we're going to configure it.

Click on „**Folders**“ and tick the checkbox „**Redirect folders**“. You can now click on the „+“ and add whichever folder you want to have access to during your RDP session.



# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 8:** Choose your preferred folder to use during your RDP session.

(For this example, we chose „Desktop“)

Click „**Open**“ to confirm your decision.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)

**Add PC**

PC name:

Credentials:

General | Display | Devices & Audio | **Folders**

Choose the folders that you want to access in the remote session.

Redirect folders

Name	Path	Read-only
Desktop	/Users/macadmin/Deskt...	<input type="checkbox"/>

+ -

Cancel Add

**STEP 9:** We're back to the Edit screen. Our chosen folder is listed as a redirected folder. If need be, you can always add more folders by clicking „+“ like we did for the desktop folder.

**Note:** Please leave the checkbox „**Read-only**“ unticked, as this option will deny you full editing rights for your folder.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)

**Add PC**

PC name:

Credentials:

**General** | Display | Devices & Audio | Folders

Friendly name:

Group:

Gateway:

Bypass for local addresses

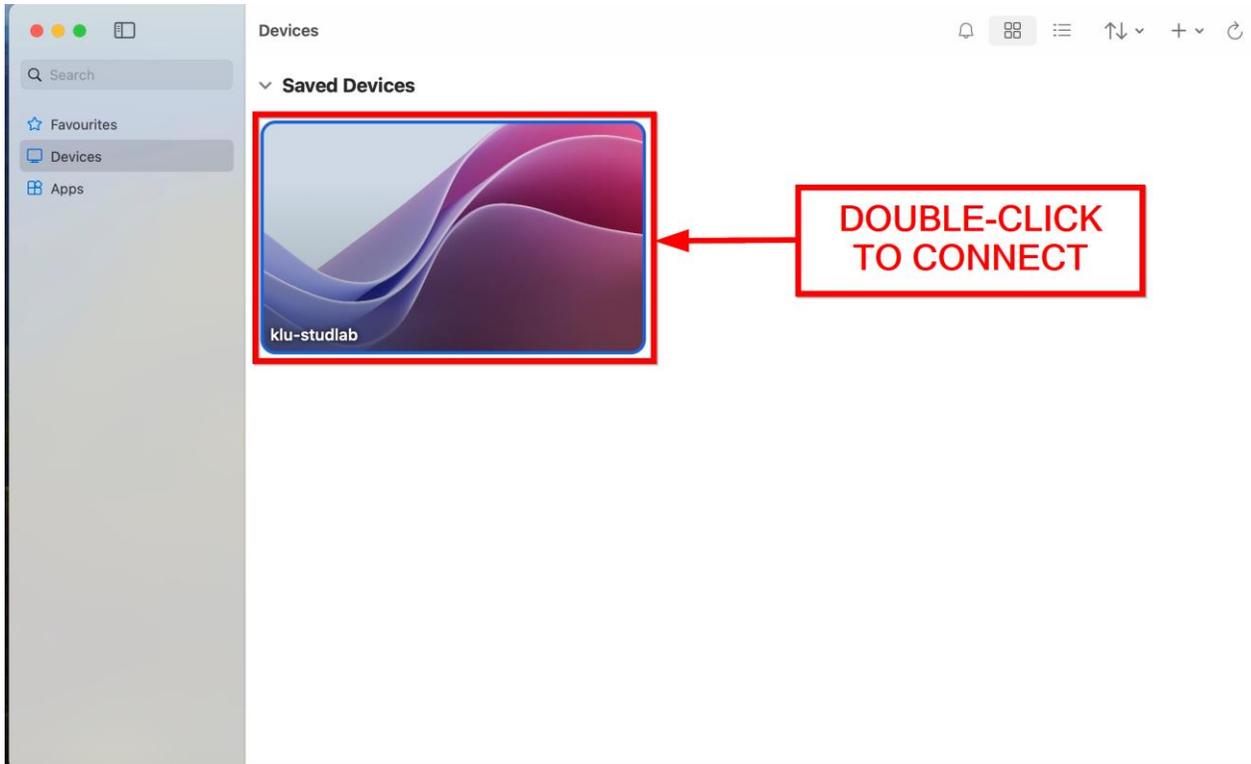
Reconnect if the connection is dropped

Connect to an admin session

Swap mouse buttons

**STEP 10:** Go back to the „General“ tab(1). To add a PC we simply need to know the PC name. Enter „klu-studlab“(2) and click on the „Add“ button(3).

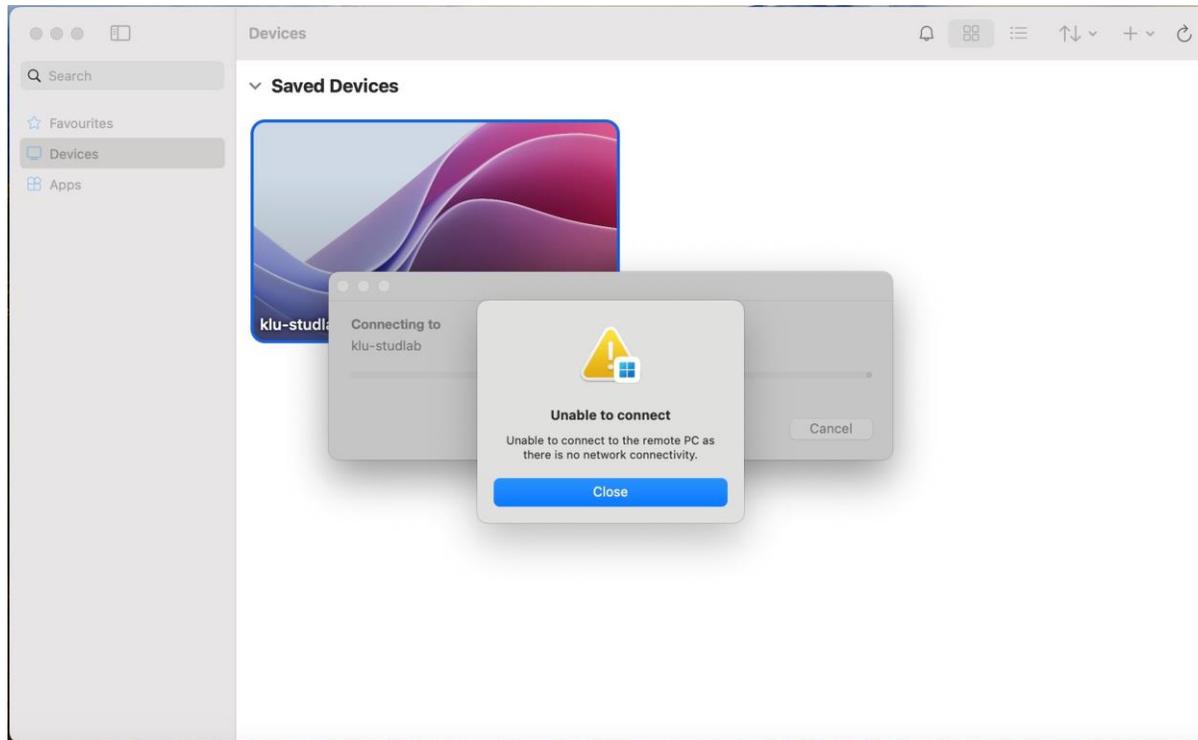
# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 11:** The added PC should show up just like in the screenshot.

Double-click the newly added PC to connect to it.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)

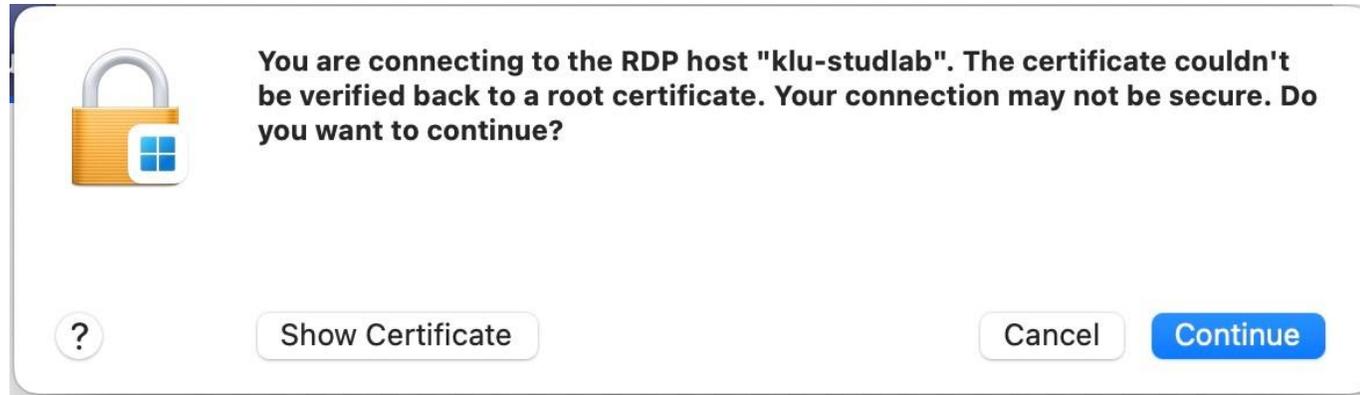


## Important Note:

This only works if you're connected to the KLU network.

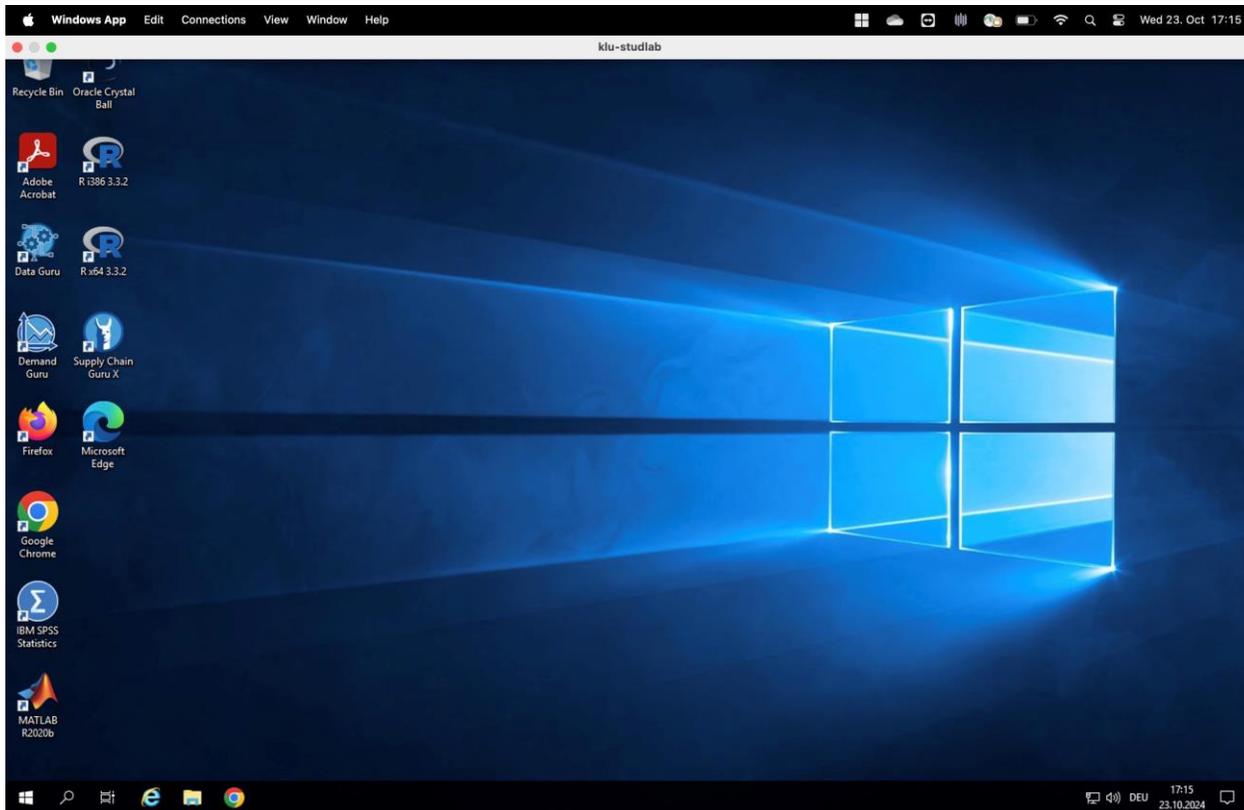
Make sure to be either connected to the „KLU“ WiFi network or establish a VPN tunnel to the KLU before attempting to use RDP.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 12:** The app will inform you that the certificate couldn't be verified. We can trust it and click on „**Continue**“.

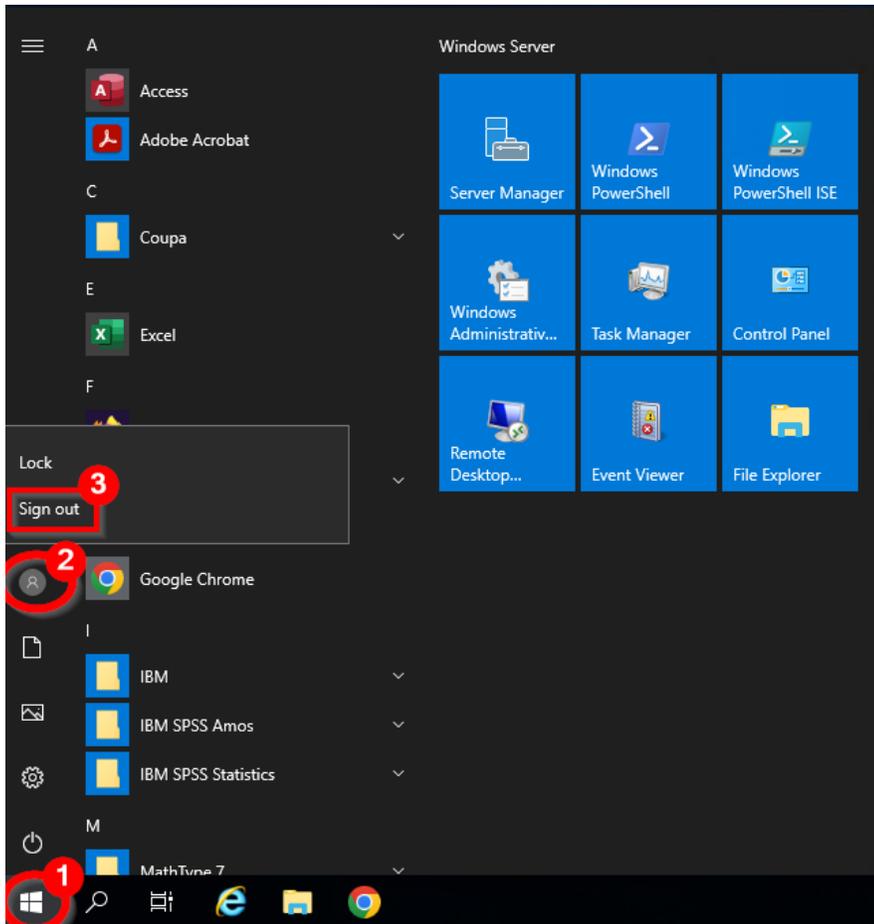
# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



**STEP 13:** Remote Desktop should open just like in the screenshot.

You can now work on this PC remotely and use it's resources.

# ACCESS TO THE KLU HOSTED INSTANCE - MAC (RDP)



## Additional Note:

To prevent future login conflicts, we highly suggest you to „**Sign out**“ from your account when you want to disconnect from the Remote Desktop.

If you ran into problems along the way, please don't hesitate to contact us via [servicedesk@klu.org](mailto:servicedesk@klu.org)

We will gladly help you.