

# Microsoft Remote Desktop

## Requirement:

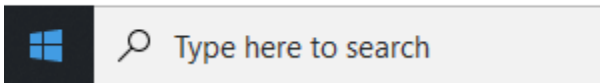


If you are not on campus you will be prompted to authenticate using **DUO**. Prior to using Remote Desktop you will need DUO authentication setup.

Prior to being able to connect to Remote Desktop while off campus or working remotely, you will need to be added to the "remote users group" and have DUO enabled first. Please contact Support Services at (561) 237-7979 if you have never used Remote Desktop off campus so we can get the process started for you.

## Step-by-step guide (Windows)

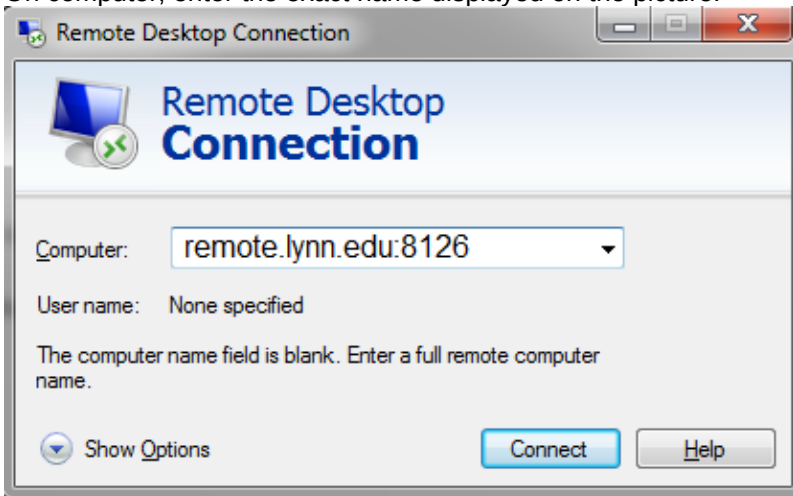
1. On our windows search, type Remote desktop



2. Select Remote Desktop Connection.

[blocked URL](#)

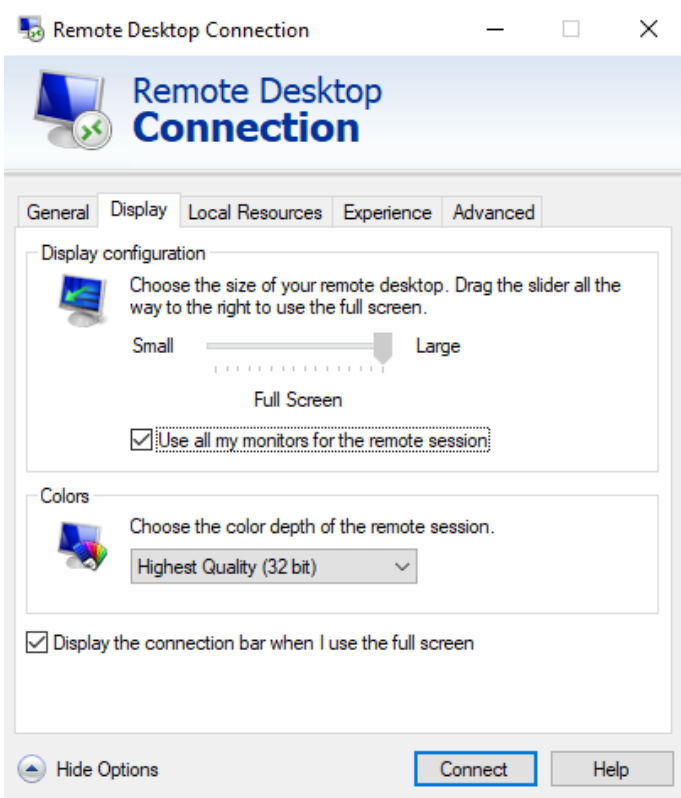
3. On computer, enter the exact name displayed on the picture:



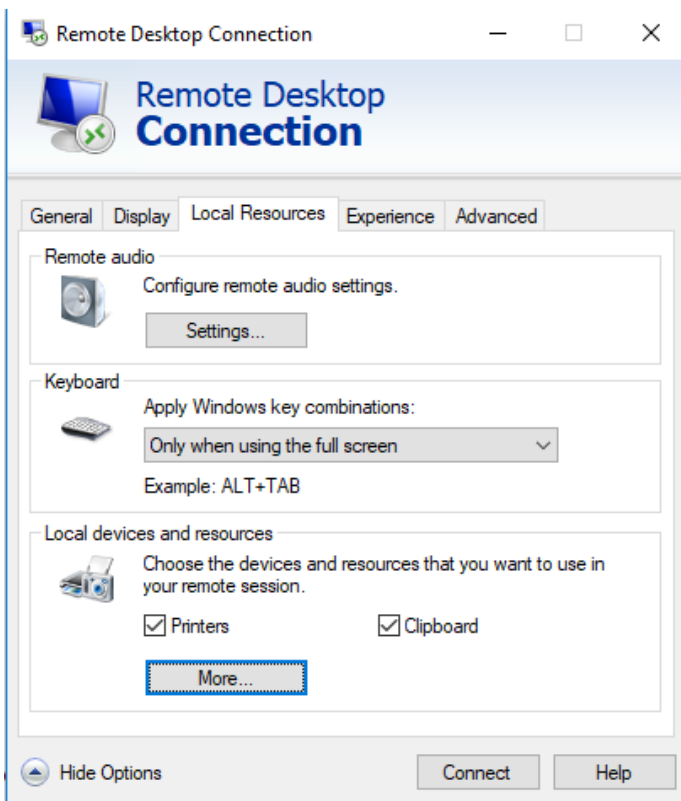
4. For computer, enter the following without spaces:

**remote.lynn.edu:8126**

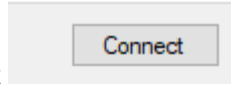
5. Enter your Lynn Credentials (DO NOT CLICK CONNECT YET)
6. Under **Show Options** on the lower left, select the display tab and select the resolution you wish to use  
If you wish to use multiple display, check the box for use all of my displays



7. If you wish to use devices such as drives or printers that are connected to your computer select the **local resources** tab and click **more** and check the boxes for the devices you wish to access via Remote



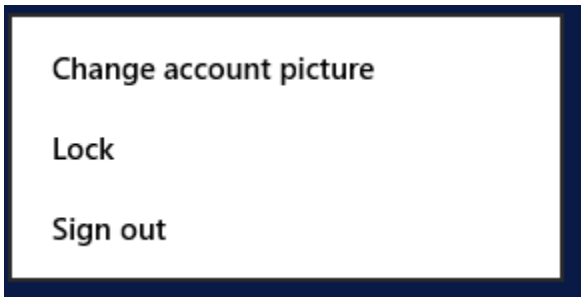
8. Click Connect



9. \*To exit or close Remote Desktop, click on the Windows star icon next to search  and go to the top left of the screen.



10. Click on the person  icon next to your name (top left) and choose Sign out.



### Step-by-step guide (MacOS)

1. Launch the Self Service application . Self Service can be found in Finder under Applications or

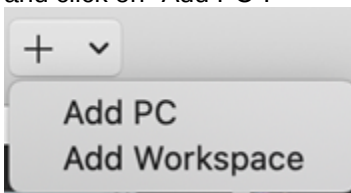
Launchpad. 



2. In Self Service, you can search in the top left corner for Remote Desktop and install the most recent version of the application .



3. Once Remote Desktop is installed, open the application and go to the plus + sign in the top left hand area and click on "Add PC".



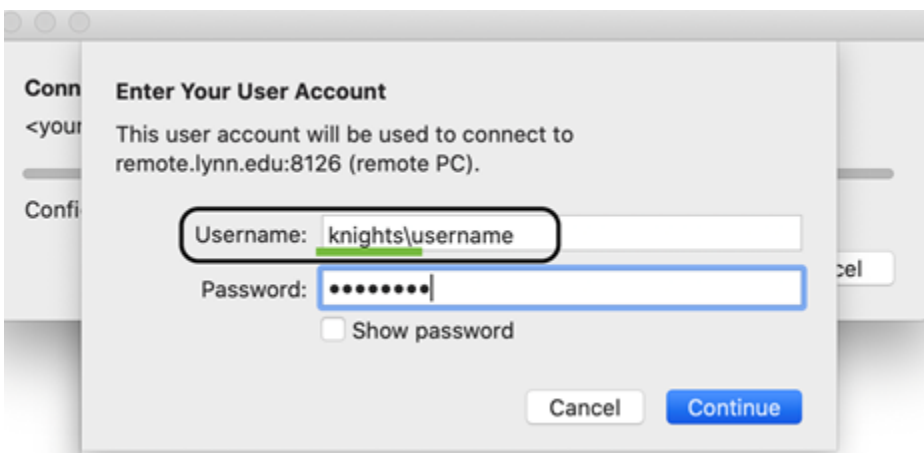
4. Add PC will bring up a new window, where it says PC Name you will enter the following without spaces:

**remote.lynn.edu:8126**

- Friendly name is optional, but you can put your name if you would like ex: jsmith or jsmithsRemoteDesktop. You can leave it blank.



- Click Add and it will bring you back to the main window. Double-click on the "PC" you just created, and it will prompt you to log in.
- Log in with your Lynn credentials, and **knights\** is required before your username. Make sure it is a backslash. A forward slash will not work.

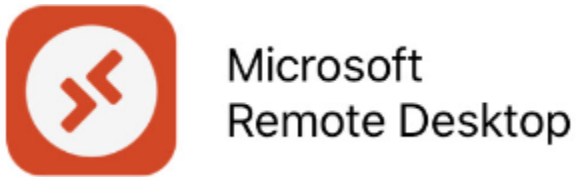


**Step-by-step guide (iOS)**

1. Locate and tap on the Self Service application.



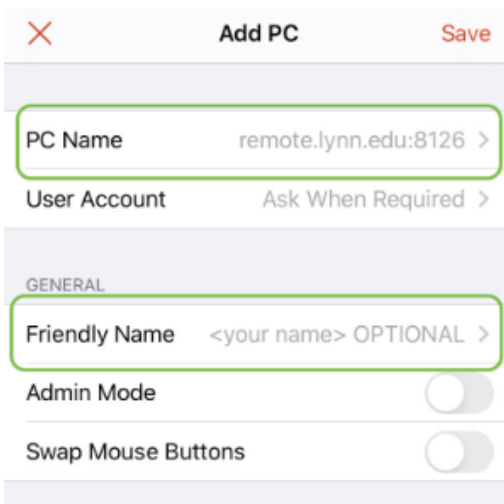
2. In Self Service, you can scroll to or search in the bottom right corner for Microsoft Remote Desktop and install the application.



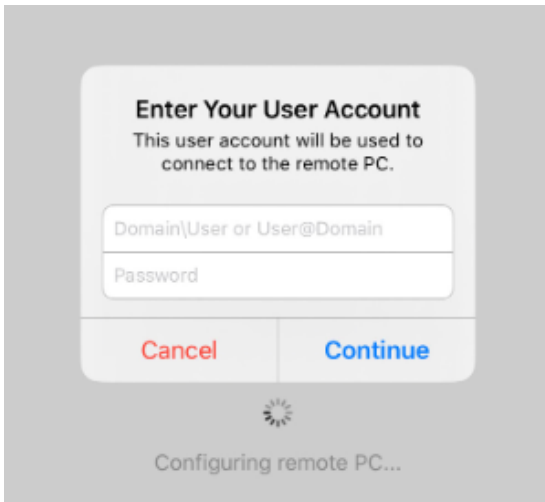
3. Once Remote Desktop is installed, open the application and go to the plus + sign in the top right corner and tap on "Add PC".
4. Add PC will bring up a new window, where it says PC Name you will enter the following without spaces:

**remote.lynn.edu:8126**

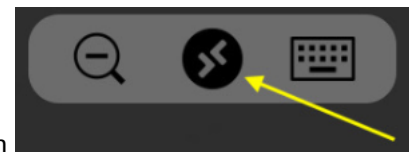
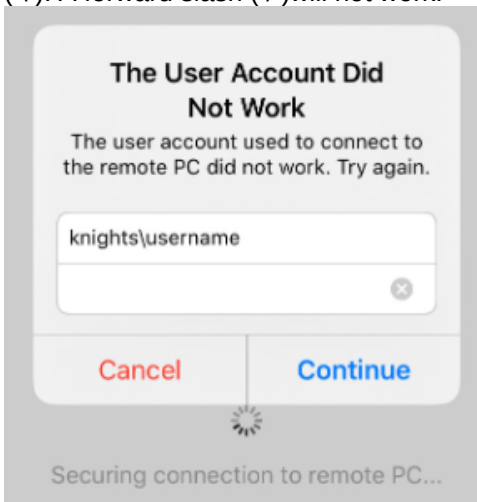
5. Friendly name is optional, but you can put your name if you would like ex: jsmith or jsmithsRemoteDesktop. You can leave it blank.

A screenshot of the "Add PC" window in the Microsoft Remote Desktop application. The window has a title bar with a red "X" icon, the text "Add PC", and a red "Save" button. Below the title bar, there are two input fields: "PC Name" with the text "remote.lynn.edu:8126" and a right arrow, and "User Account" with the text "Ask When Required" and a right arrow. Below these fields is a section header "GENERAL". Under "GENERAL", there is a "Friendly Name" field with the placeholder text "<your name> OPTIONAL" and a right arrow. At the bottom, there are two toggle switches: "Admin Mode" and "Swap Mouse Buttons", both of which are currently turned off.

6. Tap Save and it will bring you back to the main window. Tap on the "PC" you just created, and it will prompt you to log in.



7. Log in with your Lynn credentials, and knights\ is required before your username. Make sure it is a backslash ( \ ). A forward slash ( / ) will not work.



8. To exit or close Remote Desktop, tap on the Remote Desktop icon and

"Disconnect All PCs"

Disconnect All PCs