

Guide-Remote Desktop-Access via Apple Devices

Mac Requirements

- MacOS 10.12 or Newer
- Microsoft Remote Desktop 10 (Available for free from the Mac App Store)
- A stable Internet connection

iPad Requirements

- IOS 13.0 or Newer
- Microsoft Remote Desktop (Available for free from the App Store)
- A stable internet connection

Step 1: Open Microsoft Remote Desktop

- Open Microsoft Remote Desktop app (icon below)



Step 2: Add a Workspace

- On a Mac, Click on the “Workspaces” button at the top of the app. If on an iPad, press “Workspaces” at the bottom.
- On a Mac the blue “Add Workspace” button. On an iPad, press the + symbol in the top right.
- A box will appear asking for a workspace URL or email, please enter the web address below:

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- After entering the link above it should begin to auto-configure and the box below will show another link. When it’s done this click the “Add” button at the bottom.
- You will then be asked to enter your school username and password, please enter them in the format below:

Username: BSFADDCC\YOURUSERNAME

Password: YOURPASSWORD

Setup Completed!

You are now connected to the schools Remote Desktop apps. You can access the schools shared drives and Microsoft Office, just click to open the apps you want to use.

Please note, you will be promoted to re-enter your login details periodically.