

Steps to logging into the LW's computer system remotely using a Mac

1. In order to connect to Lutheran West's server on a Mac, you will need to download the free app called "Microsoft Remote Desktop". This free app is available from the iTunes app store. Either search the iTunes store for "Microsoft Remote Desktop" or navigate to <https://itunes.apple.com/us/app/id715768417?mt=12&ign-mpt=uo%3D4>
2. After installing, click the magnifying glass in the upper right hand corner of the desktop (spotlight) to search for "Microsoft Remote Desktop"
3. Several options will be available when you type "Microsoft Remote Desktop." Click the "Microsoft Remote Desktop Connection" option. Do not choose "Remote Desktop" as that is something different.

4. Click "New" which looks like a bit plus sign.

5. Connection Name: **LW Remote Access**

6. PC Name: **virtual.lutheranwest.com:3390**

7. Gateway: **No gateway configured**

8. Username: **lhw\[your usual username]**

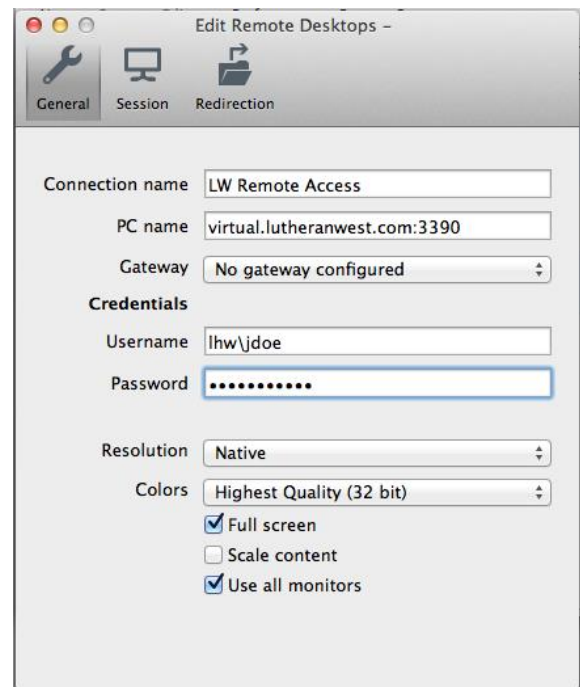
Note that you use the "backslash"

not "forwardslash": ie: "\" not "/".

9. Password: **[your usual password]**

10. Leave the rest of the fields alone

11. Close the window by clicking the red x in the upper left hand corner of the window.



>>> Set up is complete. Start here in the future.

12. Now you will see LW Remote Access listed under My Desktops

13. Double click the LW Remote Access

14. A pop up window may now tell you to verify the certificate. Click continue.

15. The computer will then pop up a few windows and *viola!* you are logged into a server located at Lutheran West.