

# Connect with remote office from Apple OS (X)

Version First version Last edited 1.1 17-02-2021 14-04-2021





# Index

1	Intro	oduction	3
2	User	manual	3
	2.1	Whitelist IP-Adres	3
	2.2	Downloading the remote desktop software	3
	2.3	Configuring Microsoft Remote Desktop	5



# 1 Introduction

This manual will teach you how to connect to your remote office from your Apple OSX device.

This manual also describes how to whitelist yourself in order to connect to your remote office. This is sometimes necessary because of security reasons.

## 2 User manual

#### 2.1 Whitelist IP-Adres

**Step 1:** Open a browser and navigate to the following website: <u>https://www.ndi.nl/nl/whitelisting/</u> **Step 2:** Enter your username and password just like as shown in the image

Service WHITEL	ISTING	CECCON CONTRACTOR
	C	
HOME > WHITELISTING		
Voor het w	erkrijgen van toegang tot jouw terminalserver, dient jouw IP-adres op een	Diensten
whitelist to voor NDI b	e staan. Dit is automatisch het geval wanneer je verbinding maakt vanaf een sekende locatie. Werk je echter thuis, bij vrienden, in een café of ben je op	CLOUDDIENSTEN
reis, dan k gebruiken	an je jouw IP-adres zelf toevoegen door in onderstaande velden jouw eigen inaam en wachtwoord in te vullen en te bevestigen dat je geen robot bent.	Microsoft 365
Jouw IP-ar	dres blijft dan een week op de whitelist staan	Remote Office
		Hosting
	Login	Colocatie
	Username	
0	ndims\username	witi
	Password	Verbindingen
0		
		Telefoonshap
0	I'm not a robot	Hosted telefonie
		Mobiele telefonie
	Send	
		Multi Factor Authenticatie

*Important:* Enter 'NDIMS\' in front of your username.

**Step 3:** Click on 'Send'. Your IP is now whitelisted on the terminal server.

### 2.2 Downloading the remote desktop software

**Step 1:** Open the App Store by clicking on its icon.





**Step 2:** Open the search bar on the top right and search for "Microsoft Remote Desktop" then click on "Enter".



Step 3: In the following screen select "Microsoft Remote Desktop" and click on "Download".



Step 4: Click on "install app".



**Step 5:** Usually your Mac will ask your Apple ID credentials in order to install an app. Enter these details.

Log in to download software from the apple st	ore		
Log in if you have an Apple ID. You will have an Apple ID if you have used iCloud or the iTunes store. If you do not have an Apple ID, click on 'New Apple ID'.			
Apple ID	Password Forgot password?		
New Apple ID	Cancel Log in	]	



**Step 6:** Now the application will download and an "Open" button will show. Click on "Open" to launch Microsoft Remote Desktop.



**Tip:** You can also open programs in the "Applications" folder in Finder ("**Finder** "> "**Applications**" > "**Microsoft Remote Desktop**") or via the "Launchpad 🔊 "

### 2.3 Configuring Microsoft Remote Desktop

**Step 1:** Open the application and click on "Add PC".









Add PC	
PC name:	Host name or IP address
User account:	Ask when required
General	Display Devices & Audio Folders
Friendly name:	Optional
Group:	Saved PCs
Gateway:	No gateway
	Bypass for local addresses
	Reconnect if the connection is dropped Connect to an admin session Swap mouse buttons

Step 2: On the following screen enter the correct details.

PC Name: Enter your remote office address, i.e. company.ndiro.nl

**User account:** Leave default (Ask when required).

If you want to add your username and password change it to "Add a User account" and it will show you the following screen:

8 v + v	PCs Workspaces	Q. Search
Add a Liser Accou	unt	
Add a Cash Acco		
Username	NDIMS\username	
Password	:	8
	Show password	
Friendly name	: Optional	
	2. Laboration	
	Cancel	Add

User name: Enter your domain name and username, i.e. NDIMS\username

Password: We advise to leave this field blank.

Click on "Add" to save your user account.



**Step 3:** Click on "Add" to save your user account.

Step 4: You can now start your Remote Session by double clicking your account under "PCs".



1 PC			