(For Mac Users)
Microsoft Remote Desktop Application
for EDU’s Azure Virtual Desktops
Installation Instruction

Information Technology & Education Technology
30 OCT 2023
Document Change History

The following table is a record of changes to this document. Version numbers are in X.X format. The numeral to the left of the decimal point indicates a major revision, and the numeral to the right indicates a minor revision.

Major Revision: intent or process changed to such an extent that previous version is obsolete. Alternatively: 20 minor revisions are treated as a major revision (e.g., 1.18, 1.19, then 2.0).

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author / Editor</th>
<th>Document Owner</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>20231026</td>
<td>Rafe Croce</td>
<td>Kelvin Freeman</td>
<td>Initial Draft</td>
</tr>
<tr>
<td>1.1</td>
<td>20231030</td>
<td>Gary Montgomery</td>
<td>Kelvin Freeman</td>
<td>Put into Template. Technical Writer Review.</td>
</tr>
</tbody>
</table>
Table of Contents

1.  INTRODUCTION .......................................................................................................................... 1

2.  PREREQUISITES ................................................................................................................................. 1

3.  INSTALLATION ..................................................................................................................................... 4

APPENDIX A  REFERENCES .....................................................................................................................A-1

APPENDIX B  ACRONYMS, ABBREVIATIONS, AND DEFINITIONS .........................................................B-1
1. INTRODUCTION

This document is for Mac users. It provides step-by-step instructions and illustrations for downloading the Microsoft Remote Desktop application and, if necessary, troubleshooting installation.

2. PREREQUISITES

   a. Ensure that you have all necessary DoD certificates installed on your Mac. To check, select the search icon (top-right corner of screen), and search for “Keychain Access.”

   b. Once Keychain Access opens, select login. Then, select the Certificates tab.
You need to make sure that your Mac is reading your common access card (CAC)/Smart card. Select the Apple icon, and then select About this Mac.

d. A new window will appear. On the left side, navigate to **Software**. Expand the **Software** tree, and then select **SmartCards**. If your Mac is reading your CAC/Smart card, your screen should look like the screenshot below. If your Mac is **NOT** reading your CAC/Smart card, the **com.apple.pivtoken**: field will be empty.

If your Mac does **NOT** have the **required** prerequisites, seek assistance from the MCU Helpdesk or the link below.

**MCU Helpdesk Contact Information**

- **Email:** MCUHelpdesk@usmcu.edu
- **Location:** 2044 South Street, Warner Hall, 3rd Deck, Room 3178
- **Phone Number:** (703) 432-4866

**MilitaryCAC Mac Install Checklist:** [https://militarycac.com/macnotes.htm](https://militarycac.com/macnotes.htm)
3. INSTALLATION

a. Use the link below to download the Microsoft Remote Desktop app from the AppStore.

b. Install the application. Once the application finishes installing, select **Open**.

c. When the application opens, select the + **icon**, and then select **Add Workspace**.
d. A new window will appear. Copy and paste the uniform resource locator (URL) below into the Add Workspace window, and then select Add.

URL: https://rdweb.wvd.microsoft.com

![Add Workspace Window]


e. A new window will appear, prompting you to sign in. Enter your EDU email address, and then click Next.

![Sign in Window]
f. Select your **CAC certificate**, enter your **CAC personal identification number (PIN)**, and click **OK**.

![Image of sign in with your certificate dialog box]

After signing in, your workspace will appear. To access your virtual desktop, under **MCU-EDU-PROD-AVD**, double-click the **computer icon**. You will automatically sign in to the virtual desktop.

![Image of virtual desktop workspace]
# APPENDIX A

## REFERENCES

<table>
<thead>
<tr>
<th>Title or Description</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## APPENDIX B  ACRONYMS, ABBREVIATIONS, AND DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAC</td>
<td>Common Access Card</td>
</tr>
<tr>
<td>MCU</td>
<td>Marine Corps University</td>
</tr>
<tr>
<td>PIN</td>
<td>Personal Identification Number</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource Locator</td>
</tr>
</tbody>
</table>