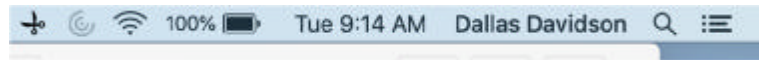# Welcome to Bookminders Cloud Access for Mac

Please note that these screenshots will act as a guideline only. Actual screens may vary based on OS and App Version.

1. First, download the appropriate Microsoft Remote Desktop app for your Mac:

    a. Go to the top, right hand corner of the screen and select the magnifying glass.
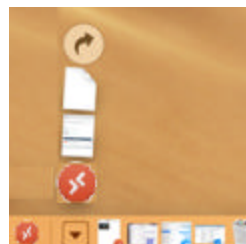

    b. Search "App Store" and select the relevant link

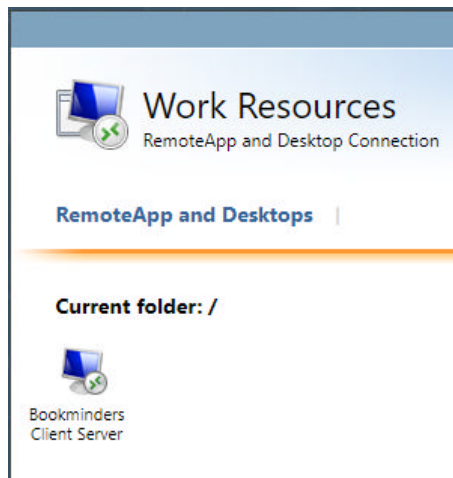   c. Search Microsoft Remote Desktop and select download.

    d. Open downloads at the bottom corner of the screen next to trash and click the Microsoft RDS icon, or click on the App in the taskbar to launch it.

    e. Leave the app open while you download the .rdp file

2. Next, download the RDP File to be used with the Microsoft RDS App:
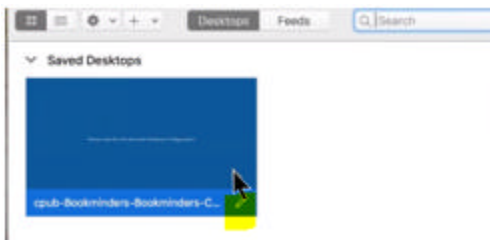
    a. In Safari, or another web browser, navigate to cloud.bookminders.com.

    b. Type in your login credentials (bookminders01\username and password).

    c. Click Sign In.

    d. At the Work Resources Screen, click on the Bookminders Client Server icon to download the .rdp file.
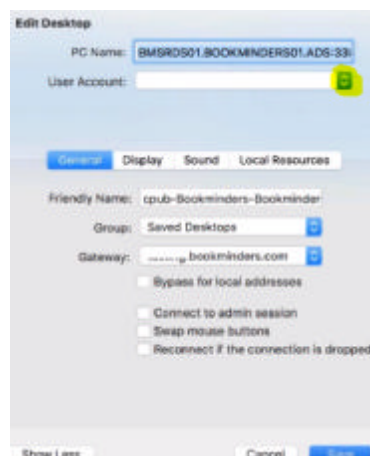
BOOKMINDERS®

e. Click "Sign Out"in the upper right-hand corner of the Work Resources screen and exit your web browser.

3. **Add the RDP file to the Microsoft RDS App and edit the settings:**

   a. Open Finder and locate the downloaded .rdp file. It is saved to your default downloads location - typically the downloads folder.

   b. Click and drag the rdp file from Finder into the open Microsoft Remote Desktop App.

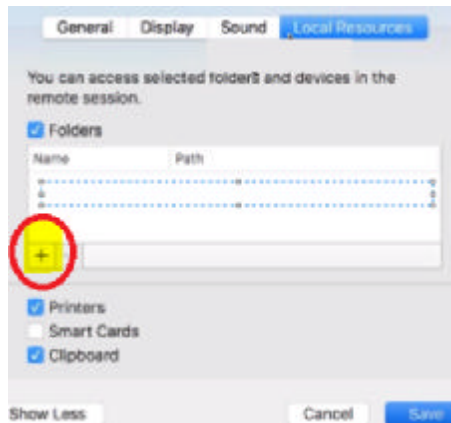   c. In the bottom right-hand corner of the shortcut it creates, click the pencil to edit the shortcut.

   d. Click the up/down arrow next to the User Account Field and click Add Account.

   e. Type in your username as bookminders01*username* and the password supplied to you by Bookminders.

   f. Click the Local Resources tab to choose a folder on your Mac that you can access from the Cloud environment. This will allow you to transfer files down from the Bookminders Cloud to your Mac.
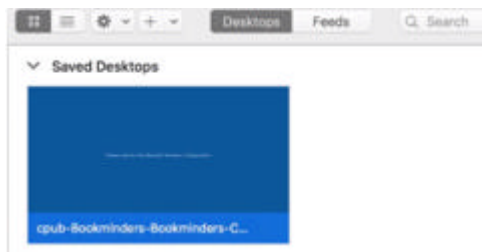
BOOKMINDERS®

g. Click the "+"and choose a folder that you would like to save documents to. Often users will save to their Mac's Desktop folder to simplify locating the file. They can transfer it to another folder later.
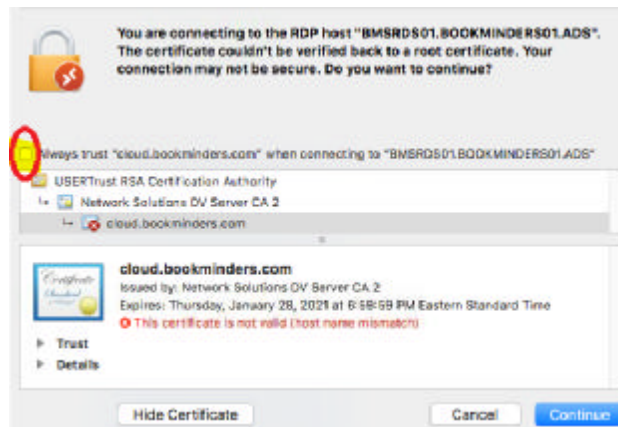

h. Click Save.

i. You have completed the RDP file setup and your Bookminders Cloud session is ready for use.

4. How to Login:

a. Click the Microsoft RDS App to launch it (if not already open).

b. Double click on the Bookminders Cloud file shortcut to launch your session:

c. You may receive a notification that the computer you are connecting to has a different name than cloud.bookminders.com. This is because multiple servers are available for our clients' use. Check the box to "always trust cloud.bookminders.com"and click Continue.

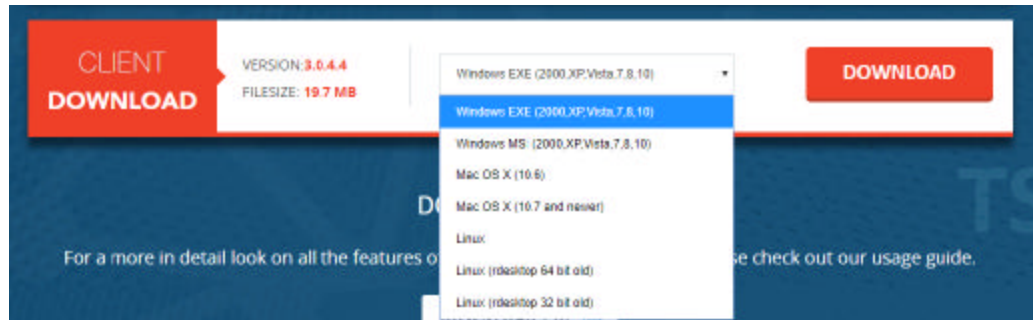i. You may be prompted to enter your Mac password to confirm this setting.

d. Your Bookminders Cloud session will now launch. Please see the companion document, Bookminders Cloud Navigation, for instructions on navigating the Cloud environment.

BOOKMINDERS®

Most clients save files down to their Mac for manipulation and printing. If you need to print from the Bookminders Cloud and encounter problems, please install the TSPrint app on your Mac:

1. Go to https://www.terminalworks.com/remote-desktop-printing/downloads?gclid=Cj0KCQiAm5viBRD4ARIsADGUT24yfyHjWRaxdkDYX8dGxw3aqkLq0Q8HgG5DrAF68s8KefmH4GKIy4kaAoW0EALw_wcB

   a. Under 'Client Download' select the correct Operating System to download:

   b. Select download.

2. After the download has completed, select the (+) under Downloads.

3. Open TSPrint to allow it to self-install.

4. No other steps are required.

     BOOKMINDERS®