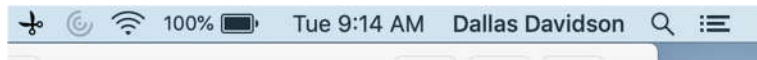


Welcome to Bookminders Cloud Access for Mac

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:

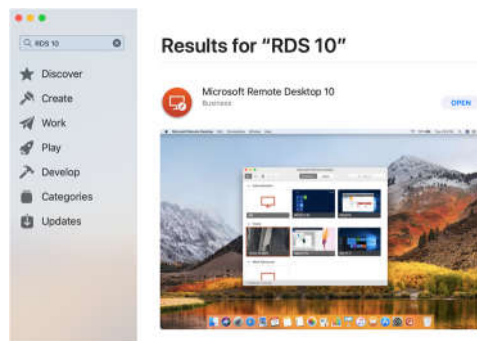
- a. Go to the top, right hand corner of the screen and select the magnifying glass.



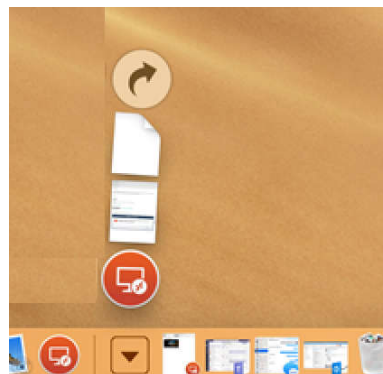
- b. Search “App Store” and select the relevant link



- c. Search RDS 10 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

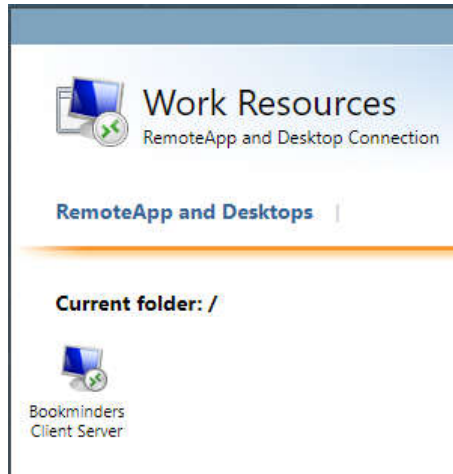
2. Next, download the RDP File to be used with the Microsoft RDS App:

- 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.

Welcome to Bookminders Cloud Access for Mac

Continued

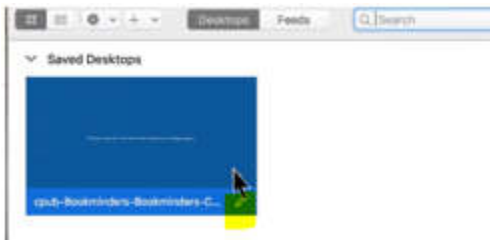
- d. At the **Work Resources** Screen, click on the **Bookminders Client Server** icon to download the .rdp file.



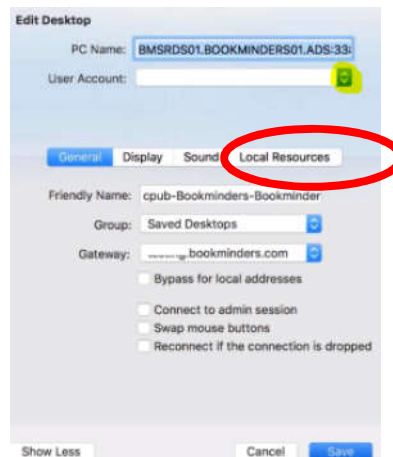
- e. Click "Sign Out" in the upper right-hand corner of the **Work Resources** screen and exit your web browser.

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.



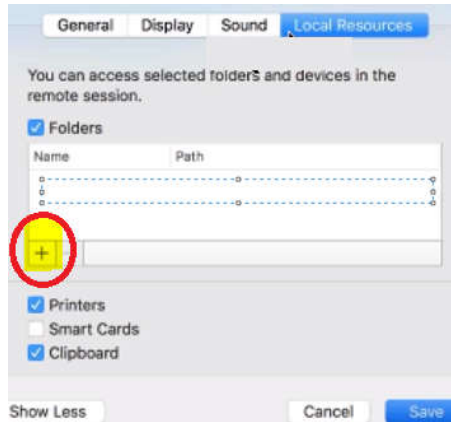
- d. Click the up/down arrow next to the User Account Field and click Add Account.
- e. Type in your username as **bookminders01***username* and the password supplied to you by Bookminders.



Welcome to Bookmindrs Cloud Access for Mac

Continued

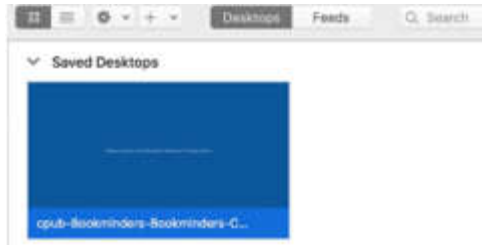
- f. Click the Local Resources tab to choose a folder on your Mac that you can access from the Cloud environment. This will allow you to transfer files down from the Bookmindrs Cloud to your Mac.
- g. Click the “+” and choose a folder that you would like to save documents to. Often users will save to their Mac’s Desktop folder to simplify locating the file. They can transfer it to another folder later.



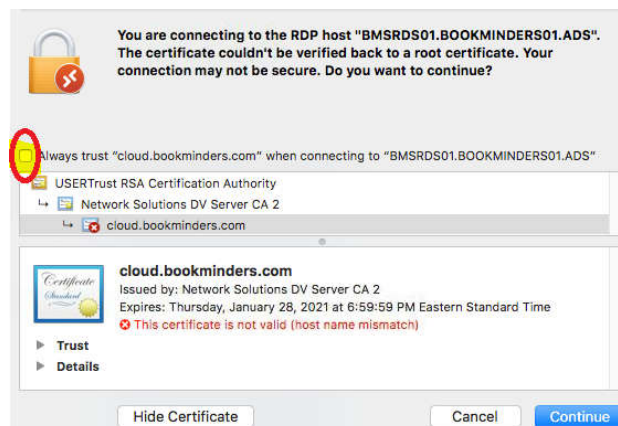
- h. Click Save.
- i. You have completed the RDP file setup and your Bookmindrs Cloud session is ready for use.

4. How to Login:

- a. Click the Microsoft RDS App to launch it (if not already open).
- b. Double click on the Bookmindrs 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.bookmindrs.com. This is because multiple servers are available for our clients’ use. Check the box to “always trust cloud.bookmindrs.com” and click Continue.
 - i. You may be prompted to enter your Mac password to confirm this setting.



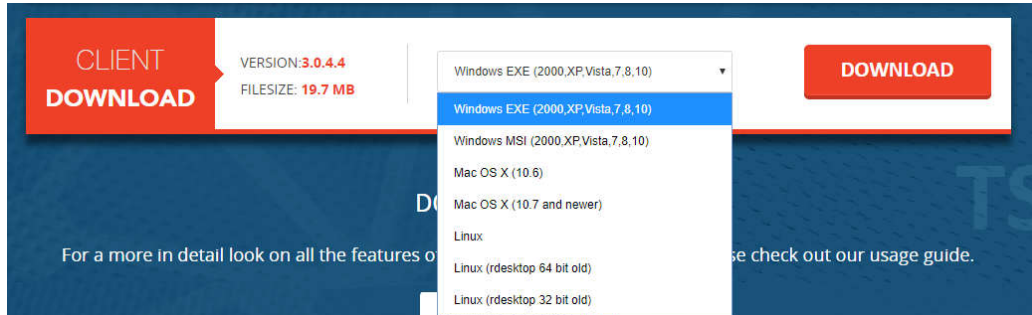
Welcome to Bookmindars Cloud Access for Mac

Continued

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

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

1. Go to https://www.terminalworks.com/remote-desktop-printing/downloads?gclid=Cj0KCQiAm5viBRD4ARIsADGUT24yfyHjWRaxdkDYX8dGxw3aqkLq0Q8HgG5DrAF68s8KefmH4GKly4kaAoW0EALw_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.

