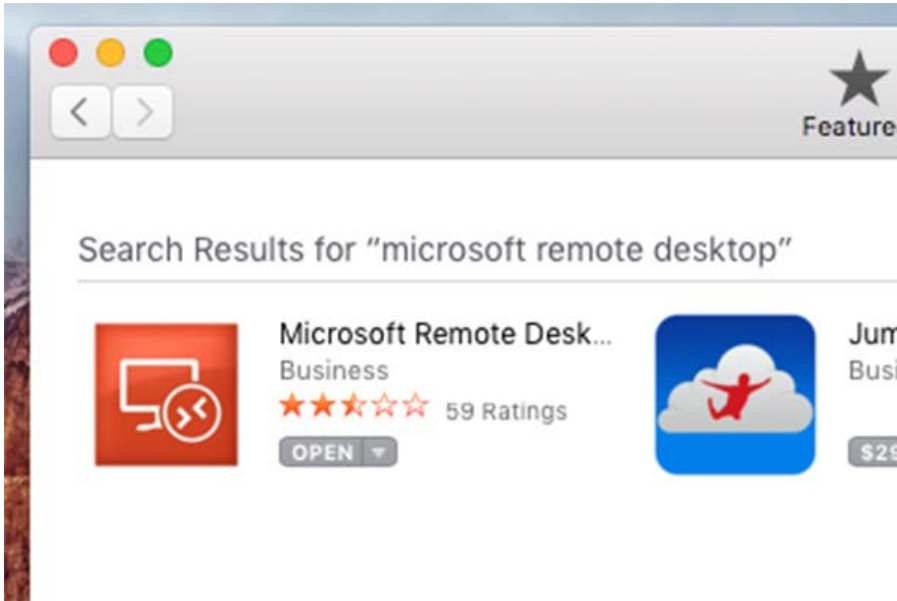


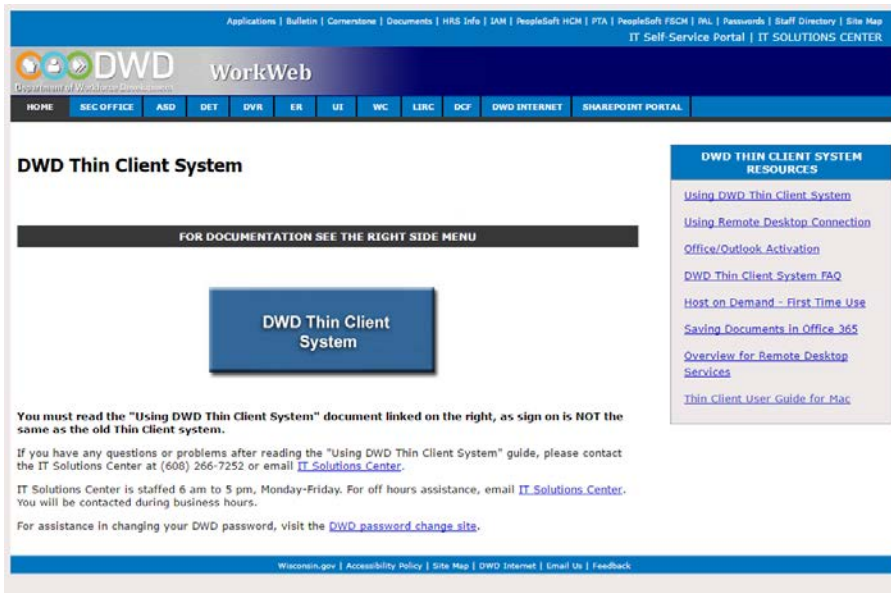
Thin Client System for Mac User Guide

Follow the directions below to login/use the DWD Thin Client System

1. Begin by installing the Microsoft Remote Desktop app (v8.0.xx) from the Mac App Store. Installing multiple Remote Desktop clients or a version other than v8.0.xx will not work.



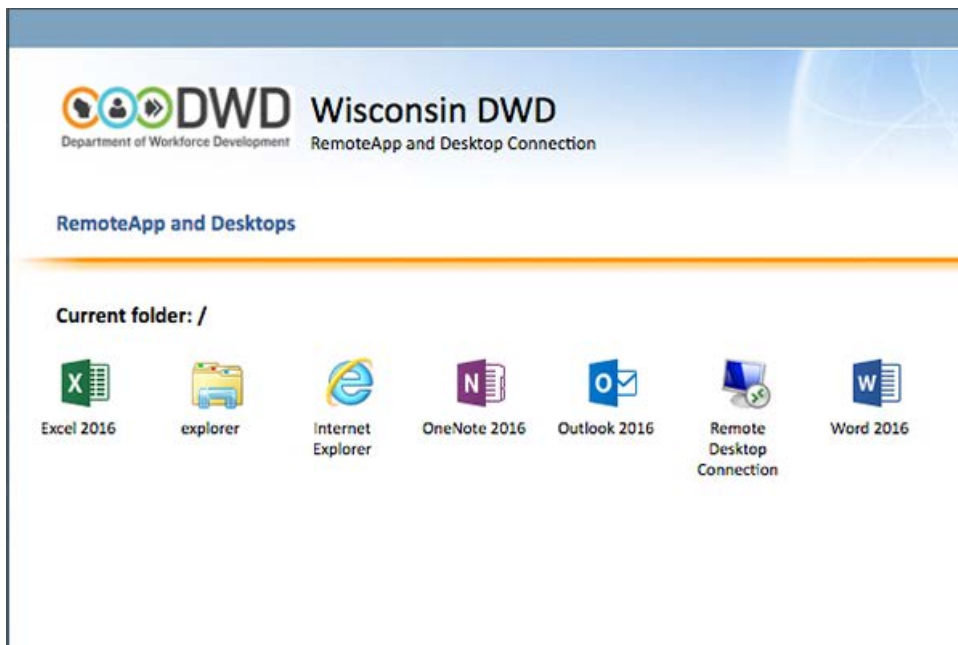
2. Once the Remote Desktop app has been installed you'll go to the DWD Thin Client System website located at: <https://workweb.dwd.state.wi.us/dwdremote/>
3. Click the "DWD Thin Client System" button to begin the login process



4. In the user name field enter your DWD network ID and password, then, click the <Sign In> button.

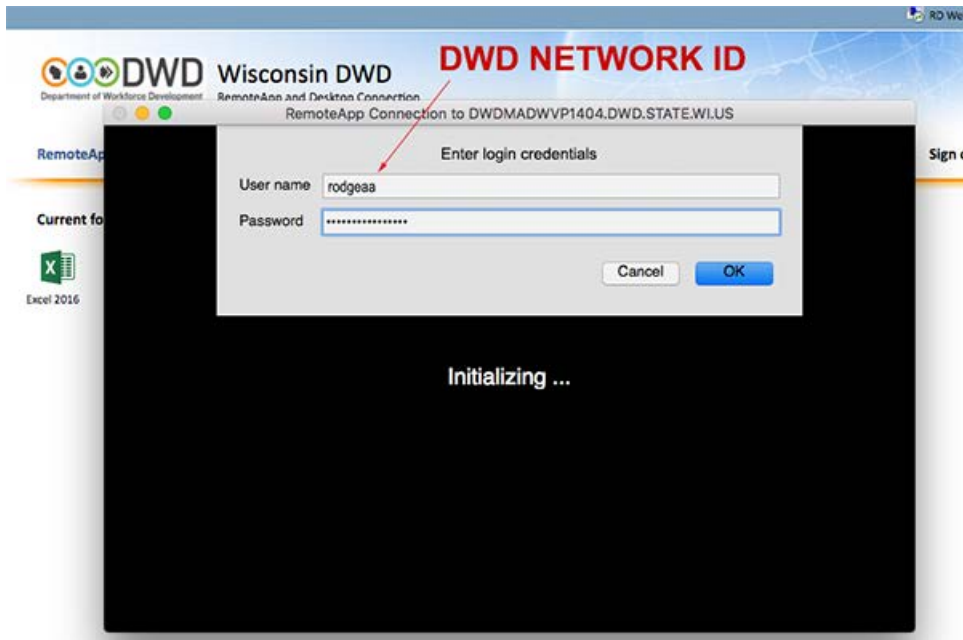


5. At this point all applications or functions you are authorized for will appear as icons on the screen. Click whichever application you want to use.



6. A remote desktop connection file will download to your "Downloads" folder (or specified location if this has been modified). Double click the file to start the Microsoft Remote Desktop application and begin step 1 of the authentication process.

7. Enter your DWD network ID and password as shown below, then, click the <OK> button



8. At the RSA Security Disclaimer (shown below) click "OK" to begin step 2 of the login process



9. Click the RSA icon to begin



10. Enter your Username and pin/fob combination and hit enter (or click the arrow)



11. The application you selected should open.

You can now begin using the DWD Thin Client System

DWD Thin Client System User Tips

Office and HOD Applications

Office applications and HOD require more setup. Refer to the documentation linked on the right side of the DWD Thin Client System homepage <http://workweb.dwd.state.wi.us/dwdremote/>

Office 365 Activation

The login required for activation is your full email address as shown in the example below: firstname.lastname@dwd.wisconsin.gov (you'll use this with your IAM password)

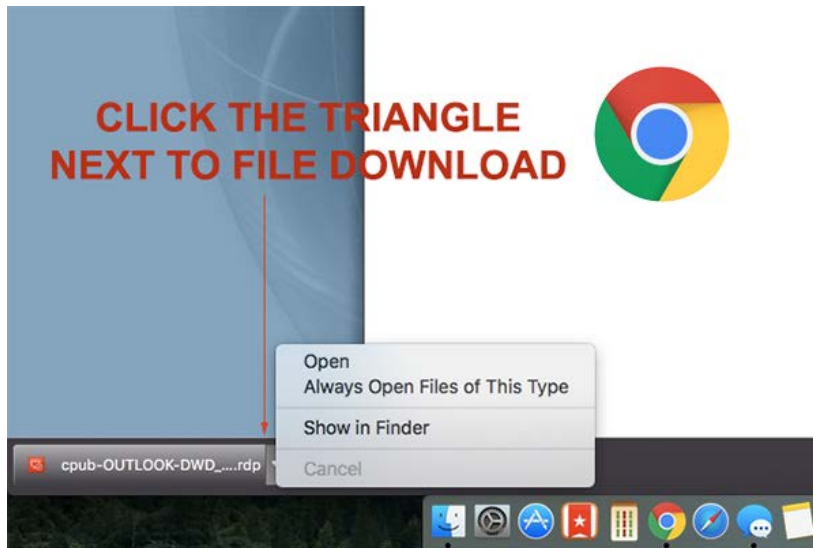
Forgot your PIN?

Contact the ITSC (IT Solutions Center) at (608) 266-7252

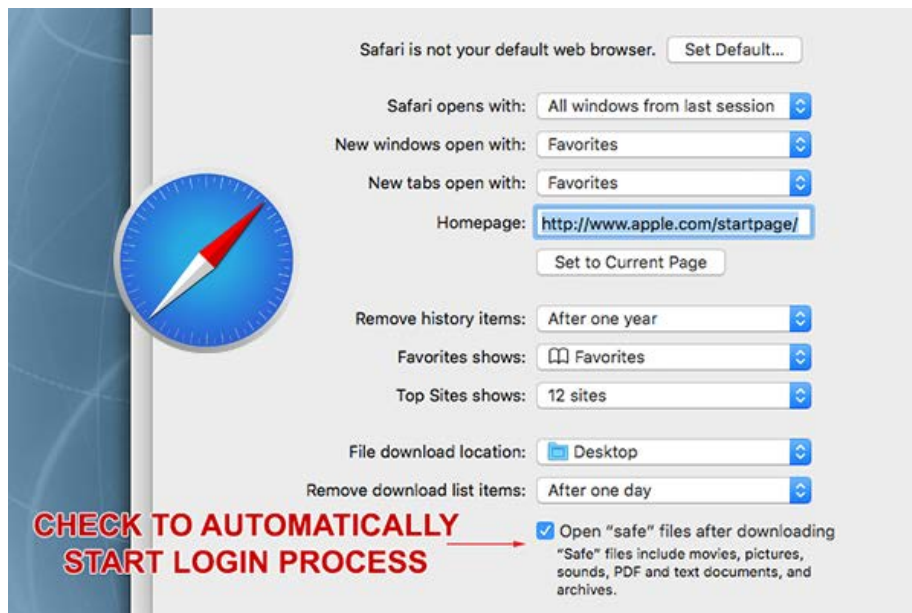
Configuring RDP Connection Files to Open Automatically

To configure the Remote Desktop Connection files to open automatically upon download follow the browser specific directions below:

Google Chrome – Click the "Options" triangle as shown below and choose the "Always Open Files of This Type"



Safari – Go to "Safari > Preferences > General" and check the box stating "Open 'safe' files after downloading..."



MANAGING APPLICATION WINDOWS

If you're working on a laptop or have a single monitor setup managing application windows can be a challenge. You can cycle through them via a toolbar icon as shown below:

