



**CodeMetro, Inc.**

Practice Management Software | Business Consulting | Admin Services

# **Microsoft Remote Desktop setup for OSX, iOS and Android devices**

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## **INTRODUCTION**

Welcome New User! This manual is provided to help guide you to setup multiple devices with Microsoft Remote Desktop to access NPAWorks.

### **Technical Support**

We are committed to providing fast, friendly and knowledgeable support, Monday through Friday, 8:00 am – 6:00 pm.

Contact us at (877) 796-9883 or [support@codemetro.com](mailto:support@codemetro.com).

## **MICROSOFT RDP SETUP ON OSX / MAC**

1. First access the App store on your Mac, usually located on the quick launch bar at the bottom of your screen. If not there use Go > Applications to find the app store.



2. Once the app store is loaded click on the Search bar and type Microsoft Remote Desktop and press enter.



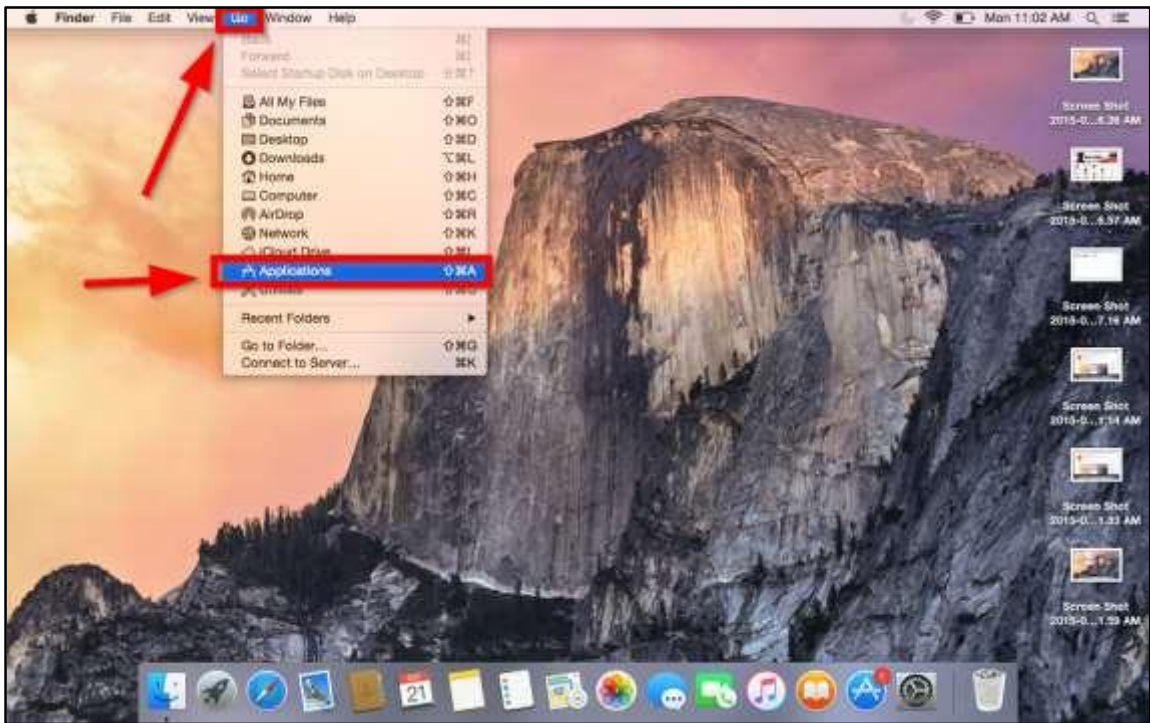
3. A search results screen will appear. Click on the Microsoft Remote Desktop search result.



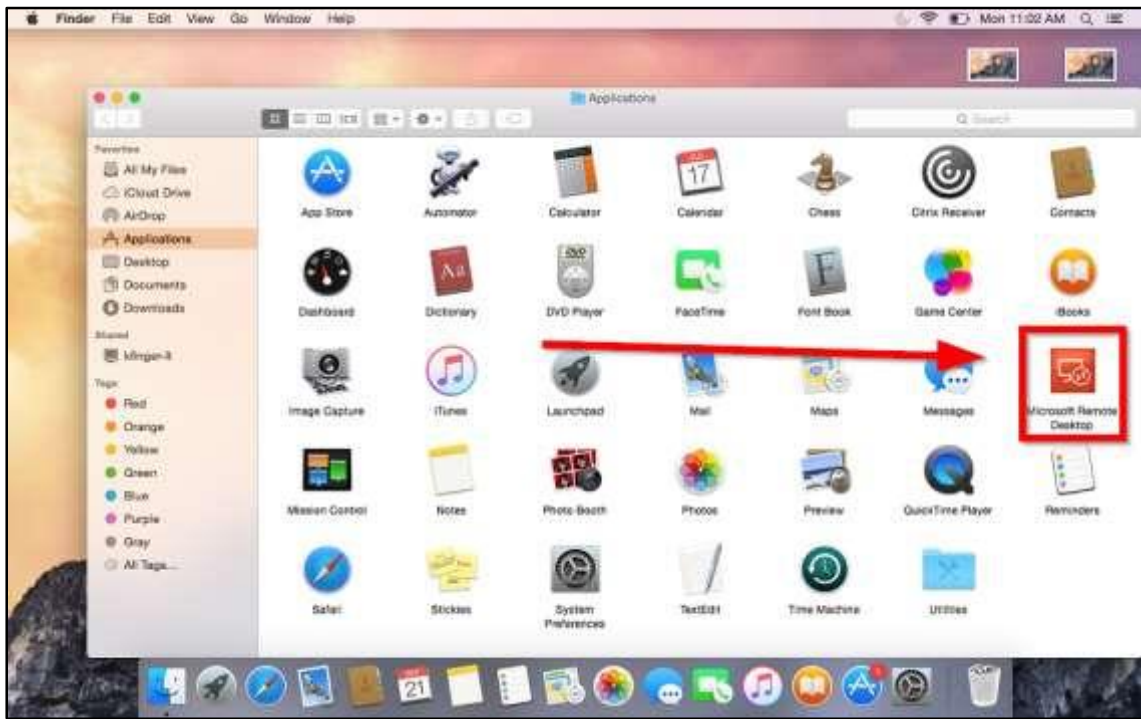
4. Click the Install button below the Microsoft Remote Desktop Icon.



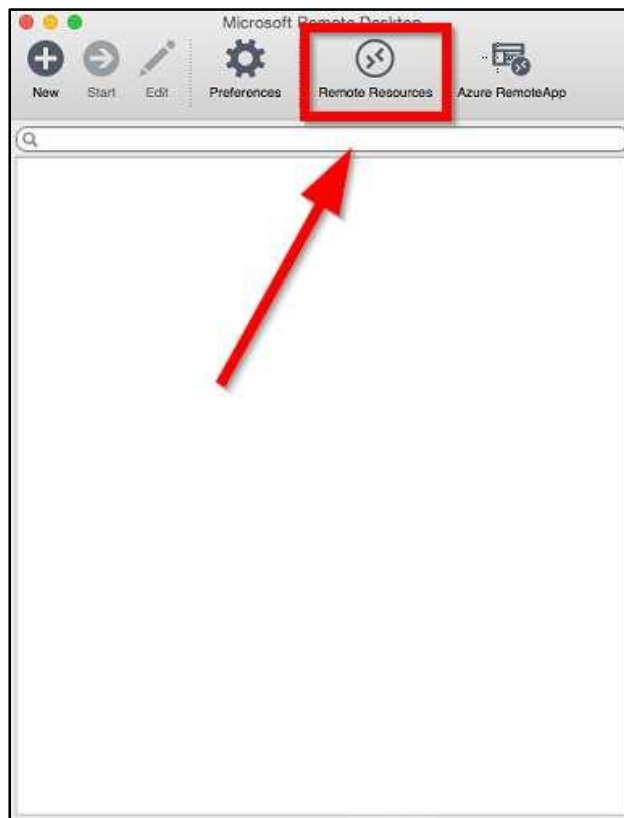
5. Once Microsoft Remote Desktop is installed exit out of the App store and click Go > Applications.



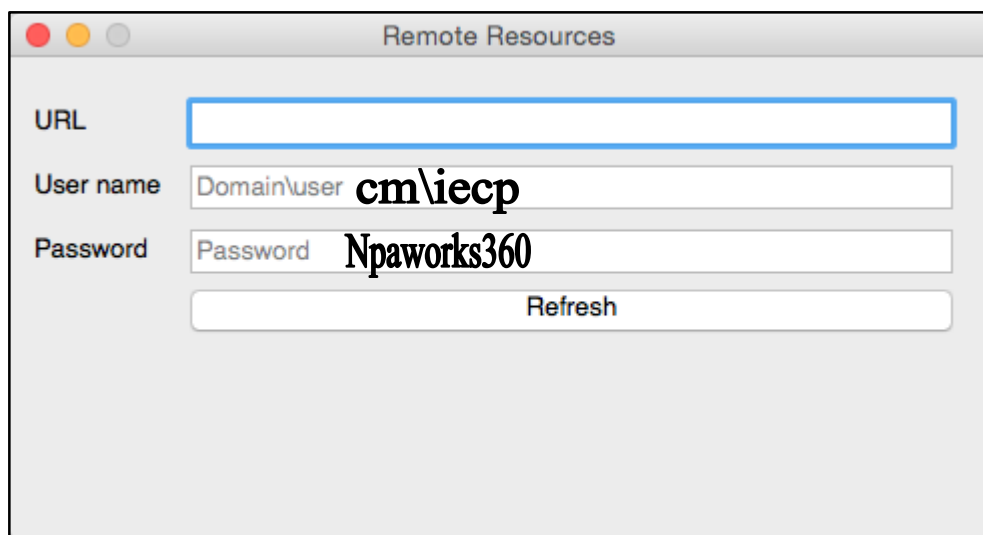
6. Double-click on the Microsoft Remote Desktop icon within the Applications screen to start the program.

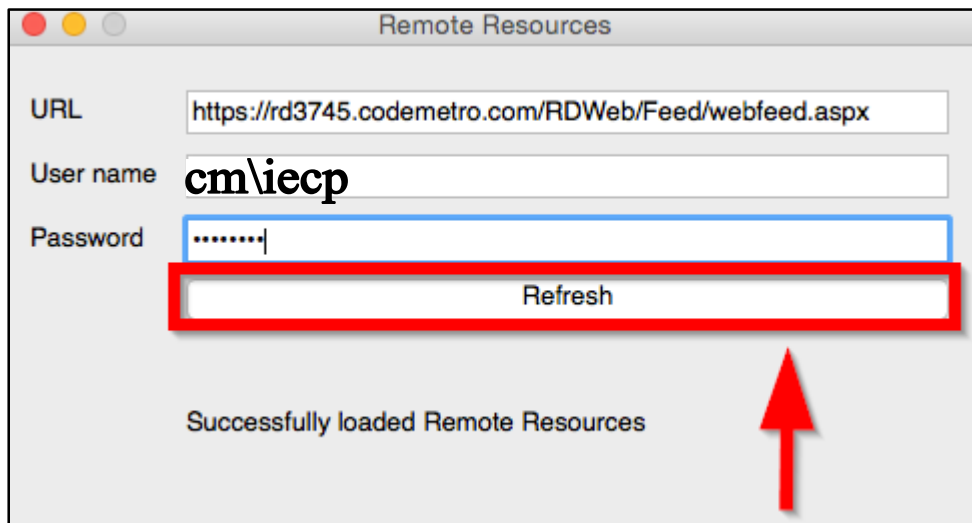


7. Microsoft Remote Desktop will launch as a small window. Click on Remote Resources.

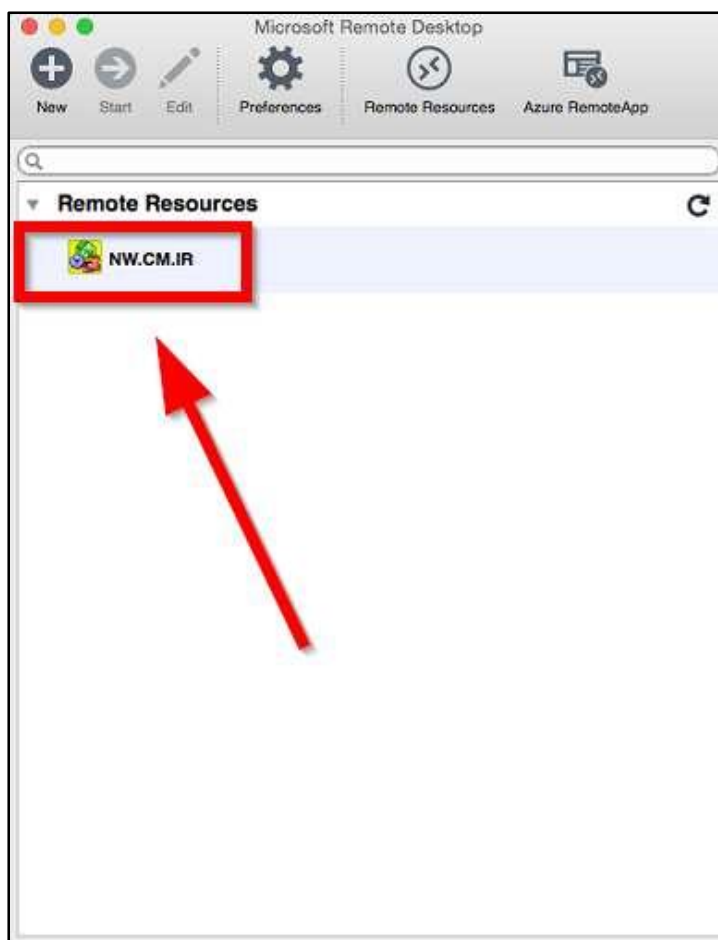


8. Remote resources setup window will appear. Enter in the server <https://rd3745.codemetro.com>. In the User name and password fields, **enter the credentials given to you by your supervisor**. When finished Press Refresh. If done correctly you will see the message “Successfully loaded Remote Resources.” Close the screen.



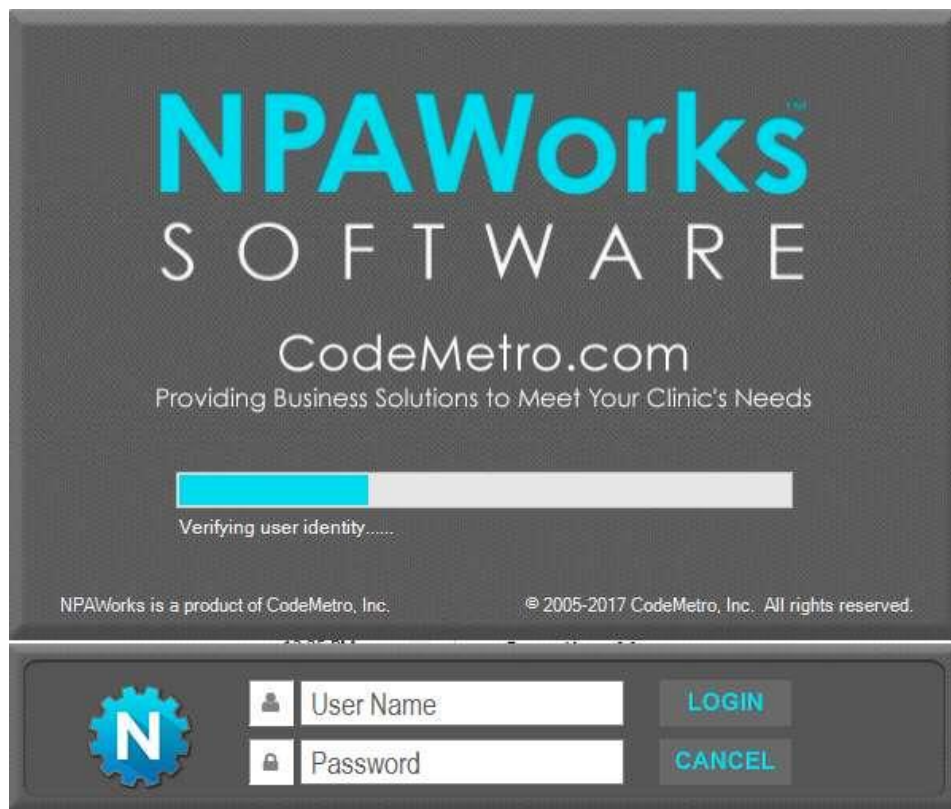


9. At the Microsoft Desktop Remote main screen the NPAWorks icon should now appear. Double click on the icon to load NPAWorks.





10. Congratulations, you have successfully Setup Microsoft Remote Desktop to use NPAWorks on your Mac.

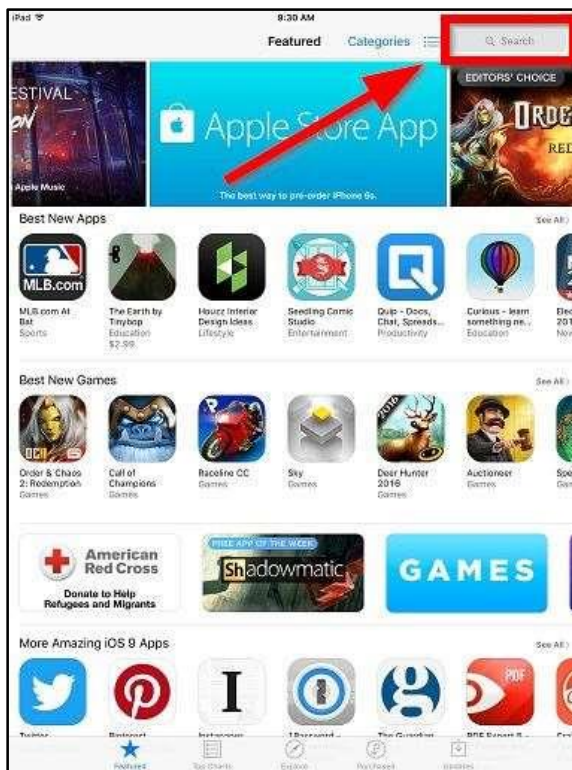


## Microsoft Remote Desktop Setup on iOS / iPad / iPhone

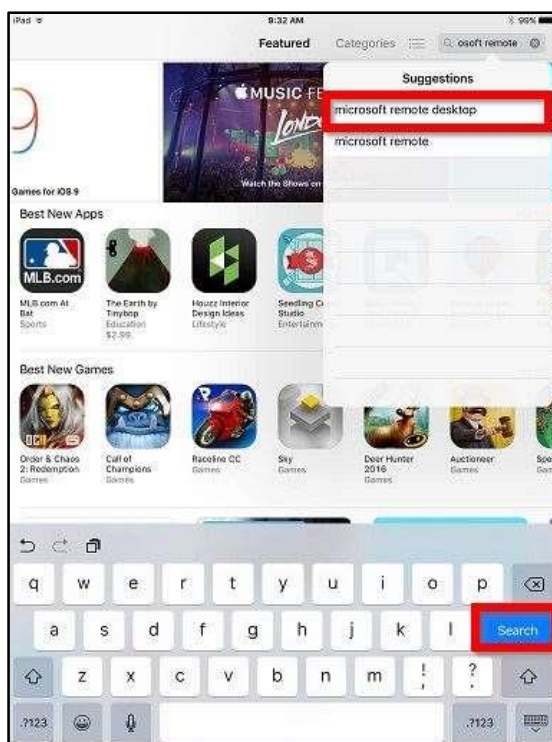
1. On the iPad Home screen tap the App store icon to open the App Store.



2. The app store will open. Tap on the blank search bar on the top right of the screen.



3. The iPad Virtual keyboard will appear. Type “Microsoft Remote Desktop” and tap Search.



- The results page will open. Find the Microsoft Remote Desktop search result (usually located as the first choice at the top right) and tap “GET”.



- Microsoft Remote Desktop will install, once installed tap “Open”

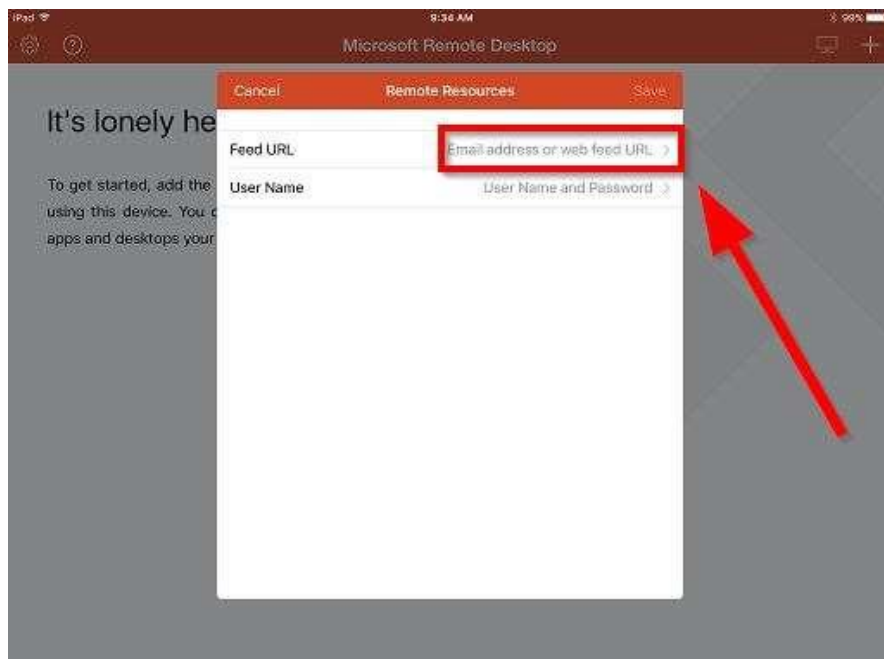


6. The Microsoft Remote Desktop app will open. Click the “+” sign to and select “**Add Remote Resource Feed**”.

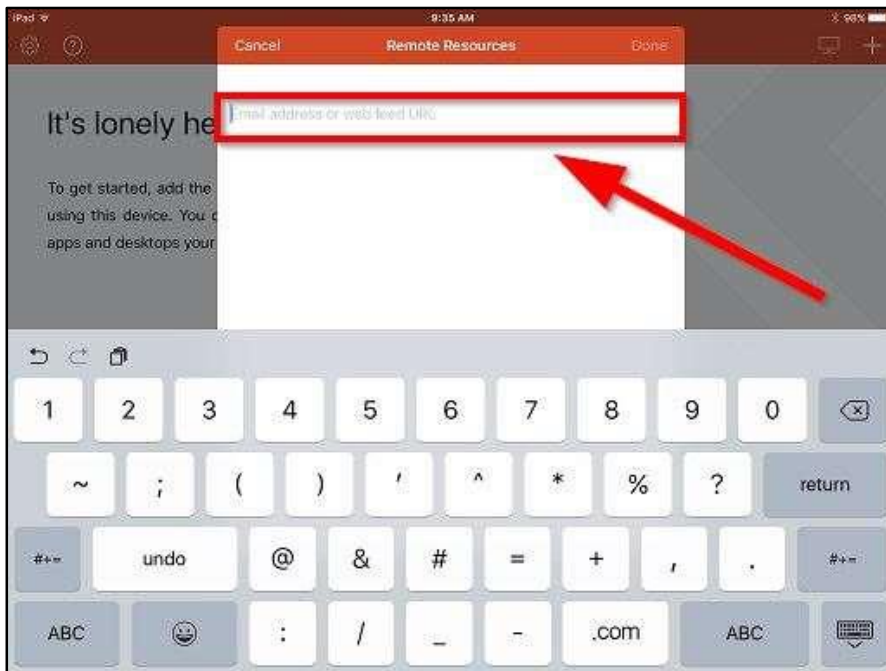


**Username: cm\iecp**  
**Password: Npaworks360**

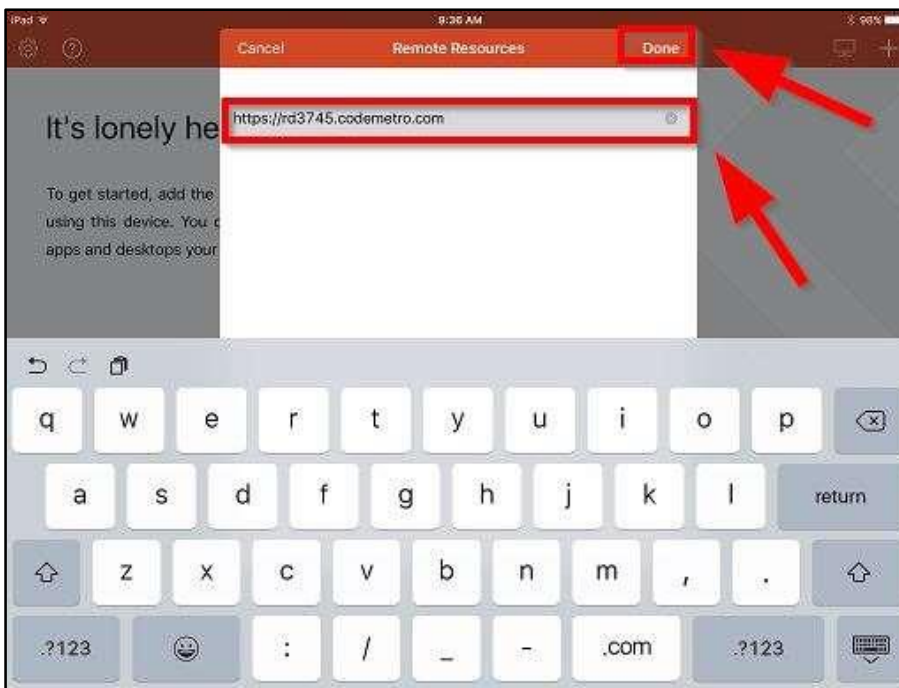
7. The Remote Resources screen will appear. Tap “**Email address or web feed URL**”.



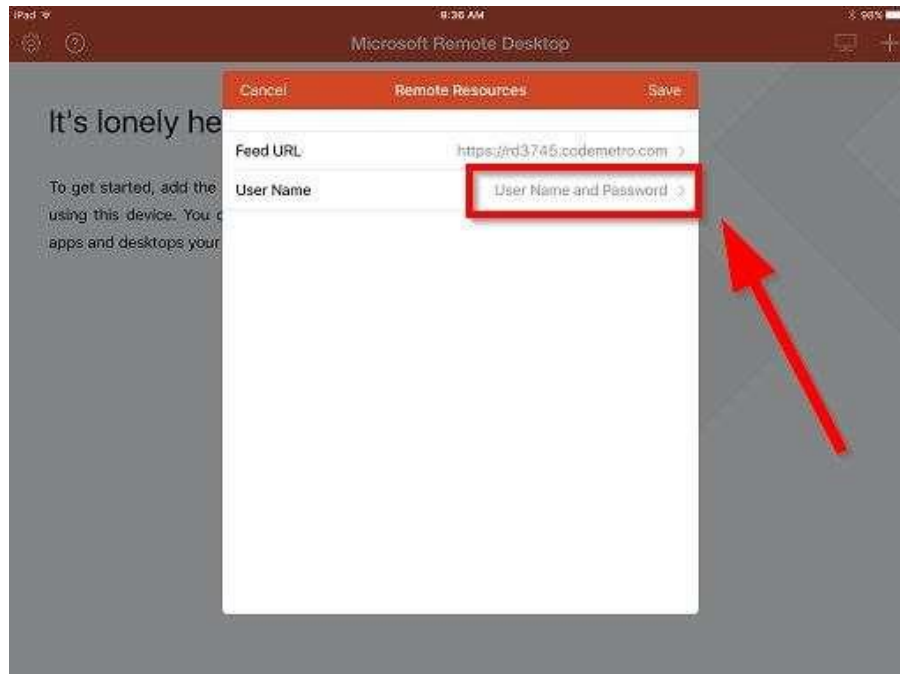
8. A blank field for Email address or web feed URL will appear. Tap into the blank space and type “<https://rd3745.codemetro.com>”



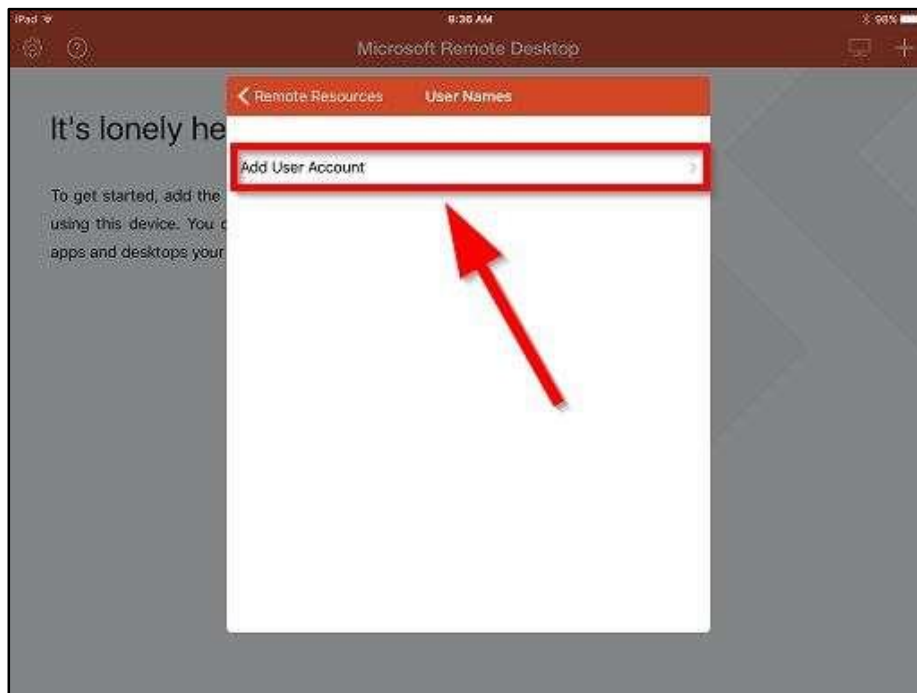
9. After typing in the URL, tap “Done”.



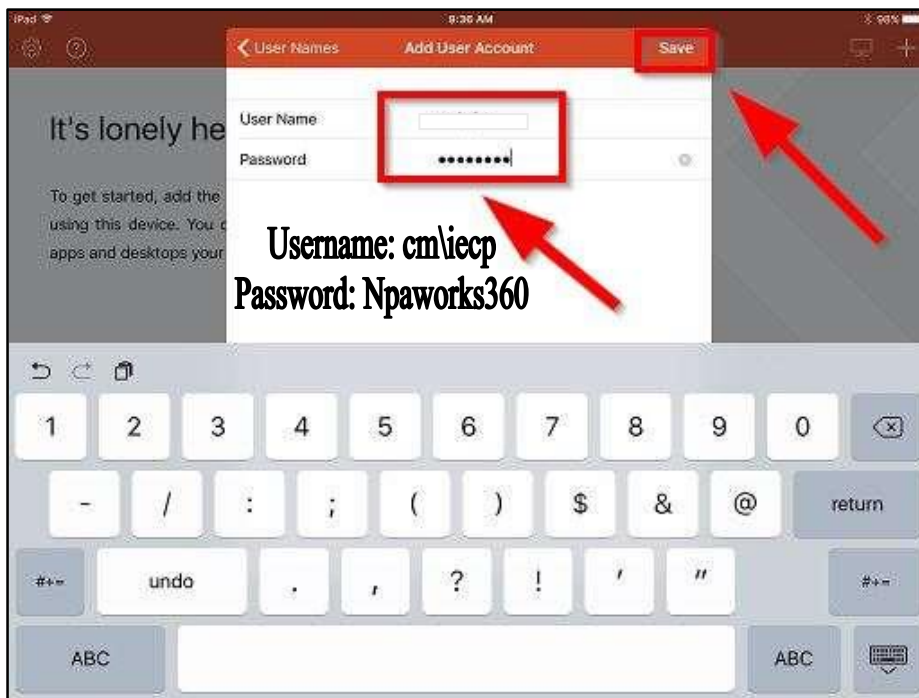
10. The Remote resources page will appear again, this time tap “**User name and Password**”.



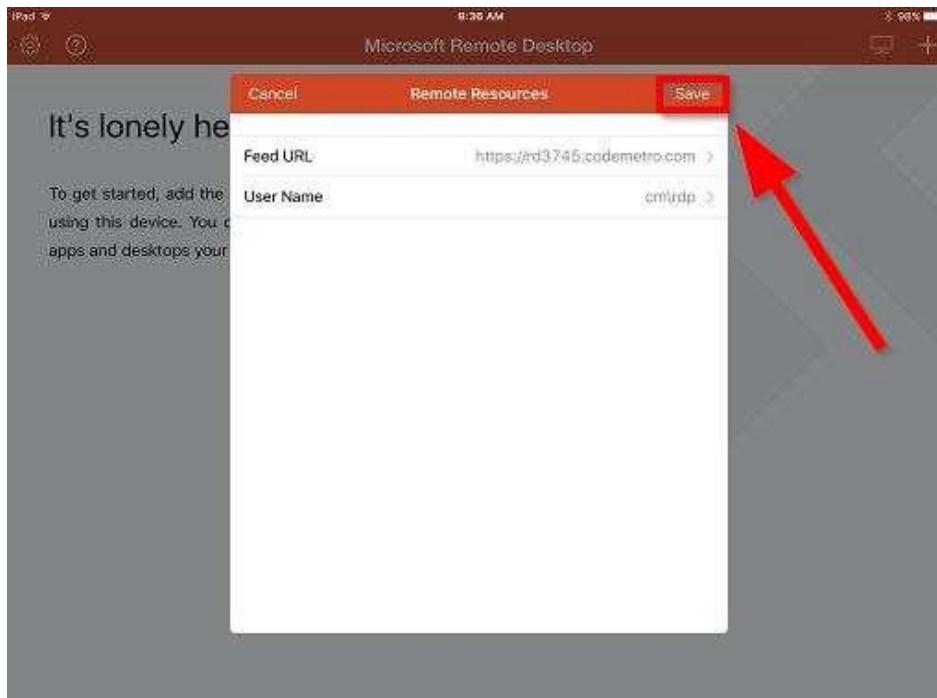
11. The user name screen will appear, tap “**Add User Account**”.



- The Add User Account screen will appear, tap and enter in the “**User name**” and “**Password**” into both blank fields. These credentials are given to you by your company’s supervisor. Tap “**Save**” when finished.



- The Remote Resources screen will now show both the URL and user credentials you have provided. Verify the Feed URL and User Name. If correct, tap “**Save**”.

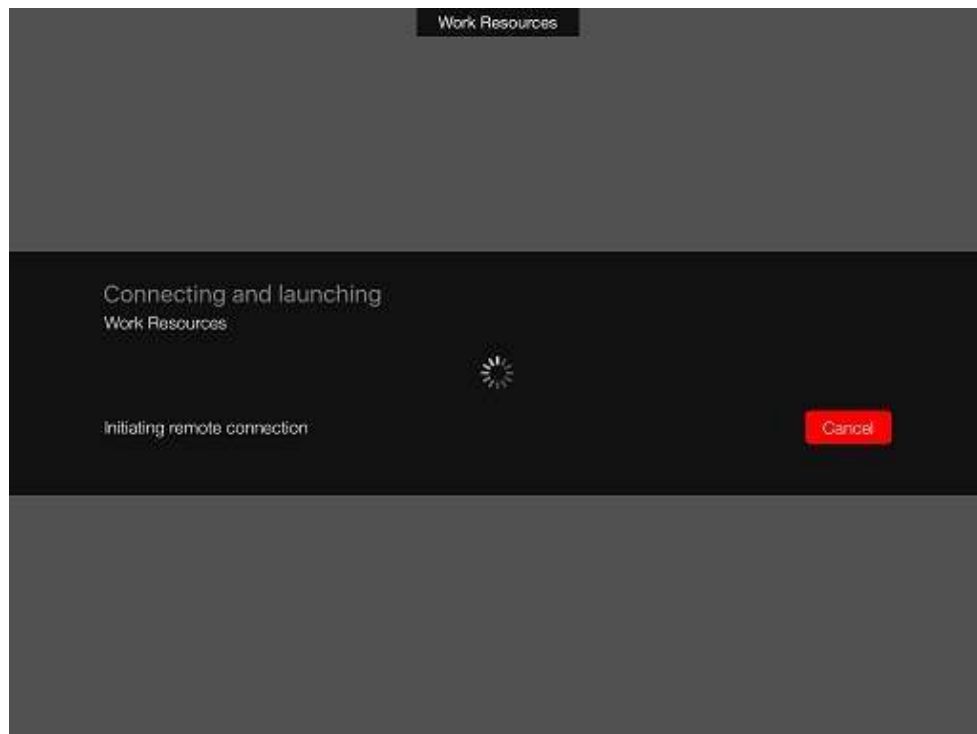




14. The main screen of Microsoft Remote Desktop will appear. Tap the NPAWorks icon located on the left hand side of the screen.

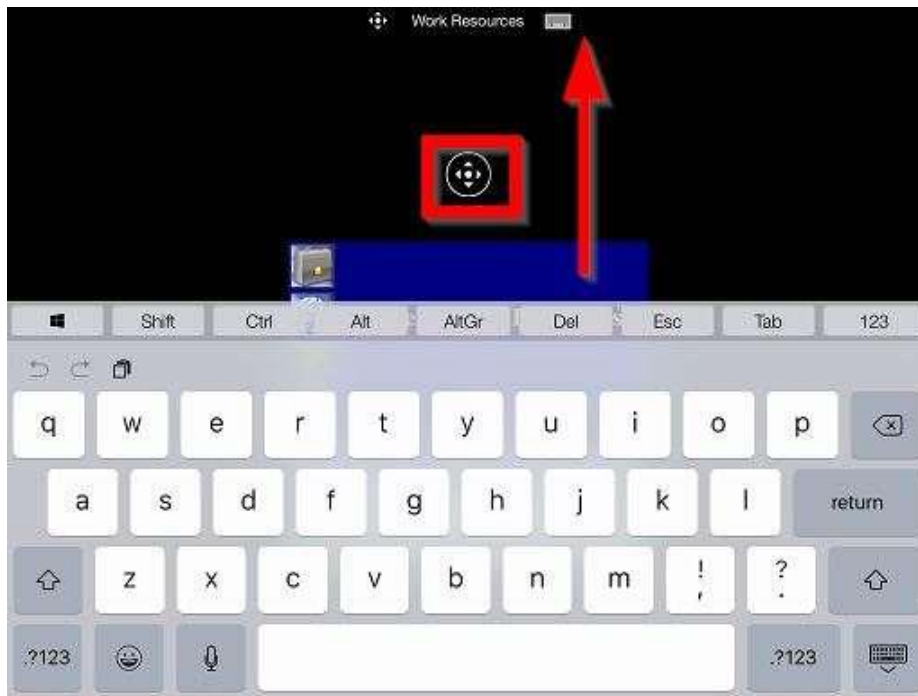
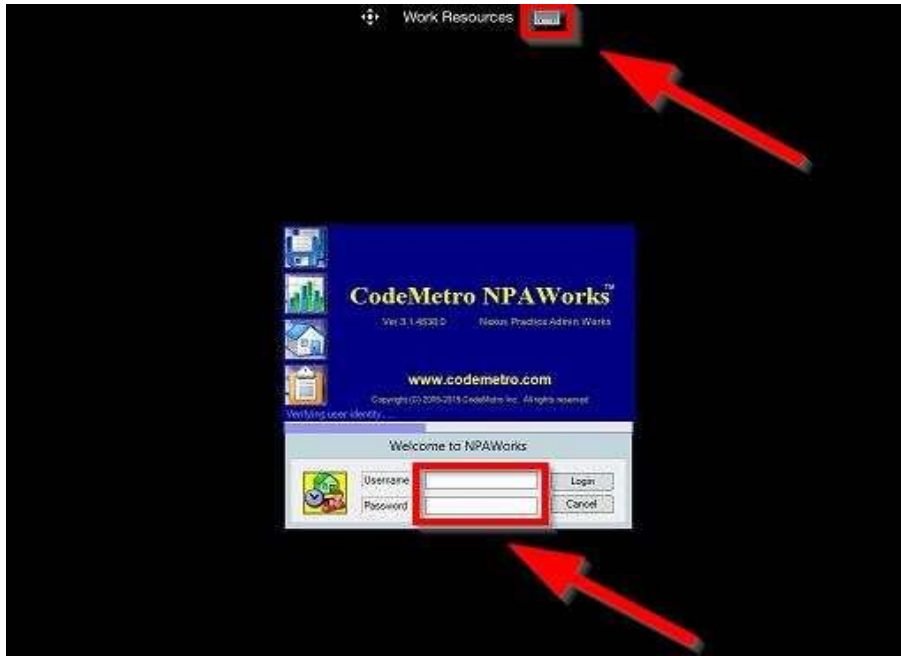


15. Microsoft Remote Desktop will now start to connect to NPAWorks.



16. The NPAWorks login screen will now appear. Tap into the blank fields, and hit the Remote Desktop Keyboard icon at the top of the screen to begin typing your NPAWorks credentials.

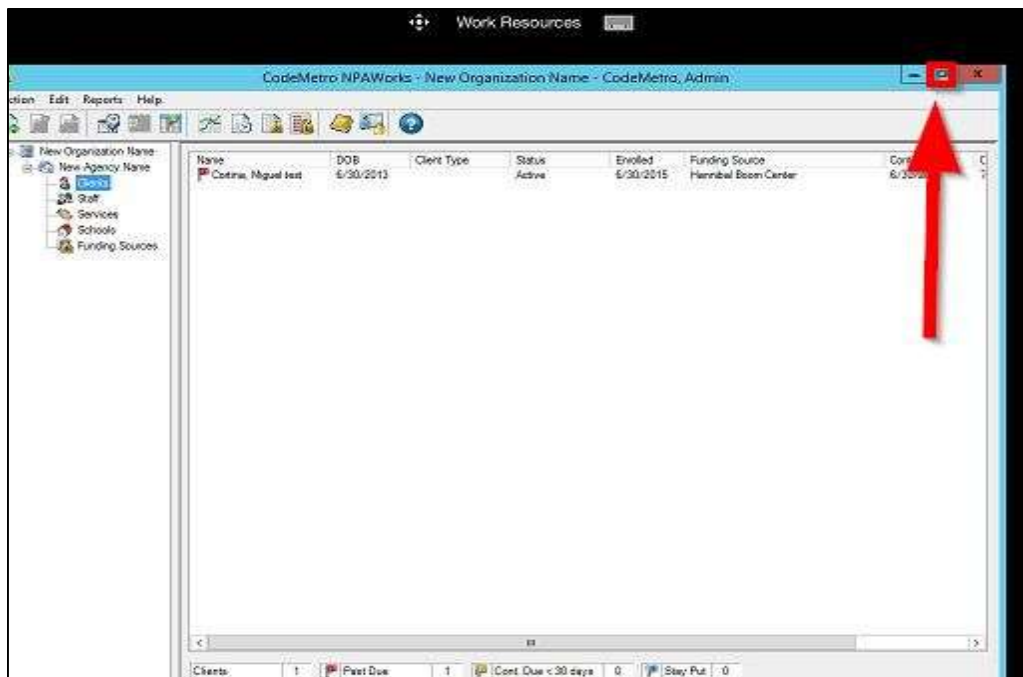
**Note:** The login screen may be covered by the keyboard. To move the screen so you can view the Login area, tap and hold the Pan Icon (as seen in second screenshot below) and swipe up to move the screen view.



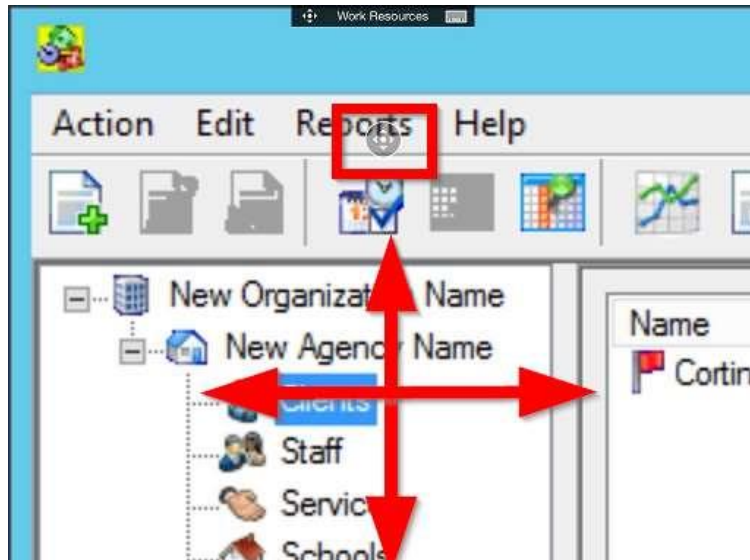
17. After typing in your login credentials, tap the minimize keyboard icon on the virtual keyboard and tap “Login” to access NPAWorks.



18. NPAWorks may not be maximized to your tablet screen when started. Just like a Windows application click on the Maximize icon on the top right of the NPAWorks screen.



19. The Microsoft Remote Desktop has a menu bar at the top of the screen. On left hand side is the Zoom and Pan Button. This functions as a zoom, and to pan from left or right of the screen. Tap and hold the pan icon and swipe left, right up and down to maneuver the screen.



20. On the right hand side of the Menu bar is the Virtual Keyboard. Tap on the virtual keyboard when you need to type anything within NPAWorks.



21. The middle option of the Menu bar is the “Work Resources” option. Once select, more options for Microsoft Remote Desktop will appear.

You can close NPAWorks by tapping on the “X” on the top left.

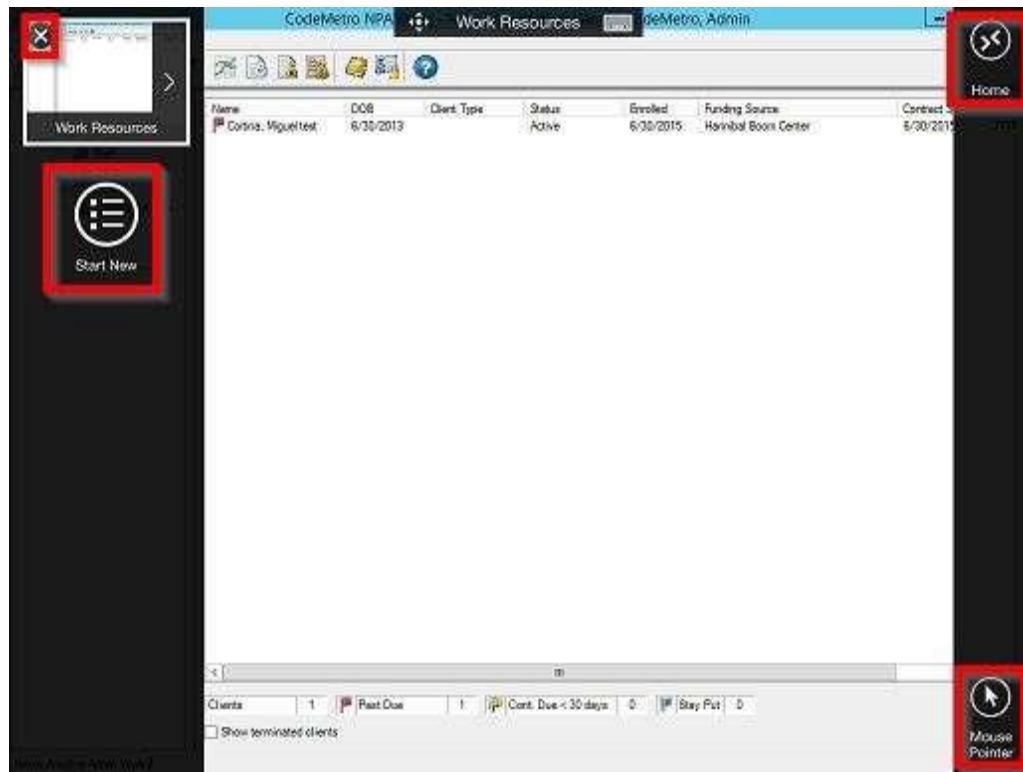
Create a new NPAWorks session, by tapping on “**Start New**”. (Not Recommended)

Go back to the main Microsoft Remote Desktop page by tapping “**Home**”.

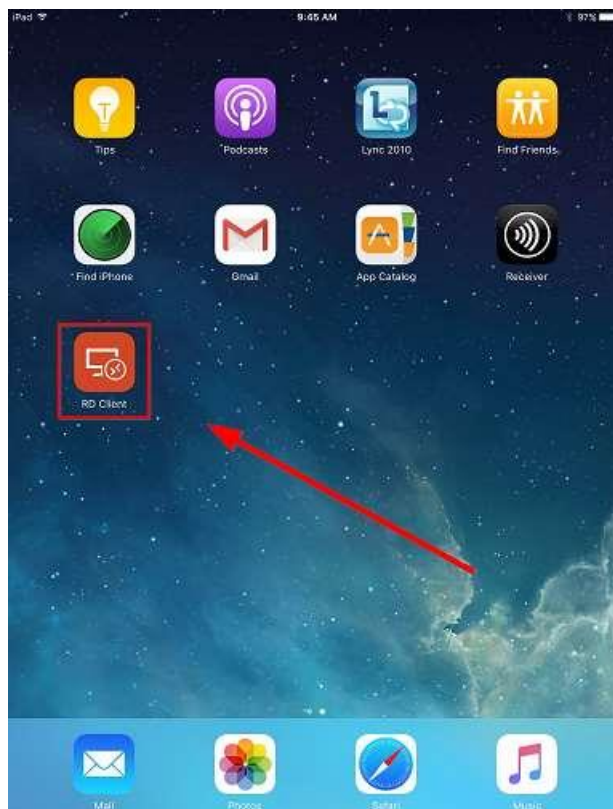
Control NPAWorks as if you are using your finger as the mouse with “**Mouse pointer**”.

Tap the middle of the screen to close Work Resources.

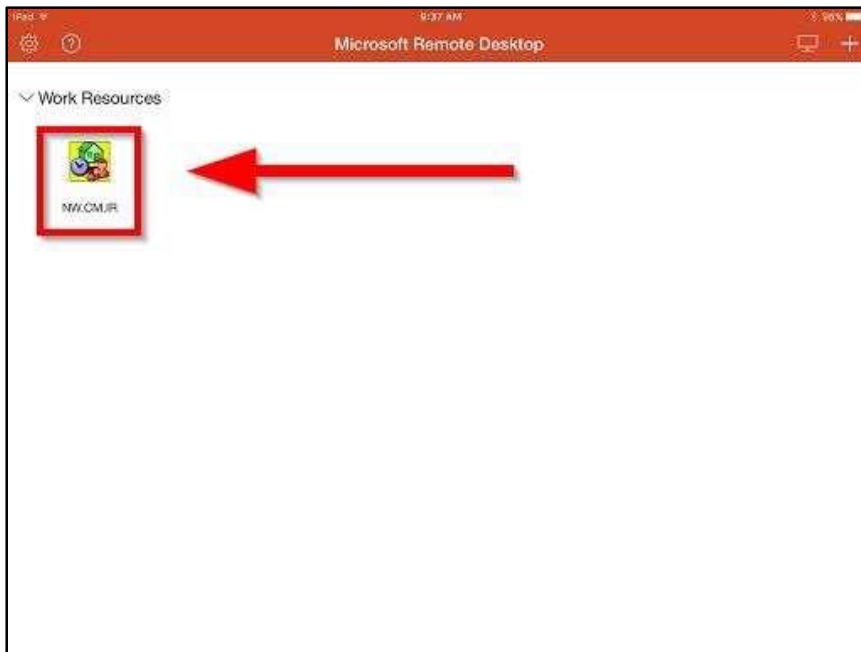




22. When you restart your tablet or close Microsoft Remote Desktop, start it up again by tapping on the “RDP Client” icon on the iPad home or application screen.



23. Once the Microsoft Remote Desktop app is open just tap the “NPAWorks” icon to start up NPAWorks.

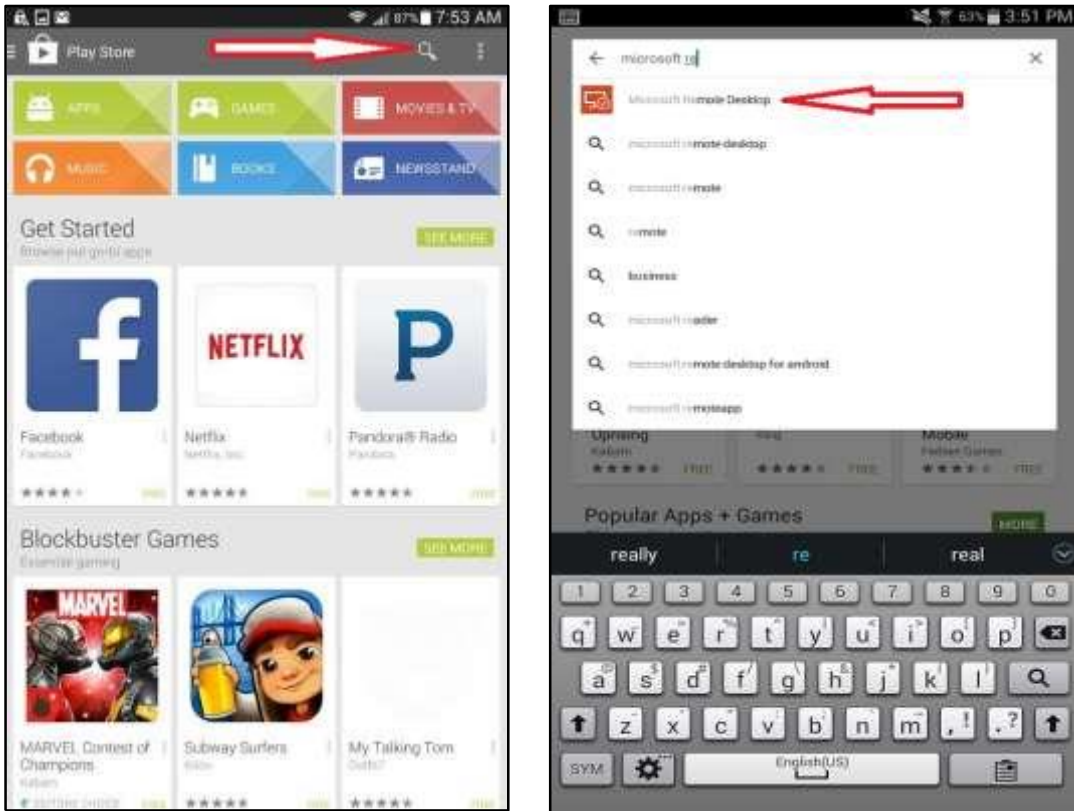


### MICROSOFT RDP SETUP FOR ANDROID TABLETS

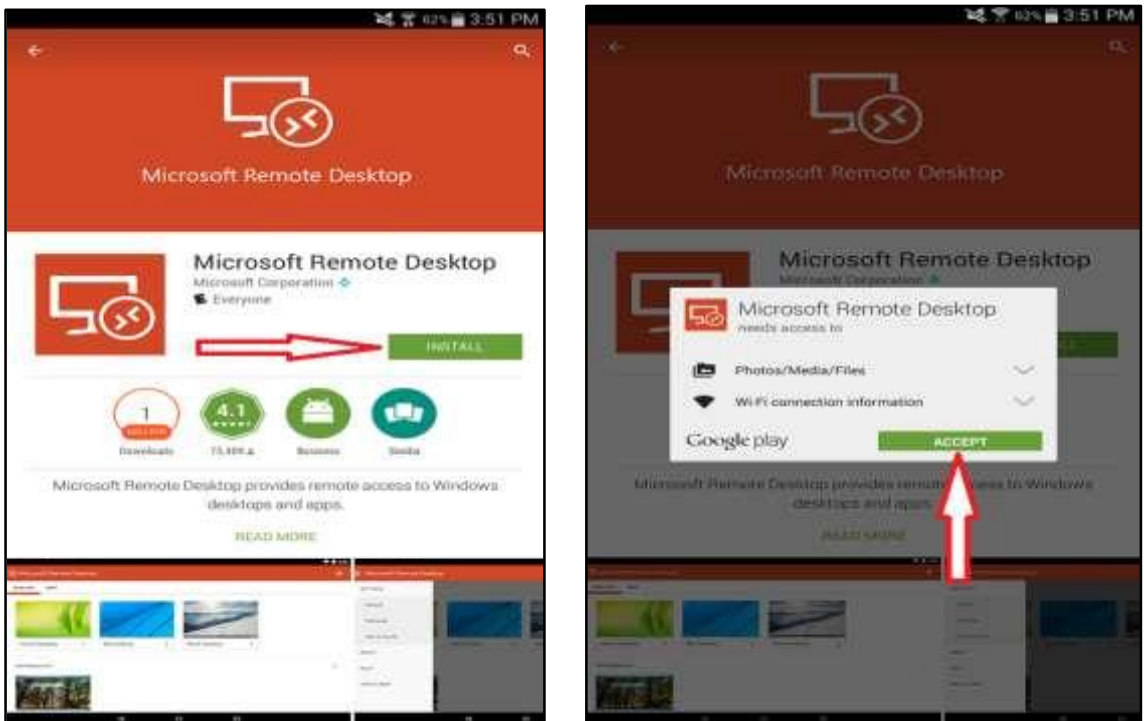
1. First access the Play Store on your Android tablet. It is usually located at the bottom of your screen. If not there use Apps to find the Play Store.



2. Once the Play Store is loaded click on the Search bar and type Microsoft Remote Desktop then select the Microsoft Remote Desktop choice.



3. Click the Install button on the Microsoft Remote Desktop app. Press Accept to allow the app access to the tablet.



- Once Microsoft Remote Desktop is installed, tap the Open button. Press Accept for the License terms.

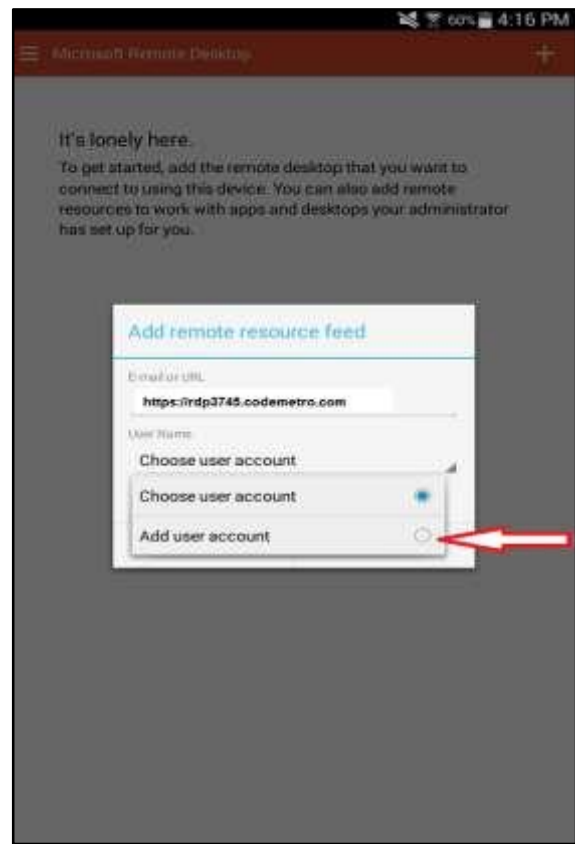
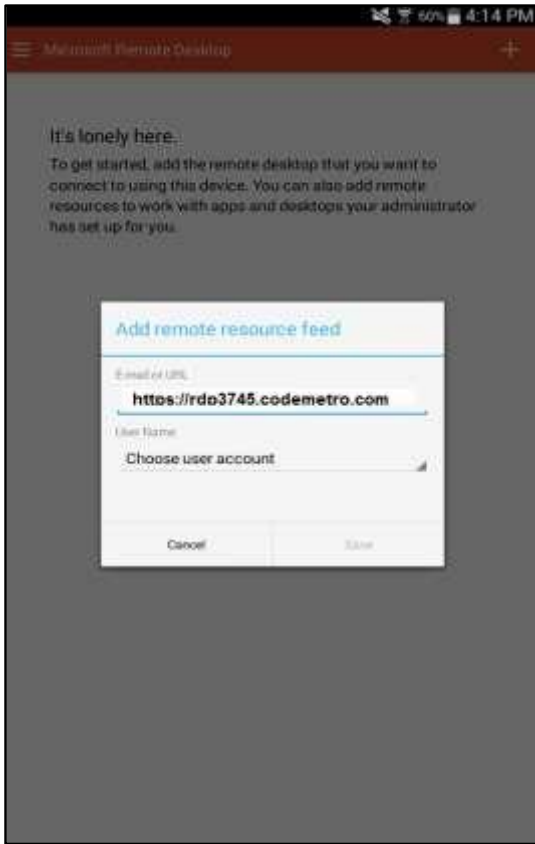


- Once Microsoft Remote Desktop is open, press the (+) sign. Microsoft Remote Desktop will launch a small window. Select Remote Resource Feed.

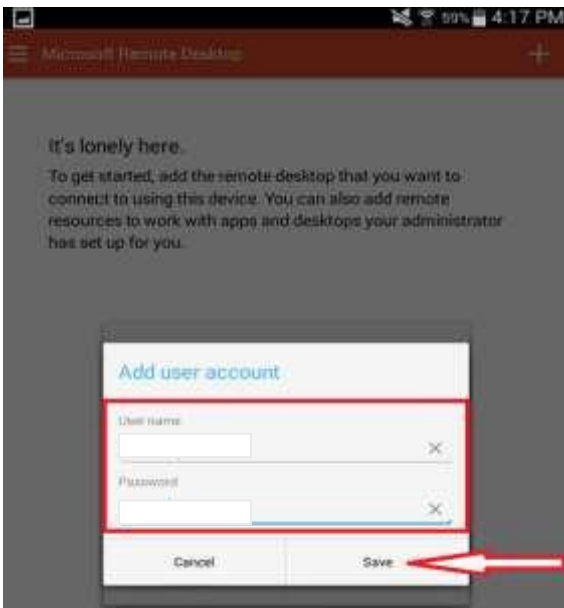




- Remote resources setup window will appear. Enter in the server address for your company (i.e. <https://rd3745.codemetro.com>). Press Save. In the next window, tap “Choose user account” and select **Add user account**.



- In the **User name** and **Password** fields, enter the credentials given to you by your supervisor. When finished press Save. At the Microsoft Desktop Remote main screen the NPAWorks icon should now appear. Tap on the icon to load NPAWorks.



8. The NPATworks splash screen has appeared. View the username and password fields. Here the credentials issued by the company will be entered.



9. If unable to view the Username and Password fields, use the circle containing arrows to move the NPAWorks splash screen into view.



10. Congratulations, you have successfully Setup Microsoft Remote Desktop to use NPAWorks on your Android device.