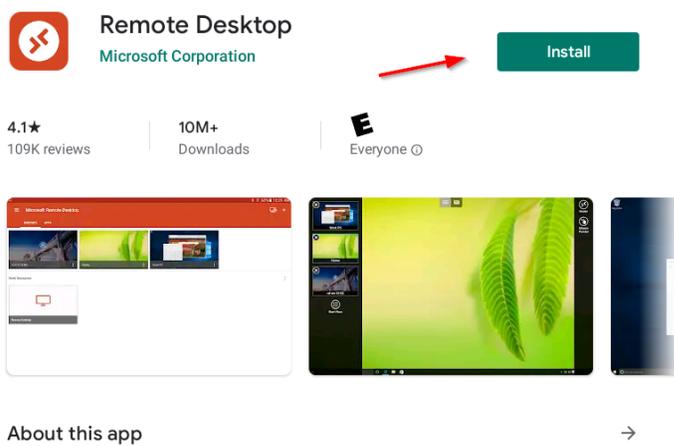


Step 1 - Launch the Google Play Store app

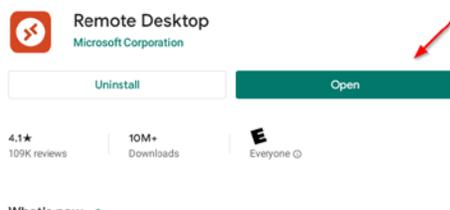


Step 2 - Download the Microsoft Remote Desktop App

Click the Install button to begin the download.

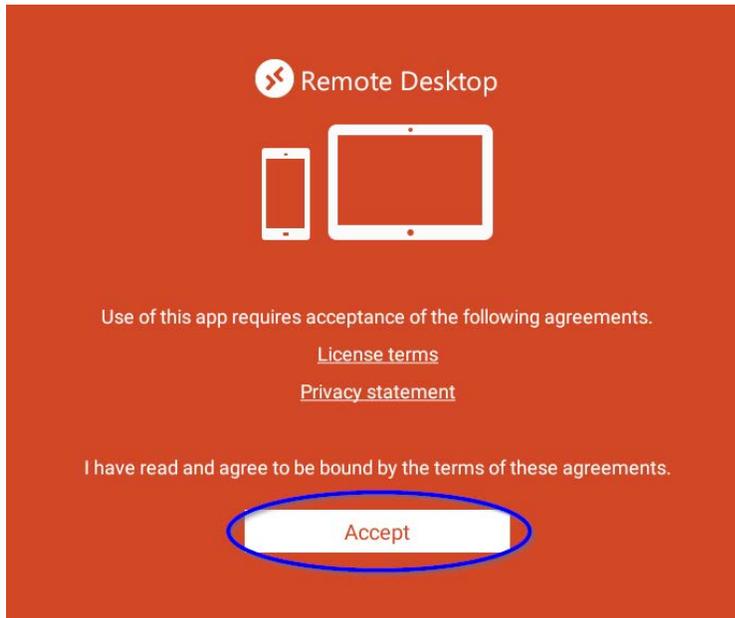


When the Microsoft Remote Desktop app finishes downloading, click on the green Open button to get started.

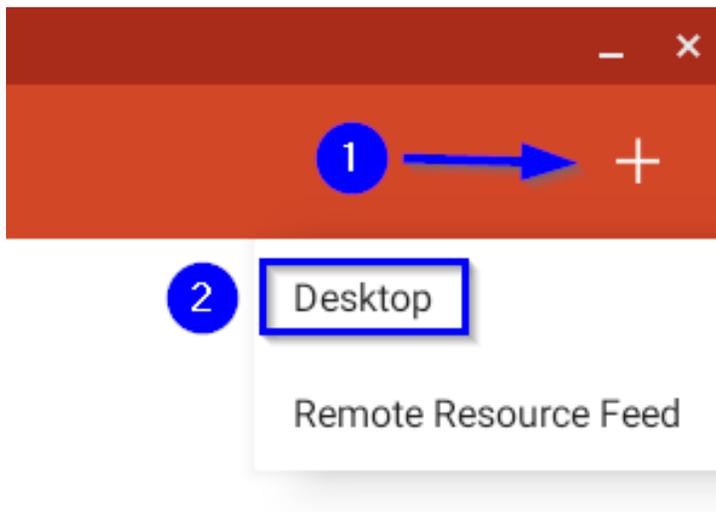


Step 3 - Setup the Connection Information

First you will need to accept the one-time license agreement for the app.



Then you need to create a new desktop connection using the plus (+) sign in the top-right corner of the app screen.



Enter the connection information on the next screen.

Computer name: XX00

Click Show Additional Options

Gateway: shapps.southamptontownny.gov

Click **SAVE** in the top-right corner of the window to save the settings.

✕ Edit desktop

SAVE

PC name

ComputerName.shtown.local

Computer name

User name

Enter every time

[How do I set up a PC?](#)

It is recommended to leave this set to ask every time

^ Show additional options

Friendly name

Optional

Gateway

No gateway

Type in
Shapps.southamptontownny.gov

Sound

Play sound on device

Customize display resolution

Off

Swap mouse buttons

~~Connect to admin session~~

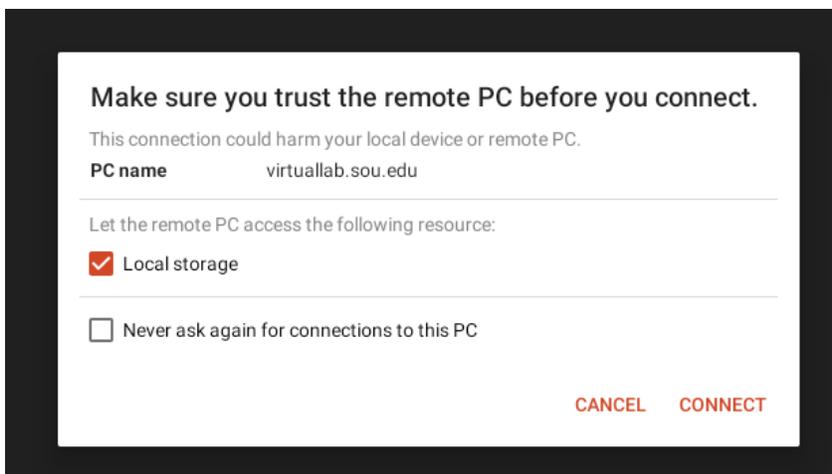
~~Redirect local storage~~

Don't use these options

Step 4 - Launch the Connection



Double-click on the tile within the main app screen that displays the name of the connection you just set up. That will launch the connection. The very first time you connect, you may be asked to trust the remote computer. Go ahead and click **CONNECT**, and optionally check the box for **Never ask again for connections to this PC**.



Be sure to use `shtown\username`. Enter your windows password as usual. Click **CONNECT** when you are ready to finish connecting.

You will be required to authenticate with duo before the connection completes.

You should now be connected to the remote Windows environment. If you encounter a connection error, please contact tech support 631-702-1980 or via [Zendesk](#).