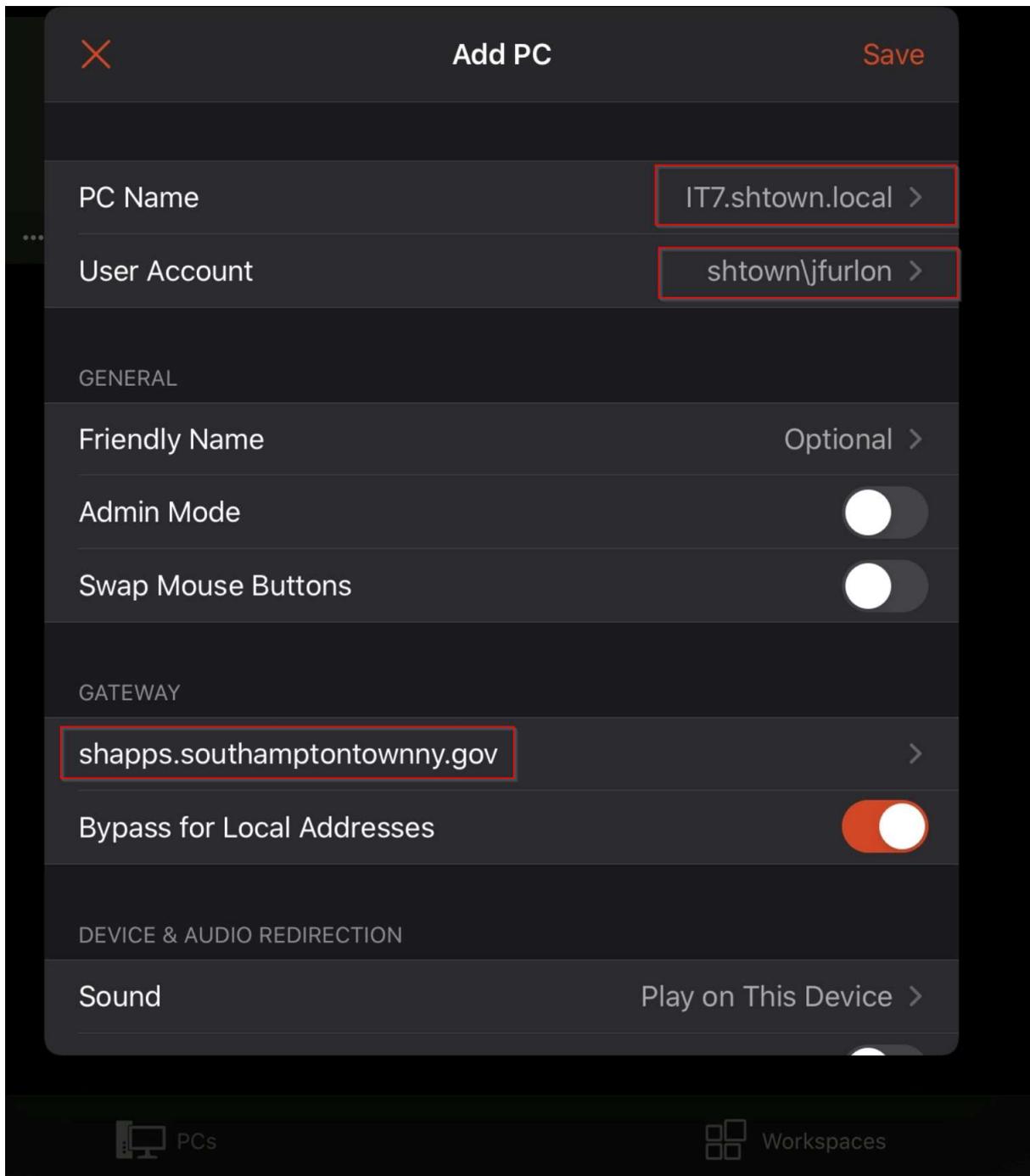
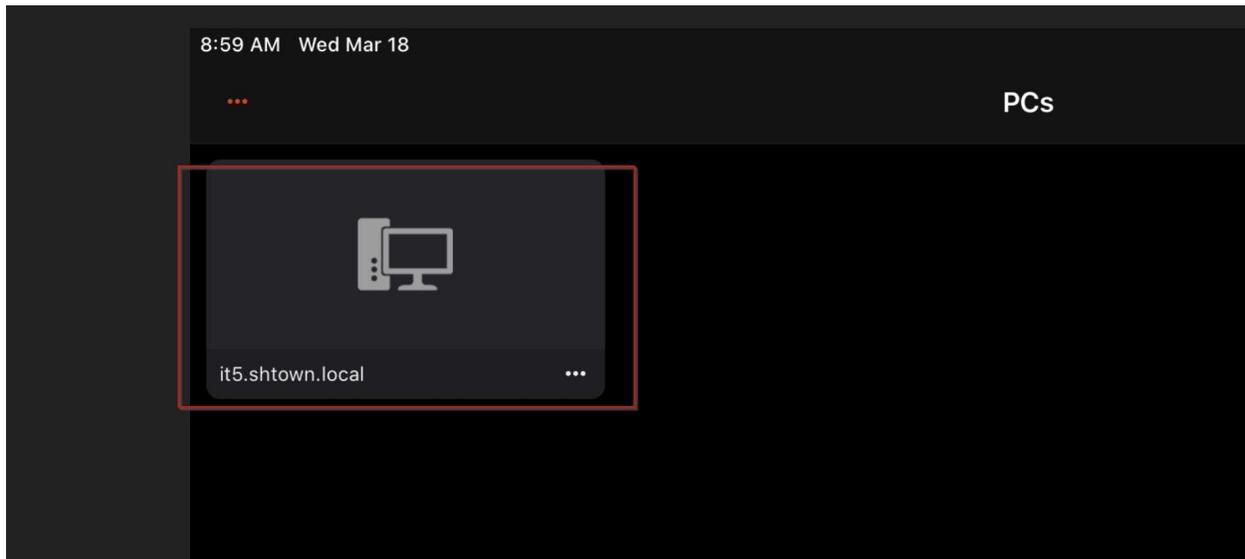


iPad or Mac Instructions

- Download the “Microsoft Remote Desktop” app from the App Store.
- From the app, click the “+” sign and select “Add PC”.
- You are required to fill out the following three fields, then click “Save”.
PC Name – *your computer*.shtown.local (example – it7.shtown.local)
User Account – shtown*your username*
Gateway – shapps.southamptontownny.gov



Click the connection you just created (see picture below) and you will receive a Duo prompt on your mobile device which you need to Approve.



You are now connected to your Town workstation, going forward you can click the computer connection and approve the Duo prompt to connect in.