## Accessing the Sales Portal from home PCs

## Macintosh

1. Open the App Store, then search for and install "Microsoft Remote Desktop":



2. Open Microsoft Remote Desktop then click the "New" icon:

I Microsoft Remote Desktop					
0	6	1	Ö	(2)	
New	Start	Edit	Preferences	Remote Resources	Microsoft RemoteApp
Q					)

3. Enter the information as shown below. For "Username", substitute your first initial and last name for the text after "POLANER\":

00	Edit Remote Desktops –
1 7	
General Session I	Redirection
Connection name	Polaner Selections
PC name	remote2.polanerselections.com
Gateway	No gateway configured
Credentials	
User name	POLANER\arodko
Password	•••••
Resolution	Native +
Colors	Highest Quality (32 bit) ‡
Full screen mode	OS X native
	Start session in full screen
	Scale content
	✓ Use all monitors

4. Close the window above to save your changes

5. To connect, double-click on "Polaner Selections":



## Windows

- 1. Click the Start button, then "All Programs," then "Accessories," then "Remote Desktop Connection. "
- 2. Select the "Options" dropdown from the screen that comes up:



3. At the next window, enter "remote2.polanerselections.com" for " Computer", and POLANER\username under "User name", where username is your first initial and last name:

Nemote [	Desktop Connection						
Remote Desktop Connection							
General D	Display Local Resources Programs Experience Advanced						
Logon set	Logon settings						
	Enter the name of the remote computer.						
~~~	Computer: remote2 polanerselections.com						
	User name: POLANER\administrator						
	Saved credentials will be used to connect to this computer. You can <u>edit</u> or <u>delete</u> these credentials.						
	Always ask for credentials						
Connectio	on settings						
	Save the current connection settings to an RDP file or open a saved connection.						
	Save Save As Open						
Options	Connect Help						

4. Select the "Display" tab, and set the Display Configuration section to "Full Screen", the Colors sections to "High Color (16 bit)", and check off "Display the connection bar when I use the full screen":

Remote Desktop Connection						
Remote Desktop Connection						
General Display Local Resources Programs Experience Advanced						
Display configuration						
Choose the size of your remote desktop. Drag the slider all the way to the right to use the full screen. Small						
Use all my monitors for the remote session						
Choose the color depth of the remote session.           High Color (16 bit)						
Display the connection bar when I use the full screen						
Options     Connect     Help						

5. Select the "Local Resources" tab, and uncheck "Printers":

😼 Remote D	Desktop Connection					
	Remote Desktop Connection					
General D	isplay Local Resources Programs Experience Advanced udio Configure remote audio settings.					
<ul> <li>Keyboard</li> <li>Keyboard</li> </ul>	Apply Windows key combinations:					
- Local devi	Example: ALT+TAB Local devices and resources Choose the devices and resources that you want to use in your remote session. Printers V Clipboard					
Hide Opt	More tions Connect Help					

6. Select the "Experience" tab, set the connection speed to High-speed broadband, and unselect all the checkboxes except for the last one "Reconnect if the connection is dropped":



 Select the "Advanced" tab, and under "If server authentication fails:" select "Connect and don't warn me" from the dropdown:

nemote I	Desktop C	onnection				x
Remote Desktop Connection						
General [	)isplay Lo	cal Resources	Programs	Experience	Advance	ed
Server au	Server authentication Server authentication verifies that you are connecting to the intended remote computer. The strength of the verification required to connect is determined by your system security policy. If server authentication fails: Connect and don't wam me					
Connect from anywhere Configure settings to connect through Remote Desktop Gateway when I am working remotely. Settings						
A Hide Op	tions		(	Connect	He	lp

- 8. Return to the "General" tab, and select "Save As.."
- 9. Name the file "Polaner Selections.rdp", and save it to your desktop