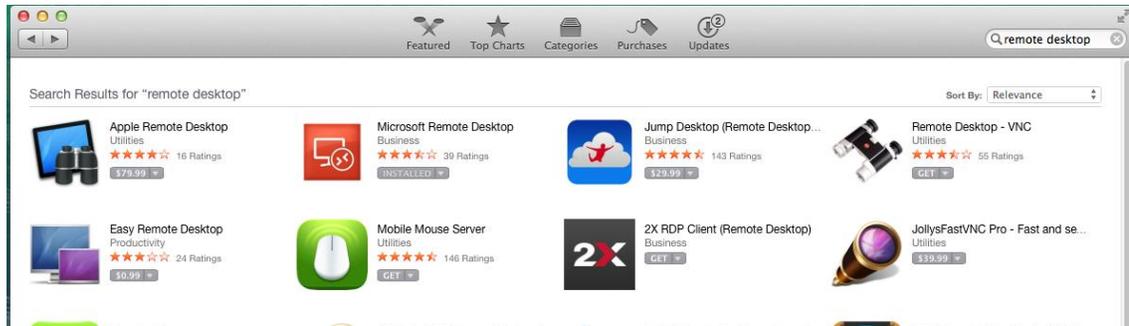


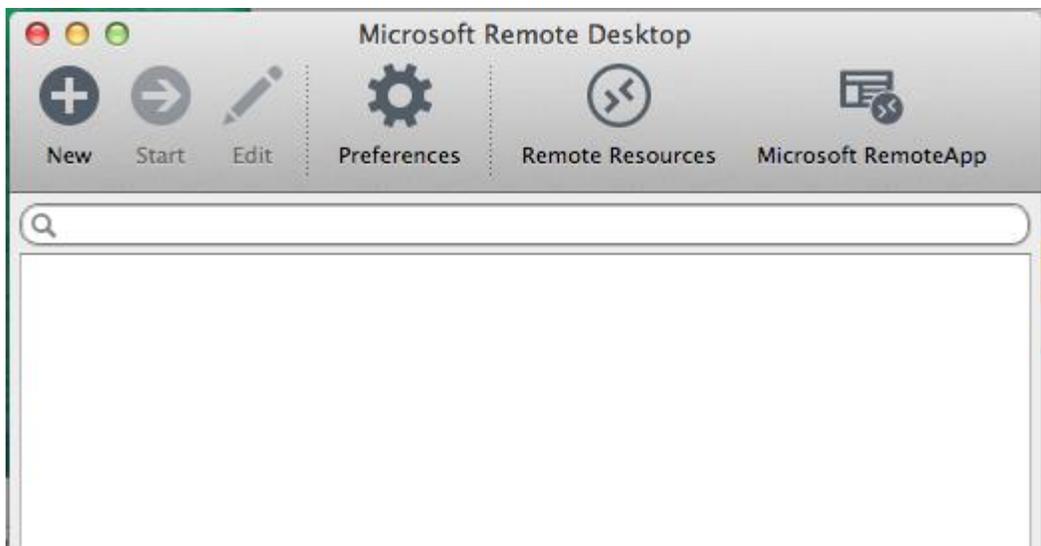
Accessing the Sales Portal from home PCs

Macintosh

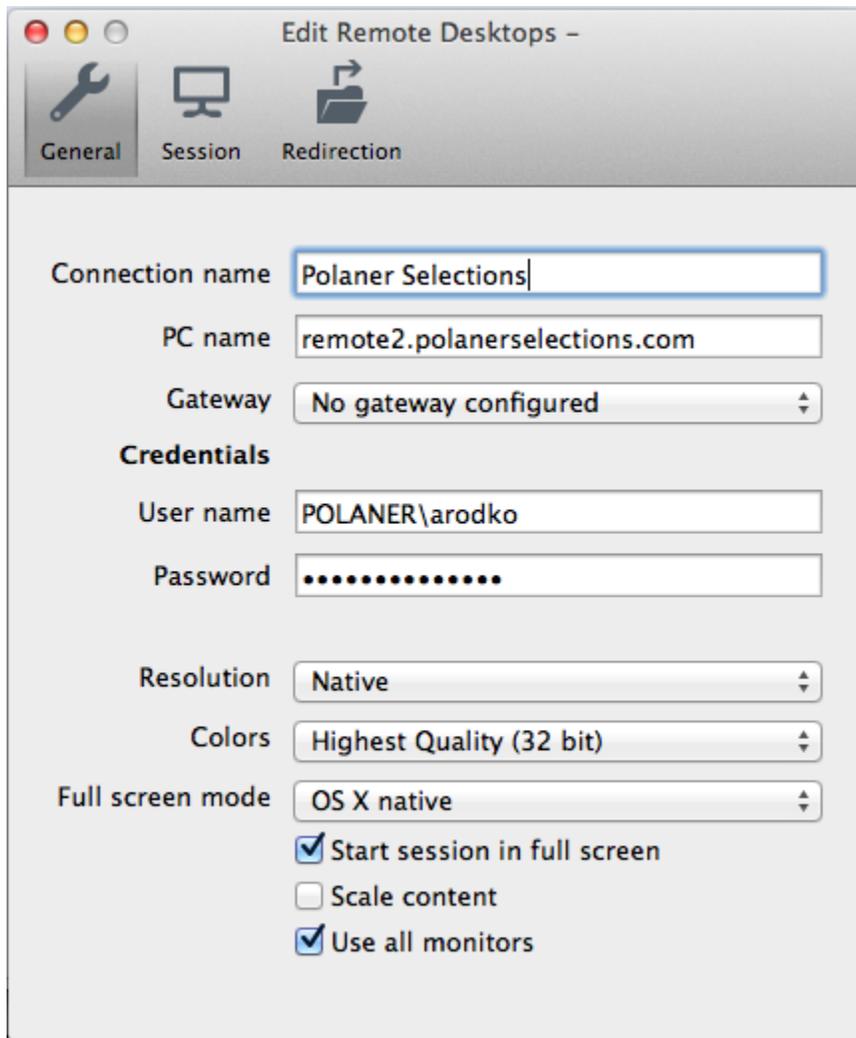
1. Open the App Store, then search for and install “Microsoft Remote Desktop”:



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

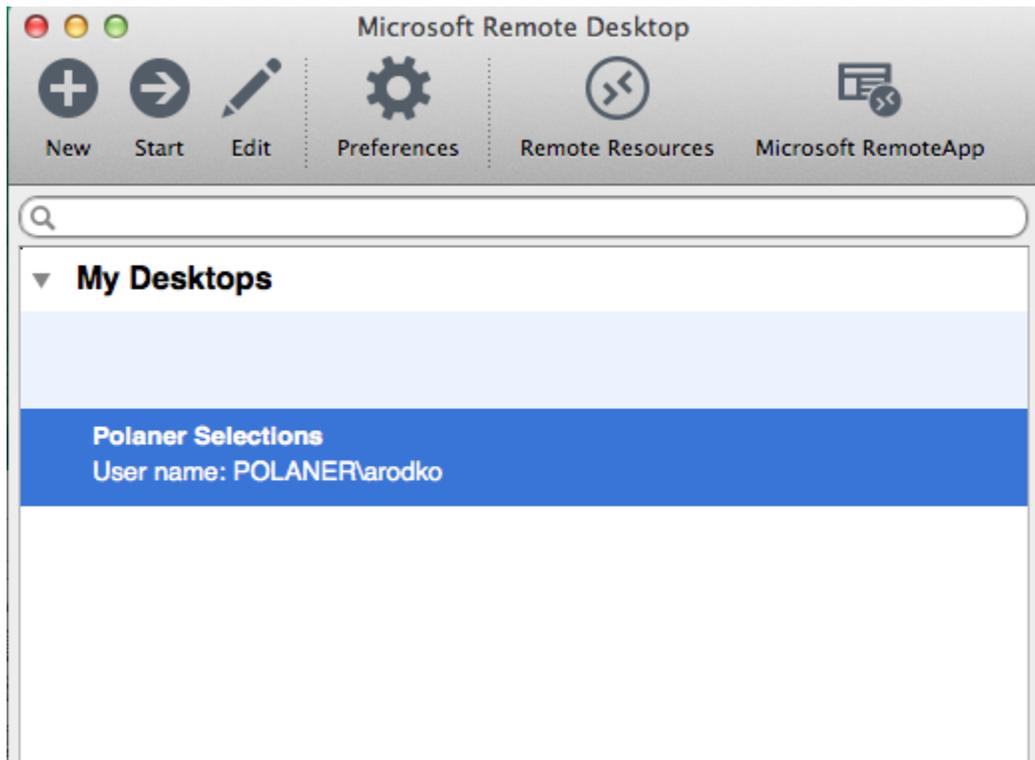


3. Enter the information as shown below. For “Username”, substitute your first initial and last name for the text after “POLANER\”:



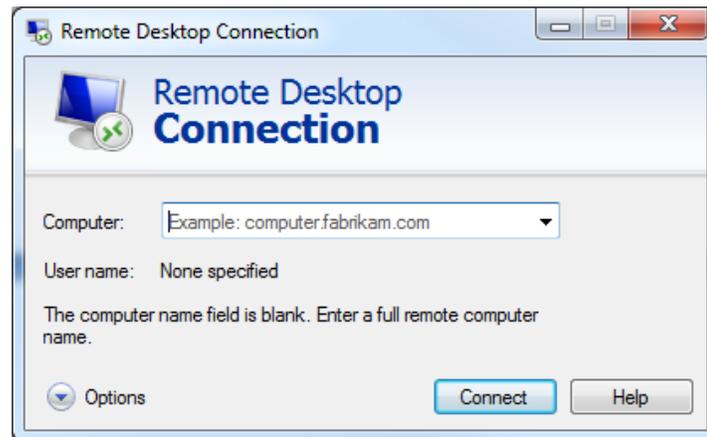
4. Close the window above to save your changes

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

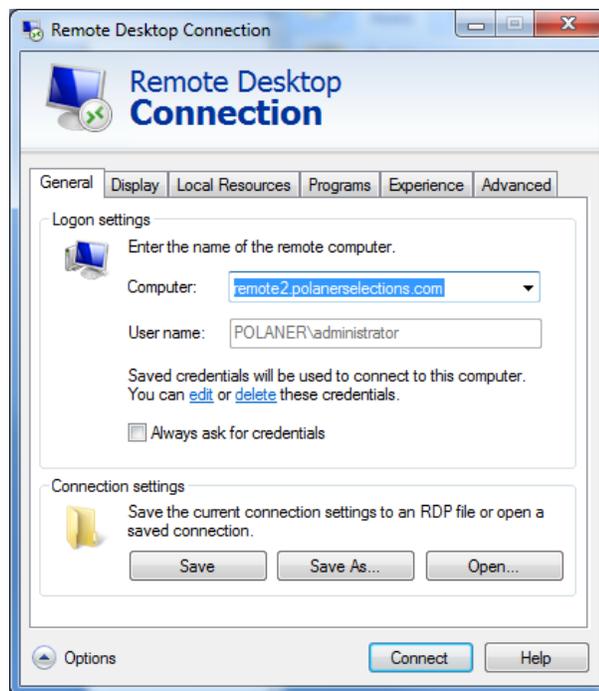


Windows

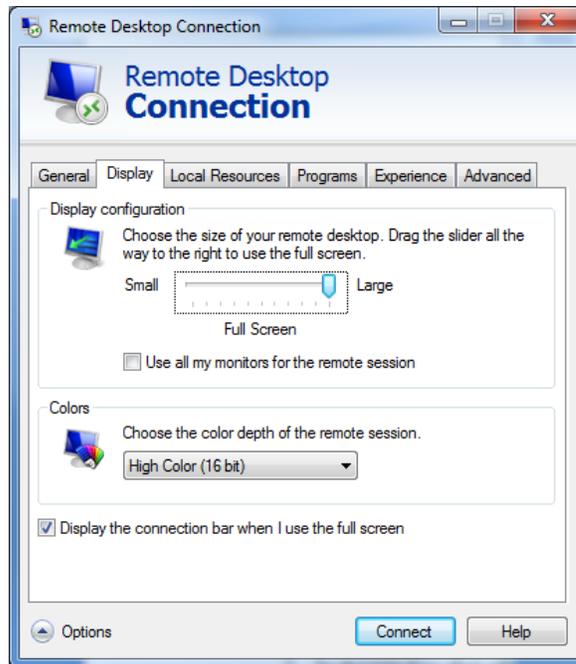
1. Click the Start button, then “All Programs,” then “Accessories,” then “Remote Desktop Connection. ”
2. Select the “Options” dropdown from the screen that comes up:



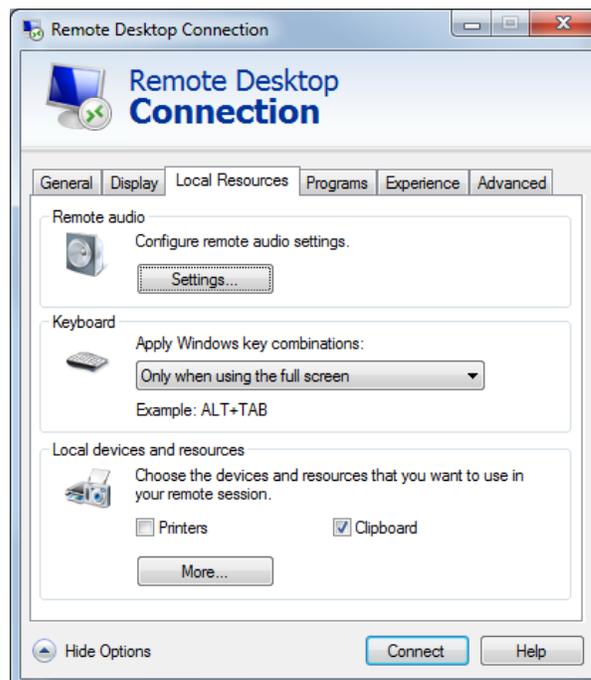
3. At the next window, enter “remote2.polanerseleactions.com” for “Computer”, and POLANER\username under “User name”, where username is your first initial and last name:



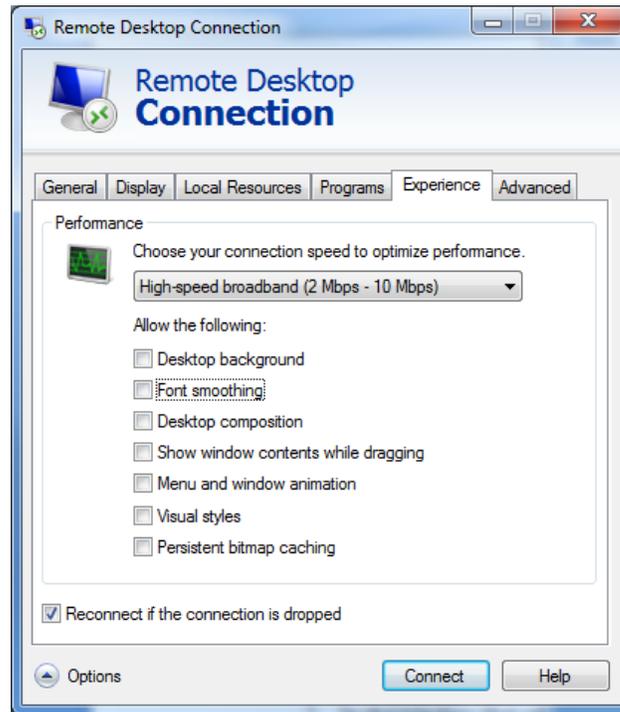
4. Select the “Display” tab, and set the Display Configuration section to “Full Screen”, the Colors sections to “High Color (16 bit)”, and check off “Display the connection bar when I use the full screen”:



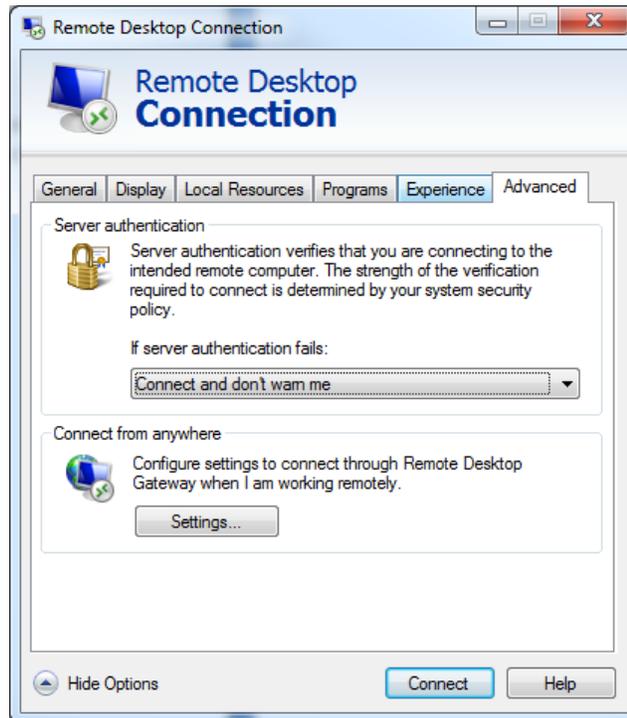
5. Select the “Local Resources” tab, and uncheck “Printers”:



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”:



7. Select the “Advanced” tab, and under “If server authentication fails:” select “Connect and don’t warn me” from the dropdown:



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