



Connecting to the Thin Client Server

ACCESSING THE WINDOWS VIRTUAL MACHINE FROM A MAC

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BACKGROUND INFORMATION

Here at SESP, you may need to access a Windows Virtual Machine to use Windows-specific or school-licensed software. The server hosting this virtual machine is here on campus, so you will need to use the VPN when accessing the virtual machine from off-campus. Keep in mind that even though you are working from a virtual machine, we recommend saving your files to your own computer for safekeeping.

The instructions below will walk you through how to use the VPN, access the virtual machine, and save files to your own computer.

CONNECTING TO NORTHWESTERN'S VPN

Any time you are off-campus, you will need to connect to the Northwestern VPN to access the Thin Client virtual machine. Follow the instructions here to connect to the VPN: <http://www.it.northwestern.edu/oncampus/vpn/index.html>.

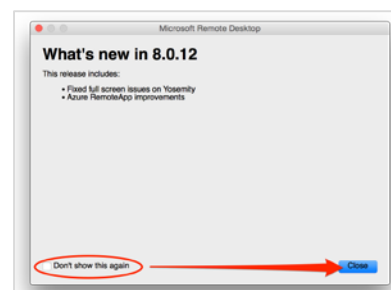
The instructions will differ based on your computer's operating system (Mac OS X, Windows 7, Windows 8, etc.).

ACCESSING THE WINDOWS VIRTUAL MACHINE

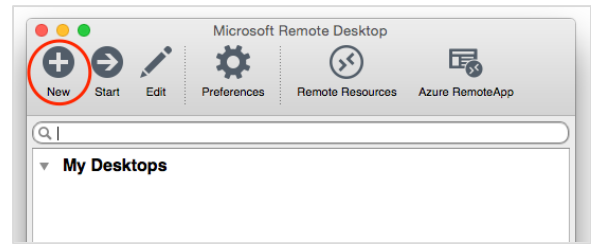
1. Open Microsoft Remote Desktop from your Applications folder. If you don't already have this application, you can [download it for free from the Mac App Store](#).
2. After opening Microsoft Remote Desktop, you may see a pop-up with "What's new" in the app. You can select **"Don't show this again"** and click **"Close"**.



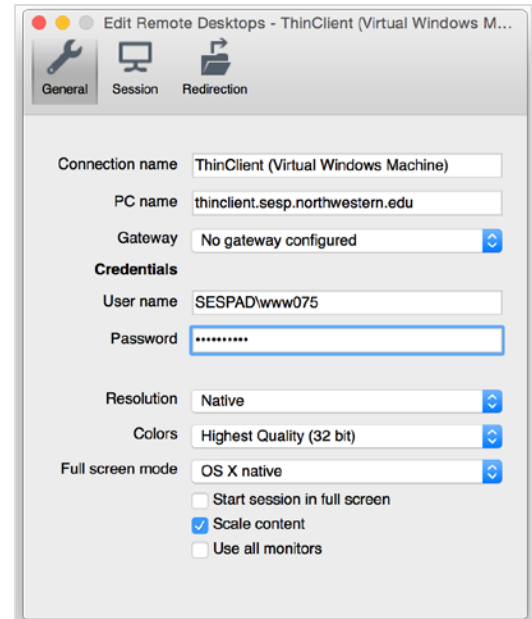
Microsoft Remote Desktop



3. In Microsoft Remote Desktop, click "**New**" to add a new remote desktop connection.

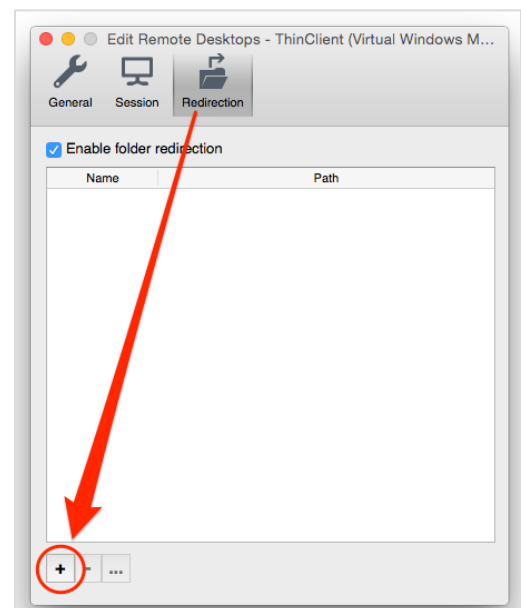


4.
 - Connection name – enter any name you choose to identify this server connection (*You may want to call it "Thin Client" or "Virtual Windows Machine"*)
 - PC name – enter **thinclient.sesp.northwestern.edu**
 - Username – enter **SESPAD\yourNetID**
 - Password – enter your Northwestern password
 - For the most flexibility, we recommend checking "Scale content", but unchecking "Start session in full screen" and "Use all monitors".

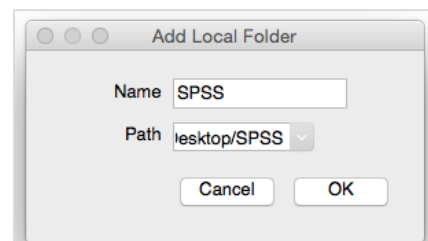


5. Although you will be working off of the Virtual Windows Machine, we recommend saving your work to your own computer. Microsoft Remote Desktop will allow you to choose a folder from your Mac computer to share with the virtual machine, so that you can easily transfer files between the two.

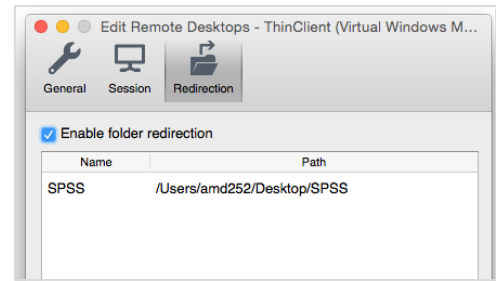
To set up this, click "**Redirection**" from the menu at the top. This will allow you to specify which folder(s) will be accessible from both your local Mac computer and the virtual Windows machine. Make sure "**Enable folder redirection**" is checked and click the "+" button to add a folder.



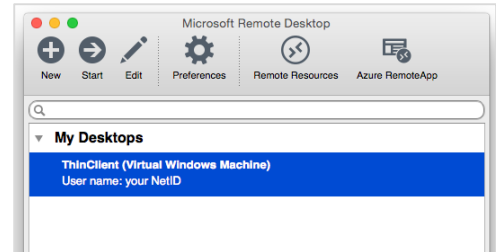
6. For "Path" select "Browse" and locate the folder on your computer that you want to share with the virtual machine. *You may want to create a folder specifically for this purpose, perhaps called "Shared" or the name of your class/project.*



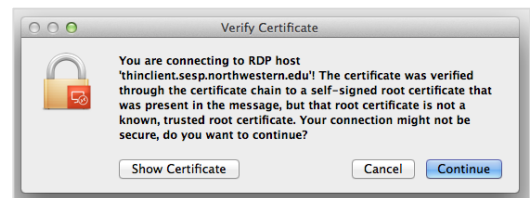
7. You should now see your folder listed under the Redirection tab. If it looks correct, go ahead and **close this window** by clicking the “x” in the upper left corner - it will save automatically.



8. You can now connect to the server. Double click on the server or select it and click “**Start**”.



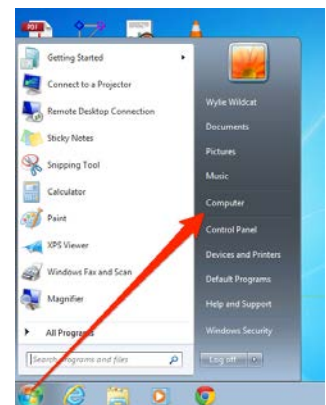
9. If you get a warning about the certificate, click “**Continue**”.



You should now be connected to your virtual Windows machine.

SAVING TO YOUR OWN COMPUTER

To access the folder(s) you shared between your Mac and the virtual machine, click “Computer” from the Start menu. You should see your shared folder listed as a drive under “Other” - you will be able to save your work into this folder.



TECHNICAL SUPPORT

- If you are having issues connecting to the Thin Client server (Windows Virtual Machine), please contact SESP IT at helpdesk@sesp.northwestern.edu.
- For VPN issues, contact NUIT by phone, email, or chat: <http://www.it.northwestern.edu/supportcenter/index.html>.