# Smart View for Mac via Microsoft Remote Desktop

## I. Mac Requirements

1. **OS X version 10.7 or higher**
2. Microsoft Remote Desktop 8.1.10
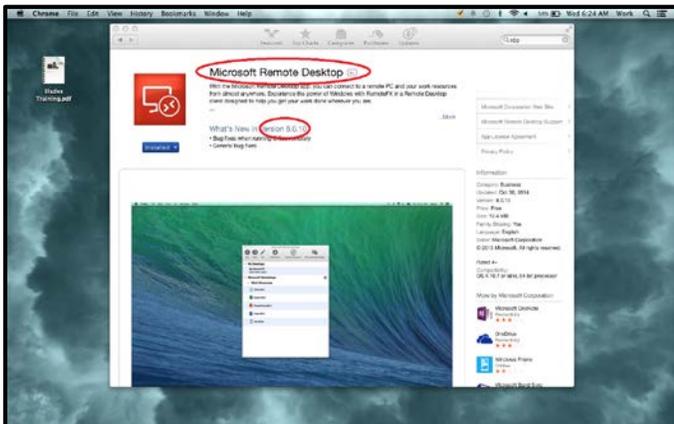3. UCSF direct network connection or VPN (wired or wireless)

Check if you already have Microsoft Remote Desktop Installed by going to the Mac Search Finder in the upper right corner > click on the magnifying glass > Start typing "Microsoft Remote Desktop" into the search bar. If it is already installed the application will appear > Click on it and skip to section III.

## II. Microsoft Remote Desktop Download

Microsoft Remote Desktop can be downloaded from the App Store.

4. Navigate again to the Mac Search Finder magnifying glass in the upper right corner of the Mac.
5. Start typing "App Store".
6. The application will appear; click on App Store application.
7. Once App Store opens, click in the App Store search bar.
8. Search for "Microsoft Remote Desktop".
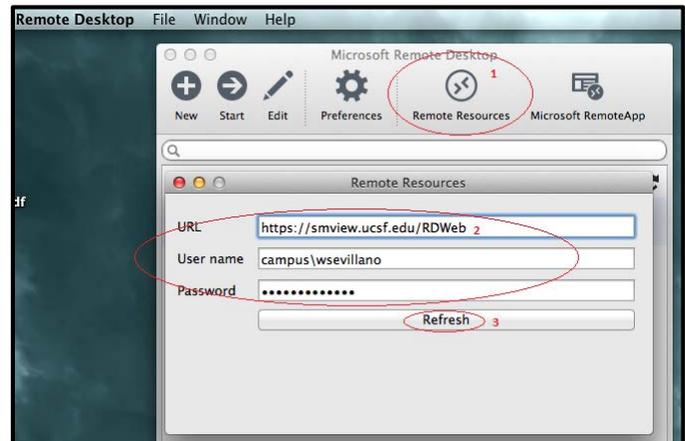9. The application will appear; download.

**You may need admin access to your machine to download anything**. See your local desktop support or create a ServiceNow ticket for the IT Service Desk if you have trouble downloading.



## III. Microsoft Remote Desktop Configuration

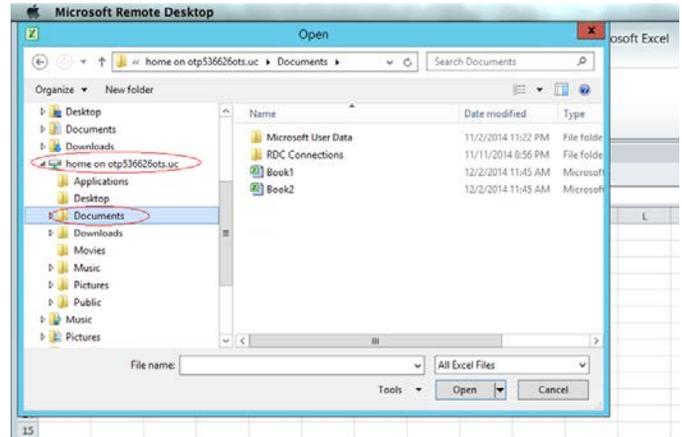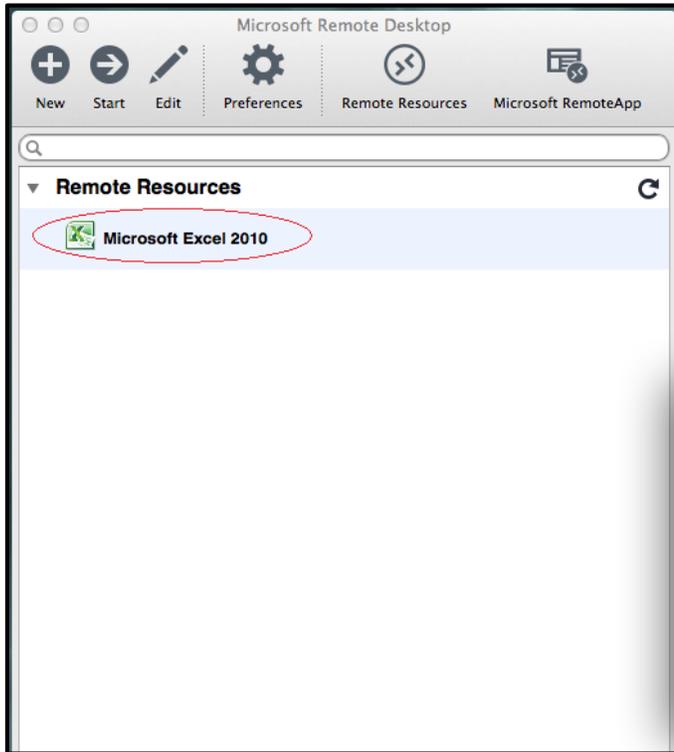Once downloaded, you will need to configure the settings.

10. Click on Remote Resources.
11. Enter the URL: https://smview.ucsf.edu/rdweb and enter your Active Directory (AD) credentials (the user name and password you use to sign in to your computer every morning).



12. Click Refresh (refresh will save the URL and your credentials, and start the authentication process).
13. Once you have been authenticated Microsoft Excel 2010 (with Smart View) will be made available under RDP.

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18. **Save to Remote Desktop shared drive > Documents folder, not to the Desktop folder** (the Desktop folder as shown at the top left of the screen shot is not really the local desktop).

14. Double-click on MS Excel 2010 under Microsoft Remote Desktop.
15. The application may take up to 30 seconds to load, especially the first time.
16. If a Certificate Prompt pops up, you should ignore it by clicking on the 'Continue' button.
17. See Job Aid 201: Recommended Settings for PC Users to connect once inside Remote Desktop.

## IV.   Saving Files (to preserve formulas)

Although Excel (with Smart View) is being run on a remote server, it does appear to you as if it is running locally.  Files can be saved on your local workstation, but in a very specific way.