MEDAFFINITY EHR – UPDATING MICROSOFT REMOTE DESKTOP

UPDATING USERNAME AND PASSWORD

- Open the "**Microsoft Remote Desktop**" App
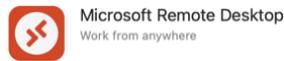
- Click on the "**PC**" that is setup. Then go up to the left hand side of the screen and click on "**Microsoft Remote Desktop**"
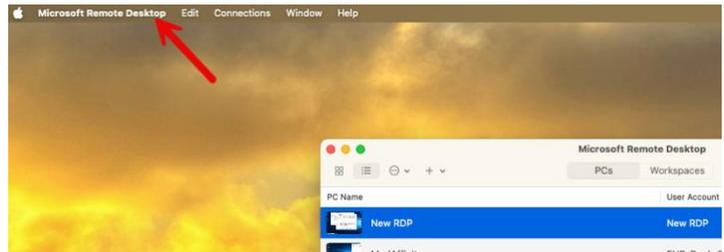
- Click on Settings

- When the Preferences box opens, click on the User Account that is needing to be updated

- On the "**Username**" line, remove "**medcloud**"
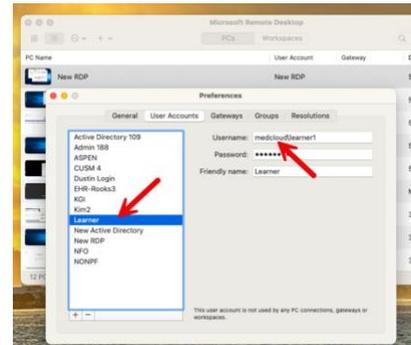
- Type in "**domain01**"
*username should look like: domain01\username
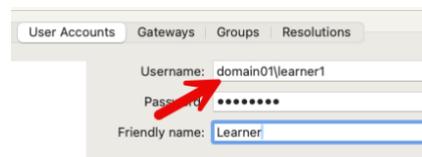
- After you've modified the account, close the Perferences box.
  (To make sure it saved your change, open up the preference box again, click on user accounts, and make sure you see the new username that you just typed).

- On the "**Microsoft Remote Desktop**" PC list, click on the PC that needs updated.

- At the top of the box click on the circle that has 3 dots in the middle of it.

- Then click "**Edit**"
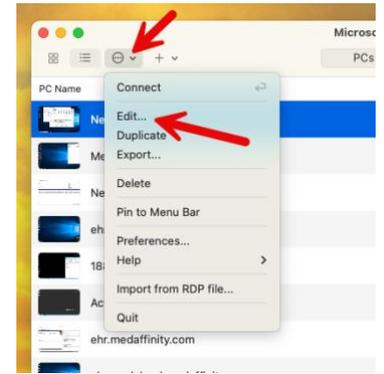
- On the PC name line, remove "**ehr.medcloud**"
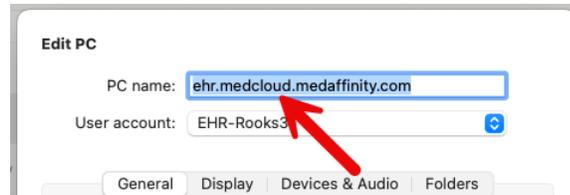
- The PC name should now read, "**rdp.medaffinity.com**"

- Once the PC name is changed, click "**Save**".
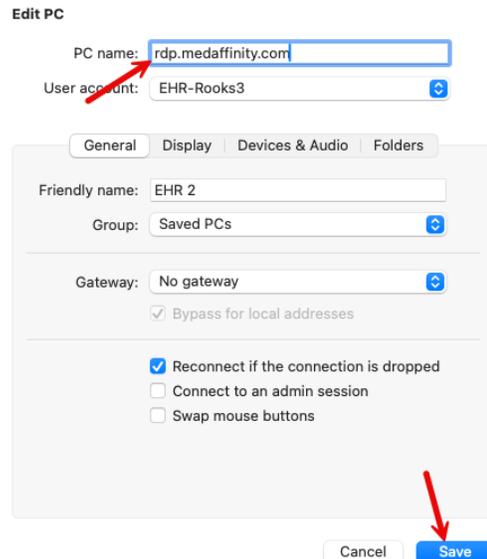
- When the "Edit PC" box closes, double click on the PC that was modified and it should log you in just as it did before.

If you for some reason it didn't work, double check the settings and make sure its setup the way that is written in this manual.