

## 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"



Microsoft Remote Desktop

Work from anywhere

• 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).

UPDATING PC NAME

- 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"

Edit PC PC name: ehr.medcloud.medaffinity.com	
PC name: ehr.medcloud.medaffinity.com	
User account: EHR-Rooks3	0
General Display   Devices & Audio   Folders	

rdp.medaffinity.com

Display Devices & Audio Folders

Reconnect if the connection is dropped
 Connect to an admin session
 Swap mouse buttons

Cancel

EHR-Rooks3

Edit PC

PC name:

General

Friendly name: EHR 2

Group: Saved PCs

Gateway: No gateway

nt:

User acc

- 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.



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