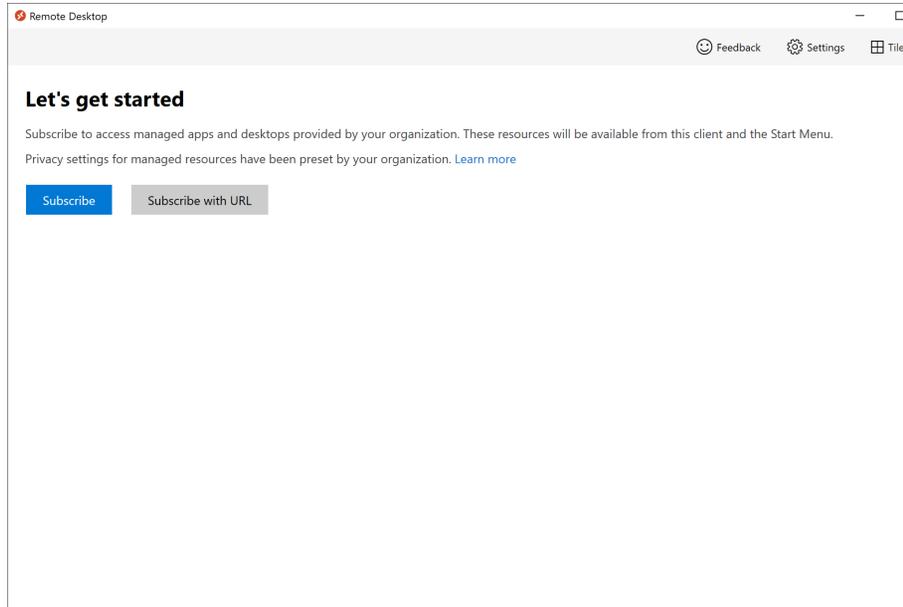


## Instructions for Remote Desktop Client - Windows

1. Please download and install the client on your personal computer.  
(Company issued laptops will require Administrative Permission):

[Remote Desktop Client for Windows 64-bit](#)

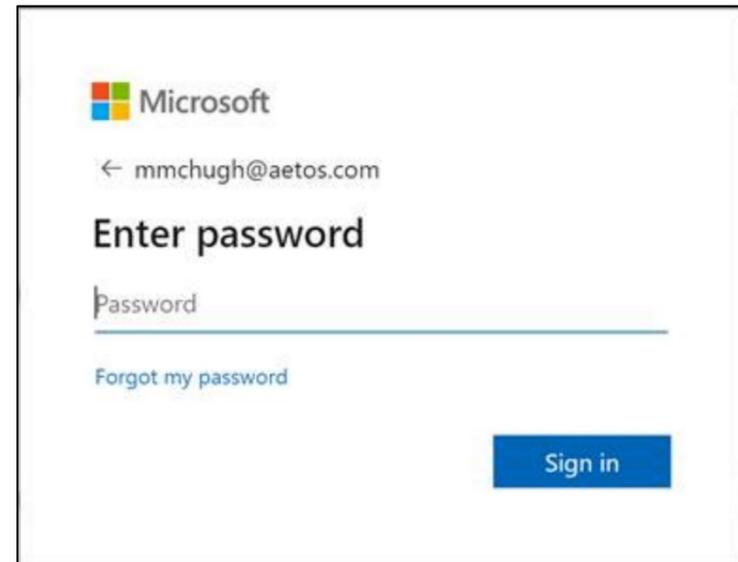
2. Once installed open the  Remote Desktop Client and click "Subscribe".



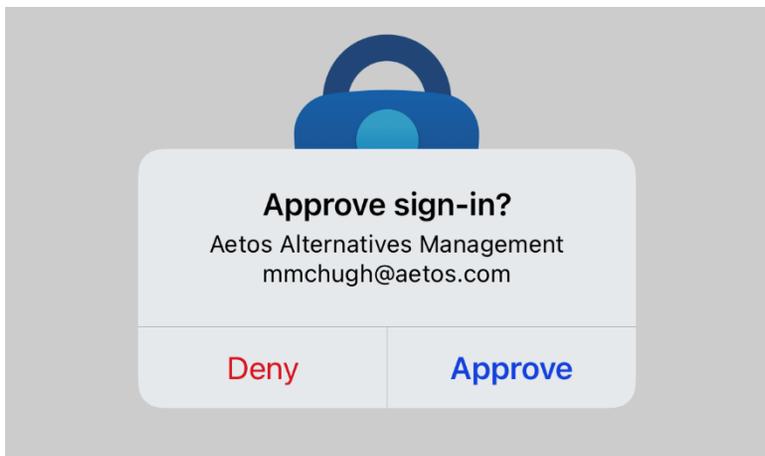
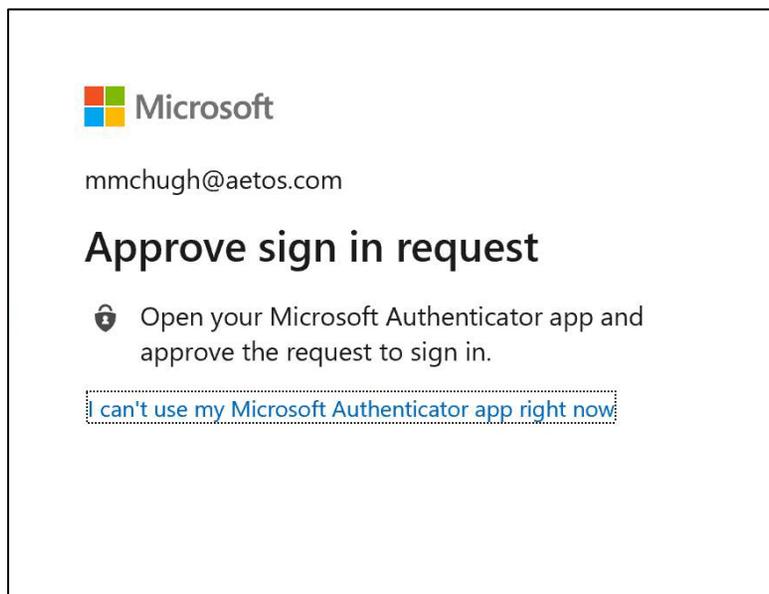
3. Sign in via Microsoft Authenticator.



4. Enter your password.



5. Check the notifications on your mobile device to approve the sign in request on the Authenticator App.



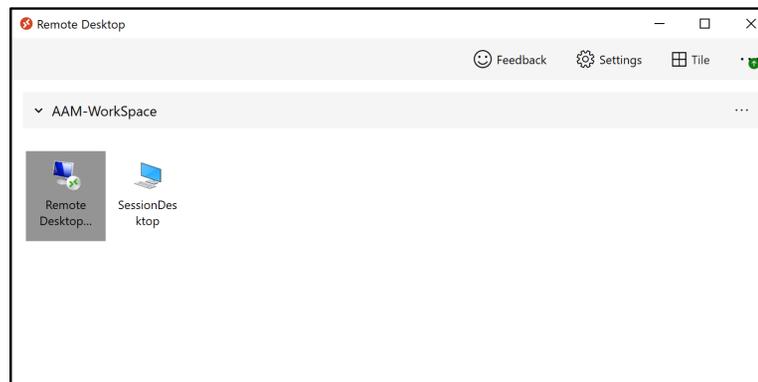
6. You have arrived at the AAM-WorkSpace splash page. Here you will see two icons "Remote Desktop" and "Session Desktop".

"Remote Desktop" provides remote access to your in-office PC.

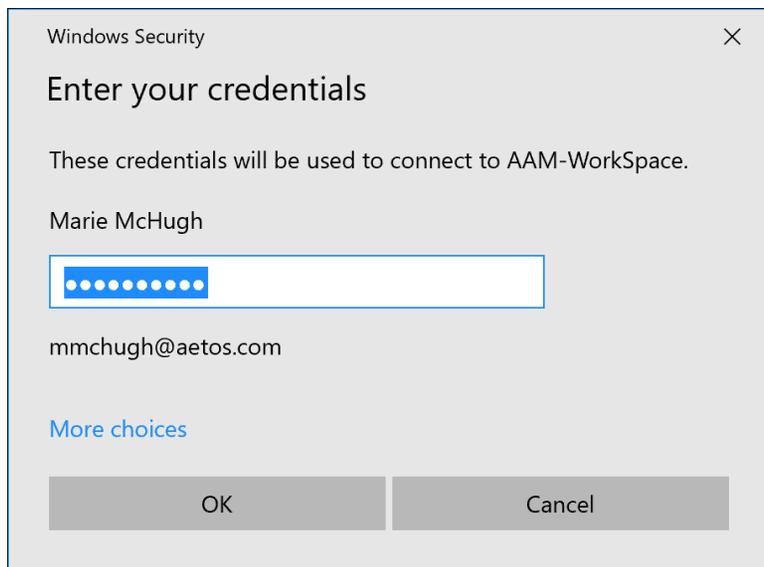
"Session Desktop" is your online workstation like the Citrix Desktop. If your in-office PC is inaccessible the "Session Desktop" should be used.

**It is important to sign into each of these once for the first time to authenticate and activate your Microsoft products.**

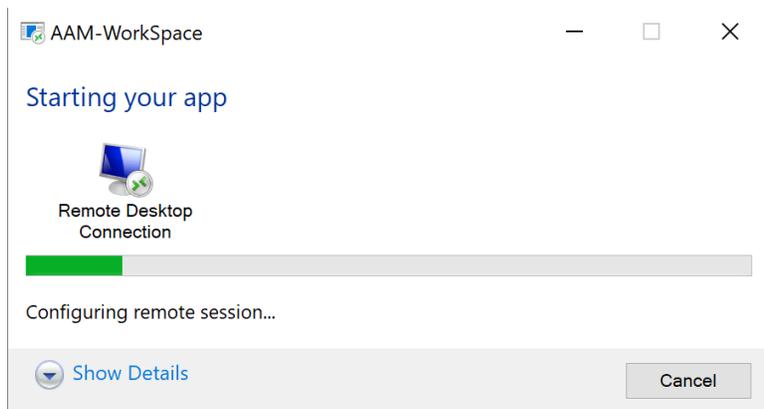
Begin by clicking "Remote Desktop".



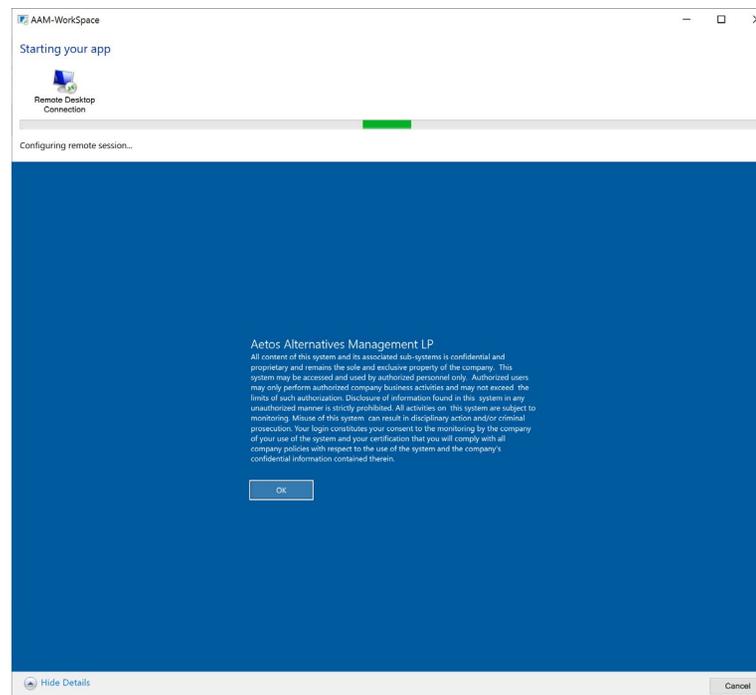
7. Type your Windows password for to access the AAM-Workspace resource.



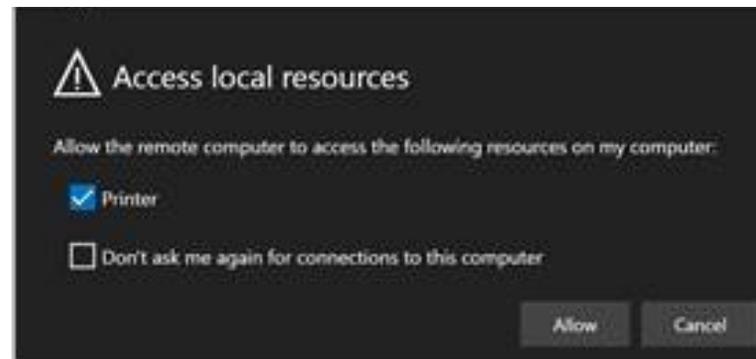
8. AAM-WorkSpace will begin to configure.



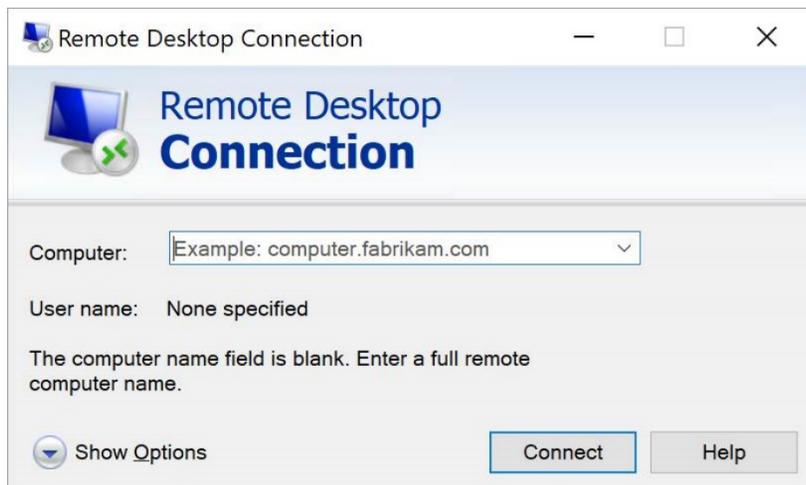
- You may need to click **“Show Details”** to view and accept Aetos’ login disclaimer to finish configuring AAM-WorkSpace.



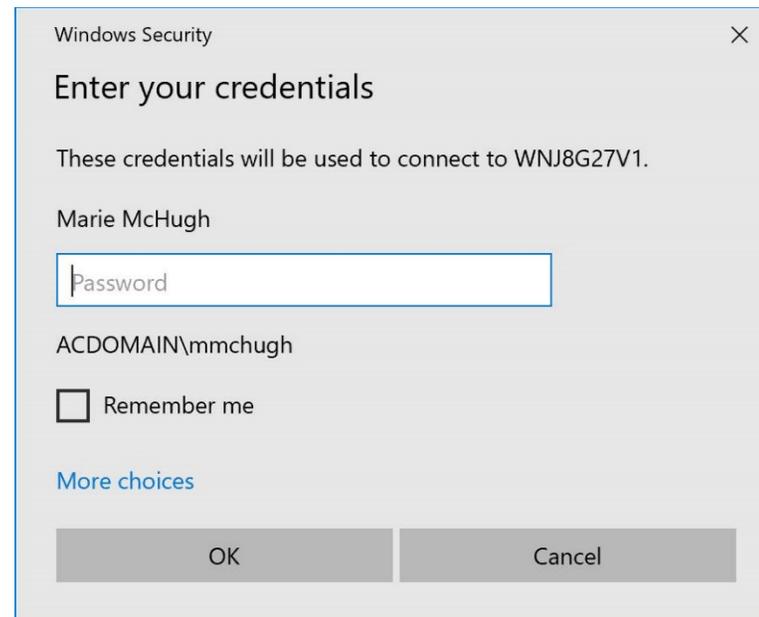
9. Your computer may ask you to approve local printer access on your remote computer.



10. Like previously using Remote Desktop on Citrix, enter your office computer name, shared in the email accompanying these instructions. This will be save going forward in the drop down. (e.g. WNJ8G27V1)



11. Enter your windows password to login to your in-office PC.



**Your office workstation should now be open.**

**Important**

Once you have completed these steps to access your workstation, please continue by closing your window and following the instructions for signing into the “**Session desktop**” which can be used when your office PC is not available.

It is important to sign into each of these once for the first time to authenticate and activate your Microsoft products.

## Instructions for signing into Session Desktop

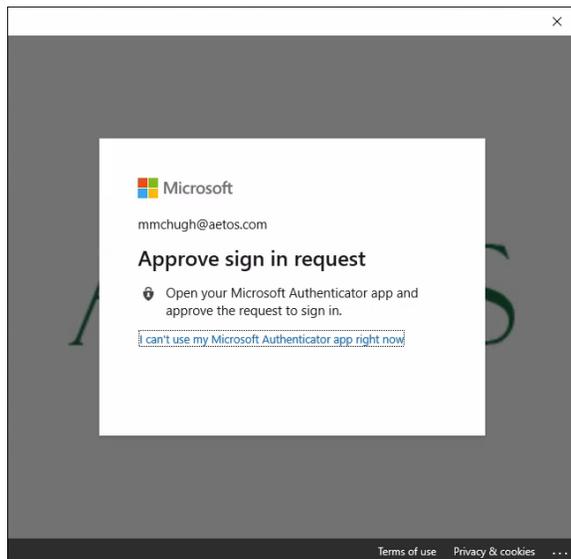
Next, we will sign into the “Session Desktop” which can be used when your office PC is not available.

(e.g. Office power outage or office internet disruption)

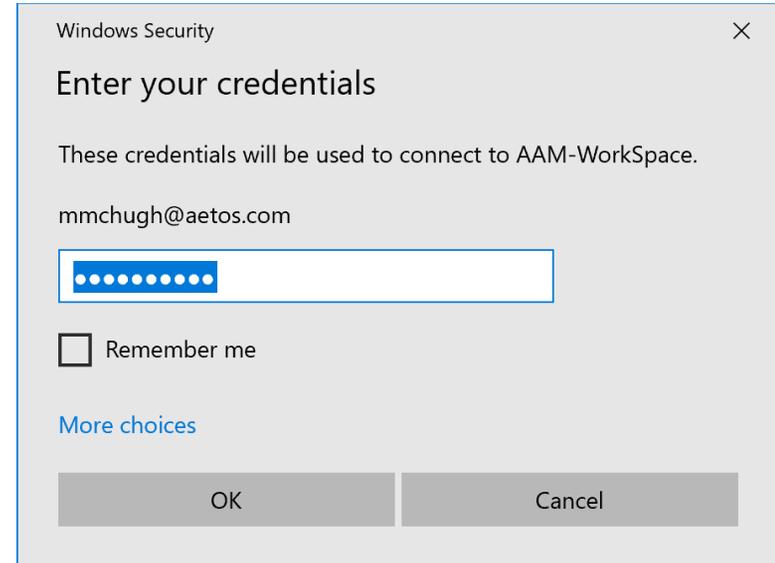
12. Signing into “Session Desktop”, Click the Session Desktop icon from the AAM-Workspace screen.



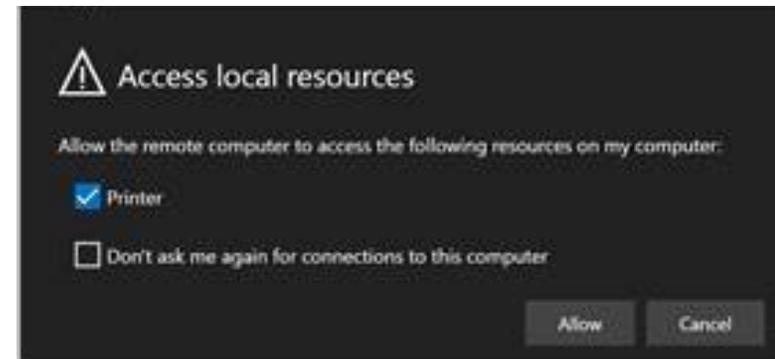
13. Authenticate with Microsoft Authenticator once again using your mobile device.



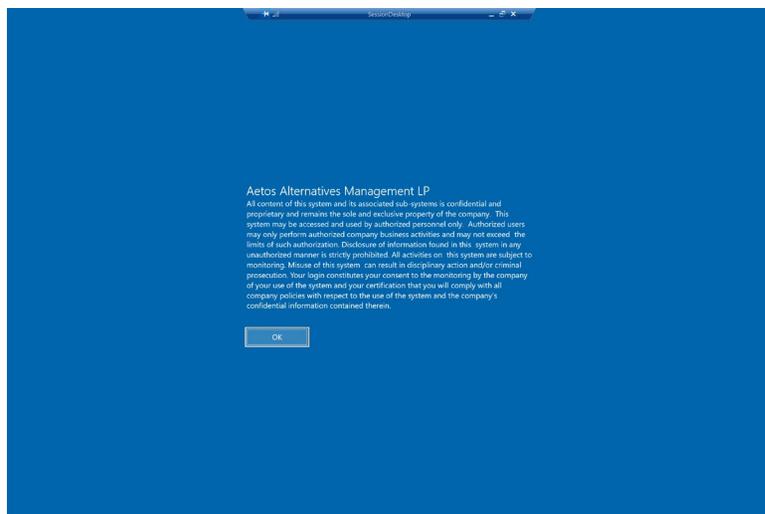
14. Sign in using your windows password to your “Session Desktop”.



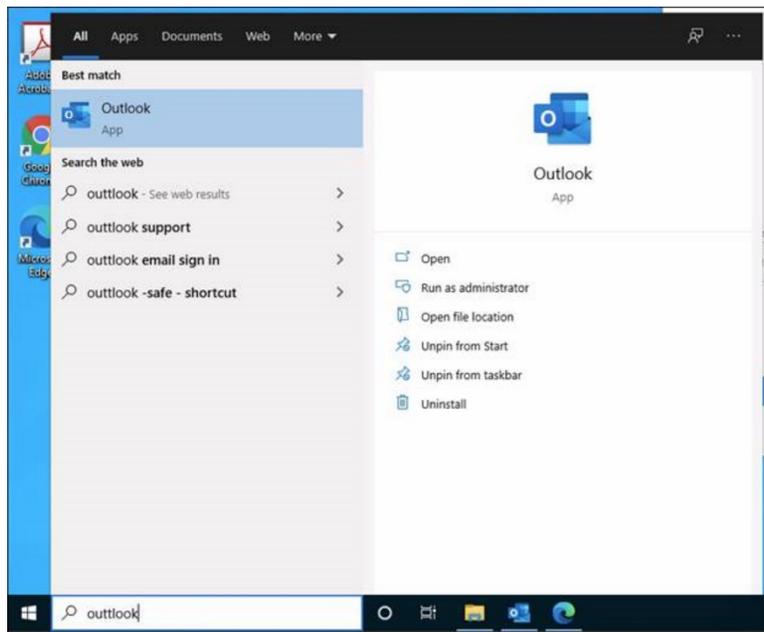
15. Approve local printer access on your remote computer.



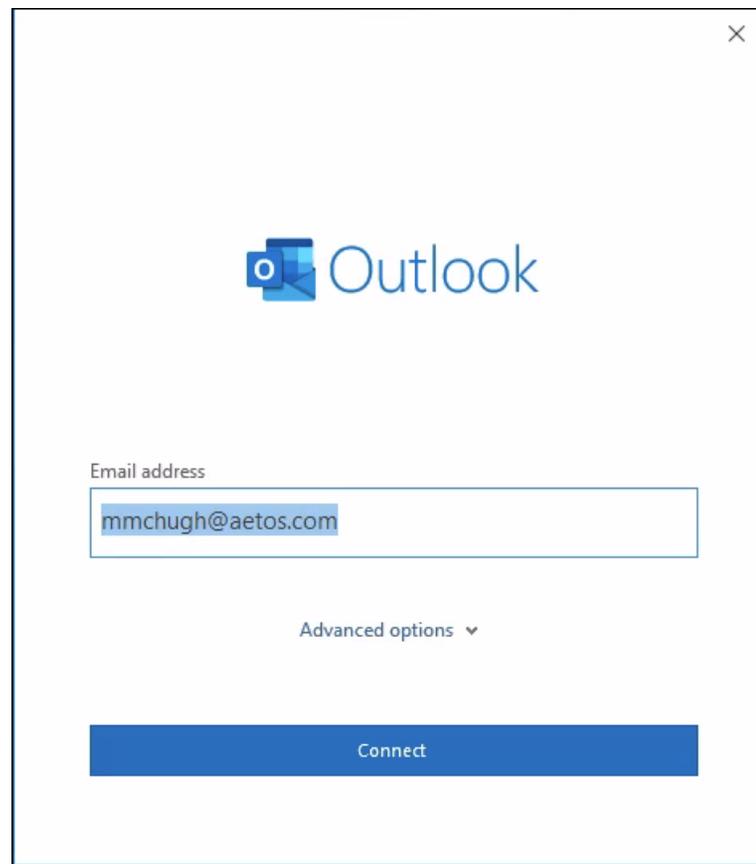
16. Read and Accept the Aetos Alternatives Management disclaimer by clicking “OK”.



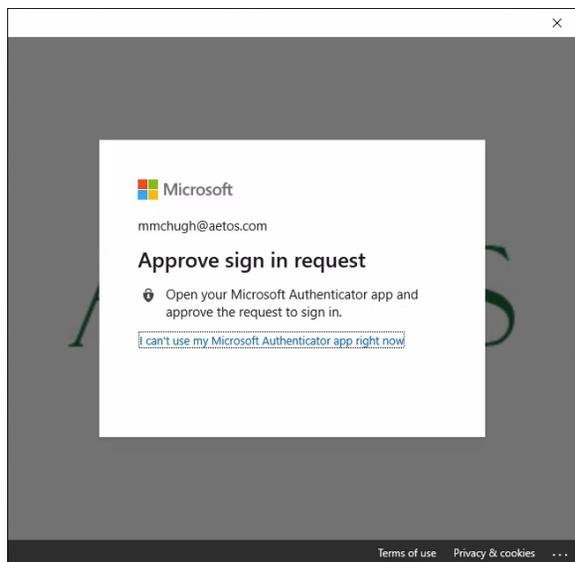
17. If this is your first time using “Session Desktop” open Outlook from the start menu or typing Outlook in the search box.



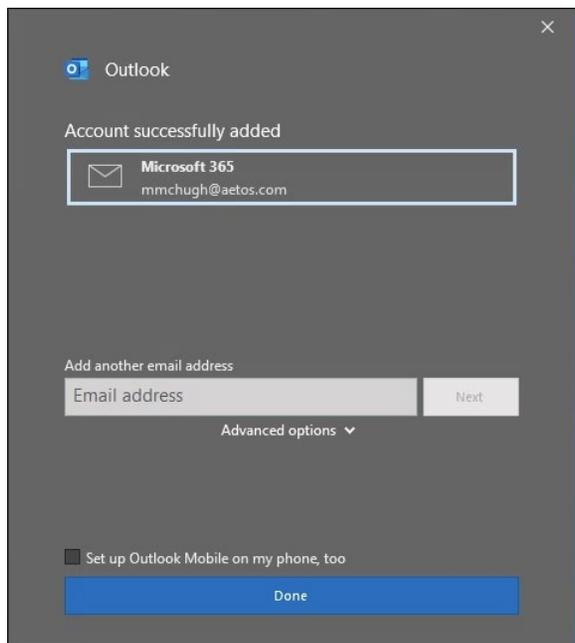
18. Your email address should auto-populate. If it does not, please type it in. Then click “Connect”.



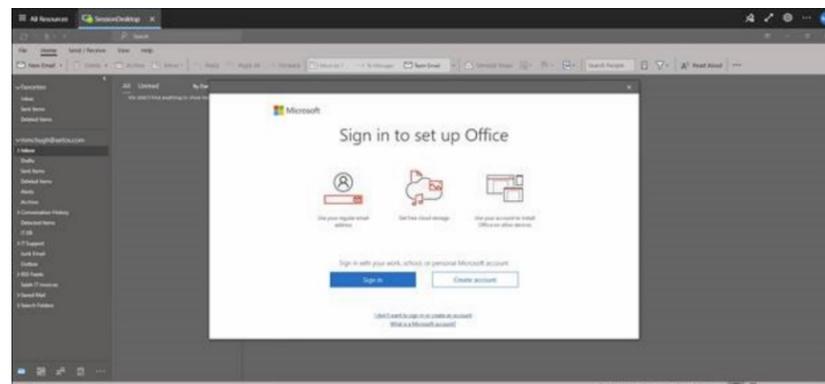
19. Authenticate with Microsoft Authenticator once again using your mobile device.



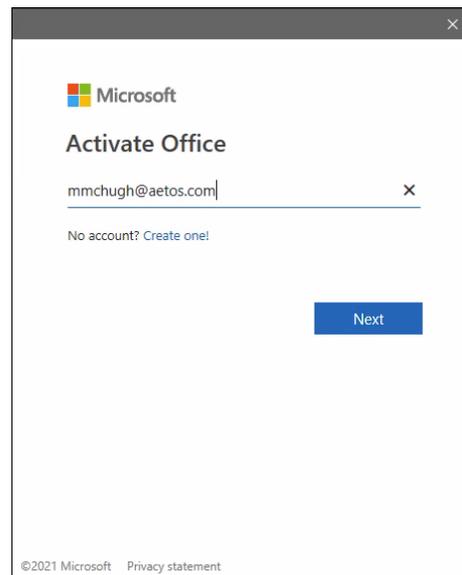
20. Complete the Outlook setup by clicking "Done".



21. Office will request Activation for the Microsoft products. (e.g. Outlook, Word, Excel, PowerPoint)



22. Windows will need you to Authenticate your Office subscription for a final time using Microsoft Authenticator once again using your mobile device.



You are done. Please check that you have access to the programs, files, and folders that you need on "Session Desktop". Please reach out to [ITSupport@aetos.com](mailto:ITSupport@aetos.com) for help installing or accessing anything.