



Connecting to Collectify Cloud from a Mac

Click **here** to download Microsoft's Remote Desktop App from the Mac App Store if you haven't already

A. Start the app and From Microsoft Remote Desktop and select **New** to set up a new connection.



B. Enter the connection information:

Connection name: Enter a name for the connection such as "Collectify Cloud"

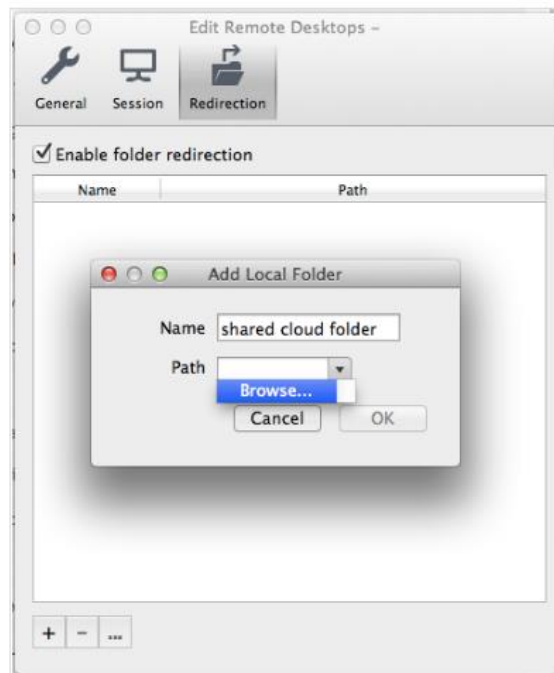
PC Name: **collectify.datacenterdirect.com**

User name: **d21\your username**

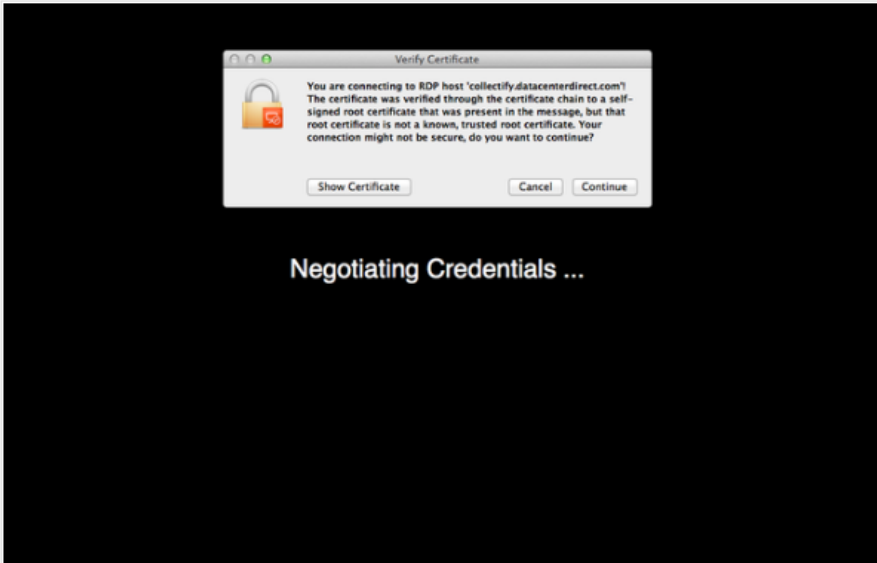
Password: **your password**



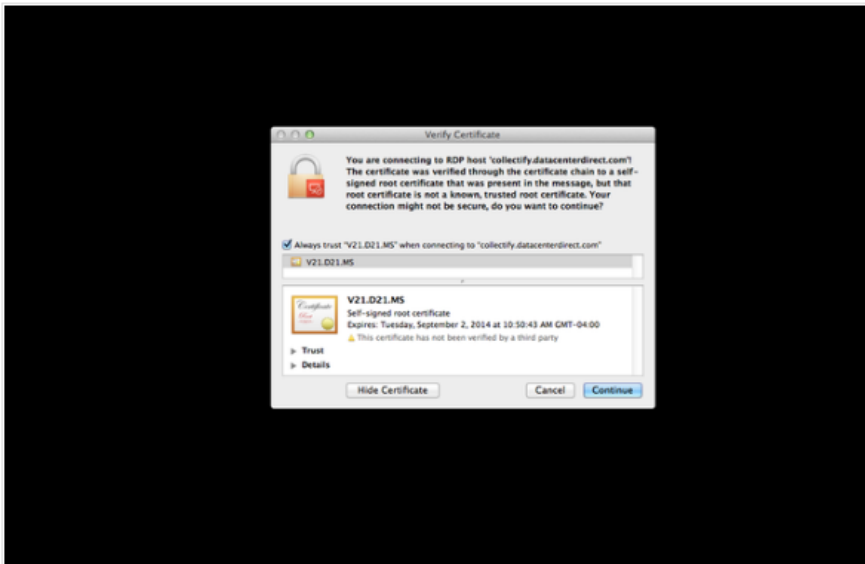
C. Set up **Redirection** (at the bottom of the New connection setup screen) From Redirection, make sure that **Enable Folder Redirection** box is checked and click on the "+" sign at the bottom left-hand side of the screen. Browse to add the local folder that you wish to access from Collectify Cloud e.g. /users/your login name/

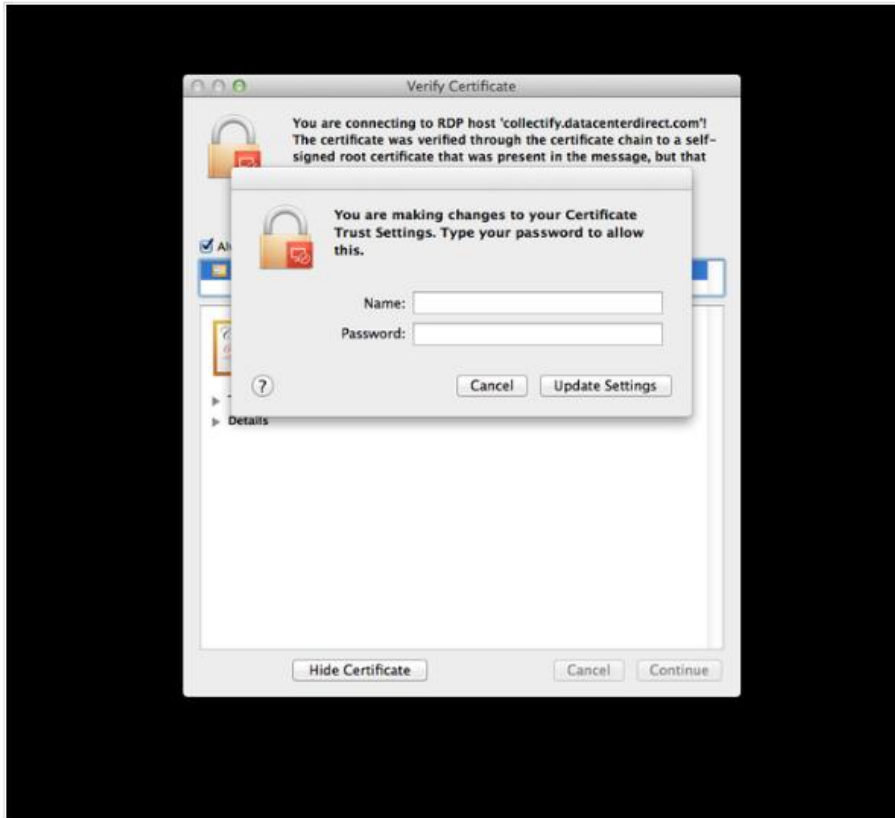


D. Connect to Collectify Cloud. You will likely receive a message about Security. Click on **Show Certificate** and then Click on **Always Trust this connection**. Finally click on update settings.



Negotiating Credentials ...





E. You are now connected to Collectify Cloud



F. After a few moments, you will be presented with your Collectify Cloud Desktop. From here you can run Collectify or Collectify Home Inventory, upload photos, download reports etc.

G. Your local drive can be accessed by clicking on the "**Local Drive**" icon on the desktop and then clicking on \\tsclient\C (you may need to click on Network and then "tsclient" first – especially if you have just connected.)

H. Collectify and Collectify Home Inventory should run as they do on a local PC. The only exception is that you cannot e-mail reports. You will need to save the to the local drive first and then e-mail from there.

I. If you need additional help getting starting with Collectify or Collectify Home Inventory, you may wish to watch a few introductory videos/tutorials located on our website: **Click here for Collectify** or **Click here for Collectify Home Inventory**.