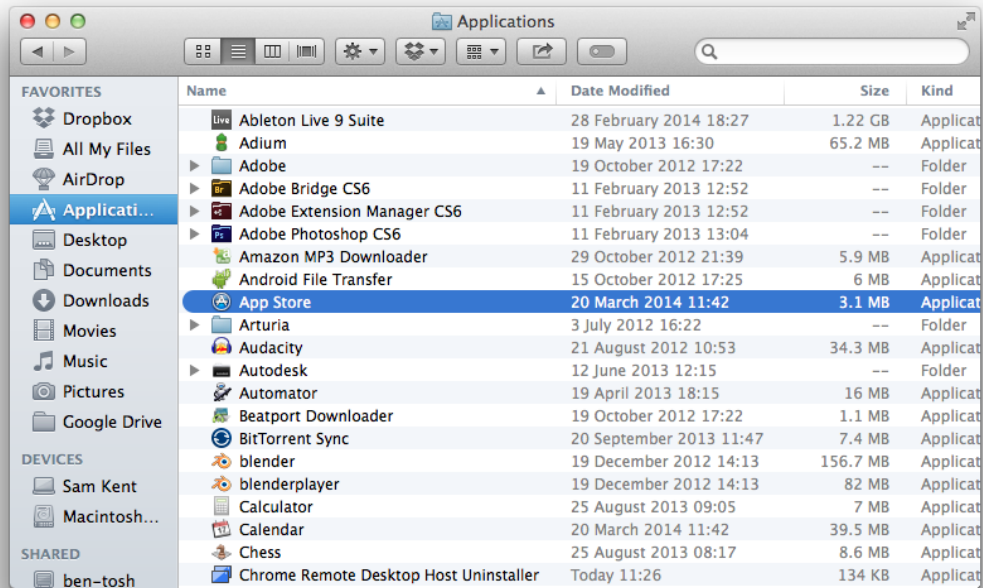


cmd:\>

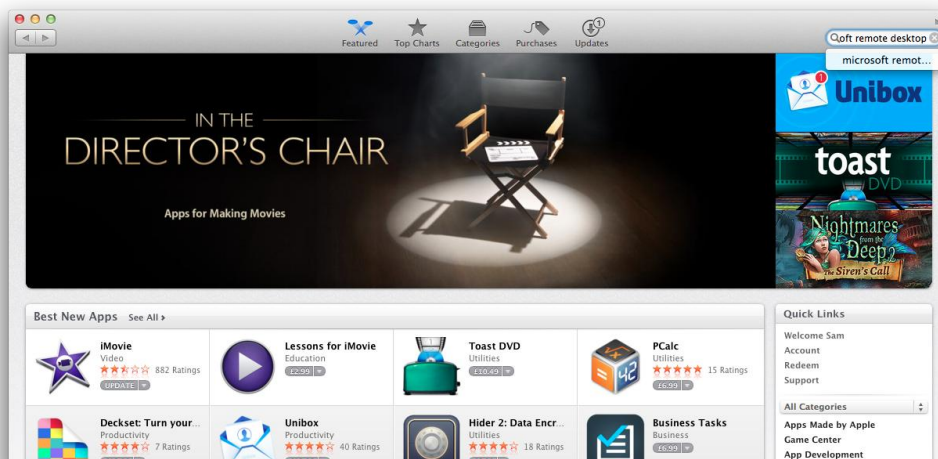
MAC User Instructions

Instructions for accessing cloud based CONTACTfile.

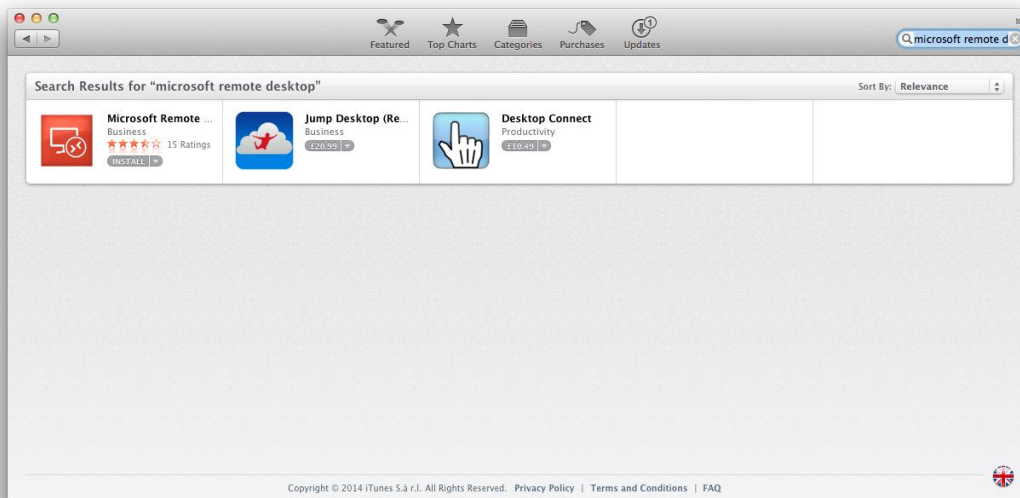
1. To access the application you must have 'Microsoft Remote Desktop' installed on your MAC. If you already have this installed please skip to step 5. To install 'Microsoft Remote Desktop' open the App Store by going to your Applications list.



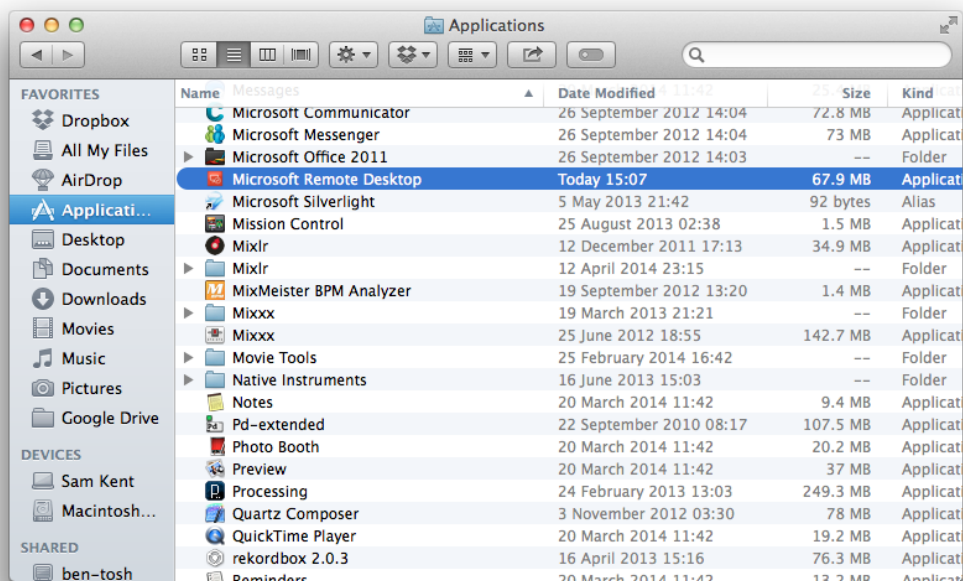
2. Once you have opened the App store search for 'Microsoft Remote Desktop'.



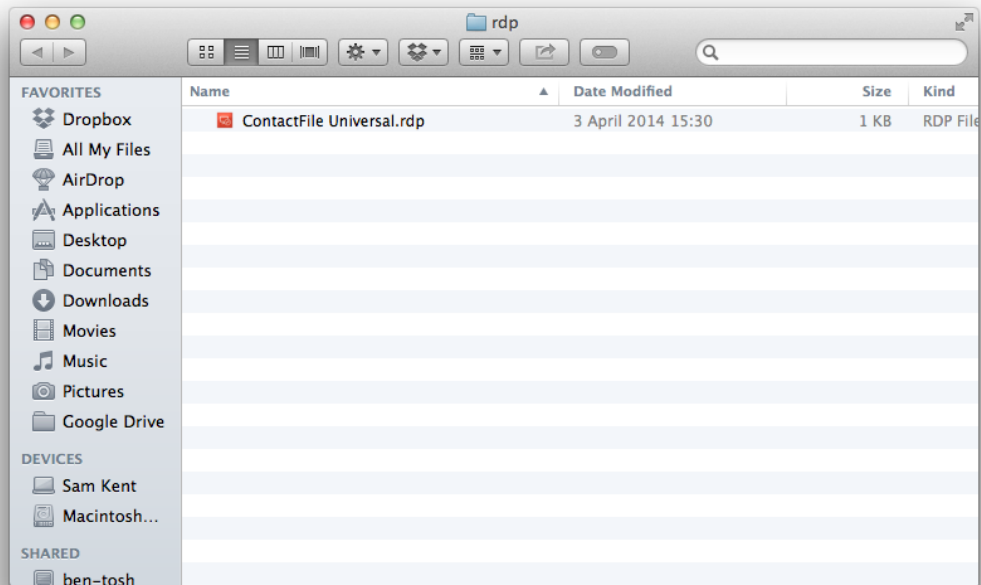
3. Click the install button and wait for the application to install.



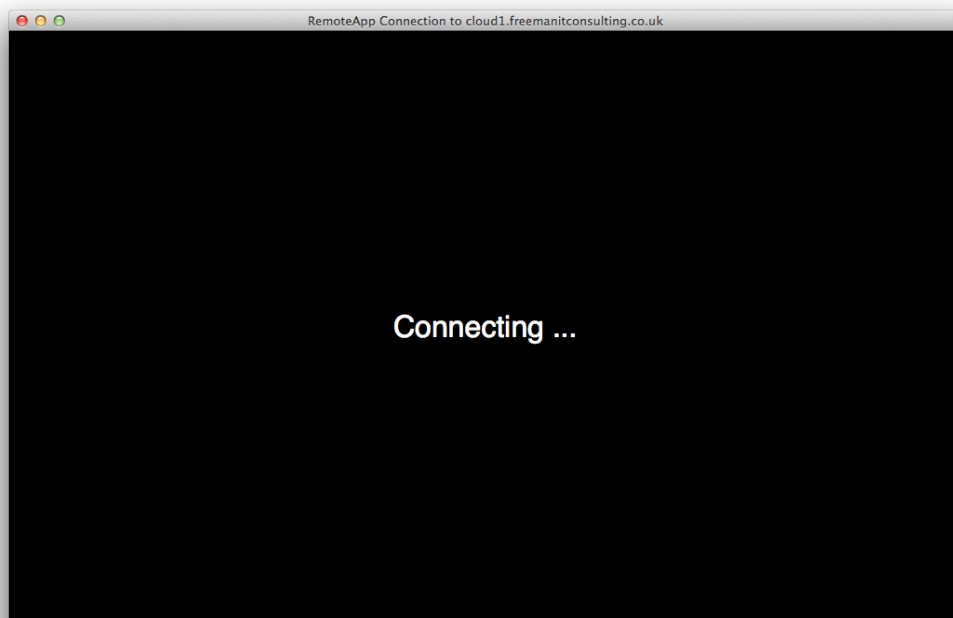
4. Once installed revisit your applications list to ensure that you can now see 'Microsoft Remote Desktop' listed.



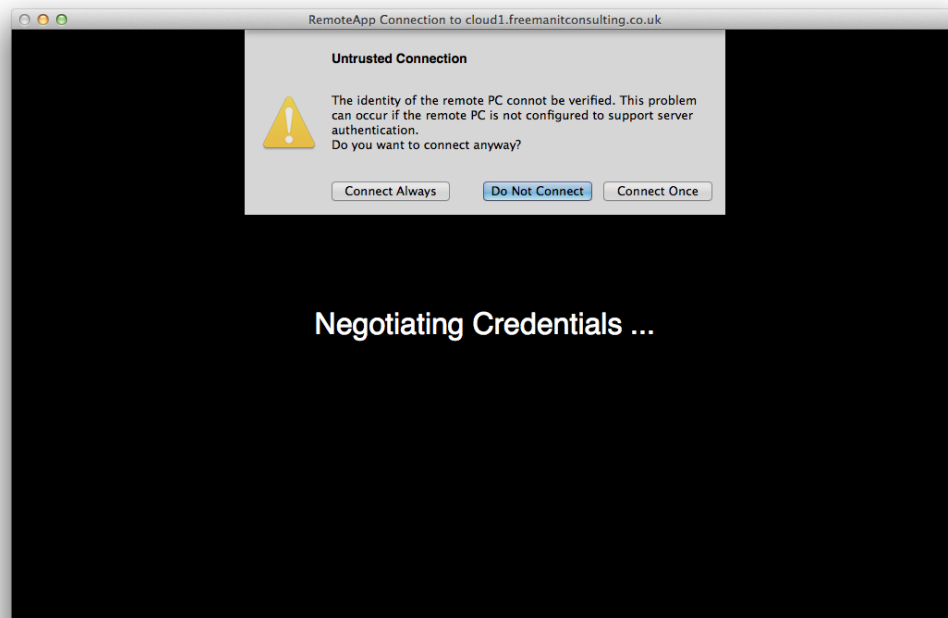
5. If you do not already have the CONTACTfile cloud shortcut, you can download it from the website cloud1.freemanitconsulting.co.uk (without www at the front!). It is suggested that you place this in your desktop. Note that the orange square icon used for the shortcut is also used for the Microsoft Remote Desktop application - do not get confused between the two!
6. Double-click this shortcut.



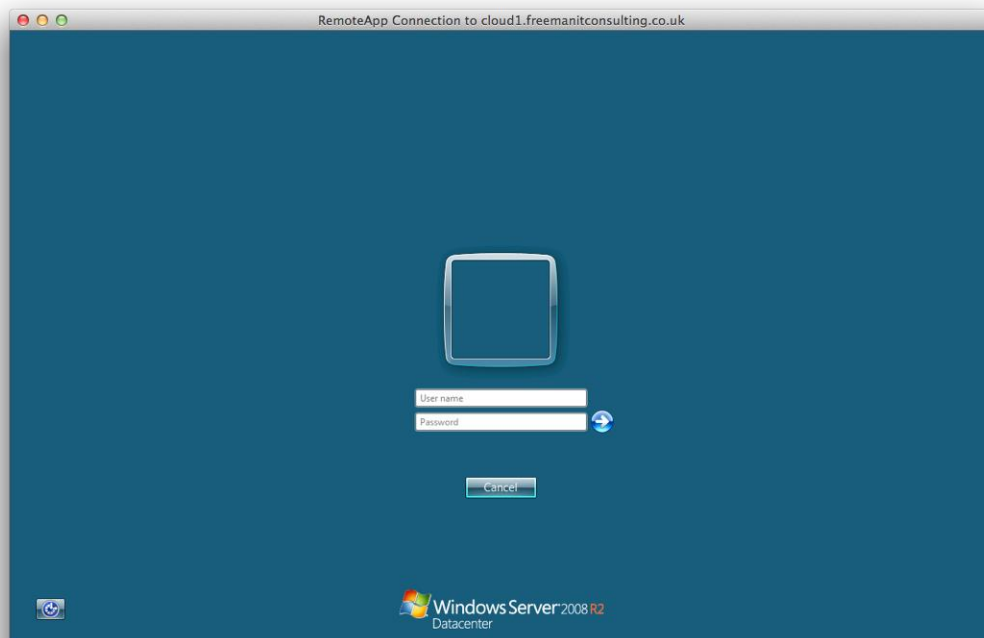
7. Your MAC will now start connecting to the cloud based application



8. You may be prompted with an untrusted connection dialog box. If so go ahead and click 'Connect Always'.



9. Once connected please enter the login credentials that you have been provided with.



10. The system will now log you on and start the application.