



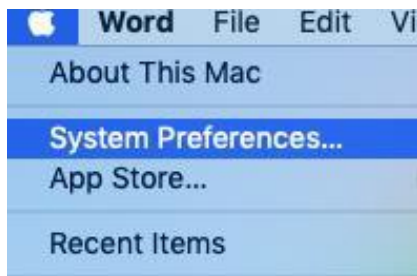
NJCU REMOTE CONNECTION INSTRUCTIONS

The following instructions will detail the steps required to connect to your MAC office computer as though you are sitting in front of that computer.

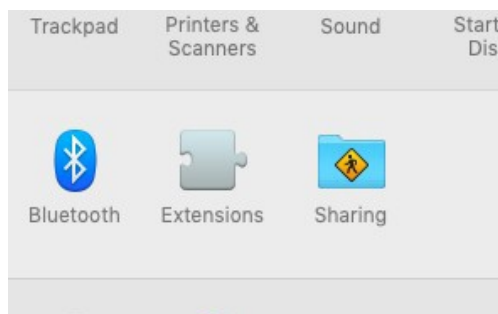
To remotely connect to your Mac:

On the machine you wish to remotely connect to:

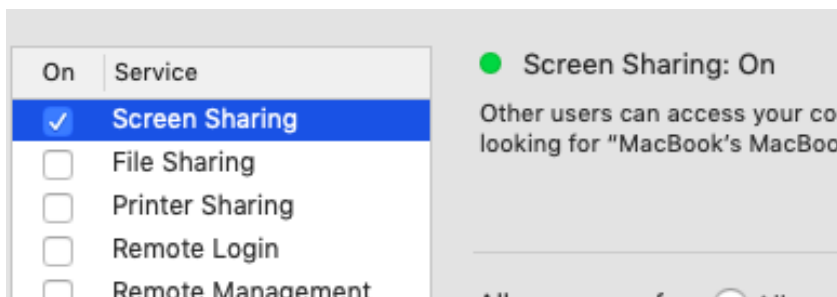
- Go to System Preferences in the Apple menu at top left.



- Click on Sharing

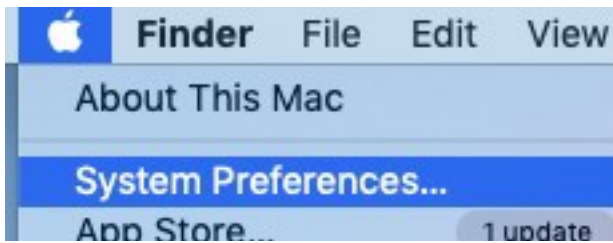


- Place a check mark next to Screen Sharing on the left

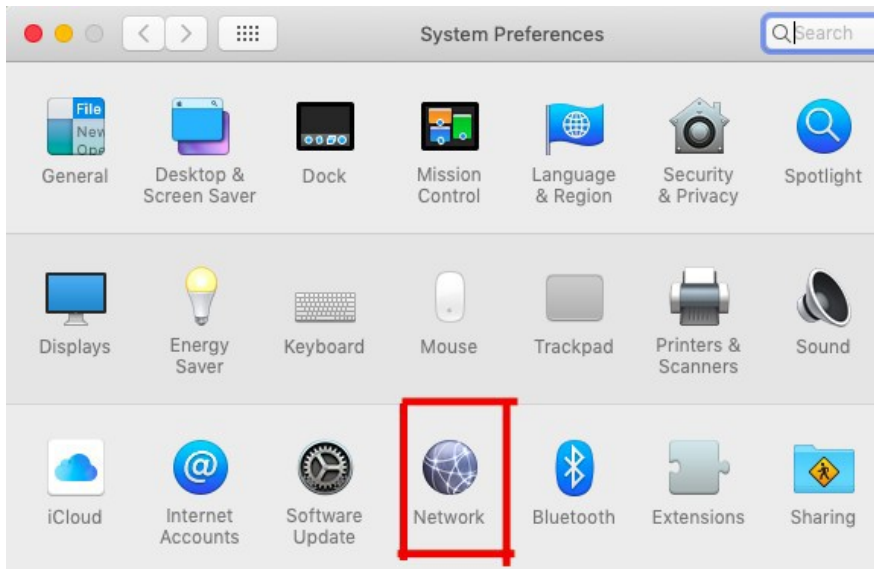


- One thing you'll need to take with you: write down the IP address of the computer.

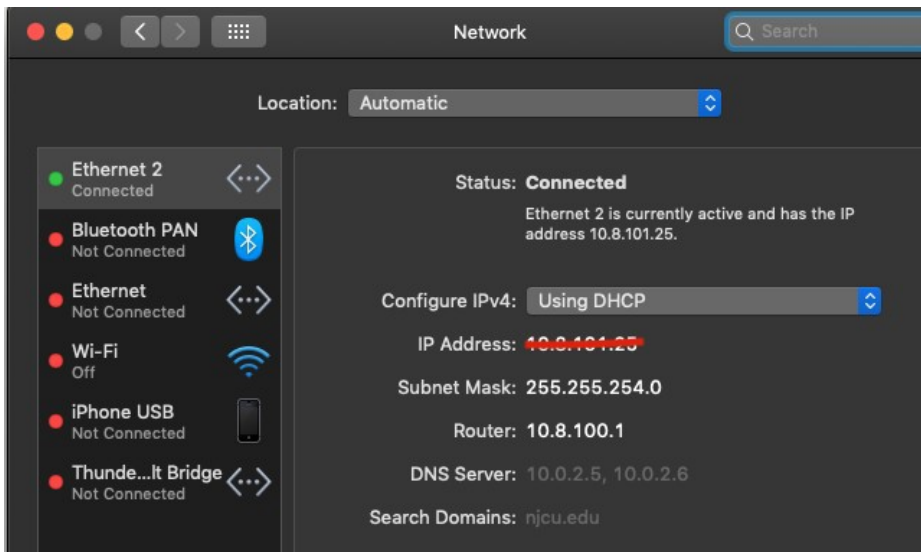
To find the IP Address click on the apple icon on the upper left corner of the screen and scroll down and select system preferences



- Click on Networks (Usually in the 3rd row)

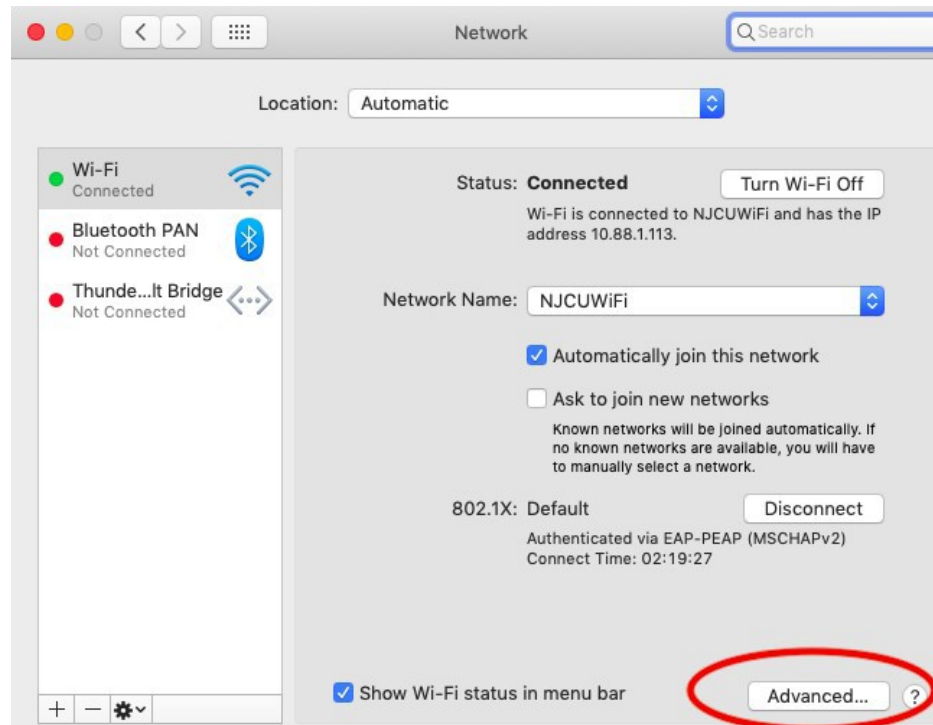


If the computer is connected to a wall jack the IP Address will show near the middle and labeled IP Address

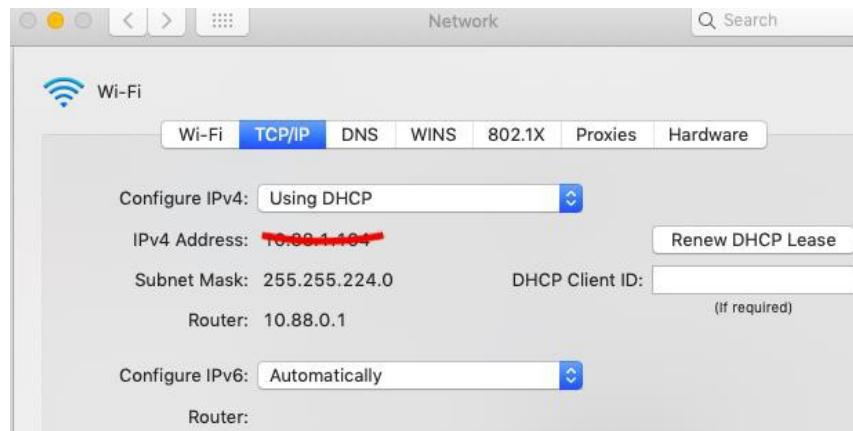


If the machine is using WIFI a few more steps are needed

Click on advanced at the bottom right

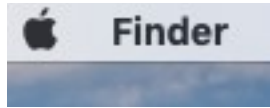


Click on TCP/IP on the top bar. The IP Address should be near the top.



On the machine you'll be remotely connecting from:

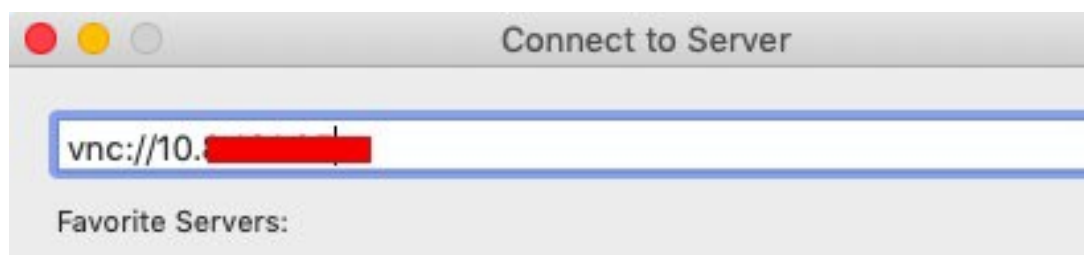
Make sure you're in Finder (it says "Finder" next to the apple icon at top left.) If you are not, you can click on the desktop to go to finder to get to Finder.



Click on Go and select Connect to Server.



In the Server Address field type in the IP address of your remote computer preceded by "vnc:"



Click the Connect button and it will open the remote desktop in a new window that requires your computer information.

A screenshot of a macOS Screen Sharing login dialog box. On the left is an icon of two overlapping computer monitors. To the right of the icon, the text reads: "Screen Sharing requires your user name and password to sign in to '10. [redacted]'. Enter your user name and password to continue." Below this text are two input fields. The first is labeled "User Name:" and contains the text "MacBook Air". The second is labeled "Password:" and contains a series of black dots. Below the password field is a checkbox labeled "Remember password", which is currently unchecked. At the bottom right of the dialog are two buttons: "Cancel" and "Sign In".

Screen Sharing requires your user name and password to sign in to "10. [redacted]"
Enter your user name and password to continue.

User Name: MacBook Air

Password: [dots]

☐ Remember password

Cancel Sign In

Once you click on Sign in you will have control over the keyboard and mouse as if you were sitting down at that computer. When you're done, simply close that window.