

RDP-Tutorial for Mac
(Click here)



RDP-Tutorial for Windows
(Click here)



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Operations Mindset**



IT Services

27.08.2025

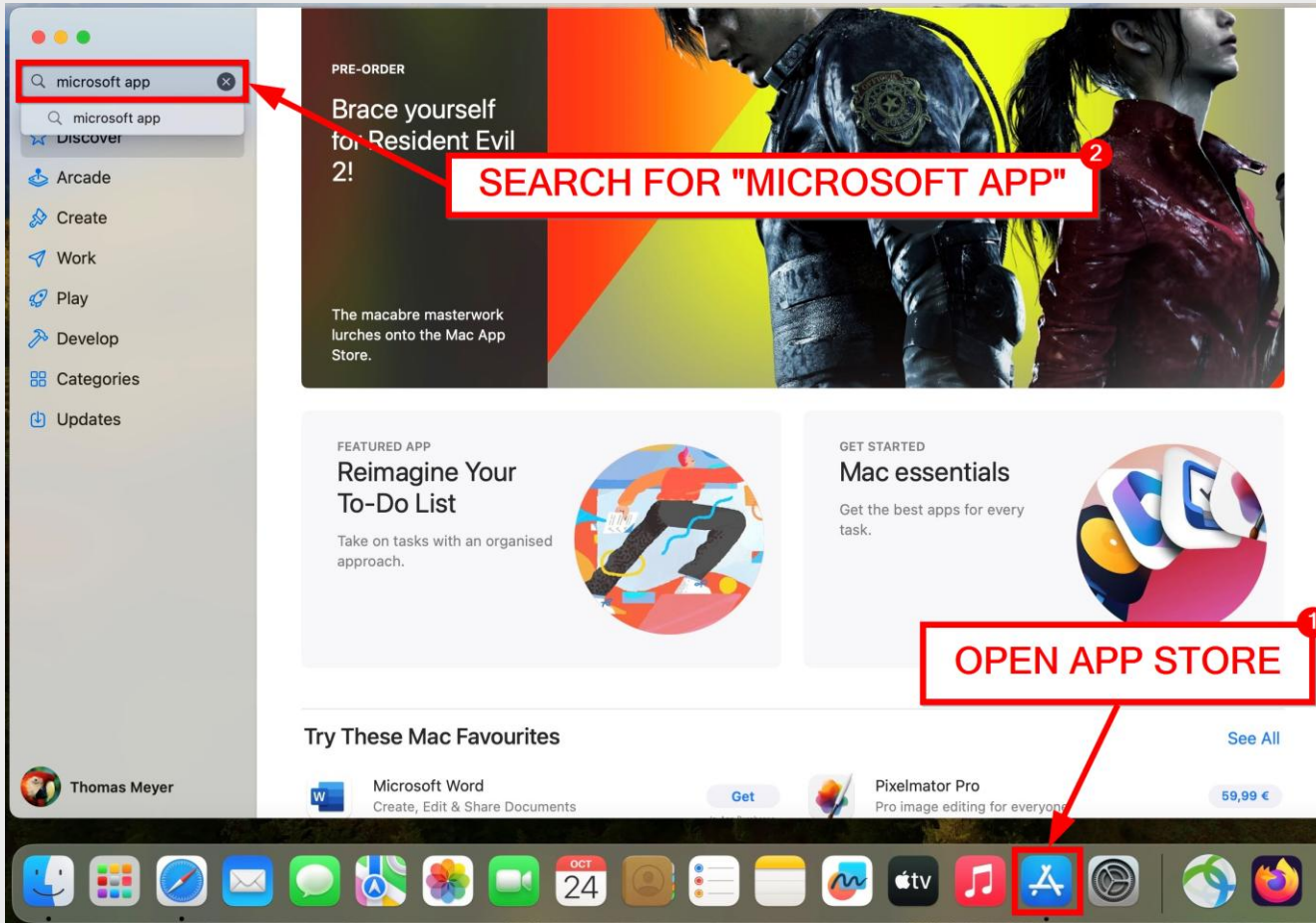
RDP - Remote Desktop (Mac)



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Access to the KLU hosted instance – Mac (RDP)



STEP 1: On Mac, you first need to download the „**Microsoft App**“. Open the App Store and search for „microsoft app“.

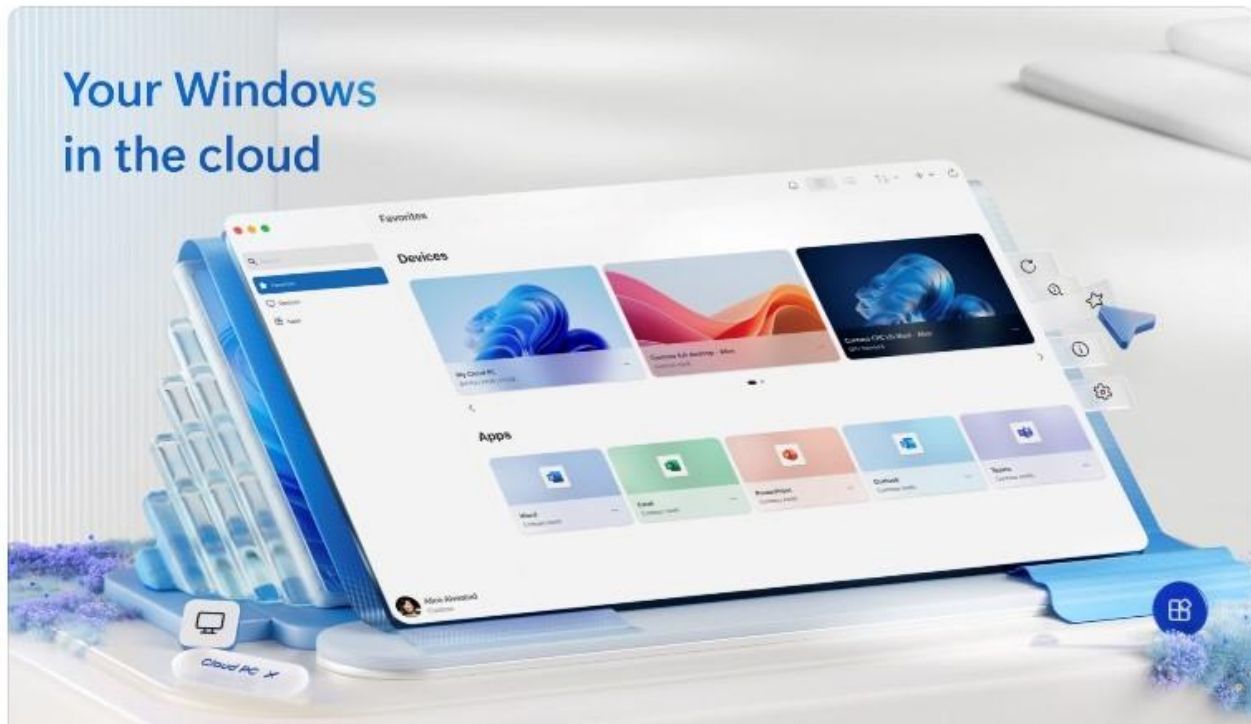
Access to the KLU hosted instance – Mac (RDP)



Windows App

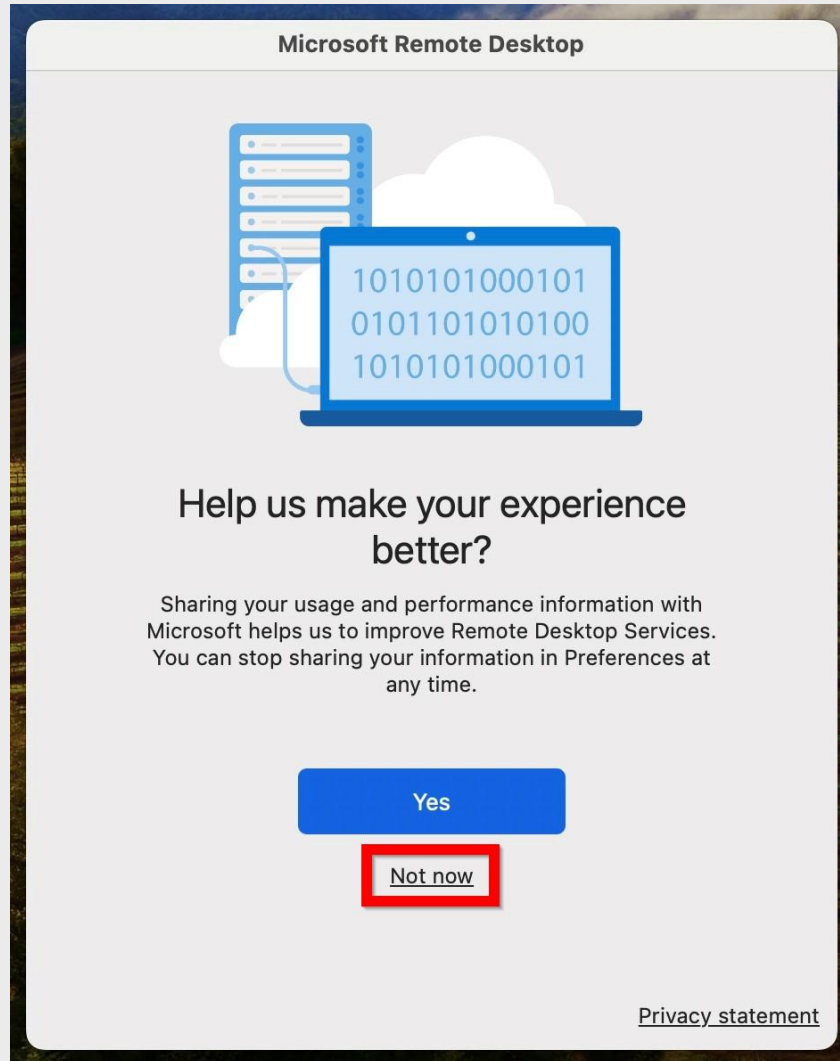
Previously Remote Desktop

★★★★☆ 25K



STEP 2: The app should show up in the search results. Click on „Get“ or the cloud icon as shown in the screenshot to download the app.

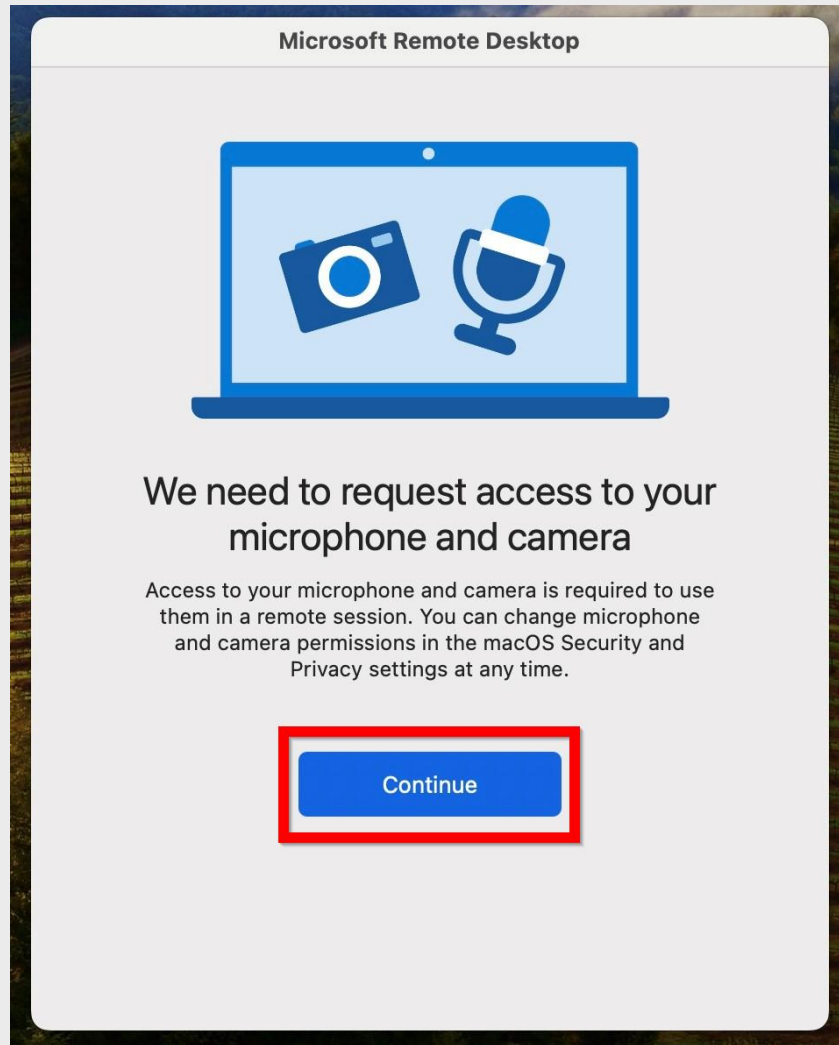
Access to the KLU hosted instance – Mac (RDP)



STEP 3: The app might ask you to share usage and performance information. This is entirely optional. We recommend you to click „**Not now**“ and proceed with the installation.

Note: This notification is from the previous app „Microsoft Remote Desktop“ and it might have carried over.

Access to the KLU hosted instance – Mac (RDP)



STEP 4: You might be asked to grant the app access to microphone and camera. You'll have to allow the app to access your microphone and camera in order to proceed. (You can always revoke access afterwards)

Click „**Continue**“.

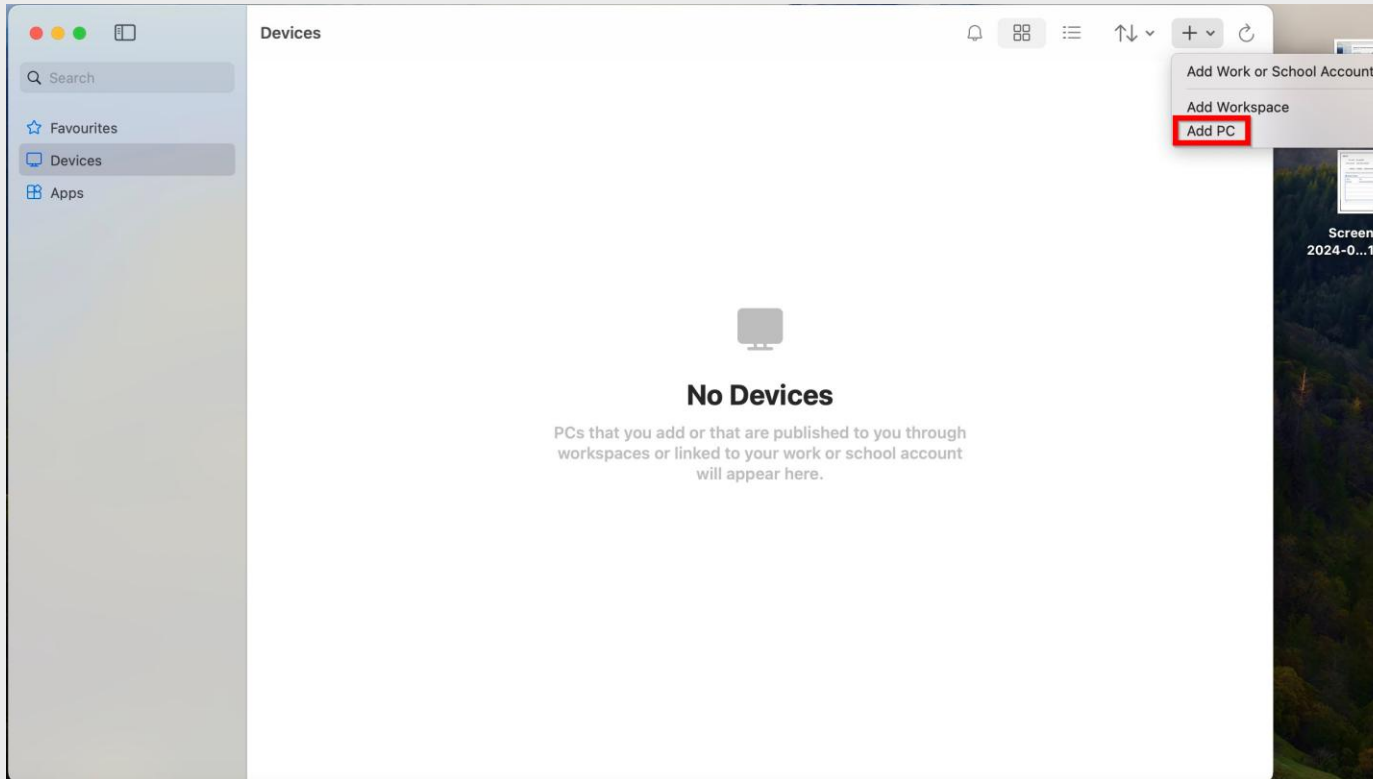
Note: This notification is from the previous app „Microsoft Remote Desktop“ and it might have carried over.

Access to the KLU hosted instance – Mac (RDP)



STEP 5: The app should show up like shown in the screenshot.

Access to the KLU hosted instance – Mac (RDP)



STEP 6: After installing and starting the „Microsoft App“, you will have to add a PC to connect to.

Click on the „+“ in the top right corner and select „**Add PC**“.

Access to the KLU hosted instance – Mac (RDP)

STEP 7: Before we add a PC to your saved RDP connections, we're going to configure it.

Click on „**Folders**“ and tick the checkbox „**Redirect folders**“. You can now click on the „**+**“ and add whichever folder you want to have access to during your RDP session.

Add PC

PC name:

Credentials:

General | Display | Devices & Audio | **Folders**

Friendly name:

Group:

Gateway:

Bypass for local addresses

Reconnect if the connection is dropped

Connect to an admin session

Swap mouse buttons

Cancel Add

Add PC

PC name:

Credentials:

General | Display | Devices & Audio | **Folders**

Choose the folders that you want to access in the remote session.

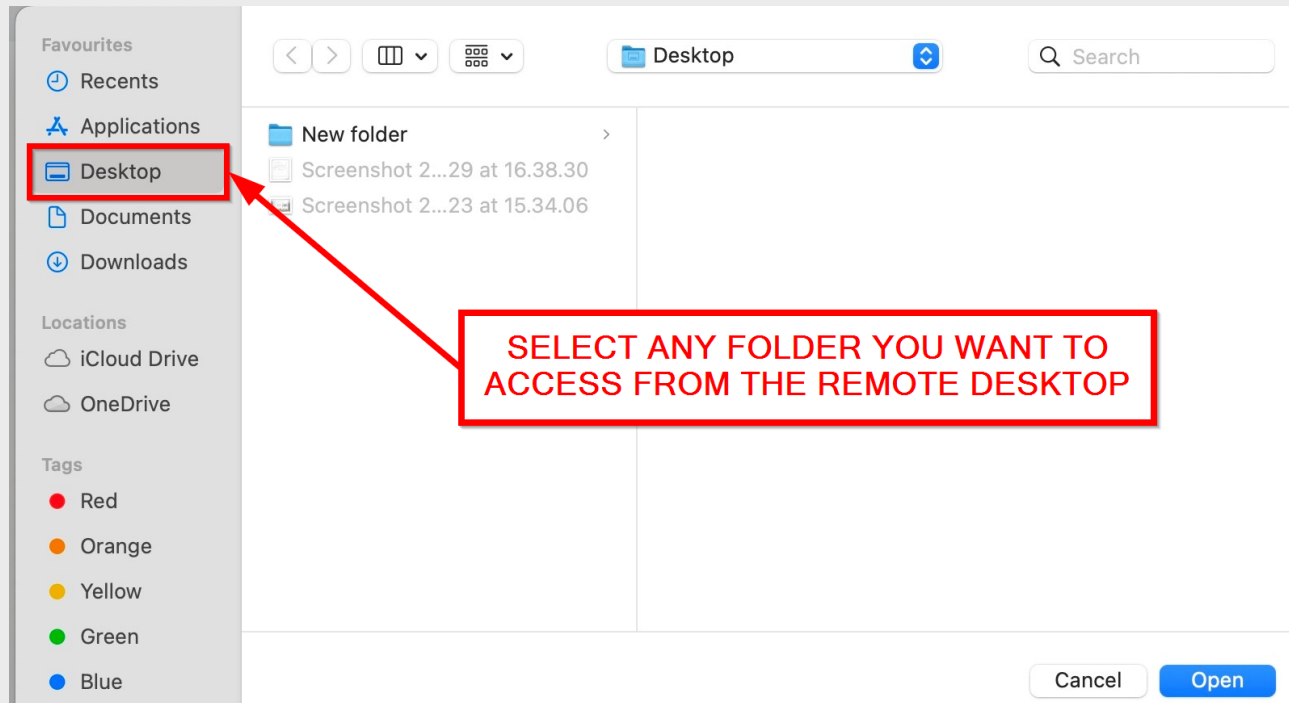
Redirect folders

Name	Path	Read-only

+

Cancel Add

Access to the KLU hosted instance – Mac (RDP)



STEP 8: Choose your preferred folder to use during your RDP session.

(For this example, we chose „Desktop“)

Click „**Open**“ to confirm your decision.

Access to the KLU hosted instance – Mac (RDP)

Add PC

PC name:

Credentials:

General | Display | Devices & Audio | **Folders**

Choose the folders that you want to access in the remote session.

Redirect folders

Name	Path	Read-only
Desktop	/Users/macadmin/Deskt...	<input type="checkbox"/>

+ -

Cancel Add

STEP 9: We're back to the Edit screen. Our chosen folder is listed as a redirected folder. If need be, you can always add more folders by clicking „+“ like we did for the desktop folder.

Note: Please leave the checkbox „**Read-only**“ unticked, as this option will deny you full editing rights for your folder.

Access to the KLU hosted instance – Mac (RDP)

Add PC

PC name:

Credentials:

General | Display | Devices & Audio | Folders

Friendly name:

Group:

Gateway:

Bypass for local addresses

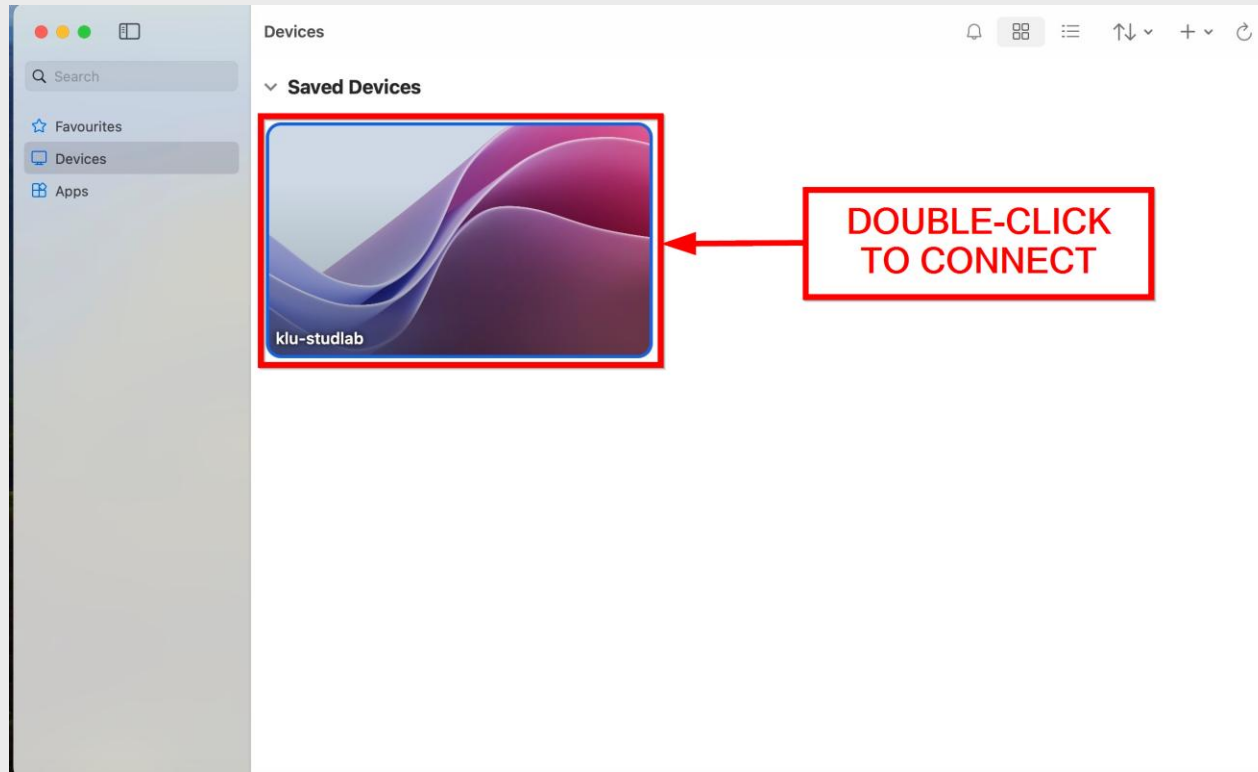
Reconnect if the connection is dropped

Connect to an admin session

Swap mouse buttons

STEP 10: Go back to the „**General**“ tab(1). To add a PC we simply need to know the PC name. Enter „**klu-studlab**“(2) and click on the „**Add**“ button(3).

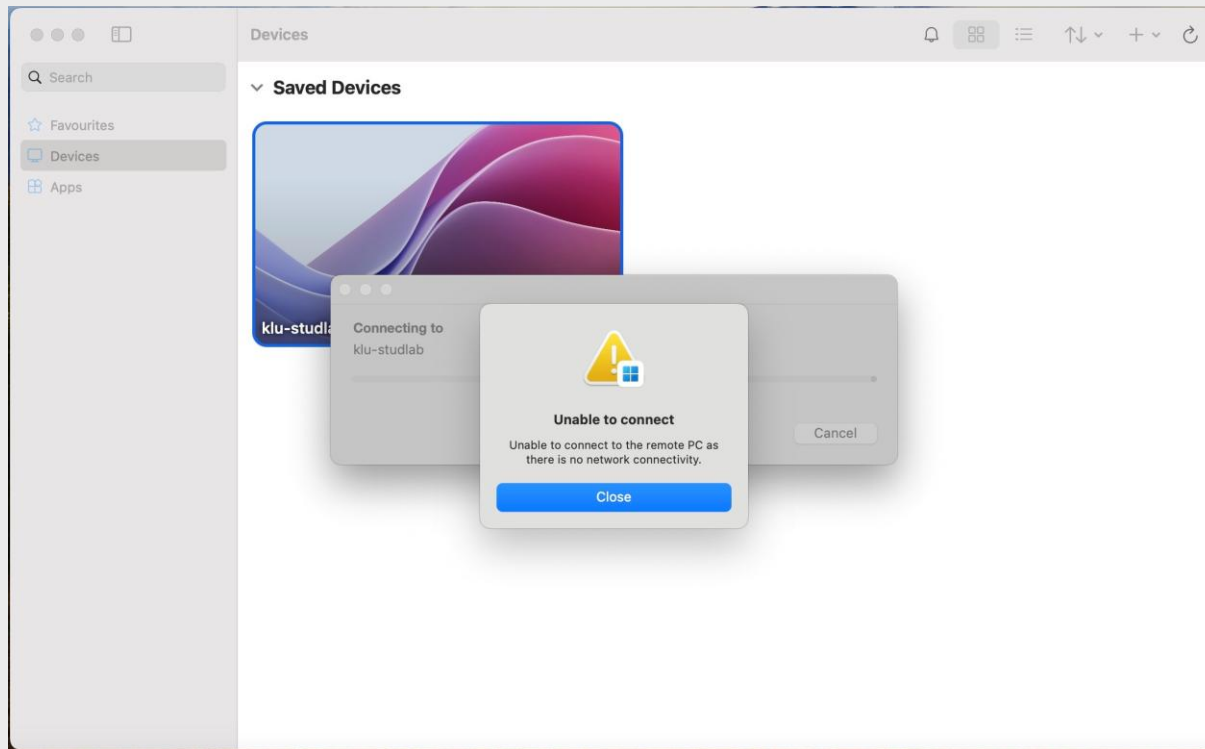
Access to the KLU hosted instance – Mac (RDP)



STEP 11: The added PC should show up just like in the screenshot.

Double-click the newly added PC to connect to it.

Access to the KLU hosted instance – Mac (RDP)

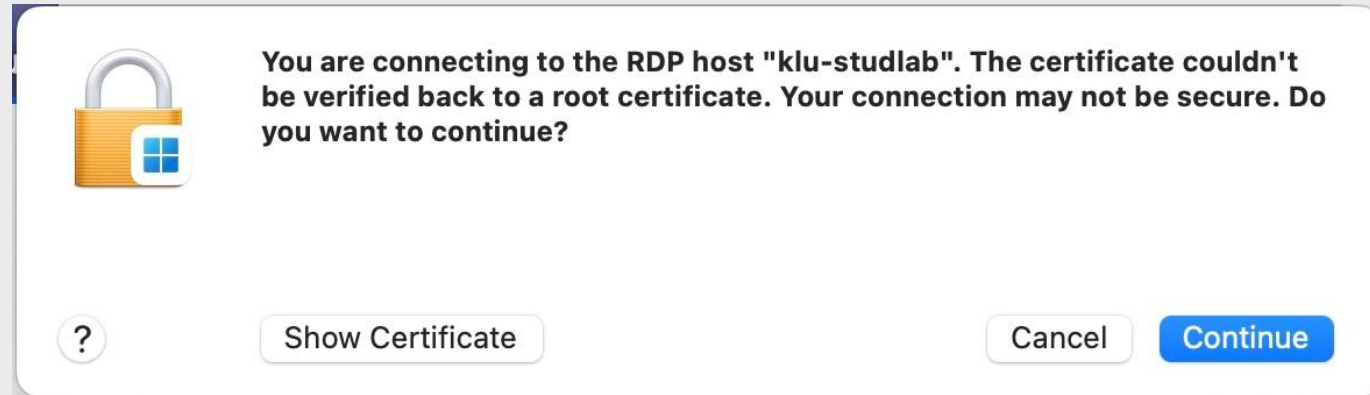


Important Note:

This only works if you're connected to the KLU network.

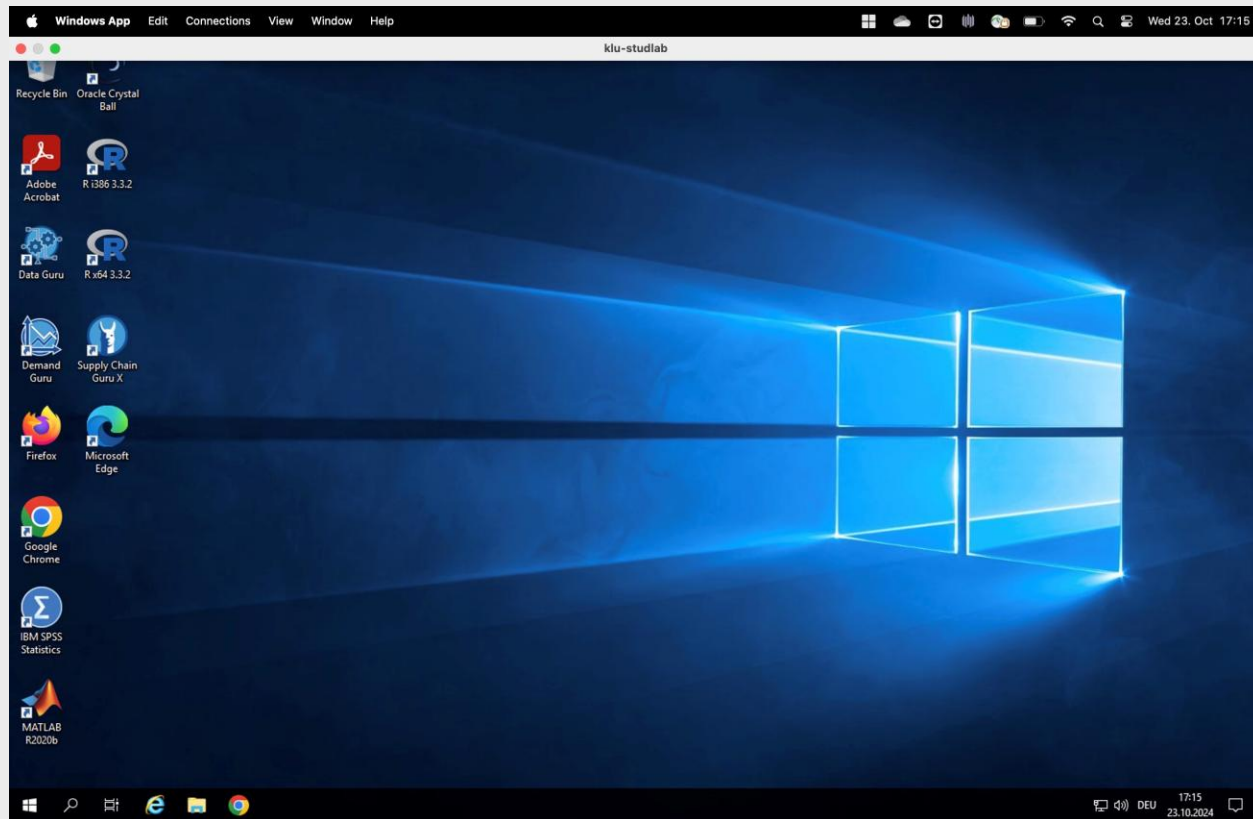
Make sure to be either connected to the „KLU“ WiFi network or establish a VPN tunnel to the KLU before attempting to use RDP.

Access to the KLU hosted instance – Mac (RDP)



STEP 12: The app will inform you that the certificate couldn't be verified. We can trust it and click on „**Continue**“.

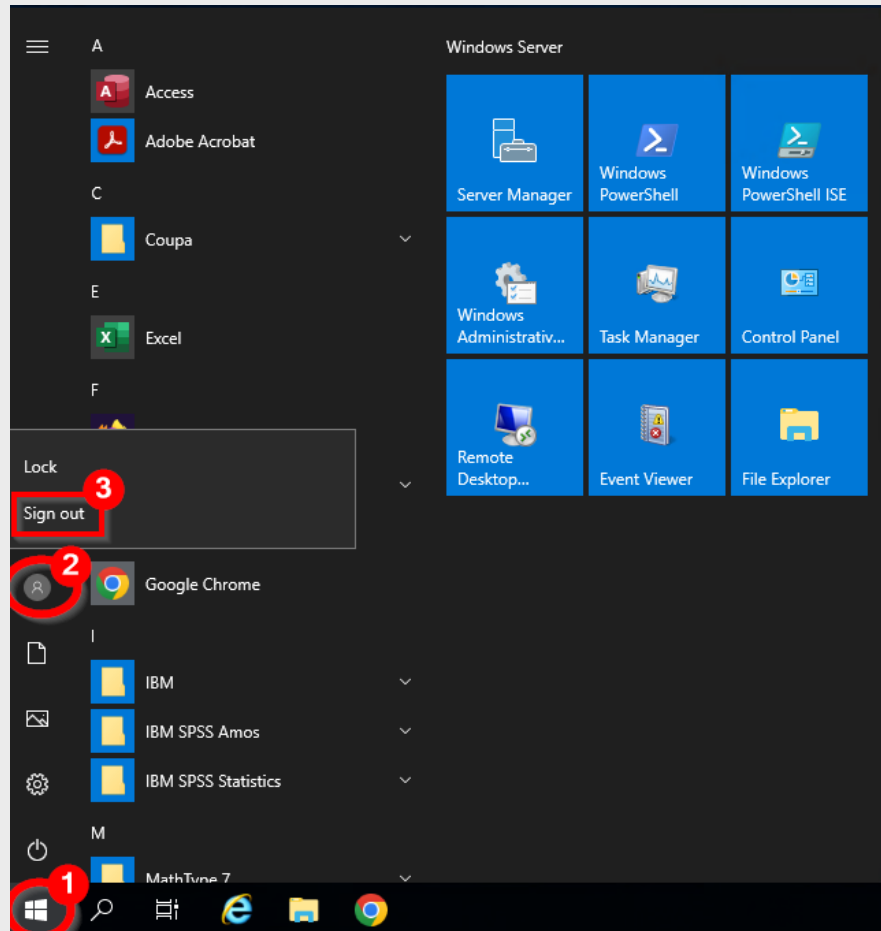
Access to the KLU hosted instance – Mac (RDP)



STEP 13: Remote Desktop should open just like in the screenshot.

You can now work on this PC remotely and use it's resources.

Access to the KLU hosted instance – Mac (RDP)



Additional Note:

To prevent future login conflicts, we highly suggest you to **„Sign out“** from your account when you want to disconnect from the Remote Desktop.

If you ran into problems along the way, please don't hesitate to contact us via servicedesk@klu.org

We will gladly help you.



IT Services

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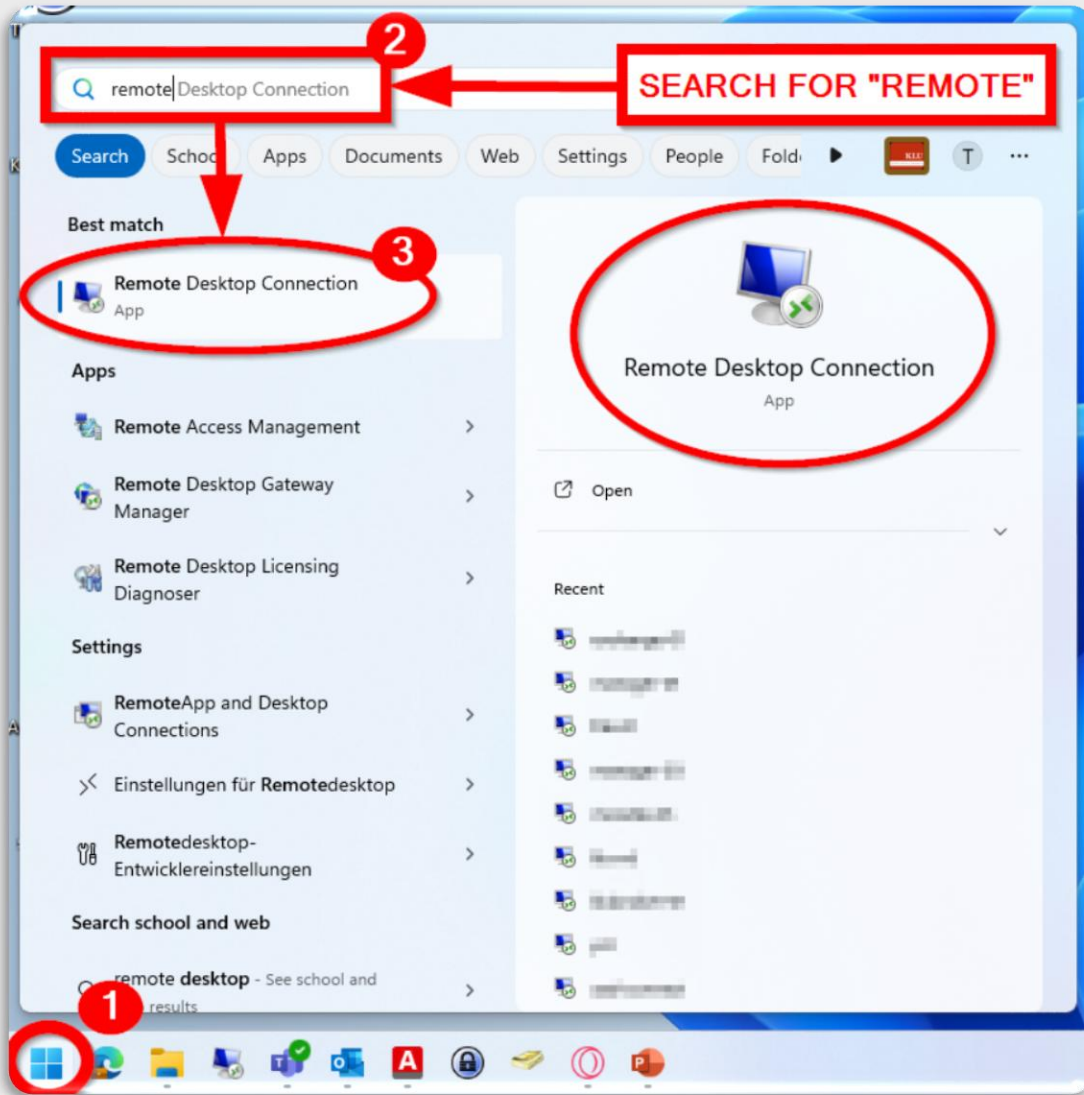
RDP - Remote Desktop (Win)



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Access to the KLU hosted instance – Win (RDP)



STEP 1: To connect to KLU's remote instance, you will need Microsoft's **Remote Desktop**. On most Windows computers this should be pre-installed.

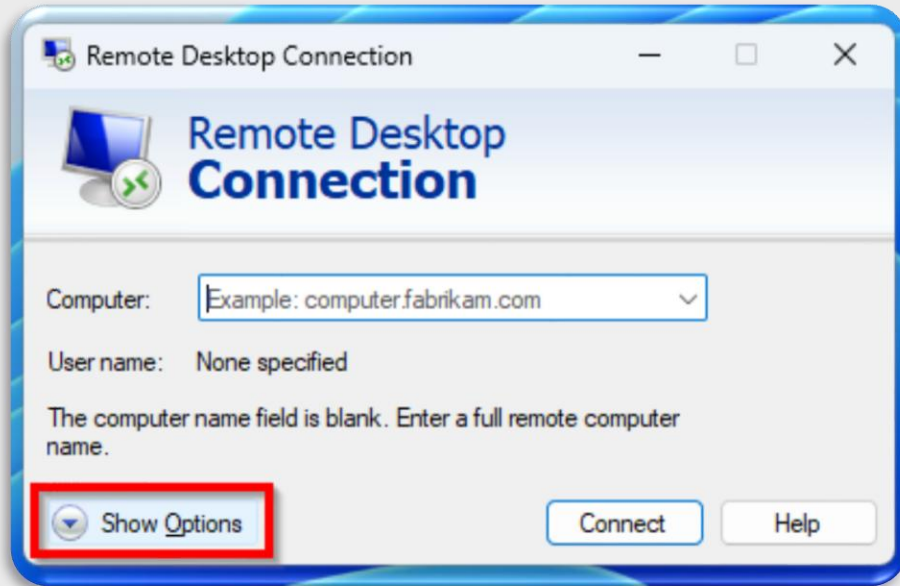
Check for Remote Desktop (Screenshot):

In the lower left of your Windows desktop(1), type „remote“ into your system search window(2). If „Remote Desktop Connection“(3) shows up, your computer has the app.

Note: If you don't have the app, please search for it in the Microsoft App Store. (It is free to download)

Direct Link English: <https://www.microsoft.com/en-us/store/p/remotedesktop/9wzdnrcfj3ps>
Direct Link German: <https://www.microsoft.com/de-de/store/p/remotedesktop/9wzdnrcfj3ps>

Access to the KLU hosted instance – Win (RDP)

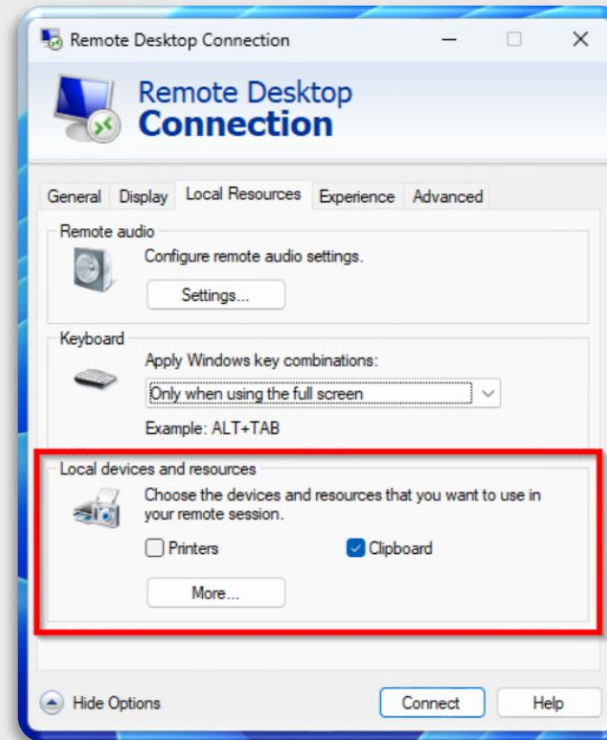


STEP 2: Launch Remote Desktop Connection. There is an empty field called „Computer“.

We want to configure the app first.

Click on „**Show Options**“ in the above dialogue and then open the tab „**Local Resources**“ (right screenshot)

Do the following: Check Clipboard, uncheck Printers. This setting will allow you to Copy&Paste files between the local volume on your computer and KLU’s remote instance.



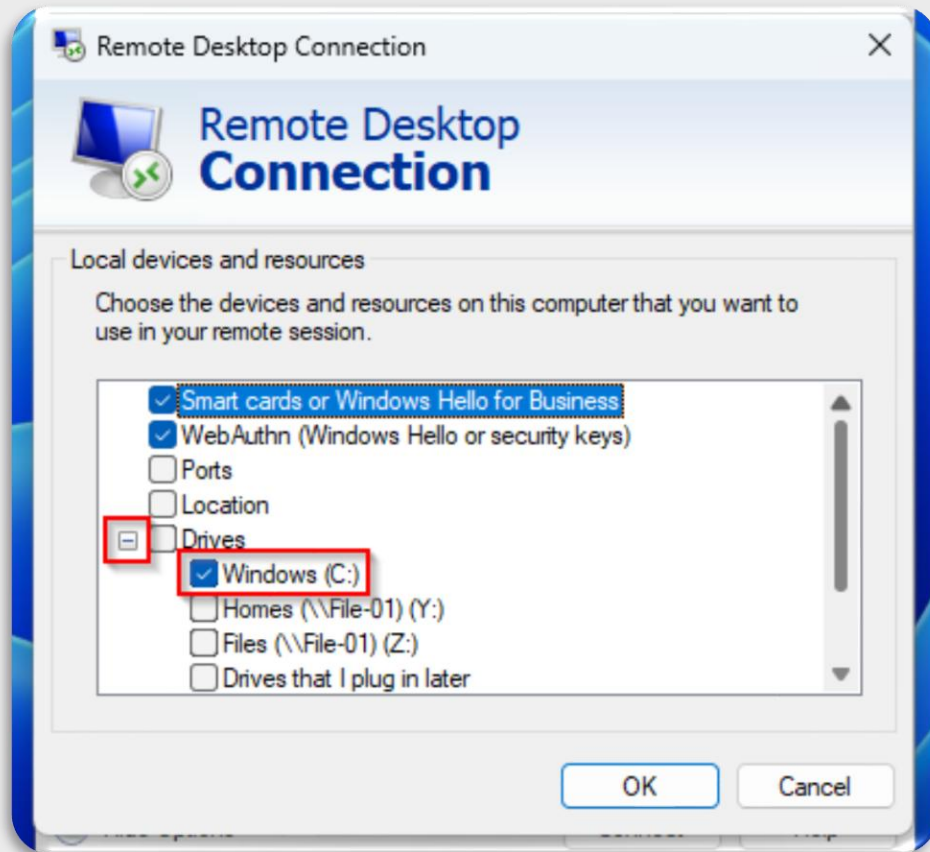
Note: You may not be able to use quick-keys (Cntrl+C, Cntrl+V) but Copy&Paste from menus will work.

Access to the KLU hosted instance – Win (RDP)

STEP 3: When you click „More“, you will see the following dialogue. (Screenshot)

Tick the checkbox for your local volume. It is probably your (C:) drive.

Click on „OK“. When you connect to the KLU remote desktop, this setting will allow you to see and access your local volume from within KLU’s remote desktop. It’s another way to move files between the local volume on your computer and KLU’s remote instance.



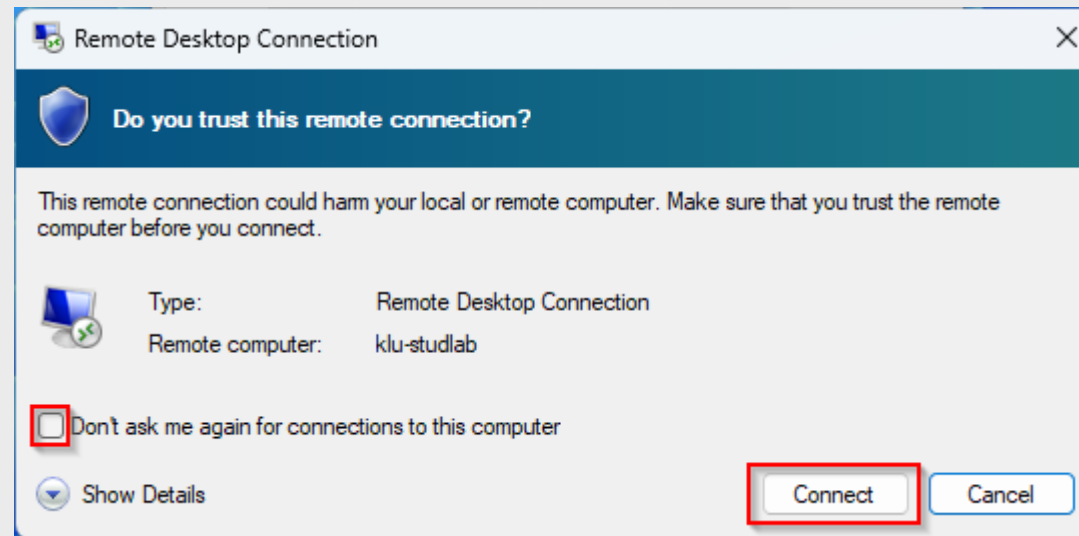
Access to the KLU hosted instance – Win (RDP)



STEP 4: Return to the „**General**“ tab and use for Computer „klu-studlab“ and for User name your KLU login details „**FIRSTNAME.LASTNAME@STUD.KLU.ORG**“.

Important: For this to work, you must be connected with the KLU network either on Campus or via VPN.

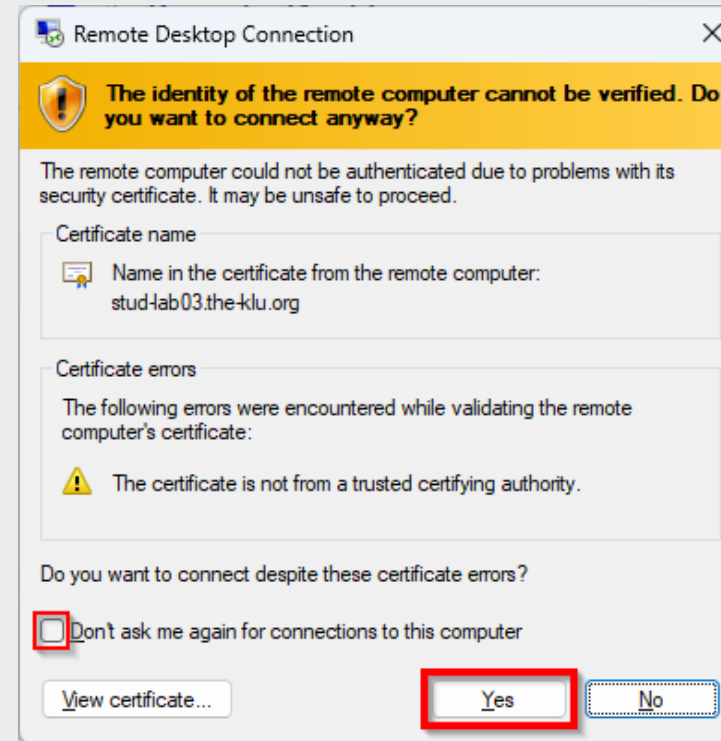
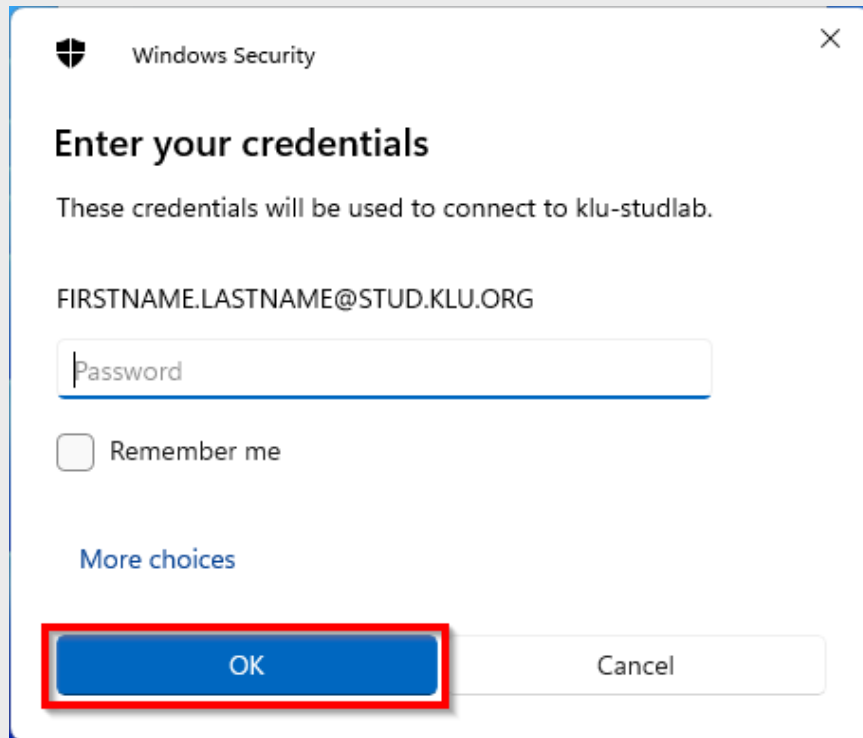
Since the source is trustworthy, you can proceed by clicking „**Connect**“. (Tick the checkbox to not be asked again)



Access to the KLU hosted instance – Win (RDP)

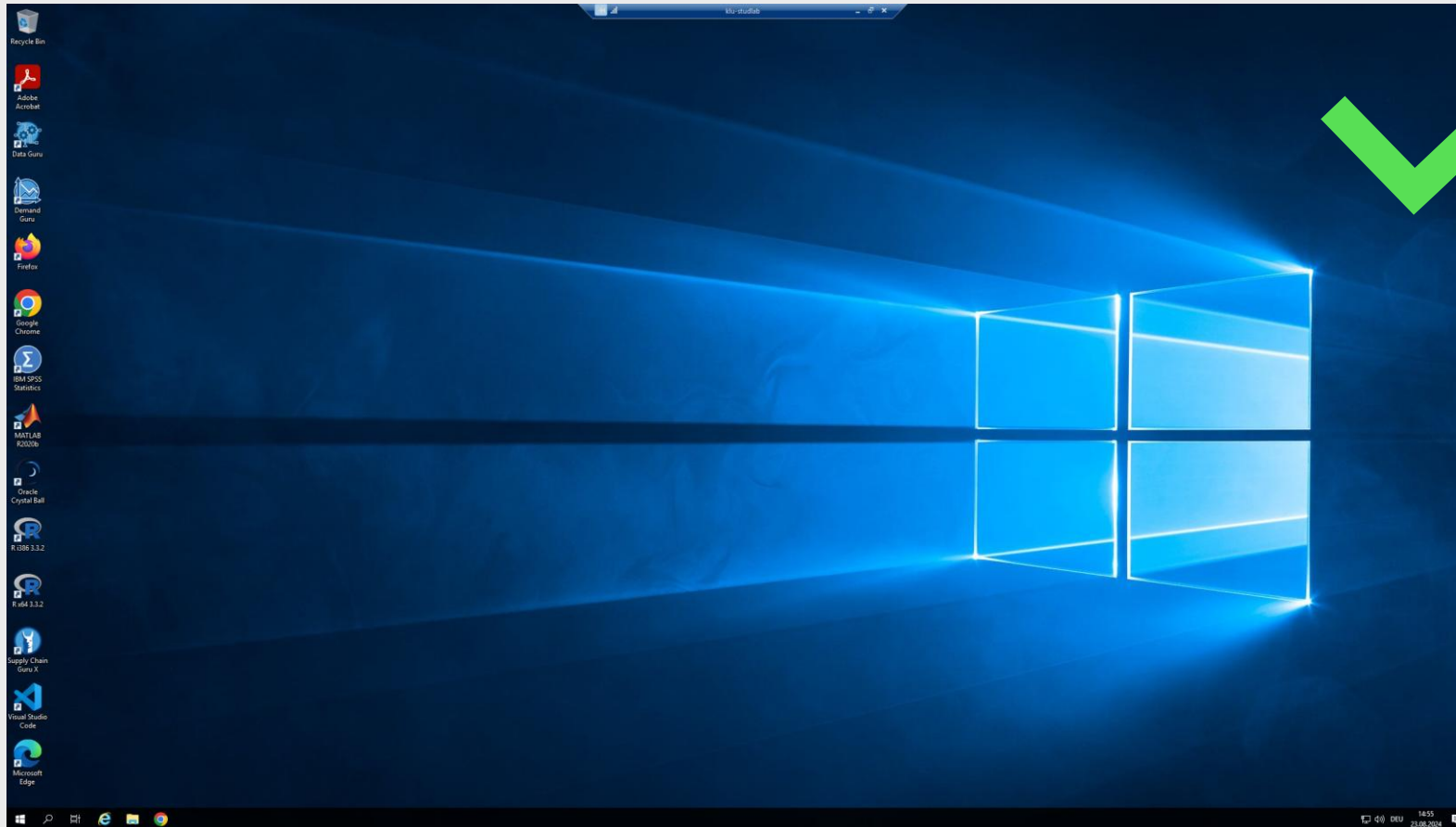
STEP 5: Use your password and click on „**OK**“.

If you run into certificate errors, proceed by ticking the checkbox and clicking „**Yes**“.

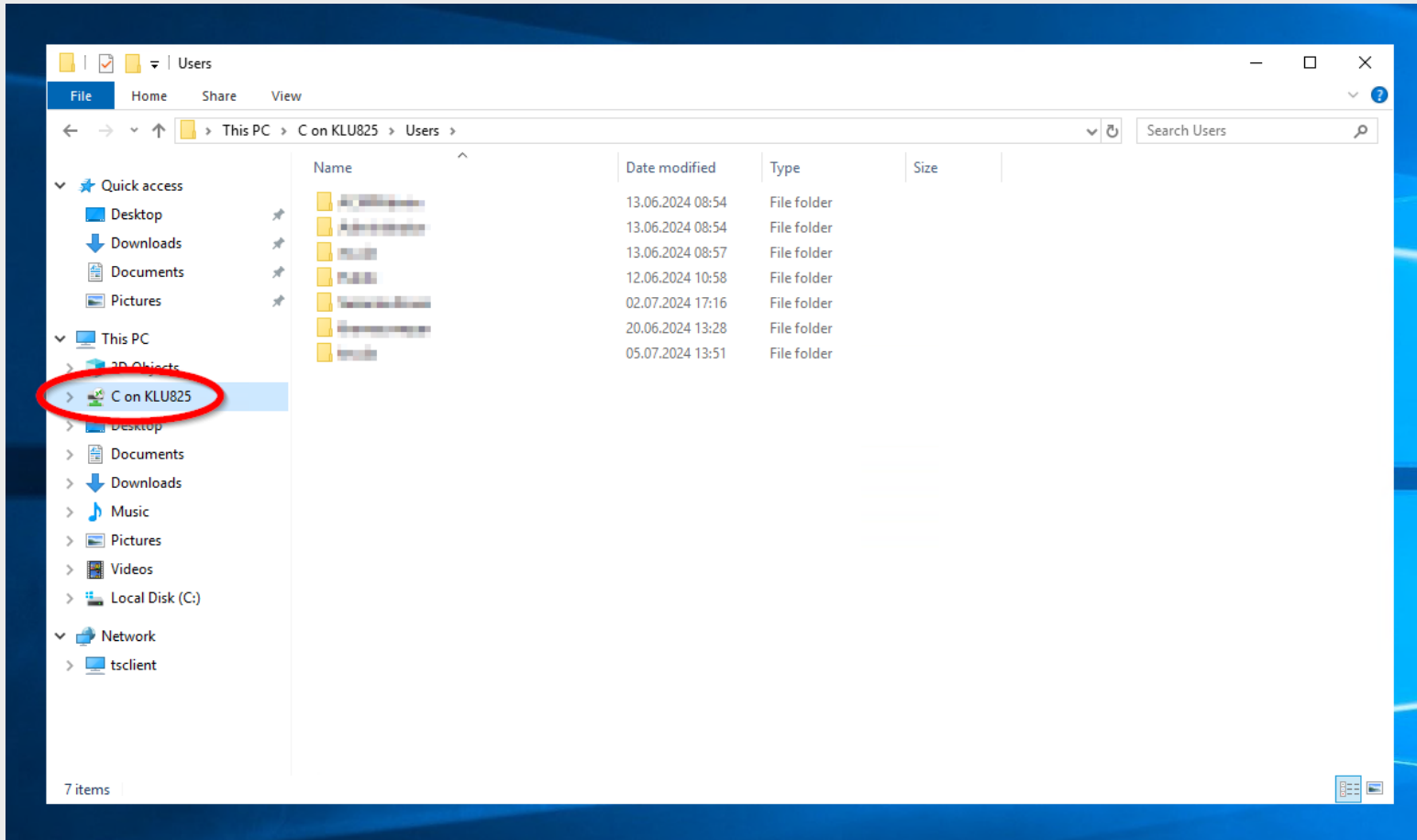


Access to the KLU hosted instance – Win (RDP)

STEP 6: The screenshot shows a successful connection with the remote instance „**klu-studlab**“.



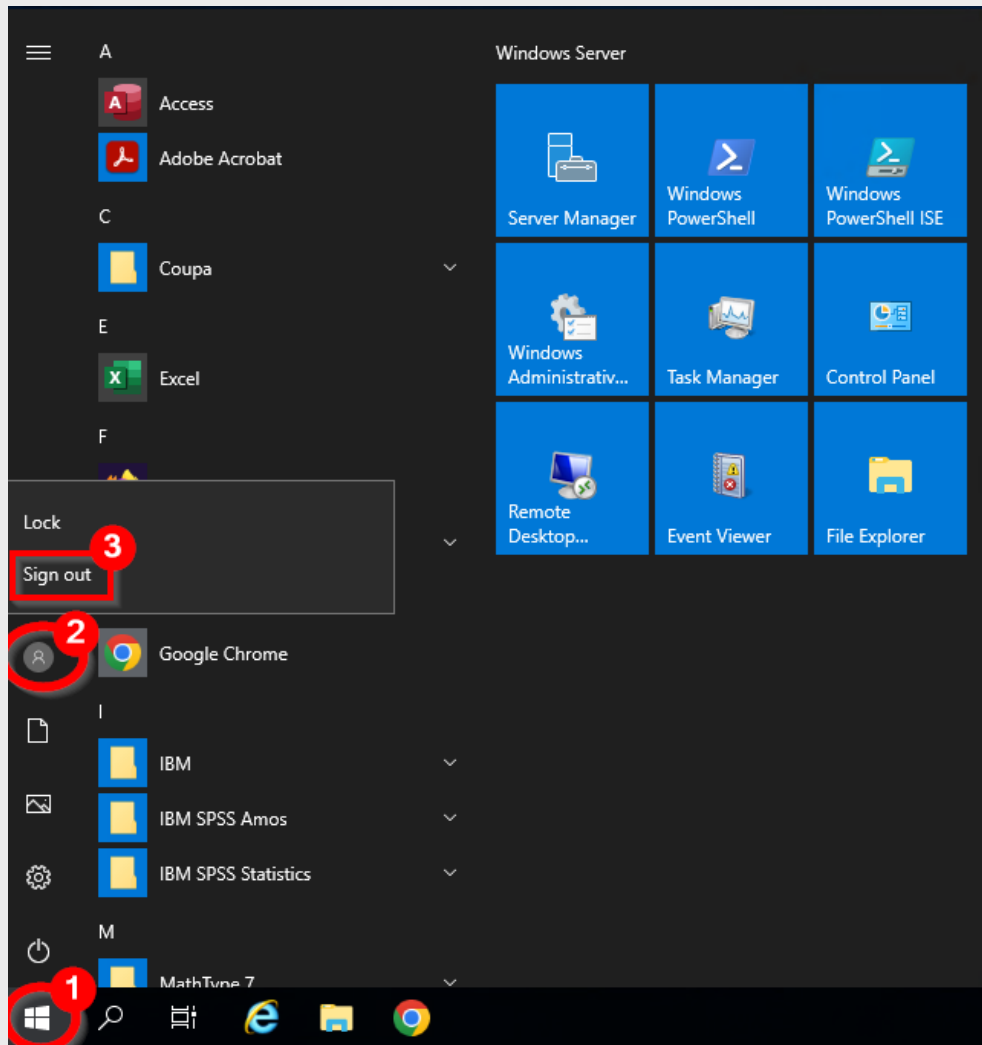
Access to the KLU hosted instance – Win (RDP)



STEP 7: If you open the explorer, you should be able to see your local volume (from Step 3) while using the remote instance.

(In this example our local volume (C:) is called „C on KLU825“)

Access to the KLU hosted instance – Win (RDP)



STEP 8: To prevent future login errors, we strongly advise you to close the remote desktop session by clicking on Start**(1)**, your user**(2)** and „Sign out“**(3)**.

Note: If you click the „Off/Shut down“ button and choose „Disconnect“, your session will still be active which may end up conflicting with your next login attempt.