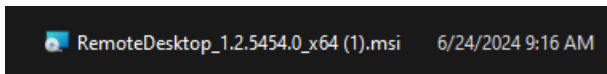# Accessing Cloud Open Dental From Outside the Office

These instructions are used for installing the Remote Desktop application and accessing Open Dental on a PC that is not in the office.
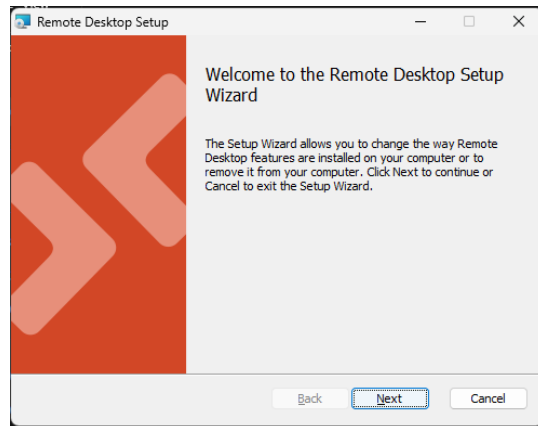
Download and Install Remote Desktop App

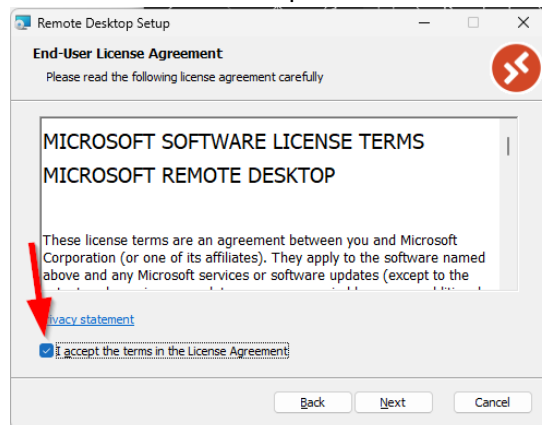1. Download the Remote Desktop app using this link:

    https://go.microsoft.com/fwlink/?linkid=2068602

2. Once downloaded, install the application by double clicking on the download in your downloads folder.
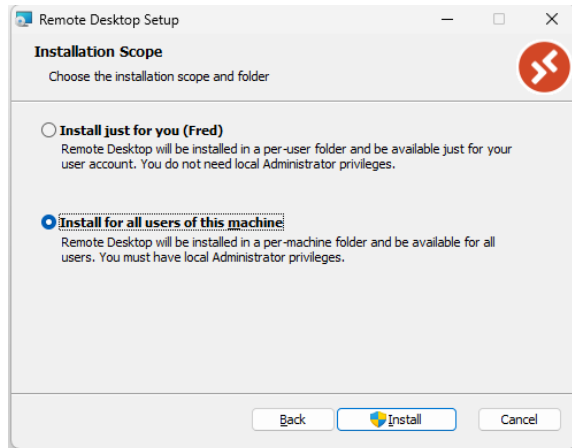

    a. Click "Next"
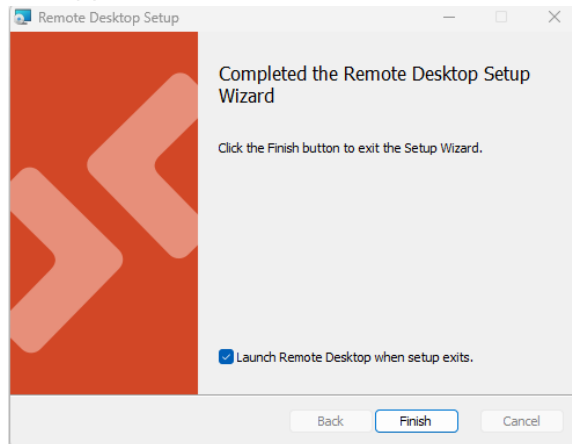

    b. Check the box to accept the terms and click "Next"

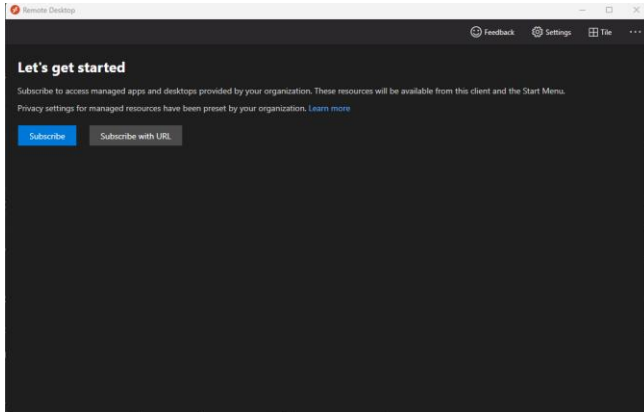c. Click on the radio button for "Install for all users of this machine" and click "Install"

d. If you get a prompt to allow the app to make changes, click "Yes"
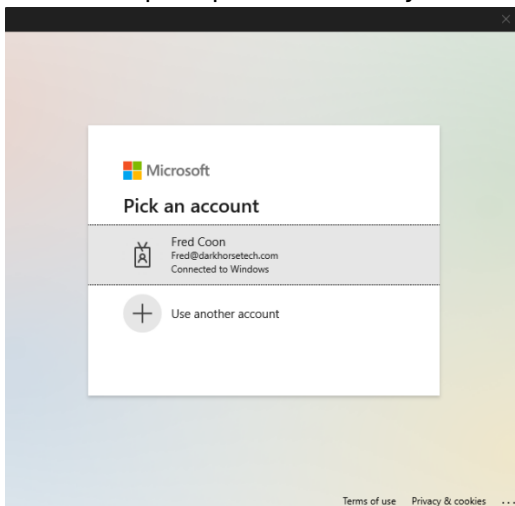e. The app will now install. You can then click "Finish"

Configure Remote Desktop App for Your User

1. With the Remote Desktop app open, click on "Subscribe". If you're asked for a URL, enter this:

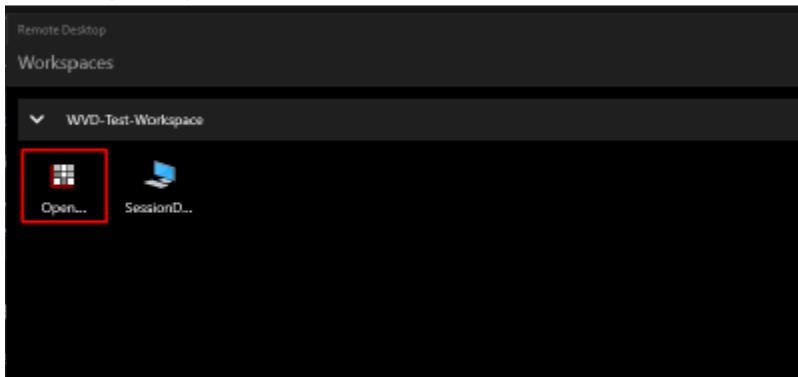   https://rdweb.wvd.microsoft.com/

2. You will be prompted to choose your account. Pick your account from the list:

3. Once Subscribed you will see the Open Dental App in your Workspaces. Double click on that to open Open Dental.

Importing/Exporting Documents and Images in Open Dental

If you would like to Save or Open any files from your local computer, you will have to use the Redirected Drives. You should find these drives under This PC, and they should be labeled as "[Drive Name] on [Your PC Name]". If you would like any assistance to access a specific folder and saving it for future access, please reach out to Darkhorse Tech for support.

If you often need to access local files on your PC from Open Dental, please reach out to your IT provider to setup a Cloud Drive on your computer.