

TRAINING QRG

WORKING REMOTELY USING CITRIX REMOTE DESKTOP - WINDOWS

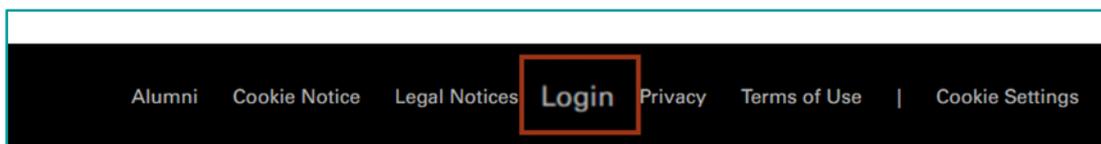
Overview

Citrix Remote Desktop allows you to use any Internet-connected PC, Mac, or tablet device as if it were a computer attached to the firm's network. It gives access to the firm's standard applications such as Office, iManage and Finance systems. It also allows you to access share drives such as your G drive.

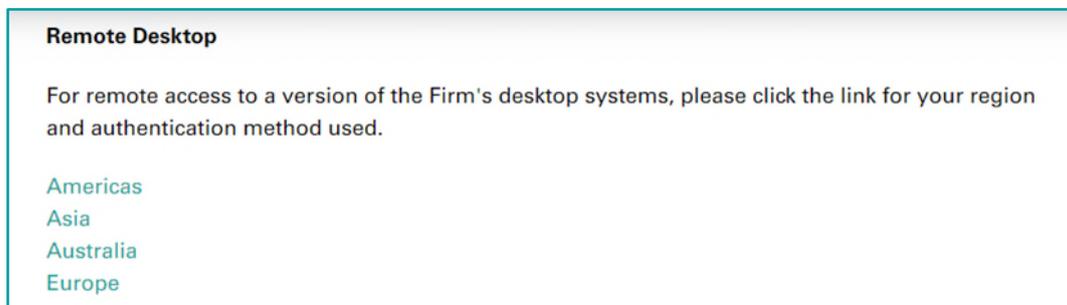
Citrix Remote Desktop is secured using Microsoft Authenticator.

Connect to Citrix Remote Desktop

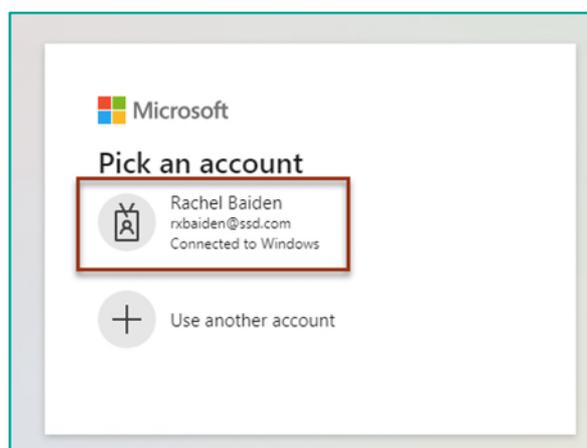
- 1 Browse to the firm website <https://www.squirepattonboggs.com>. Scroll down to the bottom of the page and click **Login**.



- 2 Under the **Remote Desktop** heading, click the relevant link.

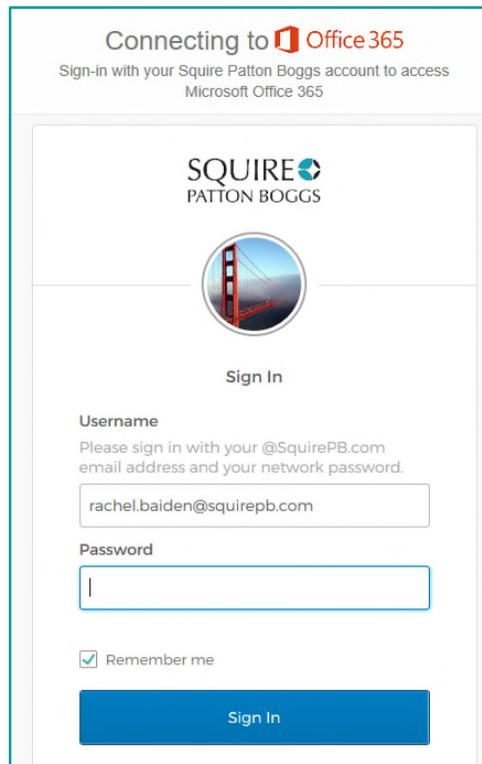


- 3 Click your firm account.



TRAINING QRG

- 4 If prompted enter your Username @squirepb.com email address and then enter your network password. Check **Remember me** and click **Sign In**.



Connecting to **Office 365**
Sign-in with your Squire Patton Boggs account to access
Microsoft Office 365

SQUIRE
PATTON BOGGS

Sign In

Username
Please sign in with your @SquirePB.com email address and your network password.

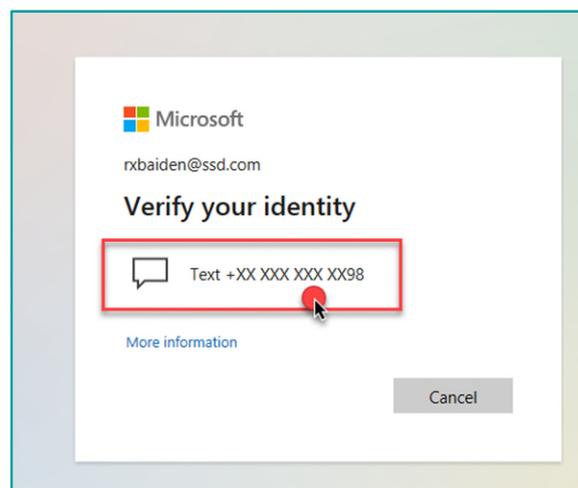
rachel.baiden@squirepb.com

Password

Remember me

Sign In

- 5 Choose how to verify your identity. Most people use SMS text message. Click the number to have a verification code sent to your mobile phone.



Microsoft
rxbaiden@ssd.com

Verify your identity

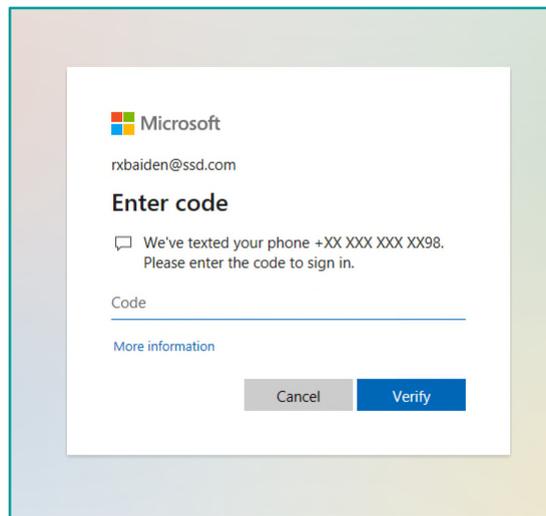
Text +XX XXX XXX XX98

[More information](#)

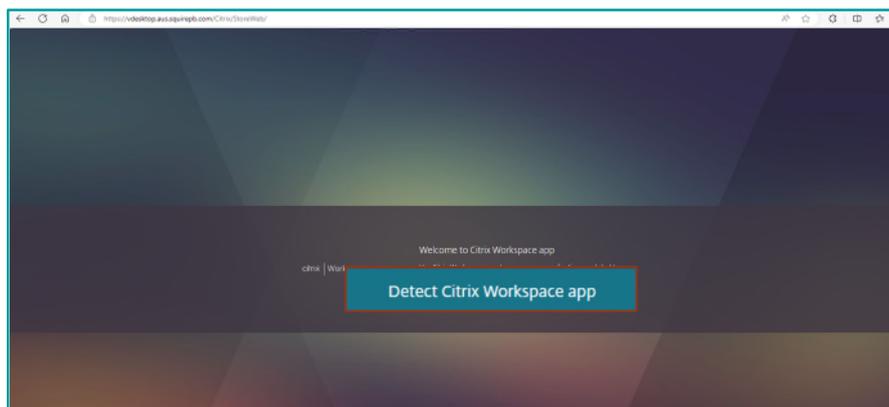
Cancel

TRAINING QRG

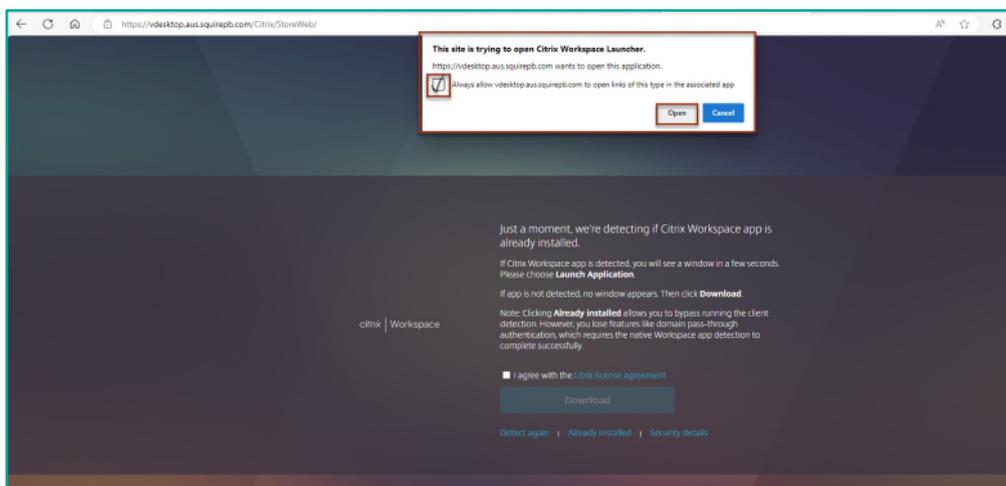
- 6 When the text message appears on your phone, enter the code and click **Verify**.



- 7 From Welcome to Citrix Receiver, click **Detect Receiver**.



- 8 From the prompt This site is trying to open Citrix Workspace Launcher, check the box **Always allow vdesktop.squirepb.com to open links of this type in the associated app** and click **Open**.



TRAINING QRG

9 A remote desktop session will launch in a new window.

Differences between Citrix Remote Desktop and your normal desktop or laptop PC

- Documents and data files should be saved to iManage or to a network drive. **Files saved on the C:\ drive will be deleted when you disconnect from Citrix Remote Desktop.**
- Windows Search is not available to search email.
- If you have Outlook email archives (PSTs) mounted on your normal computer, these are **not** mounted on Citrix Remote Desktop.
- The default printer from the machine you're using to connect to Citrix Remote Desktop is available to print to from within the remote desktop session.
- If your remote desktop session is inactive for more than three hours, you will be logged off and any unsaved work may be lost.
- Applications (such as Outlook, Word and Internet Explorer) do not launch automatically when you log on to a Citrix Remote Desktop session: you will need to launch any applications you require manually.

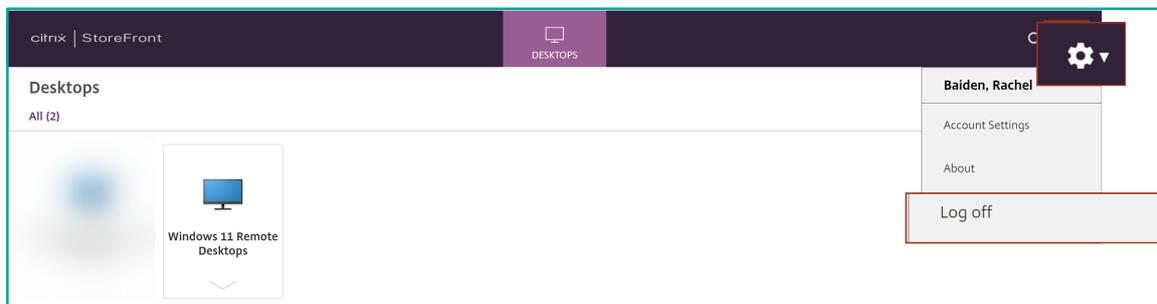
Log off from Citrix Remote Desktop

Once you have finished working on the Citrix Remote Desktop, you should log off to close your session properly.

- 1 Click the Start menu.
- 2 Go to the Power icon and select **Shut down**.



- 3 On the Remote Desktops screen, click **Log Off**.



- 4 You are logged off from the remote session.