



Working Remotely using Citrix Remote Desktop (iPad)

Citrix Remote Desktop lets you use any Internet-connected Windows PC, Mac or tablet, as if it were working directly on the firm's network. This gives you access to standard applications (such as Office, iManage and Finance systems) and shared drives like your G drive.

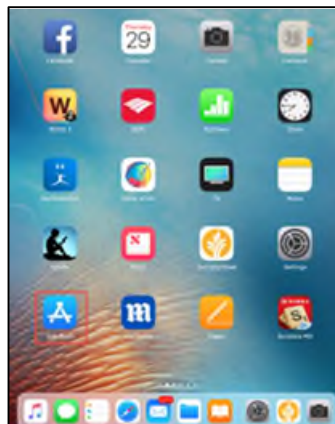
For security, Citrix Remote Desktop uses Multi-Factor Authentication (MFA). We recommend using the Microsoft Authenticator app for secure sign-in.

Access the Citrix Remote Desktop from an iPad

To access the Citrix Remote Desktop from an iPad you will first need to download the Citrix Receiver app.

👉 To download Citrix Receiver

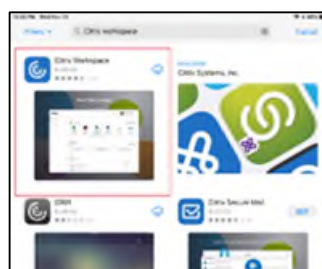
- 1 On the iPad home screen tap the **App Store**.



- 2 In the search field type **Citrix workspace**.



- 3 Select the **Citrix Workspace** app in the results and tap the download (cloud) icon or GET as appropriate.





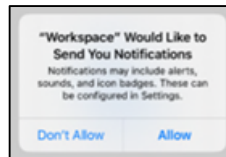
- 4 When the download is complete, close the **App Store**.

Connect to the Citrix Remote Desktop with an iPad for the first time

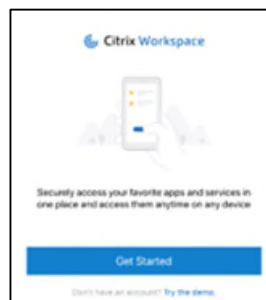
- 1 Open the **Citrix Workspace** App.



- 2 On the notification, tap **Allow**.



- 3 Tap **Get Started**.



Training QRG



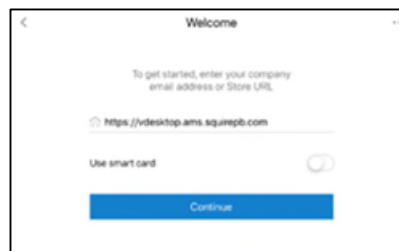
- 4 Enter the URL for your region and tap **Continue**.

Americas <https://vdesktop.ams.squirepb.com/>

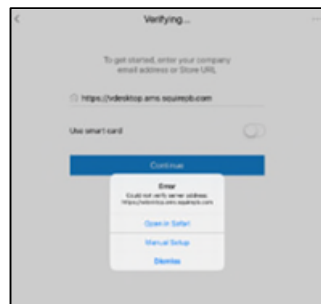
Europe <https://vdesktop.emea.squirepb.com/>

Asia <https://vdesktop.apac.squirepb.com/>

Australia <https://vdesktop.aus.squirepb.com/>



- 5 Tap **Manual Setup**.



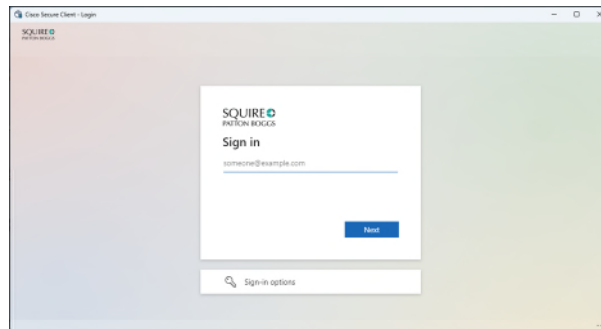
- 6 Enter a **Description** (e.g. SquirePB) and tap **Save**.



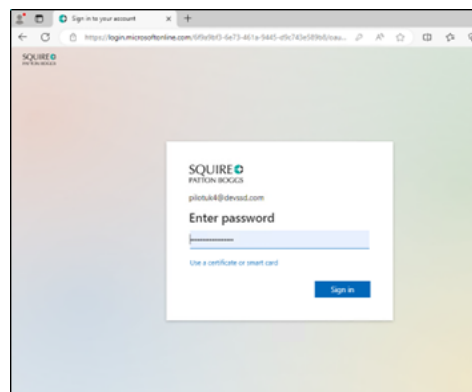
Training QRG



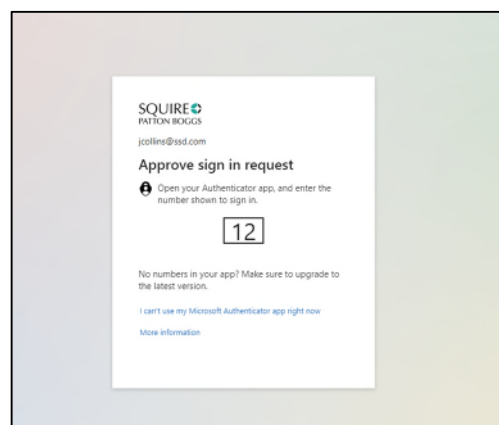
- 7 Enter your firm email address and tap **Next**.



- 8 Enter your network password and tap **Sign in**.



- 9 Choose your verification method. We recommend Microsoft Authenticator.



- 10 Tap the Windows 11 Desktop to start your remote session.

The Remote Desktop will load through Citrix Receiver. The Windows desktop will open. You can access the applications from the **Start** menu and **FIRM Shortcuts** folder.

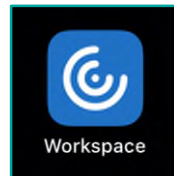
- 11 To log off tap **Start** and **Shut down**.



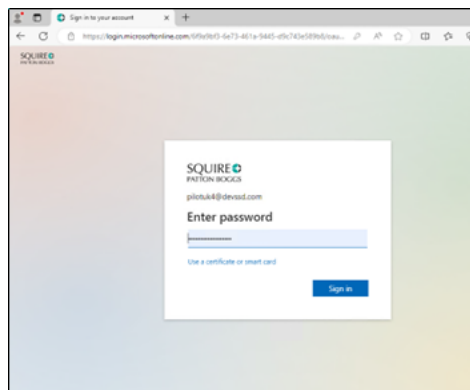
Connect to Citrix Remote Desktop (subsequent connections)

The process above only applies to the first time you connect to Citrix Remote Desktop. After the initial setup, the process is quicker.

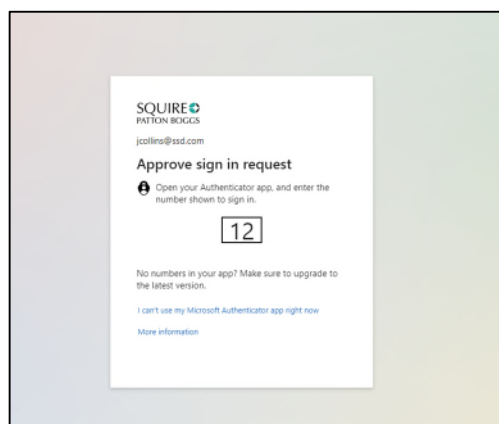
- 1 Open the Citrix **Workspace** App.



- 2 Tap the account to use, this should be SquirePB.
- 3 Type in your firm email address and tap **Next**.
- 4 Enter your network password and tap **Sign in**.



- 5 Choose how to verify your identity. We recommend using the Microsoft Authenticator app.



- 6 Launch the remote desktop session.



Key differences between Citrix Remote Desktop and your laptop

- 1 Save documents in iManage or on a network drive. Files saved to the C: drive will be lost when you disconnect.
- 2 Windows Search does not work for emails in Citrix.
- 3 Outlook archive files (PSTs) on your usual computer will not appear in Citrix.
- 4 You can print from Citrix using the default printer on your local computer.
- 5 If you are inactive for more than three hours, you'll be logged off and any unsaved work will be lost.
- 6 Programs like Outlook, Word and your browser will not start automatically when you log in, you'll need to open them manually.