



## Working Remotely using Citrix Remote Desktop (Windows)

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.

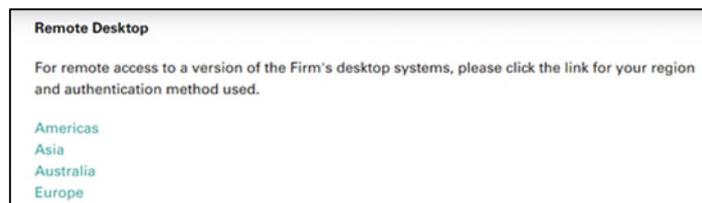
For security, Citrix Remote Desktop uses Multi-Factor Authentication (MFA). We recommend using the Microsoft Authenticator app for secure sign-in.

### Connect to Citrix Remote Desktop

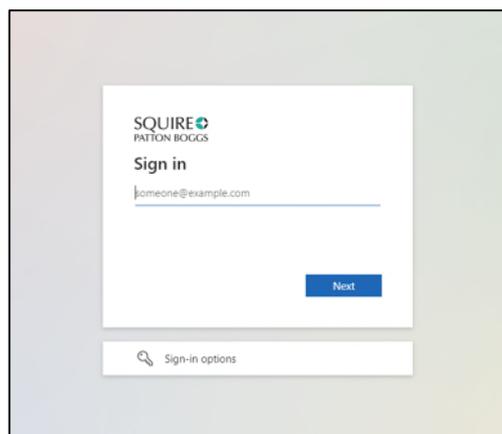
- 1 Browse to the firm's website <https://www.squirepattonboggs.com>. Scroll down to the bottom of the page and click **Login**.



- 2 Under the **Remote Desktop** heading, click the link for your region.

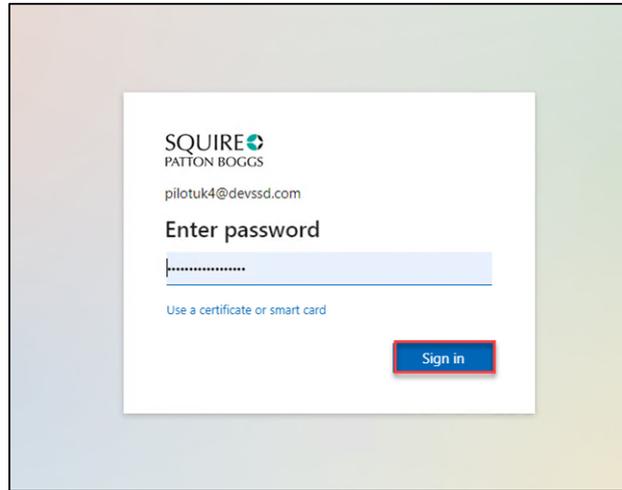


- 3 Enter your firm email address and click **Next**.

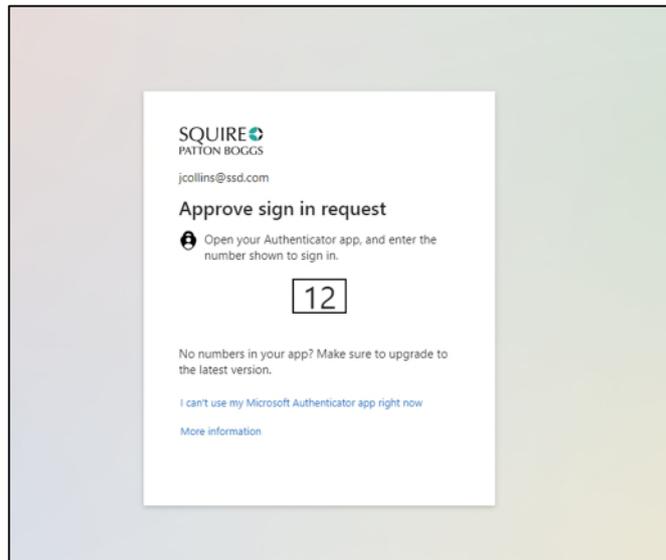




- 4 Enter your work password and click **Sign in**.

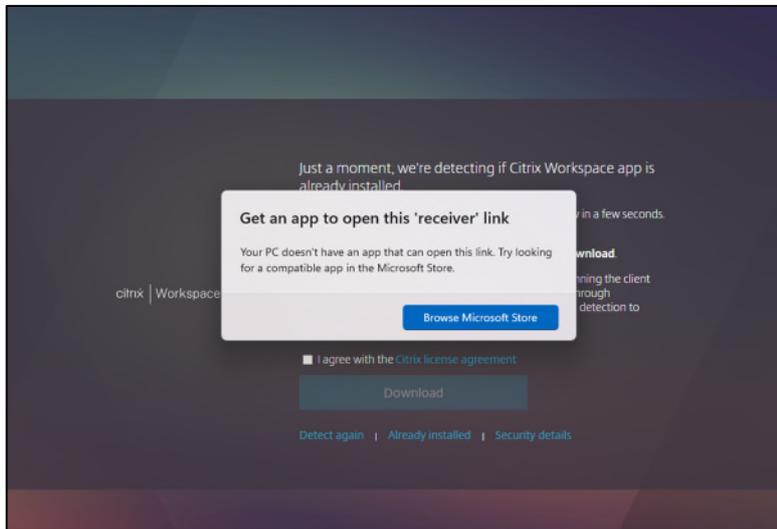


- 5 Choose your verification method. We recommend Microsoft Authenticator.





- 6 From the Welcome to Citrix Receiver screen, click **Detect Citrix Workspace app**. If prompted, ignore the Browse Microsoft Store and continue on the webpage.



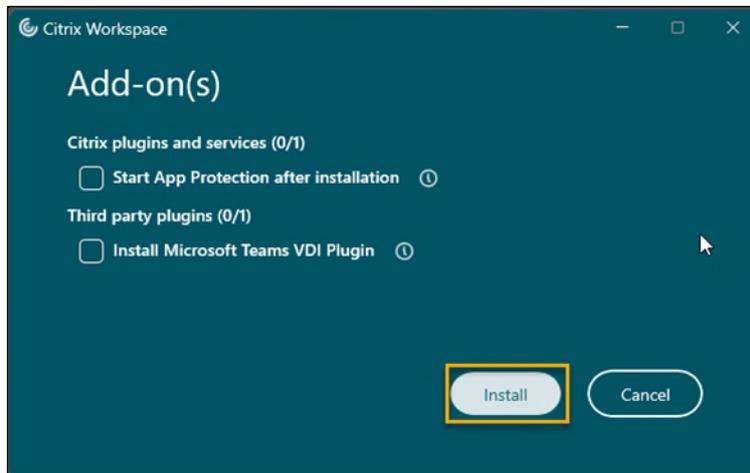
- 7 Select **I agree** to the Citrix License Agreement and click **Continue**.



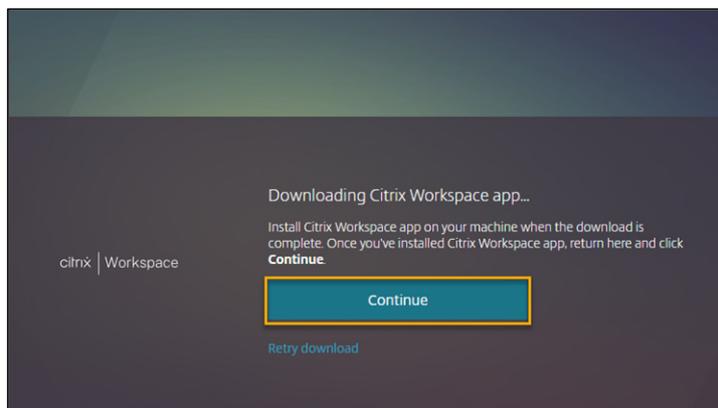
- 8 Download and run the **CitrixWorkspaceApp.exe** installer.



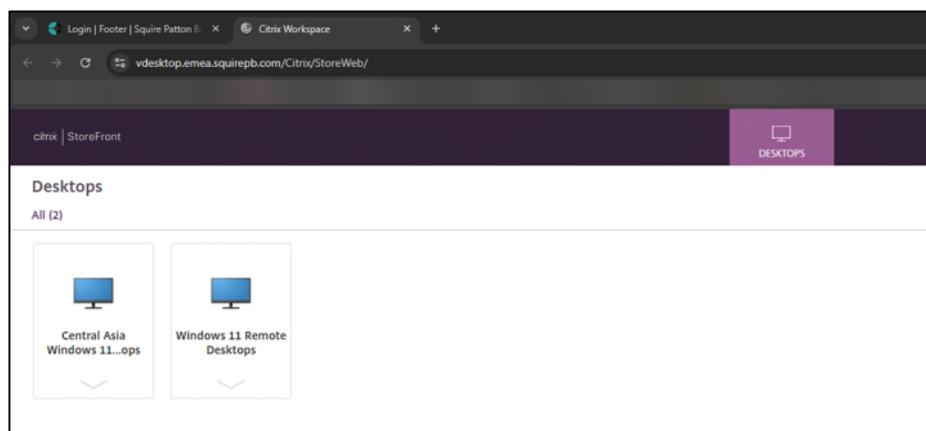
- 9 Ignore Add-on(s) and click **Install**.



- 10 Once installed, return to the webpage and click **Continue**.



- 11 Citrix StoreFront opens in the web browser. Click **Windows 11 Remote Desktops**.



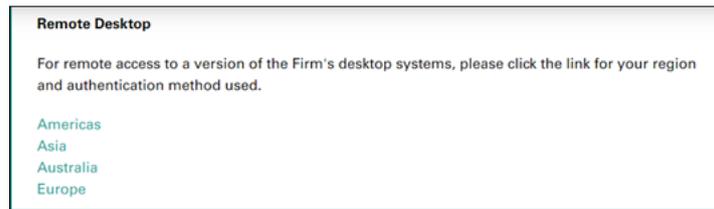
- 12 The Windows 11 desktop will open. Sign in with your usual username and password.



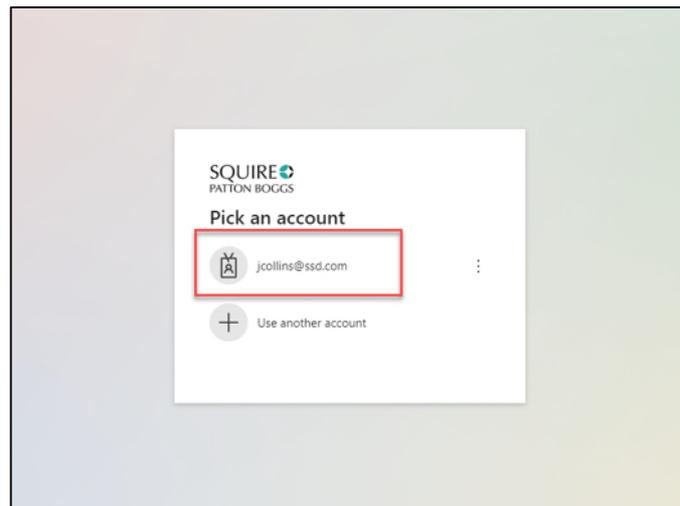
## Connect to Citrix Remote Desktop (subsequent connections)

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

- 1 From the firm's web site <https://www.squirepattonboggs.com> click the **Login** link.
- 2 Click the link for the Remote Desktop session you require.

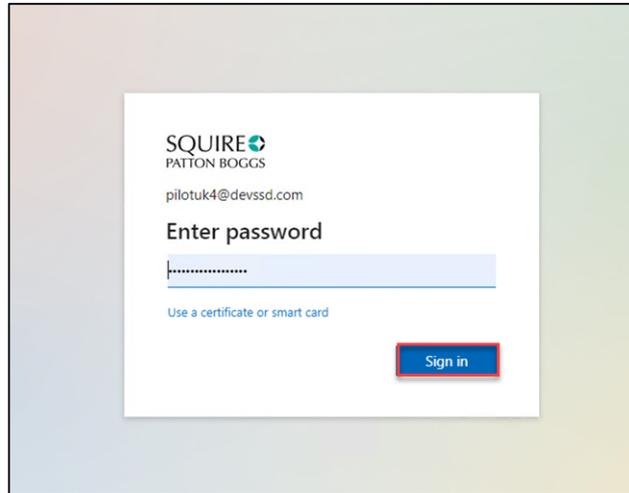


- 3 Select your firm email address and click **Next**.

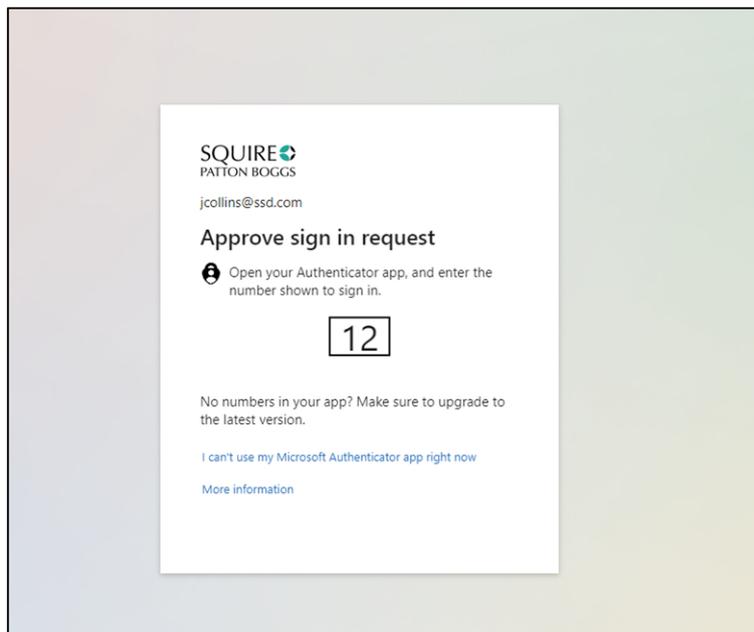




- 4 Enter your network password and click **Sign in**.

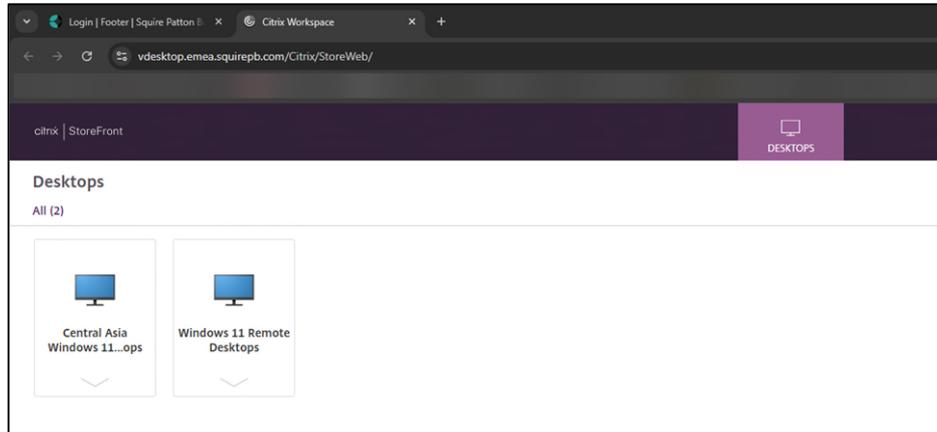


- 5 Choose your verification method. We recommend Microsoft Authenticator.





- 6 A remote desktop session will launch in a new window once you have selected your remote desktop.



## 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.

## 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.

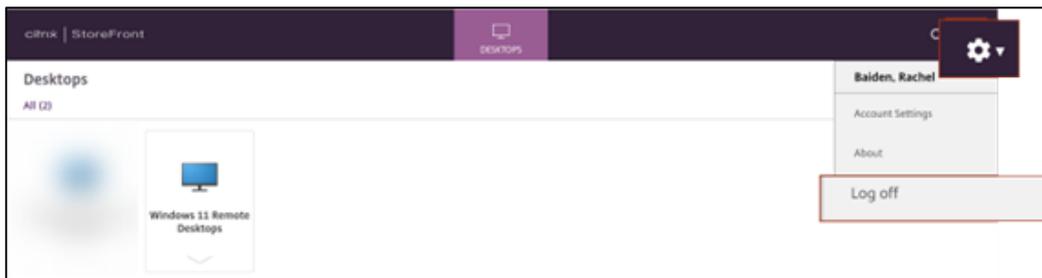
- 1 Click the **Start** menu.



- 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.