

TRAINING QRG

WORKING REMOTELY USING CITRIX REMOTE DESKTOP - PC

Overview

Citrix Remote Desktop allows you to use any Internet-connected PC, Macintosh 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.

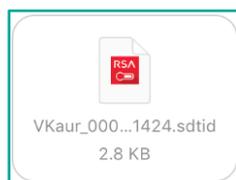
Citrix Remote Desktop is secured using an RSA security token – either a keyfob-style physical token or using an RSA app on your mobile device (also known as a 'soft token'). Before you can access Citrix Remote Desktop for the first time, you will need to contact IT Support to be issued with an RSA token.

Install RSA SecurID on an iPhone or Android phone

The following section applies to first time users only. If you already have the RSA app on your smartphone then please refer to the section on **Connect to Citrix Remote Desktop (subsequent connections)** on page 4.

If you are using a soft token on your iPhone or Android phone, you will need to install an app and ask IT Support to link it to your account.

- 1 If you have not already done so, install the **RSA SecurID** app  on your smartphone from the Apple AppStore or Google Play Store.
- 2 Open the app and click on where it says **Device ID** (or the i within a circle icon). Copy the ID information and mail that to IT Support.
- 3 IT Support will then send you an email with an attachment that activates a token on your device. On your smartphone, open the attachment in the email.



- 4 If necessary, choose **Copy to Token** to link the attachment to your RSA SecurID app. You should receive a message stating **Token successfully imported**.

TRAINING QRG

For security and convenience, do not install the RSA SecurID app on your iPad or Android tablet if you intend to use this device to connect to Citrix Remote Desktop. Instead, install the app on your smartphone.

Connect to Citrix Remote Desktop for the first time

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



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

Remote Desktop

For remote access to a version of the Firm's desktop systems

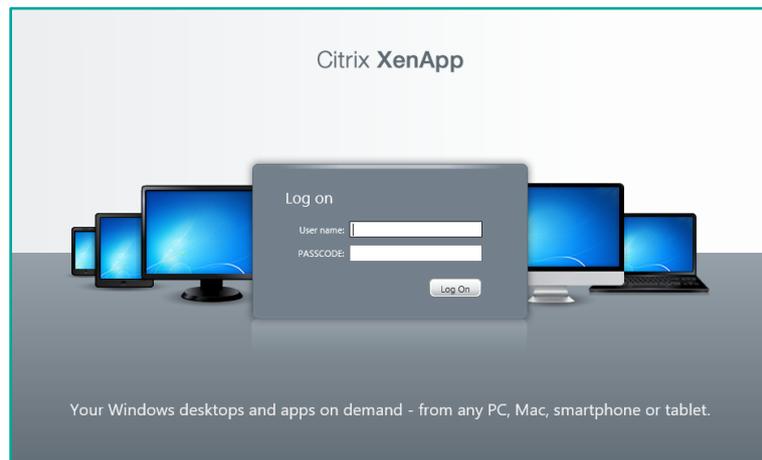
- [Squire Patton Boggs UK LLP](#)
- [Squire Patton Boggs US LLP \(Americas\)](#)
- [Squire Patton Boggs US LLP \(Europe\)](#)
- [Squire Patton Boggs US LLP \(Asia\)](#)
- [Squire Patton Boggs AU GP](#)

- 3 Alternatively, you can connect directly to Citrix Remote Desktop using the following links:

UK LLP	https://vdesktop.uk.squiresanders.com
US LLP (Americas)	https://vdesktop.us.squiresanders.com
US LLP (Europe)	https://vdesktop.emea.squiresanders.com
US LLP (Asia)	https://vdesktop.apac.squiresanders.com
AU GP	https://vdesktop.au.squiresanders.com

TRAINING QRG

- 4 You should arrive at the **Remote Desktop** log on web page:



- 5 Enter your **User name** – this is your network user name which you use to log on to your computer in the office.
- 6 Generate a passcode:
- 6.1 If you are using an RSA soft token, access the **RSA SecurID** app on your Smartphone and leave the **PIN** blank or use 0000 before displaying the 8-digit passcode.
- 6.2 If you are using a hardware token, the 8-digit passcode is displayed automatically.
- 7 Enter the 8-digit passcode on your computer.

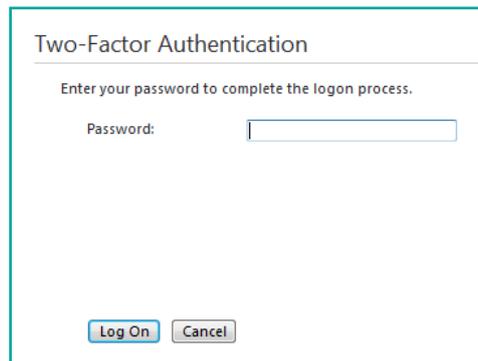
A new passcode is generated every 60 seconds. If the current passcode has less than 10 seconds remaining, wait until a new code is generated.

- 8 Click **Log On**.
- 9 You will be asked to set a PIN for your RSA SecurID token of at least 4 digits. Enter this and confirm the PIN (it cannot start with a zero).
- 10 You will be returned to the log on screen.
- 11 On your phone, from the token code screen, go back one screen to the PIN screen. Enter the new pin then click the arrow to get a new token passcode.
- 12 Back on the computer, enter your user name and your new passcode. Click **Log On**.

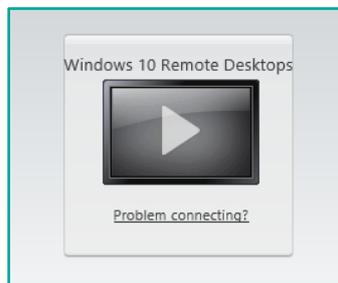
If it is less than 60 seconds since you last entered a passcode, wait until a new passcode is generated.

TRAINING QRG

- 13 After logging on with your token passcode, you will be asked for a password. Enter your normal Windows password and click **Log on**.



- 14 The following screen will appear. Click on the **Windows 10 Remote Desktops** icon to log in to Windows.



- 15 A remote desktop session will launch in a new window. *(Please note your session window may be showing at the bottom of your screen on the taskbar).*

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 <http://www.squirepattonboggs.com> click the **Login** link.
- 2 Click the link for the Remote Desktop session you require.
- 3 Enter your user name.
- 4 Use the RSA SecurID app on your smartphone and your PIN to create an 8-digit passcode. Enter this and click Log On.
- 5 Launch the remote desktop session.

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

- Windows Search is not available to search email.

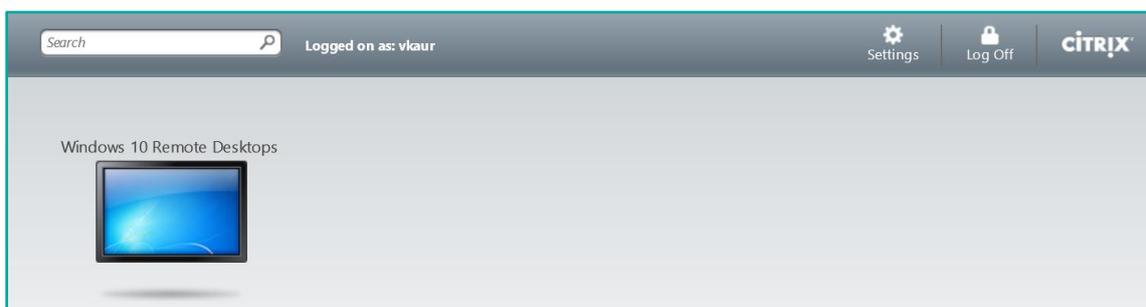
TRAINING QRG

- 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.
- Documents and data files should be saved to iManage or to a network drive. **Files saved to the desktop or to My Documents may be deleted when you disconnect from Citrix Remote Desktop.**
- 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 will now be logged off from the remote session.