CITRIX REMOTE – PC

SKADDEN REMOTE ACCESS PAGE

Skadlink

North America:	Europe:	Asia:
Citrix Remote Desktop	Citrix Remote Desktop	Citrix Remote Desktop
Outlook WebMail 2010	Outlook WebMail 2010	Outlook WebMail 2010

Client Downloads
Windows Citrix Receiver Software
Macintosh Citrix Receiver Software

iPad Profiles
Download Citrix Receiver from app store
(see documentation below)
iPad Profile for NA
iPad Profile for EU
iPad Profile for AP

Android Profiles
Download Citrix Receiver from Google Play store
(see documentation below)
Android Profile for NA
Android Profile for EU
Android Profile for AP

Documentation
Remote Citrix Access

Citrix GoTo Assist
GoTo Assist

- **Skadden Remote URL:**
  http://Skadlink.skadden.com
- **Citrix Remote Desktop:** Allows access to the Skadden network as if you were in the office.
- **Outlook WebMail:** Allows access to Outlook email only.
- **Client Downloads –** Install the recommended Citrix Desktop plug-in for specific operating system.

CONNECT TO SKADDEN SYSTEMS REMOTELY

To connect remotely you will need:

- Soft Token and RSA Software on your wireless device or SecurID Fob
- Internet connection
- Supported Internet Brower (Safari, IE, Firefox)
- Citrix Desktop software for your specific operating system installed on your computer

DOWNLOAD & INSTALL CITRIX

Open your internet browser, go to http://Skadlink.skadden.com and click on **Windows Citrix Desktop Software** to install the Citrix browser plug-in.

Client Downloads
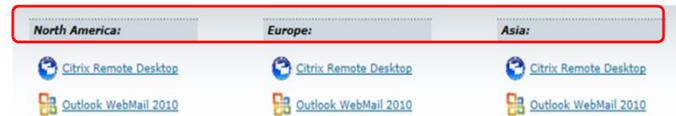Windows Citrix Receiver Software
Macintosh Citrix Receiver Software

At the Security Warning, click **Run** to begin installation. At the "*Welcome to Citrix Receiver Setup*", click **Install.**

TIP

Based on the Operating System, the installation process may vary. Please contact the Firm Technology Call Center at ext. 811-7272 for assistance.

LOG ON TO REMOTE DESKTOP

Connect to the Skadden Remote Access page on the internet at http://Skadlink.skadden.com and click on **Citrix Remote Desktop** for your region.

North America:	Europe:	Asia:
Citrix Remote Desktop	Citrix Remote Desktop	Citrix Remote Desktop
Outlook WebMail 2010	Outlook WebMail 2010	Outlook WebMail 2010

At the *Citrix Access Gateway Welcome* page enter your network:

- **User Name**
- **Password**
- **RSA Passcode***

**If using a SecureID Fob, enter your 8 digit alphanumeric character pin followed by the 6-digit number or the Passcode from your Soft Token on your Wireless Device .*
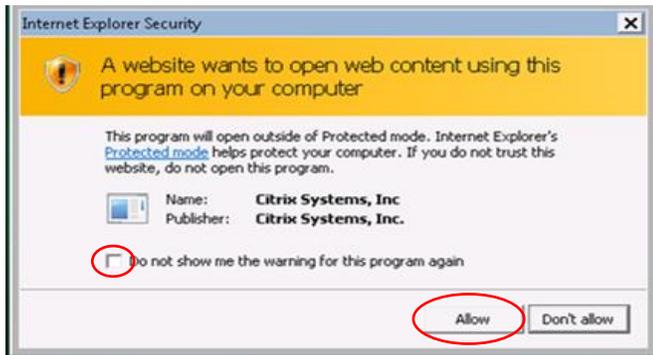
*Click **Log On.***

Welcome
Please log on to continue.

User name:
Password :
RSA Passcode:

Log On

Access to this system is restricted to authorized personnel only. Continuing to logon acknowledges that you have read, understood and will comply with the Acceptable Use Policy for this system.

TIP

If this is your first time logging in, please refer to the New PIN Mode instructions on the next page.

INTERNET EXPLORER SECURITY

If the Citrix client is installed and it is the first time you are logging into the site, you will see the Security prompt below, click **"Do not show me the warning for this program again"** then click *Allow*.


If the Citrix Client is **not** installed, the **"Install Citrix Receiver to access your applications"** window will appear. You have two options:

1. Click *Log On* using the HTML5 client. You won't be able to print locally, however you will be able to login and have access to all applications.
2. To install the Citrix Receiver, click "*I agree with the Citrix License Agreement*", then click *Install*. Once the install is complete you will logon using the Citrix Receiver with full functionality.
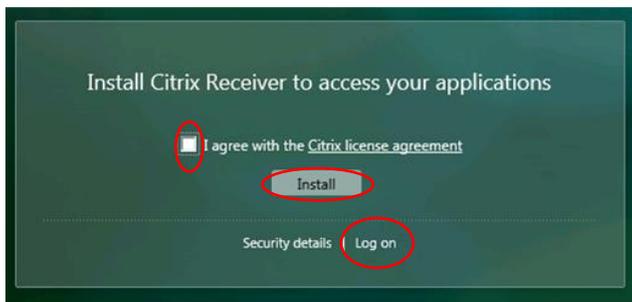
TIP **Based on the Operating System, security prompts may vary. Please contact the Firm Technology Call Center at ext. 811-7272 for assistance.**
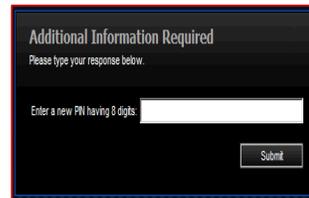
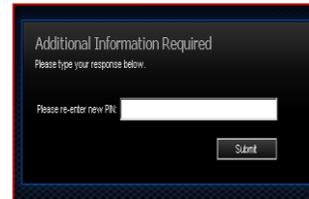Next, click on the desktop icon for your region.
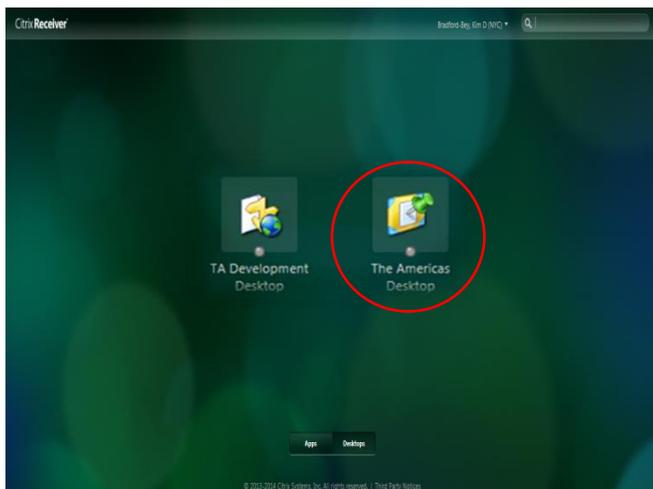
NEW PIN MODE

If this is the first time you are logging in with:

- **SecurID Fob**
  Enter the number on the SecurID in the RSA Passcode field.

- **BlackBerry Soft Token**
  Launch the RSA SecurID application, press **Menu** and select **Get Passcode** and enter the number in the **RSA Passcode** field.

- **iPhone Soft Token**
  Launch the RSA SecurID application, press the arrow button in the top right hand corner and enter the number in the **RSA Passcode** field.
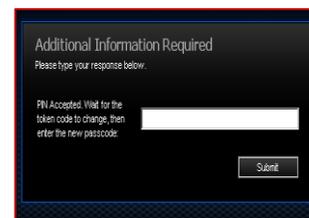

Enter a new **PIN** and click **Submit**.

Note:
A **Soft Token** Pin must contain 8 numerical digits and cannot begin wth a zero.
A **SecurID** pin must contains 8 alphanumeric characters.

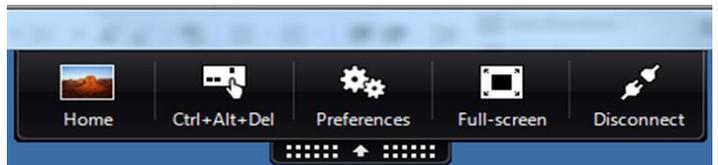Re-enter your new **PIN** and click **Submit**.

SecurID Fob – Wait for the Tokencode to change and enter the PIN and the new code and click **Submit.**

Blackberry/iPhone – Close and re-launch the RSA application. Wait for the Tokencode to change and enter the PIN on your device. Enter the new Passcode and click **Submit.**

After creating the new PIN, you will be returned to the main log in screen. Please refer to **"Log On To Remote Desktop".**

NEW FLOATING MENU

Home: Minimizes the Desktop Viewer windows, so you can view your local desktop and applications.

Ctrl-Alt-Del: Allows you to Lock the computer, Log off, Change a password, or Start task manager.

Preferences: Access to the desktop viewer options.
Please note, these options should remain as is.

Full-Screen: Adjust screen to full screen or set to Window.

Disconnect: Disconnects the Citrix window and allows continued access to the existing session once reconnected. This is limited to 30 minutes.

CITRIX REMOTE – MAC

SKADDEN REMOTE ACCESS PAGE

Skadlink

North America:
- Citrix Remote Desktop
- Outlook WebMail 2010

Europe:
- Citrix Remote Desktop
- Outlook WebMail 2010

Asia:
- Citrix Remote Desktop
- Outlook WebMail 2010

Client Downloads
Windows Citrix Desktop Software
Macintosh Citrix Receiver Software (OSX 10.7 and Higher)
Macintosh Citrix Receiver Software (OSX 10.6)

iOS Profiles
Download Citrix Receiver from app store
(see documentation below)
iOS Profile for NA
iOS Profile for EU
iOS Profile for AP

Android Profiles
Download Citrix Receiver from Google Play store
(see documentation below)
Android Profile for NA
Android Profile for EU
Android Profile for AP

Documentation Skad2
Remote Citrix Access
iOS/Android Remote Access

Citrix GoTo Assist
GoTo Assist

➲ **Skadden Remote URL:**
http://Skadlink.skadden.com

➲ **Citrix Remote Desktop:** Allows access in the office.

➲ **Outlook WebMail:** Allows access to Outlook email only.

➲ **Client Downloads –** Install the recommended Citrix Desktop plug-in for specific operating system.

CONNECT TO SKADDEN SYSTEMS REMOTELY

To connect remotely you will need:

- Soft Token and RSA Software on your wireless device or SecurID Fob
- Internet connection
- Supported Internet Brower (Safari, IE, Firefox)
- Citrix Desktop software for your specific operating system installed on your computer

DOWNLOAD & INSTALL CITRIX

Open your internet browser, go to http://skadlink.skadden.com and click the ***Macintosh Citrix Receiver Software*** to install the Citrix plug-in.

Client Downloads
Macintosh Citrix Receiver Software
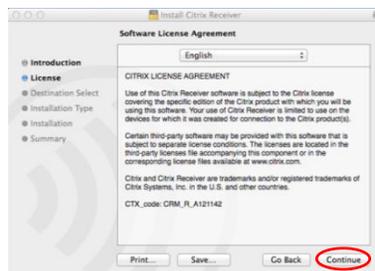
Click "***Install CitrixReceiver.pkg***" to begin

Note: If you have a previous version of Citrix, click "*Uninstall Citrix Receiver.app*" before installing the new version.

Install Citrix Receiver.pkg   Uninstall Citrix Receiver.app

Accept the Citrix License Agreement by clicking ***Continue***, then at the "*Welcome to Citrix Receiver Installer*", click ***Continue***.
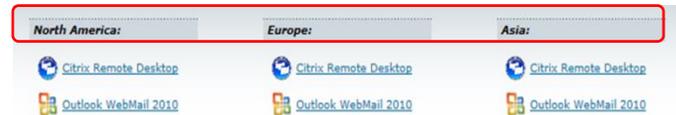
TIP

Based on MAC OS, the installation prompts may vary. Please contact the Firm Technology Call Center at 914-750-7272 or ext. 811-7272 for assistance.

LOG ON TO REMOTE DESKTOP

Connect to the Skadden Remote Access page on the internet at http://Skadlink.skadden.com and click on ***Citrix Remote Desktop*** for your region.

North America:
- Citrix Remote Desktop
- Outlook WebMail 2010

Europe:
- Citrix Remote Desktop
- Outlook WebMail 2010

Asia:
- Citrix Remote Desktop
- Outlook WebMail 2010

At the *Citrix Access Gateway Welcome* page enter your network:

- **User Name**
- **Password**
- **RSA Passcode***

*If using a SecureID Fob, enter your 8 digit alphanumeric character pin followed by the 6-digit number or the Passcode from your Soft Token on your Wireless Device
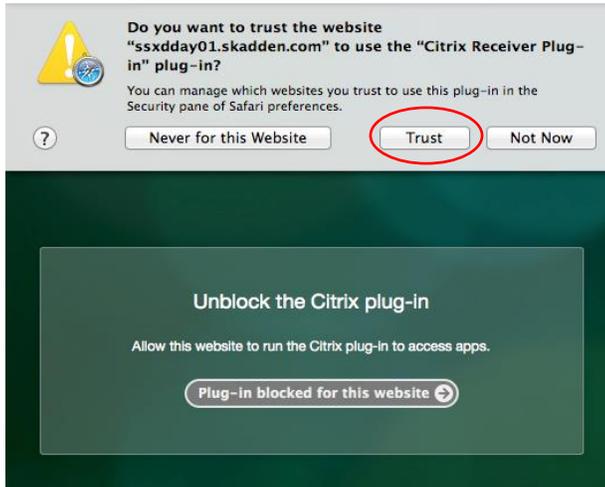
*Click **Log On.***

Welcome
Please log on to continue.
User name:
Password :
RSA Passcode:
Log On

TIP

If this is your first time logging in, please refer to the New PIN Mode instructions on the next page.
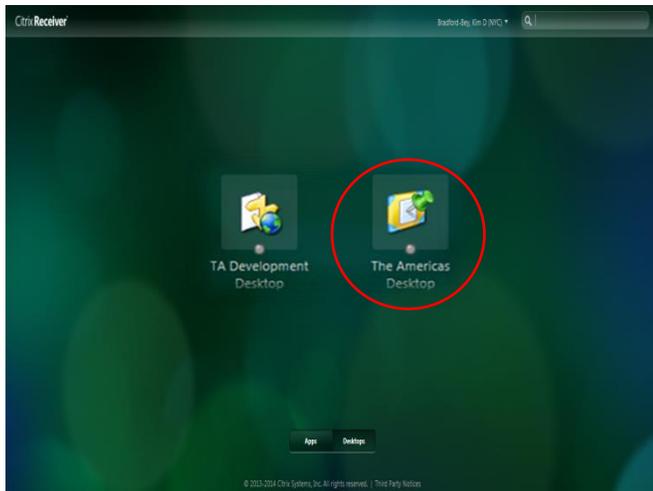
INTERNET EXPLORER SECURITY

At the Security Warning, click **Trust** to unblock the Citrix plug-in, then select your region to launch the desktop.

TIP

Based on the MAC OS, the security prompts may vary. Please contact the Firm Technology Call Center at 914-750-7272 or ext. 811-7272 for assistance.

Next, click on the desktop icon for your region.

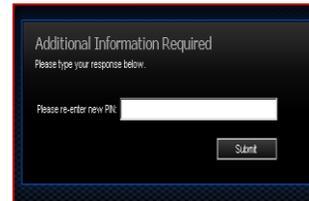The system will then connect you to your regional desktop and you can use your applications as if you were in the office.

NEW PIN MODE

If this is the first time you are logging in with:

- **SecurID Fob**
  Enter the number on the SecurID in the RSA Passcode field.

- **BlackBerry Soft Token**
  Launch the RSA SecurID application, press **Menu** and select **Get Passcode** and enter the number in the **RSA Passcode** field.

- **iPhone Soft Token**
  Launch the RSA SecurID application, press the arrow button to the right side of the Token field and enter the number from the **Token** field.
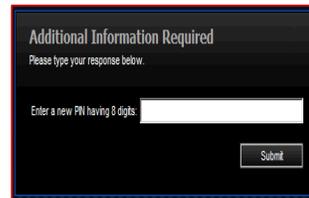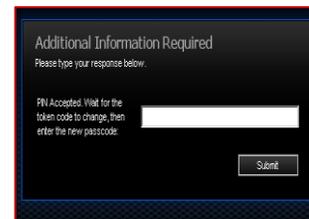

Enter a new **PIN** and click **Submit**.

<u>Note</u>:
A **Soft Token** Pin must contain 8 numerical digits and <u>cannot</u> begin wth a zero.
A **SecurID** pin must contains 8 alphanumeric characters.

Re-enter your new **PIN** and click **Submit**.

<u>SecurID Fob</u> – Wait for the Tokencode to change and enter the PIN and the new code and click **Submit.**

<u>Blackberry/iPhone</u> – Close and re-launch the RSA application. Wait for the Tokencode to change and enter the PIN on your device. Enter the new Passcode and click **Submit.**

After creating the new PIN, you will be returned to the main log in screen. Please refer to **"Log On To Remote Desktop".**
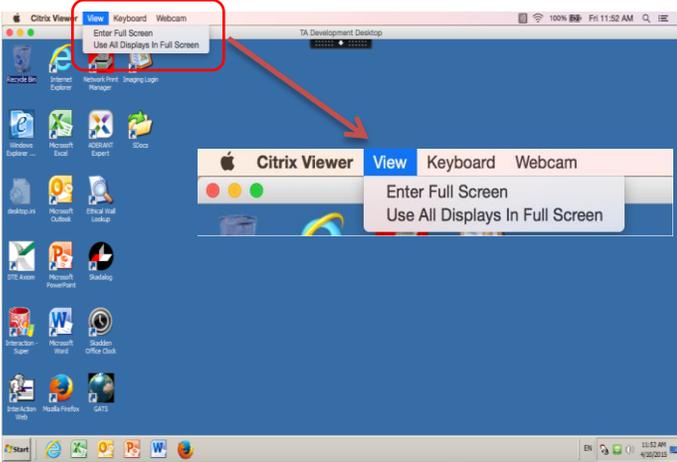
NEW FLOATING MENU

Floating Menu

Ctrl-Alt-Del: Allows you to Lock the computer, Log off, Change a password, or Start task manager.

Preferences: Access to the desktop viewer options.
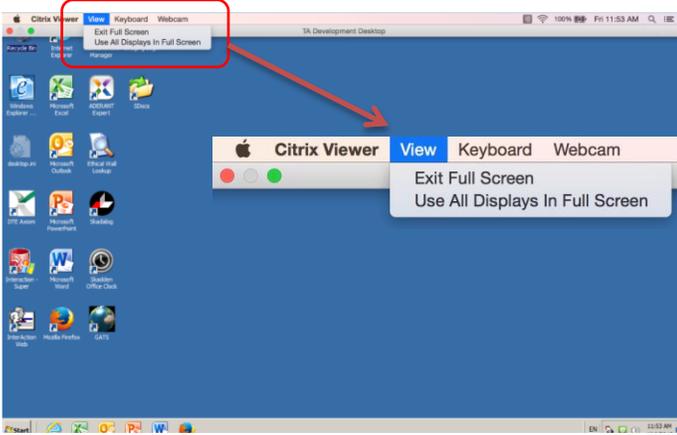**Please note, these options should remain as is.**

Disconnect: Disconnects the Citrix window and allows continued access to the existing session once reconnected. **This is limited to 30 minutes**.

FULL SCREEN

Enter Full Screen: Click on View > Enter Full Screen
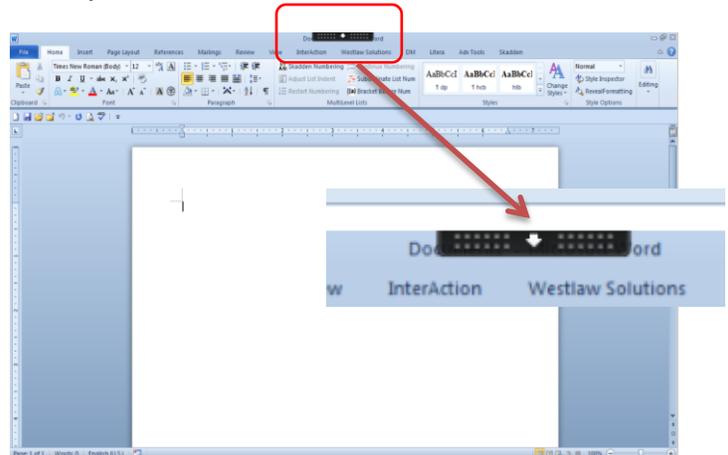

Exit Full Screen: Click on View > Exit Full Screen

FLOATING MENU BAR IN FULL SCREEN MODE

Entering Full Screen mode may cause the Floating Menu Bar to hide your document name on the screen.

The Floating Menu Bar can be moved by placing your cursor anywhere on the bar and dragging across the screen until document name is visible.