Remote Access via Citrix

Remote access to Firm systems is available through two methods: via VPN from your Firm laptop or via Citrix from a non-Firm computer. Either method also requires security authentication. The Firm currently uses Duo Mobile; an app installed to your mobile device which provides two-factor authentication for system access.

Use these instructions to get started with Remote Access via Citrix on your non-Firm computer:

- Installing Citrix Workspace
- Access Citrix
- Access Citrix via your iPad

Access Your Remote Desktop via Citrix

Citrix is a web-based application that allows you to access your White & Case Desktop from any PC outside the office.

To use Citrix for remote access, you will need:

- a Windows or Mac PC with a broadband Internet connection
- to install Citrix Workspace to your computer
- your White & Case user name and password
- Duo mobile installed on your mobile device

► Note: If you currently do not have Duo Mobile, please contact the Service Desk.

Installing Citrix Workspace on your PC

Prior to connecting to the Firm’s systems via Citrix, the Citrix Workspace App must be installed to your Windows or Mac computer.

Step 1: Download and install the Citrix Workspace app for your PC:

Step 2: Click Finish once installation is complete.
Use the Citrix Workspace app

If you regularly access Citrix from your personal PC, we recommend setting up the Citrix Workspace app and using it to launch Citrix for quicker and more stable access. If you anticipate, accessing Citrix from a web browser this is not necessary.

Set up your Citrix Workspace

► Note: If you have changed from RSA to Duo, you must first reset your Citrix Workspace app. Click here for instructions.

Step 1: Open the Citrix Workspace app.

Step 2: In the Add Account field, enter https://remotework.whitecase.com and click Add.

Step 3: Enter your User name and network Password.

Step 4: In the Passcode field, enter push and click Sign in.
**Step 5:** Open the Duo notification on your mobile device and tap **Approve.**

+ **TIP:** As an alternative, in the **Passcode** field, enter the number generated by Duo Mobile and click **Sign in.**

On some iPhones, you may also **long press** on the notification to be prompted to **Approve** without opening.

- Citrix Workspace displays.

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**Reset Citrix Workspace app from RSA**

If your Citrix Workspace app was using your RSA credentials for authentication and you have moved to Duo, your app must be reset before you can set up a new account using Duo.

**Step 1:** From the **System tray**, right-click on **Citrix Workspace** and select **Advanced Preferences.**
Step 2: From the Advanced Preferences window, click **Reset Citrix Workspace**.

![Advanced Preferences](image)

Step 3: At the *Are you sure* window, click **Yes, reset Citrix Workspace**.

![Are you sure](image)

Step 4: Click **OK** to acknowledge that Citrix Workspace has been reset.

![Citrix Workspace reset](image)

Step 5: Click **here** for instructions to proceed with adding a new account using Duo.

**Launch Citrix from the Citrix Workspace app**

If you are signed into the Citrix Workspace app, click **AM-Citrix Desktop**, **EM-Citrix Desktop** or **AP-Citrix Desktop**, as appropriate, to launch your Firm desktop.
If you are not signed:

**Step 1:** Click **AM-Citrix Desktop, EM-Citrix Desktop** or **AP-Citrix Desktop**, as appropriate, to launch your Firm desktop.

**Step 2:** Enter your **Username** and network **Password**.

**Step 3:** In the **Passcode** field, enter **passcode** and click **Sign in**.
**Step 4:** Open the Duo notification on your mobile device and tap Approve.

+ **TIP:** As an alternative, in the Passcode field, enter the number generated by Duo Mobile and click Sign in.

On some iPhones, you may also long press on the notification to be prompted to Approve without opening.

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**Access Citrix using a web browser**

You may access Citrix from any PC via a web browser.

► **NOTE** Prior to connecting to the Firm’s systems via Citrix, the Citrix Workspace App must be installed to your computer. If you regularly access Citrix from your personal PC, we recommend you set up your account and use the Workspace app to launch Citrix for quicker and more stable access. Click here for instructions.

**Step 1:** Open a web browser and in the address bar enter, https://remotework.whitecase.com.

**Step 2:** Select Duo as your authentication method.

**Step 3:** At the login screen, enter your User name and network Password, for the Passcode, type push. Then click Log On.
Step 4: Open the Duo notification on your mobile device and tap Approve.

**TIP:** As an alternative, in the Password field, enter the number generated by Duo Mobile and click OK.

On some iPhones, you may also **long press** on the notification to be prompted to Approve without opening.

Step 5: To launch the Firm desktop, click on your regional Citrix desktop: **AM-Citrix Desktop**, **EM-Citrix Desktop** or **AP-Citrix Desktop**.
Step 6: Open the .ica file. You will be logged onto a White & Case desktop.

Managing your Citrix session

Switch Between Full-screen and Window Views (Windows)

When you launch Citrix, i.e. your Citrix Desktop, a Desktop toolbar makes it possible to switch between your personal PC Desktop and your White & Case Desktop.

For example, when Citrix is launched in Window mode (not full screen), you can switch to Full-screen mode via the following option:

While in Full-screen mode, you may either select to 1) switch to your personal PC Desktop, 2) switch to your White & Case Citrix Desktop or 3) switch your Citrix Desktop to Window mode.

View Full-screen on Two Monitors

When you switch to Full-screen mode while using dual monitors, your Citrix Desktop will only go to full screen on the current monitor.

If you would like to view the Citrix Desktop in full screen across both monitors, drag the Citrix Workspace window directly between the two monitors and then switch to Full-screen.

Switch Between Full-screen and Window Views (Mac)

When you launch Citrix, i.e. your Citrix Desktop, the Desktop toolbar does not display some of the same options that you have in the Windows version:
To switch between full-screen mode and windowed mode, select the green window button at the top-left of the title bar.

Work with Files

When working in Word, Excel, PowerPoint or Acrobat DC, files can be saved only to your Desktop (in Citrix), iManage or to network drives while connected in Citrix.

► **NOTE**: Citrix does not allow connections with any local computer drives, USB drives, etc.

► **NOTE**: When creating new documents or editing an attachment, be sure to save the documents first. After first saving and while the document is being edited, it is strongly recommended to periodically save the document (File | Save or Ctrl+S).

Regularly Save Your Work

To ensure the security of White & Case documents, Citrix times out and severs its connection with a user after 120 minutes of inactivity. If you have a document open that has not been saved for a period of time exceeding 120 minutes, all changes will be lost.

Print Files

Citrix will automatically recognize most plug and play devices, such as home printers. If you are having difficulty installing a printer from home, contact the Service Desk.

Use Cisco Jabber for Calls

While working in Citrix, you may use Cisco Jabber just like on your Firm PC to make and receive telephone calls via your office telephone.

► **Note**: Make sure that Jabber is using your computer for phone calls via the setting described in Managing Incoming and Outgoing Calls.

Sign out

**Step 1:** To log out, select the 1) Start button, then on the left side of the Start menu, choose the 2) Accounts icon, and then select 3) Sign out.

► **Note**: Any changes made to online files or settings will be visible again when you next log in.
End Your Citrix Session

Citrix Workspace App

In the Citrix Workspace App, select the drop-down next to your name and select Sign Out.

Web browser

From the browser window, select the drop-down next to your name and select Log Off.

Access Citrix via your iPad

This section explains how to install and use Citrix Workspace on your iPad iOS 13.x.

Manage Downloaded Content from iTunes

An iTunes account is necessary for working with the iPad. Note that:

- The iPad will connect with iTunes and set the user to match the current account active in iTunes.
- If the iPad is connected to another computer with a different iTunes account, only Apps and Music (purchased or ripped from CD) are shareable. Purchased TV or Movie content can only synchronize with the iTunes account associated with the iPad.

Create an iTunes Account on Your Own PC

Note: iTunes may not be installed on Firm computers.

Step 1: Download iTunes from the Apple website: http://www.apple.com/itunes/

Step 2: From the menu bar at the top of your computer screen or at the top of the iTunes window, choose Account | Sign In...

Step 3: Click Create New Apple ID and follow the prompts to create your account.
About iOS 14.x

The steps to use Citrix Workspace in this quick reference are based on the latest available version of iOS, 14.x.

Find the iOS version on your iPad

Step 1: From the Home screen, tap Settings. The Settings window displays.
Step 2: Tap General | About and check the Version.

Update the iOS on your iPad

Step 1: From the Home screen, tap Settings. The Settings window displays.
Step 2: Tap General | Software Update.

The next screen will show if your software is up to date. If not, follow these instructions:
Step 3: Tap Download and Install. This will start the upgrade, which will take several minutes and will restart your iPad during the process. If the Download and Install button is grayed out, try clearing up some space. The space required by the update is mostly temporary, so you should gain most of it back after the latest iOS version is installed.

+ Tip: If you are near or below 50% power, you will want to plug your device into a wall outlet or a PC during the upgrade.

About Apple Support for iPad

To view online tutorials for learning how to use the iPad, visit Apple Support.

Reset Citrix Workspace

If you already have Citrix Workspace and it is set up to authenticate using RSA and you have now moved to Duo, you will need to reset the app prior to setting up your new account,

Step 1: From the Citrix Workspace app, tap the Setting button at the top right of the screen.

Step 2: Tap your account, and then tap Delete Account.

Step 3: At the Warning tap Delete to confirm.

Proceed to Add an account on log on using Duo.
Install the Citrix Workspace app onto Your iPad

Before you can use the Citrix Workspace App to log into remote applications, you must first download the free Citrix Workspace from the App Store.

**Step 1:** In the **Search** field, enter **citrix workspace** and tap **Search**.

**Step 2:** Install and open the **Citrix Workspace** App.

**Step 3:** Once you have installed the Citrix Workspace, the **Workspace** icon displays on your Home Screen.
Add a Citrix Workspace account and Login

**Step 1:** Tap the **Workspace** icon on your Home Screen and then tap **Get Started** to proceed.

![Citrix Workspace icon](image)

**Step 2:** In the Welcome screen, enter `https://remotework.whitecase.com` in the email address field and tap **Continue**.

![Welcome screen](image)
Step 3: In the Sign in screen, fill in the following fields.

- In the **Username** field, enter your White & Case user name.
- In the **Password** field, enter your White & Case password.
- In the **Passcode** field, enter **push**.

Step 4: With all the fields complete, tap **Sign in**.

Step 5: Open the Duo notification on your mobile device and tap **Approve**.

**Note**: For your convenience you may install Duo to your iPad. However, validation of push notifications will come through on your primary device, which may be your mobile phone. Duo on your iPad would be more convenient if passcode validation were preferred.
TIP: As an alternative, in the Password field, enter the number generated by Duo Mobile and click OK.

On some iPhones, you may also long press on the notification to be prompted to Approve without opening.

Step 6: To enable Touch ID for future sign in, tap Use Touch ID. Otherwise tap Not now to proceed.

The Citrix Workspace Home Screen displays.
Log on to Citrix

This section describes how to log on to Citrix after installation / first use.

Step 1:  Tap the **Workspace** icon on your Home Screen. The Citrix Workspace Home Screen displays.

![Workspace icon on Home Screen](image)

Step 2:  To launch the Firm desktop, click on your regional Citrix desktop: **AM-Citrix Desktop**, **EM-Citrix Desktop** or **AP-Citrix Desktop**.

![Citrix Workspace](image)

► **Note**: If you enabled Touch ID, you may be prompted to use it now to launch Workspace.
Step 3: In the Sign in screen, enter your credentials:

a. The **Username** and **Password** fields are already entered for you.

b. In the **Passcode** field, enter **push**.

Step 4: With all the fields complete, tap **Sign in**.

Step 5: Open the Duo notification on your mobile device and tap **Approve**.

+ **TIP:** As an alternative, in the **Password** field, enter the number generated by Duo Mobile and click **OK**.
On some iPhones, you may also long press on the notification to be prompted to Approve without opening.

Navigate in Citrix Workspace

Citrix Workspace displays a drop-down menu tab that allows you to access extra functions under the following categories: Home, Pair, Arrow Keys, Keyboard, Pointer, Magnifier, Mouse and Switch.

Use the Keyboard

To display the keyboard, tap the Citrix Workspace menu tab at the top of the screen and choose Keyboard.

To close the keyboard, simply tap the keyboard icon at the bottom right of the keyboard display.

► Note: If you have an external keyboard, a full keyboard will not display on the iPad.

Navigate Through Active Items in an Application

Step 1: To navigate through opened items in an application (i.e., multiple opened emails), tap two fingers on the iPad screen. The Active Items dialog displays.

Step 2: To navigate to an item, single tap it.

Gestures Guide for Citrix Workspace Sessions

There are two modes to simulate using a mouse with Citrix Workspace. The first mode, which is the default, interprets all taps with a small feedback ring on the screen.

The gestures for this mode are as follows:

<table>
<thead>
<tr>
<th>iPad Taps and Gestures</th>
<th>Windows’ Mouse Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single tap</td>
<td>Single click</td>
</tr>
<tr>
<td>Double tap</td>
<td>Double click</td>
</tr>
<tr>
<td>Three-finger tap</td>
<td>Bring up or dismiss the virtual keyboard or engage external keyboard</td>
</tr>
<tr>
<td>Tap and hold</td>
<td>Right click</td>
</tr>
<tr>
<td>Tap and drag</td>
<td>Drag</td>
</tr>
<tr>
<td>Swipe Right</td>
<td>Left Arrow key</td>
</tr>
<tr>
<td>iPad Gesture</td>
<td>Windows Equivalent</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Single tap</td>
<td>Single-click</td>
</tr>
<tr>
<td>Double tap</td>
<td>Double-click</td>
</tr>
<tr>
<td>Two finger tap</td>
<td>Show/hide magnifying glass</td>
</tr>
<tr>
<td>Three-finger tap</td>
<td>Bring up or dismiss the virtual keyboard or engage external keyboard</td>
</tr>
<tr>
<td>Four-finger swipe</td>
<td>Navigate through open applications</td>
</tr>
<tr>
<td>Tap and hold</td>
<td>Right-click</td>
</tr>
<tr>
<td>Tap and drag</td>
<td>Drag</td>
</tr>
</tbody>
</table>

**Note**: The magnifying glass zooms in on an area of the screen as you track your finger over the surface of the iPad. Inside the magnified area is a mouse pointer that you can use for precision tapping.

**Use the Mouse**

To display the Mouse, tap the Citrix Workspace menu tab at the top of the screen and chooseMouse.

This may be used as a virtual mouse as you browse through your Citrix Desktop applications.
Log Off and End Your Citrix Session

► Note: Before ending Citrix, make sure to log off from any current Citrix Desktop sessions.

To log off, select the 1) Start button, then on the left side of the Start menu, choose the 2) Accounts icon, and then select 3) Sign out.

End Your Citrix Session

Step 1: From any application, tap the Citrix Workspace drop-down menu tab and then tap Home.

Step 2: At the Home screen, tap Settings and then tap Sign Out.

A confirmation dialog displays when you are logged off.

You have logged off from all accounts.

OK
Note: If you are currently logged into one or more applications in Citrix, you are prompted to Sign Out, Disconnect or Cancel.

**Sign Out or Disconnect?**
If you disconnect, any unsaved data in open applications is available the next time you connect. If you sign out, any unsaved data may be lost.

- **Sign Out**
- **Disconnect**
- **Cancel**

**Step 3:** Tap **Sign Out** to end your Citrix session and close all applications.