

Remote Desktop - signing in on a personal device (Windows users)

The following guide serves as advice for signing in to Azure Virtual Desktop (“Remote Desktop”) from a non-Burgess Salmon Windows device.

These steps should be followed in the rare event that you are unable to use a Burgess Salmon device.

Please note that only core applications will be available through the Remote Desktop

1 INSTALL THE MICROSOFT REMOTE DESKTOP APP

1.1 You will first need to ensure that the Microsoft Remote Desktop app has been installed on your device. This can be downloaded using one of the links below:

Windows (64 bit operating system) - <https://go.microsoft.com/fwlink/?linkid=2068602>

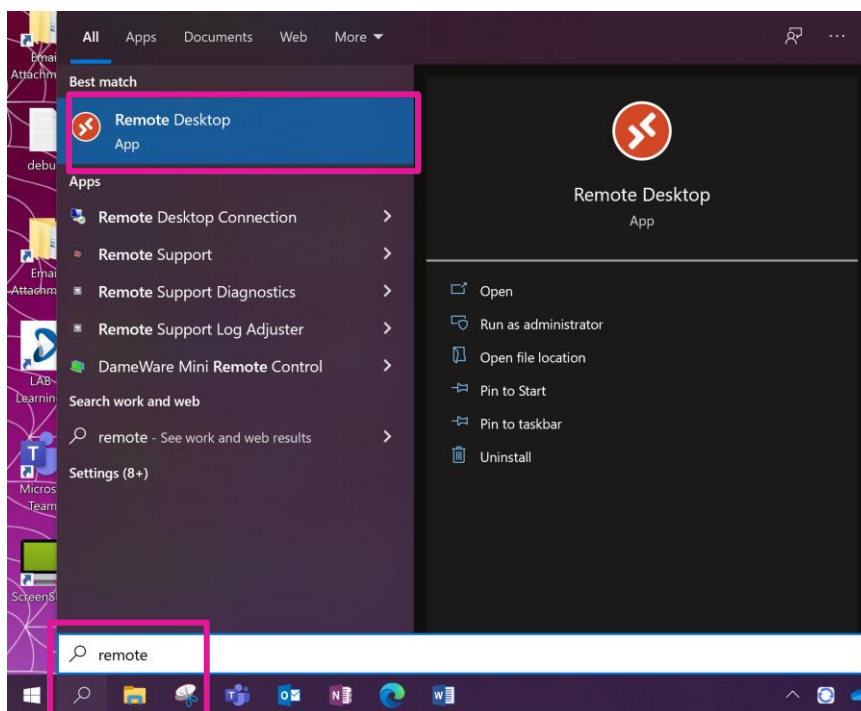
Windows (32 bit operating system) - <https://go.microsoft.com/fwlink/?linkid=2098960>

2 SIGNING INTO REMOTE DESKTOP

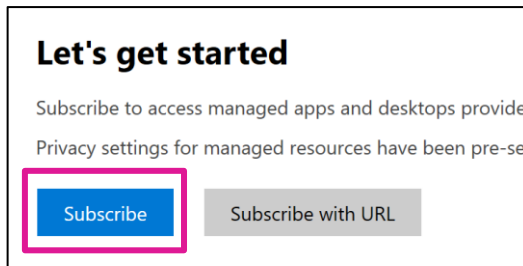
2.1 This process does not require a Digipass or Vasco token, and instead uses Microsoft Multi-factor Authentication (“MFA”) to enable you to log in using your Burgess Salmon email address and password. An authentication code will be sent to your Burgess Salmon mobile or personal mobile, if this has been set up.

Note: If you require assistance or encounter any difficulties with setting up MFA, please contact the IT Service Desk.

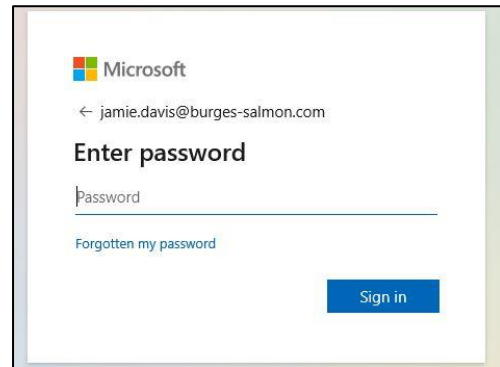
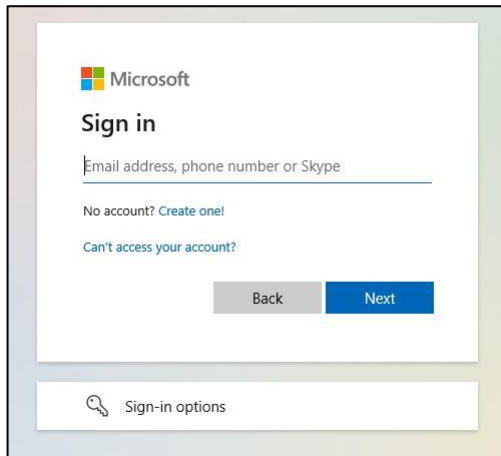
2.2 Type ‘remote’ into the Windows search bar and open **Remote Desktop**.



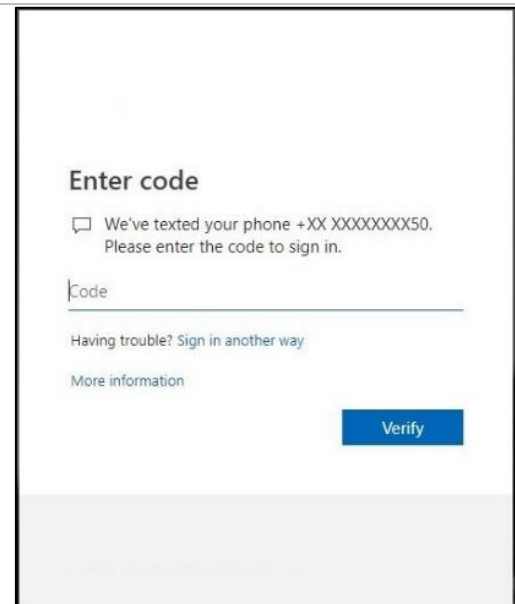
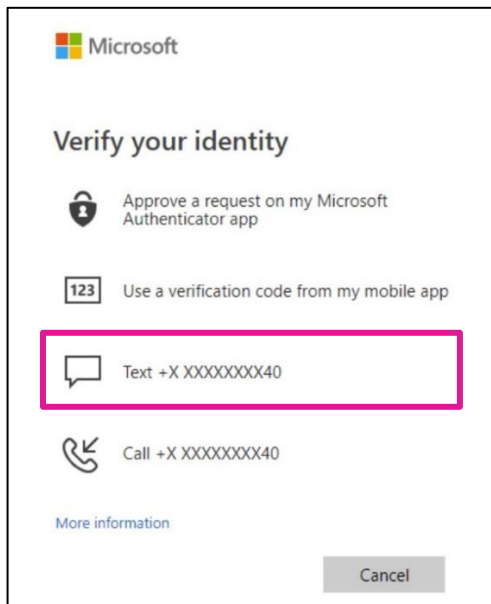
2.3 Click **Subscribe**



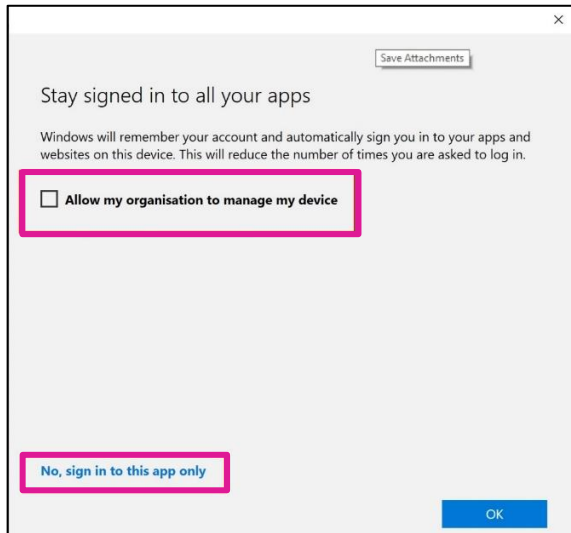
2.4 Enter your Burges Salmon email address when prompted, followed by your Burges Salmon password.



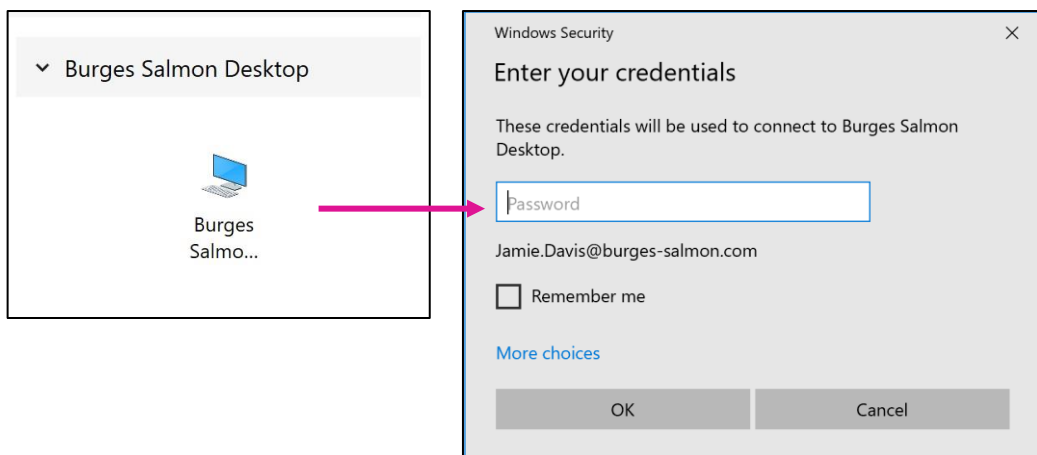
2.5 Choose the **Text** option to authenticate your access. Enter the verification code that has been sent to your registered mobile phone.



- 2.6 Uncheck the option to 'Allow my organisation to manage my device' and click **No, sign in to this app only**



- 2.7 The Remote Desktop window will appear on screen. Double click on the **Burges Salmon Desktop** icon and enter your Burges Salmon password again when prompted.

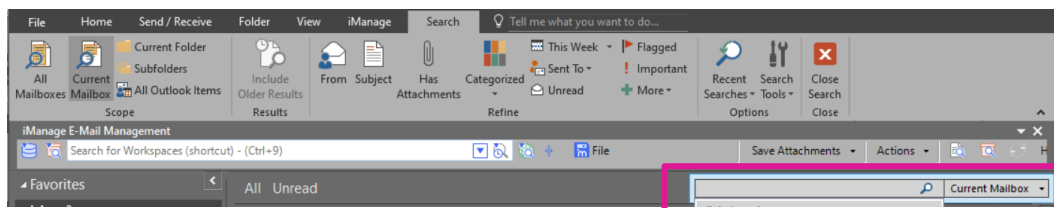


- 2.8 The familiar Burges Salmon desktop will now begin to load. This will include all core applications and desktop shortcuts that are available to you, based on your account.

- 2.9 You can make this window smaller (if needed) by clicking on the blue bar that appears at the very top of the screen.

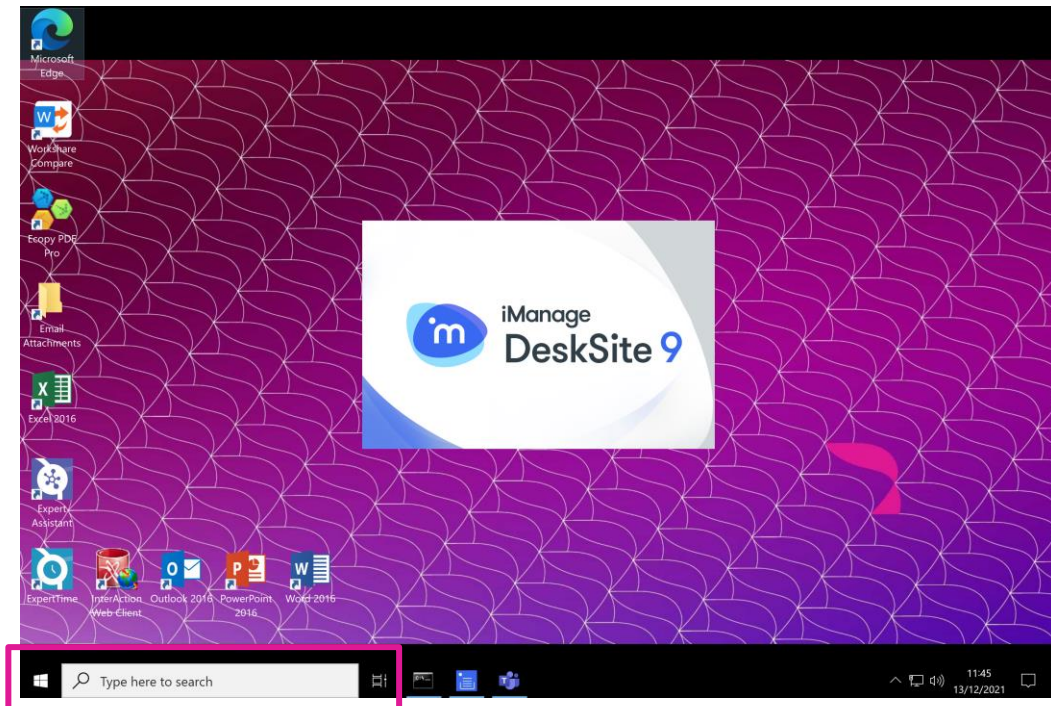
3 OUTLOOK

- 3.1 You will be able to access all emails in your mailbox, however only those from the past month will be downloaded initially. Older emails can be located by clicking into the Outlook search bar at the top of your screen and using the additional Search options that appear.

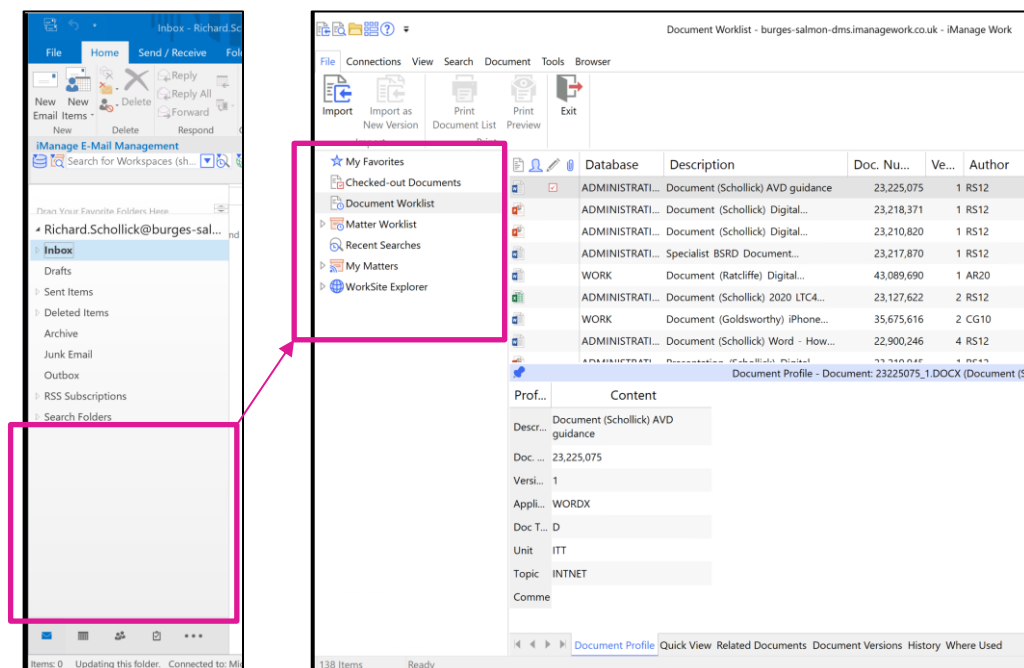


4 USING IMANAGE DESKSITE

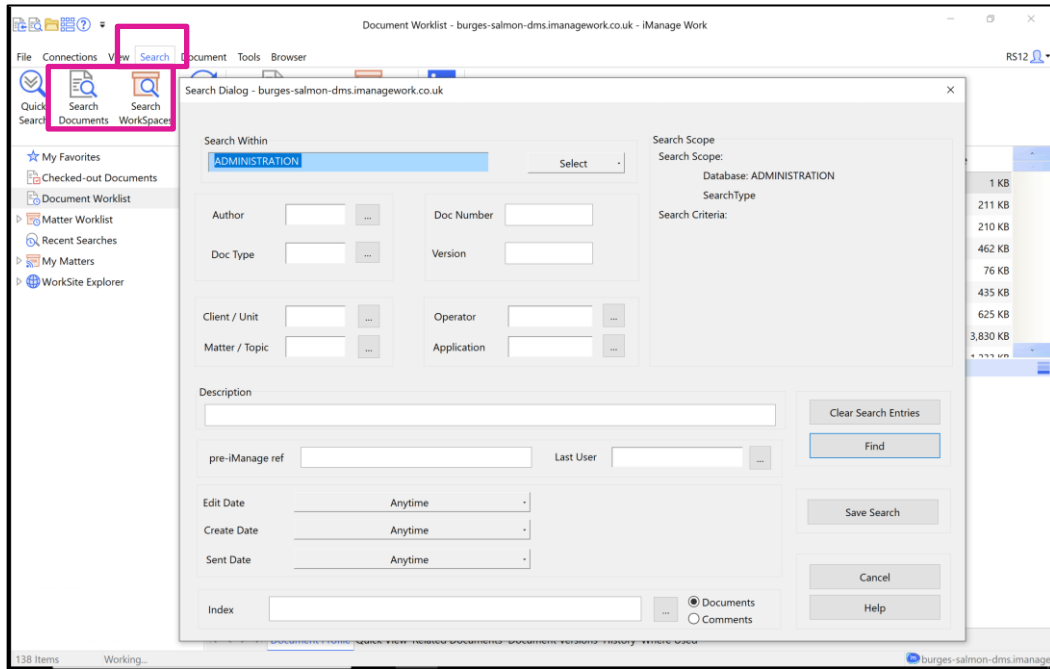
- 4.1 iManage DeskSite will open automatically. If this doesn't open or if you happen to close it by mistake, you can reopen it by searching for 'DeskSite' in the search bar at the bottom of your screen.



- 4.2 The DeskSite application will open in a separate window. Note that this is not integrated within Outlook when accessing via Remote Desktop.
- 4.3 All folders and features work in the same manner as they do in iManage/FileSite via Outlook. Your recent documents and folders will also carry across into this application.



- 4.4 To search for documents or workspaces, click on the **Search** tab followed by the relevant search button.
- 4.5 The relevant search dialog box will appear on screen and you'll be able to search for documents/emails or workspaces in the same way as you would do normally.



5 DIGITAL DICTATION

- 5.1 If you encounter any issues with connecting and/or using foot pedals when connected to the Remote Desktop, please contact the IT Service Desk.

**Last reviewed
11 February 2022**