

General Information

Corporate Remote Access is the Firm's system that ties remote application services to the GOWLINGS Intranet. Users of the system will now be able to check e-mail, work in documents, docket their time and check REX Online – all from your iPad!

Prerequisites


Before using the system, ensure that you have completed the following setups on your iPad:

- 1 Go to the AppStore (🍏)
- 2 Search for the "citrix receiver for ipad" app
- 3 Once found, tap on the **FREE** button
- 4 Then, tap on **INSTALL APP** to install:



- 5 When prompted, enter your Apple ID Password:

Apple ID	example@me.com
Password	Required

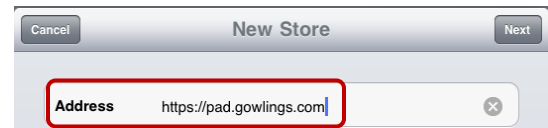
- 6 The installation will then start. Once completed, you will see the Citrix icon on your iPad: 

First Time Connection Setups

- 1 Launch the Citrix Receiver App (📶)
- 2 On the Welcome to Citrix Receiver screen, under 'Set up my Enterprise App Store', tap on the **Get Started** link:



- 3 When prompted for a new store address, enter <https://pad.gowlings.com>, (as shown below), then press the **Go** button on your iPad keypad.



- 4 The store will then be verified. Once it verifies the link, you will be asked for more information. Enter each field as follows:

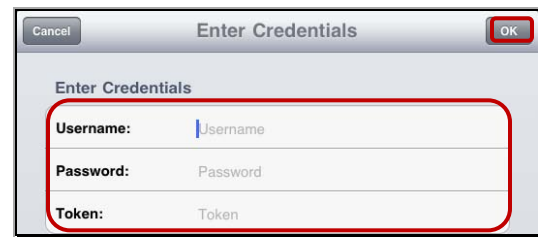
Domain:	gowlings
Username:	(your userID, i.e. smithj)
Password:	leave blank
Security Token:	set to ON and verify that the option for Domain + Security Token is checked



Once each field is filled in, hit **'Save'** in the upper right corner to Save the entry.

- 5 Once you save the entry, you should be prompted to log in. Enter the credentials exactly as you do for remote access:

Username:	Should already display your UserID (if not, change)
Password:	Your network password (that you use in the office)
Security Token:	Enter your RSA or Cryptocard code



- 6 Tap **OK** when ready to connect.

- 7 An attempt will be made to connection to the Gowlings Virtual Apps Store:

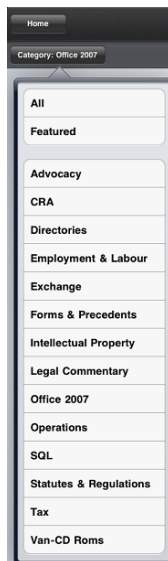


- 8 Once you are connected, you should be presented with a list of your available Citrix applications:



- 9 The default view shows the "All" Category. To view a list of available categories, tap on the **Category All** button.

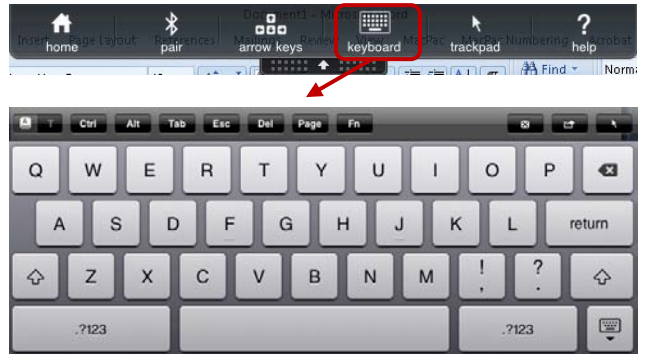
- 10 Tap the category of choice to open the applications therein:



Tip: To add your favourite shortcuts to the Home Page, tap the green plus sign (+) next to each application. If an application has already been added to the Home Page, the plus sign will be black (+).

- 11 Tap on an application (Outlook, etc) to launch the program.

- 12 Once in the app, use the Citrix control bar () to display a virtual keyboard, etc.



- 13 To return to the App Store, tap the control bar and select the 'Home' option:



Exiting the System

- 1 Double tap on the **Home** button to display the recently accessed applications
- 2 Press and hold any of the icons shown on the bar until the icons on it start to wiggle.
- 3 Navigate to the Citrix app () that you want to quit, and tap the red circled minus button to instantly close the app and remove its icon on the bar.

Subsequent Connections

- 1 Launch the Citrix Receiver App (). You will then be taken to the Citrix Receiver screen:



- 2 Tap on Gowlings Virtual Apps to be taken to the Enter Credentials screen. Enter your credentials then tap **OK** when ready to connect.

Tip: For quicker access, on the Citrix Receiver page (as shown above), tap the **Home** button to go to your Home Page. Then, simply launch an application and you will be prompted to log in at that point.

