

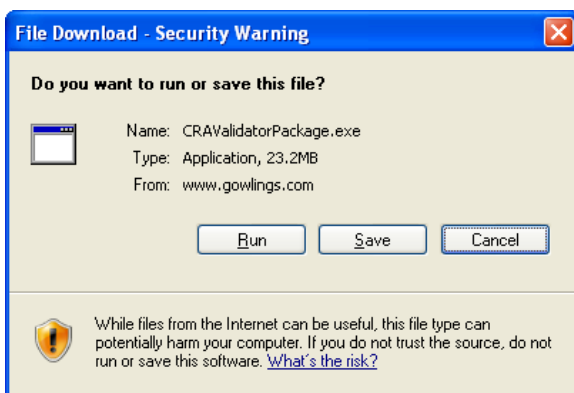
Remote Access

Remote access allows you to connect to your Gowlings resources over the internet

Windows Installation

This step only needs to be done once.

- 1 Open Internet Explorer
- 2 In the Address Bar type www.gowlings.com/login
- 3 Click on **CRA Downloads**
- 4 Click on **Tools**
- 5 Click on the **Corporate Remote Access client validator package** link under Windows Tools
- 6 Click **Run**



Note : You must have administrator privileges on the computer in order to install the software. Depending on your version of windows, choice of security software and alert settings, you may be prompted with security warnings during the installation. Click **Allow**, **Always** or **OK** if any messages appear.

Mac OSX Installation

This step only needs to be done once

- 1 In your internet browsers address bar type www.gowlings.com/login
- 2 Click on **CRA Downloads**
- 3 Click on **Tools**
- 4 Click on the **ICA Client Installation** link under Mac Tools

Mac

ICA Client Installation Size: 6 MB

Select the link above to download and install the ICA client plug-in. This tool enables you to launch remote applications seamlessly (Local Client mode).

CRA VPN Components

- **Network Connect** Size: 2 MB

Note : After it's downloaded it will open the "**Install Citrix online plug-in**" window. If it does not automatically open, you will need to run the "Citrix_online_plug_in_Web.dmg" package from your download folder.

- 5 Click **Continue, Continue, Agree, Continue, Install**

- 6 Most users will be prompted to enter their computers **Root or Administrator Name** and **Password** to install software. Fill in your information and click **OK**



- 7 Go back to www.gowlings.com/login
- 8 Click the **Network Connect** link under Mac CRA VPN Components

Mac

ICA Client Installation Size: 6 MB

Select the link above to download and install the ICA client plug-in. This tool enables you to launch remote applications seamlessly (Local Client mode).

CRA VPN Components

- **Network Connect** Size: 2 MB

Note : After it's downloaded it will open the "**Install network Connect**" window. If it does not automatically open, you will need to run the "NetworkConnect.pkg" package from your download folder.

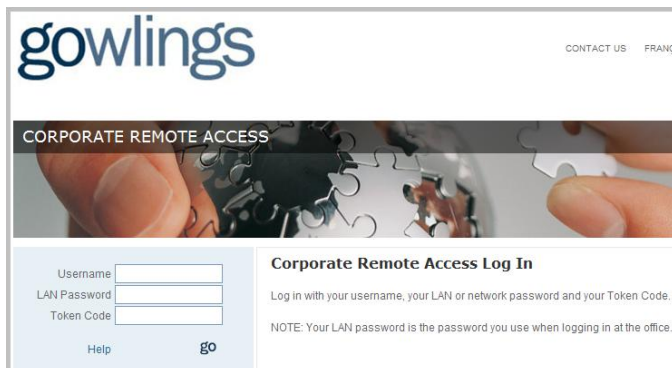
- 8 Click **Continue, Continue, Install**
- 10 Most users will be prompted to enter their computer's **Root or Administrator username** and **password** to install software. Fill in your information and click **OK**

Logging In

- 1 In the Address bar type www.gowlings.com/login and press Enter
- 2 Click on **Gowlings Corporate Remote Access Portal**




- 3 Enter your **Username** exactly the way it is in the office
- 4 Enter your **LAN (Windows) Password** exactly as you do in the office
- 5 Enter your **RSA Pass Code**. It consists of your PIN number followed by the number on your RSA Token
- 6 Press **Go**



Security

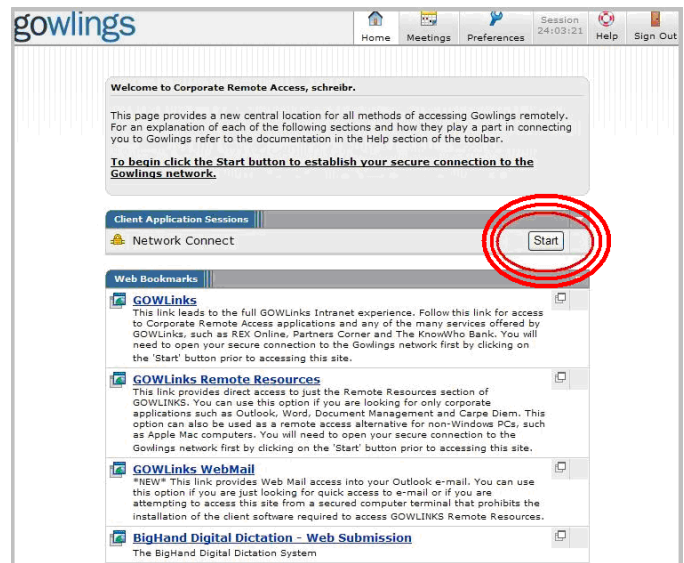
If this is the first time Remote Access has been run on the computer you are using, you may get a security warning. Choose **Trust, Always, Accept or Allow**




 **Note** : The Security scan screen will automatically close when the scan is complete

Start

- 1 Next click on the **Start** button to the right of where it says Network Connect



 **Attention** : If you **do not run** the Network Connect **Start**, your applications in Remote Resources will not work.

Logout

When you are done, close your applications

- 1 In the upper Right of the Corporate Remote Access page, click on **Sign Out** to end your Remote Access Session