

Technology Training

Quick Reference Guide



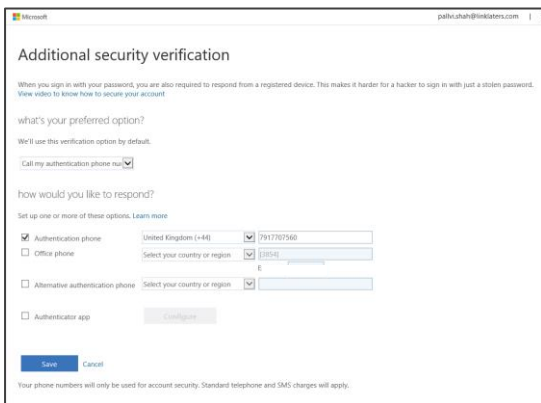
Omnis Remote allows you to access the core Linklaters applications from your home tablet or computer. To get started you will need to download the Workspot client to your PC, Mac or Tablet. You will also need to set up an additional layer of security. There are two steps to the step up:

1. **Setup authentication and the authenticator application**
2. **Downloading Workspot on your home device**

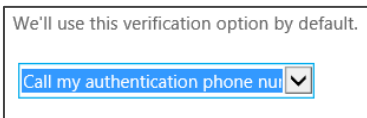
1. Setup of Authentication

The first part is to set up your Additional security verification. It is **recommended** that you do this on your pc/device. To do this:

- Go to site <http://aka.ms/mfasetup> from your pc/device and the following screen will be displayed once you have entered your Linklaters email address and password:



- Select from the drop down, either Call my authentication phone number or Notify me through app



Authentication via app on mobile phone

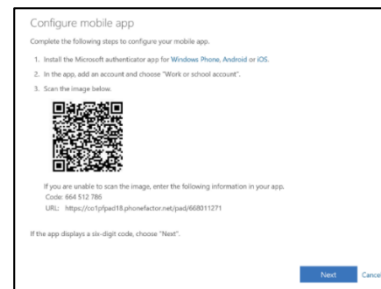
For users with a company or Intune managed phone, the Authenticator app has been made available to you. To download the Authenticator app:

- iPhone users install via the **Comp Portal**
- For Android users, install the app from the **Corporate Play Store**

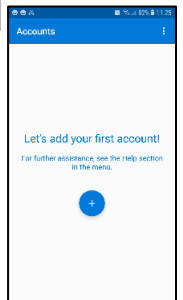
- Once downloaded, return to your pc/device select **Authentication app** and press **Configure**



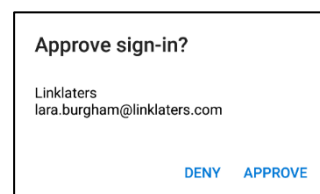
- On your pc/device screen, you will be presented with a QR code.



- Open the Authenticator app on your phone and select the + button. This will launch your camera which you should point towards the QR code.
- Once complete, the status on your pc/device should change and reflect the below. Your setup is complete



- When attempting to login to Omnis Remote, you will receive a notification on your phone after you have entered your username and password



Call my authentication phone number

If you do not have an Intune managed device, or would prefer not to download the app, you can set up for the authentication to be completed by phone.

- In the field **how would you like to respond**, select **Authentication phone** and add the phone number that you will be using for authentication



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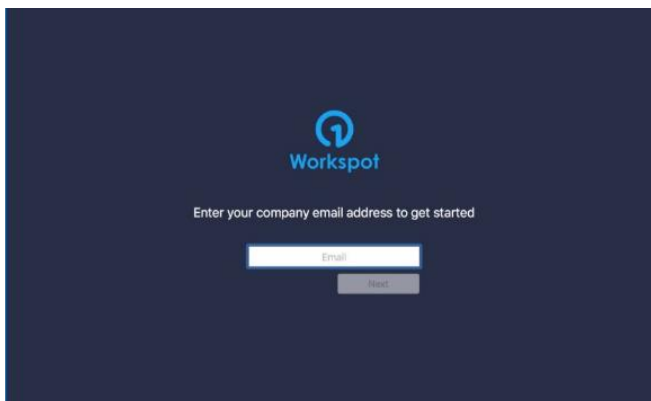
- If you have a work mobile add that number or your personal mobile number
- Click **Save** to confirm the details. You will then receive a phone call to verify your phone number. Your setup is complete
- When attempting to login to Omnis Remote, you will receive a phone call from Microsoft to verify your authentication. To complete this, you will be asked to press the **# key** (pound sign) after you have entered your username and password.

Note: The speed at which you receive the call will depend on your phone signal.

2. Downloading Workspot on your home device

The second part of the process is to download the Workspot client on your home Mac or iPad. To do this:

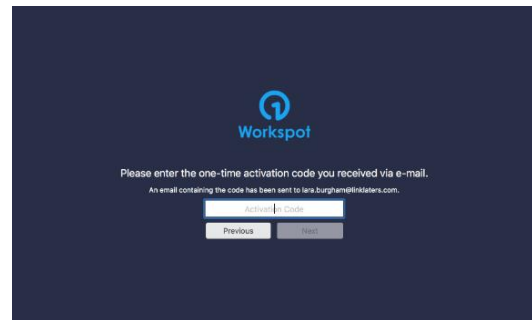
- Go to <http://www.linklaters.com/en/remote-working> and select the appropriate client for your device. Select **Run**
- You will then be prompted to enter your Linklaters email address and press **Next**



- Dependent on your device type, you may receive an email with an activation code to say that your Workspot account is now active.

Note: If you don't have a work mobile or don't have your personal mobile set up to receive work emails, you need to call IT support (+44 207 456 4141) to get your activation code.

- Enter your activation code



You will be prompted to choose a Passcode with a minimum of 4-characters and asked to verify this Passcode.

Note: Going forward you will need the Passcode every time you use Workspot, therefore it's very **important** that you remember this passcode

Logging onto Omnis remote

Once you have completed the setup, follow the steps below to login to Omnis remote:

- On your pc/device open the Workspot app
- You will be asked to enter your **passcode** and click **Sign in**
- Select the appropriate icon, such as the ones below:



- You will then be prompted to enter your Linklaters credentials (please enter practice\username), followed by authentication via the phone call or app you set up earlier

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Workspot

Domain\Username
practice\burgham

Password

Cancel Login

- You will then be taken to the desktop as shown below



- Please note that if you log off from Omnis Remote, and you choose to log back in again you will be prompted to re-authenticate, either with the app or the phone call.