

Setting up Omnis Remote- Windows Client

Omnis Remote allows you to access the core Linklaters applications from your home tablet or computer. In order that you can use Omnis Remote you must first satisfy a two-step verification process for security.

The two steps would be:

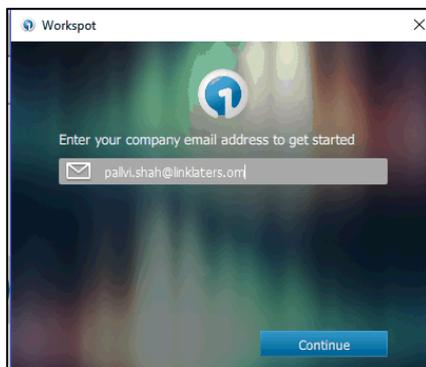
1. Something you know (your Linklaters username and password)
2. Something you have (a trusted device that is not easily duplicated, in this case your phone)

You must setup the second step before you can use Omnis Remote. View the identity verification guide at linklaters.com/remote-working

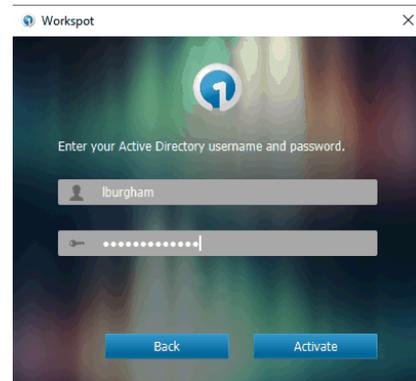
Once identity verification has been set up: you need to download the Workspot client to your PC or device.

To do this:

- Go to <https://www.workspot.com/download/> and select the appropriate client for your device.
- Click through the install process until you are presented with the below screen:



- Enter your Linklaters email address and press **Continue**
- You will then be asked to enter your username and password, such as below, and select **Activate**:



- Finally, 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 important that you **remember** this passcode.

- Your install of Omnis Remote is now complete

Logging onto Omnis Remote

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

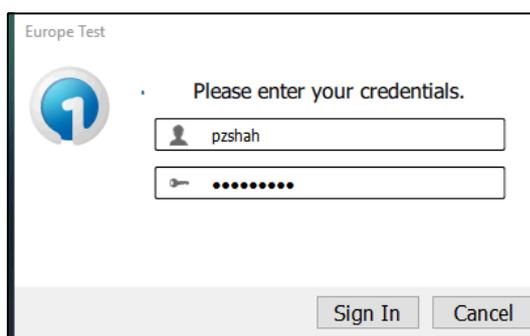
- On your pc/device open the Workspot app
- You will be asked to enter your **passcode** Click **Sign in**
- Select the appropriate icon, such as the ones below:

Technology Training

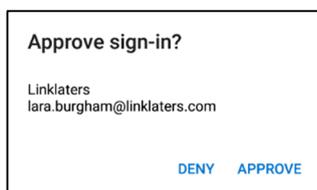
Quick Reference Guide



- You will then be prompted to enter your Linklaters credentials
- Enter your **username** and your **password**



- You will then receive a notification on your phone after you have entered your username and password
- Select **Approve**
- Your desktop will be shown as below

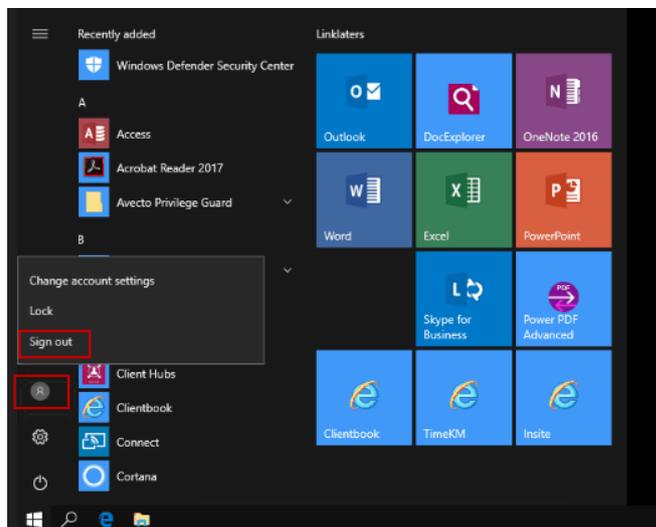


Logging off Omnis remote

To log off from Omnis Remote

- Click on the **Start** button and **your username** button

- Select the option to **sign out**



Note: Do not choose the option Disconnect from the power button.

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.