

# REMOTE ACCESS

## LOGIN.BAKERBOTT.S.COM (CITRIX ACCESS GATEWAY - CAG)

This site is designed to be used with Internet Explorer and is the best fit for someone who needs to gain access to the Firm's network from a non-Baker Botts issued computer. You can also use the CAG as an alternative to the VPN on your firm laptop when Wi-Fi strength isn't strong, such as on airplanes.

The CAG also works on the Mac OS.

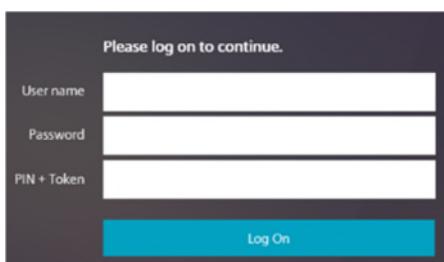
1. Have your iPhone or Blackberry with you.
2. Open a web browser (preferably Internet Explorer).

Depending on your internet security settings you may be prompted to add trusted sites. To do so:

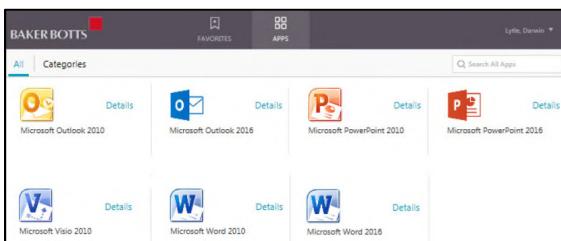
### To add trusted sites to your home PC:

- a. From the web browser (i.e., Internet Explorer), choose **Tools > Internet Options > Security tab**.
  - b. Choose the **Trusted Sites** icon and click the **Sites** button.
  - c. Type <https://alnnscag01.bakerbotts.com/> in the **Add this website** field, then click the **Add** button.
  - d. Confirm all site names, then click **Close** and **OK**.
3. In the location field, type **login.bakerbotts.com** and press **Enter**.
  4. At the "Baker Botts Remote Access Login" screen, click the **Riyadh, UAE, or US Data Center** button (depending on your home office), then click the **Citrix Access Gateway** button.
  5. At the Citrix Access Gateway page, type your network **User Name, Network Password** and **PIN + Token**.

To obtain the **Defender Code**, on your Mobile Device, click the **Defender Token** icon  and the number will appear.



6. Click the **Log On** button. The Web Interface page appears showing available applications.



7. Click an icon to open the application. Please wait for the application to open before opening another application.

Depending on your setup you may receive a Client File Security window requesting access to your local client files. If you receive this window, choose the **Full Access** and **Never ask me again** options, then click **OK**.

While working in Citrix, access to all applications is through the Citrix Access (Web Interface) button on the Task Bar.

## Time Outs

### Web Interface Page

- Times out after 2 hours of no activity and returns to the login screen.
- You must log back in using Defender to launch another application.

### Open Applications

- After 2 hours of inactivity, you will be logged out of all open applications without warning, and unsaved changes to work product will be lost. You cannot retrieve applications you had open.

The Open Applications time out is a separate time out, independent from Web Interface Page time out.

## Disconnect from Citrix

When finished working, disconnect from Citrix.

1. Save any changes and close all open applications.
2. If the Web Interface page is still active, click the **Log Off** button, and then close the browser.

OR

If the Web Interface page has returned to the login window, close the browser.

3. If necessary, disconnect from your internet service provider.

## WEB OUTLOOK

This option is useful if you only wish to read and reply to email from any computer.

1. Have your **iPhone or Blackberry** with you.
2. Open a web browser (preferably Internet Explorer), and in the location field type **login.bakerbotts.com** and press **Enter**.
3. At the Remote Access Login screen, click the **Riyadh, UAE**, or **US Data Center** button (depending on your home office).
4. Click the **Web Outlook** button.
5. At the Login screen, type your Network Username and passcode.
  - a. To get your passcode, on your Mobile Device, tap the Defender Token button  to open the application, and the number will appear in the Response field.
  - b. Type your **PIN** followed by the **6-digit number** in the **Response** field (no spaces). (example: 9999123456).
6. Click **Login**.
7. At the acknowledgement window, click **Continue**.
8. At the Outlook Web App window, type **bakernt\your network username** (i.e. bakernt\dlytle), your **network password**, and click **Sign in**.

Choosing the checkbox “Use the light version of Outlook Web App” may be useful if you are on a slow connection or using a computer with strict browser security settings.

The Outlook Web App is also supported on some browsers on Windows, Mac, and Linux computers.

## ENABLE HOTSPOT ON iOS DEVICES

You can use your firm-managed iOS device as a Wi-Fi hotspot to share your data connection with other firm Wi-Fi capable devices (i.e., laptop and tablet). If you use a Blackberry, please contact local support for information on using the feature.

1. Have your **iPhone or Blackberry** with you.
2. Open the **Settings** app and tap on **Personal Hotspot**.
3. Set Personal Hotspot to **On** (tap the slide so it turns green).
4. If Wi-Fi and/or Bluetooth are off, the device will ask if you want to turn them back on. It is recommended to do so - without them, the hotspot will be limited to USB.

If Wi-Fi and/or Bluetooth are off, iOS will ask if you want to turn them back on. We'd recommend doing so - without them, the hotspot will be limited to USB. This is more secure, however.
5. Tap '**Wi-Fi Password**' and type a suitable password (this isn't related to your Apple ID or usual Wi-Fi connection).
6. From another device (laptop, MAC, iPad), open the **Settings** app and tap **Wi-Fi**, and you should see your iPhone listed as an available wireless connection.
7. Enter the password from Step 5.