

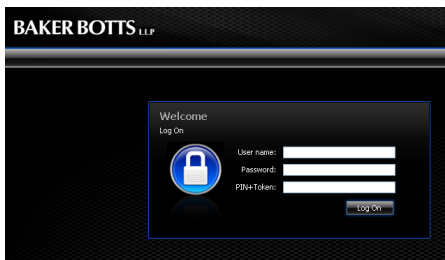
LOGIN.BAKERBOTTS.COM

(CITRIX ACCESS GATEWAY - CAG)

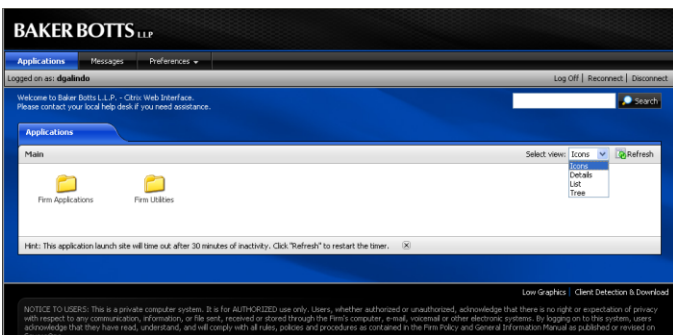
This site is designed to be used with Internet Explorer and is the best fit for someone who is traveling and needs to gain access to the Firm's network from a **non-Baker Botts issued computer** (such as Hotel or Airport Business Centers or Internet Cafés), or if you are using your **laptop with a dial-up (modem) connection**.

Note: The CAG may not work on PCs without Citrix or a current version of Java installed.

1. Have your **Go3 Key** ready.
2. Open a web browser (preferably Internet Explorer).
Note: Depending on your internet security settings you may be prompted to add trusted sites. To do so, please refer to the **Adding Trusted Sites** topic in the next column.
3. In the location field, type **login.bakerbotts.com** and press **Enter**.
4. At the "Baker Botts Remote Access Login" screen, click the **US Data Center** button, 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 Token number, press the >/> button on your Go3 Key.
6. Click the **Log On** button. The **Web Interface** page appears showing Firm Applications and Firm Utilities folders.



7. 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**.
7. Click on a folder and then click on an icon to open the application (**Please wait for one application to completely open before opening an additional application**).

NOTE: To change the default display, click the **Select view:** drop-down for additional views.

NOTE: Access to all applications while working in Citrix is through the Citrix Access Platform (Web Interface) window on the Task Bar. This is the only way to launch applications.

TIME OUTS

Web Interface Page

- Times out after 30 minutes of no activity
- Reverts back to the login screen
- Must re-authenticate to launch another application

Open Applications

- Times out after 30 minutes of no activity in all open applications from Web Interface Page
 - Logs off all open applications without warning
 - Unsaved changes to work product will be lost
- NOTE:** The Open Applications time out is a separate time out, independent from Web Interface Page time out.

DISCONNECT FROM CITRIX

When you are 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. Disconnect from your service provider. If you are using **iPass** as your internet connection, right-click on the iPass icon in the system tray and choose **Disconnect**.

ADDING TRUSTED SITES

To add trusted sites to your home PC:

1. From the web browser (i.e., Internet Explorer), choose **Tools > Internet Options > Security** tab.
2. Choose the **Trusted Sites** icon and click the **Sites** button.
3. Type the following sites in the **Add this Web site...** field and click the **Add** button after each.

<https://eagcag01.bakerbotts.com/>
<https://eagcag02.bakerbotts.com/>

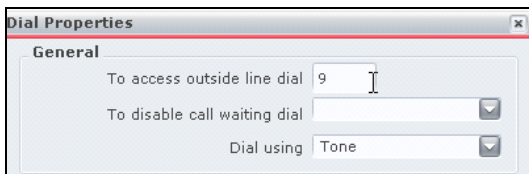
4. Click **Close**, then **OK**.

LOGIN.BAKERBOTTS.COM

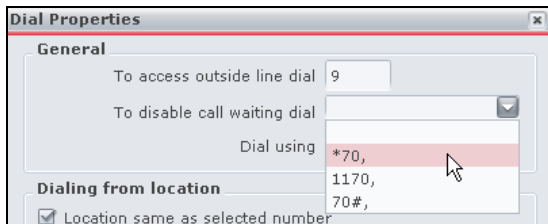
(CITRIX ACCESS GATEWAY USING A LAPTOP WITH MODEM CONNECTION)

If you are using your laptop **with a dial-up (modem) connection**, you should use **login.bakerbotts.com** to access the network instead of the VPN.

1. Have your **Go3 Key** ready.
2. Find a local connection using iPass:
 - a) Click **Start, Remote Access, iPassConnect**. The iPassConnect dialog box will appear.
 - b) Enter the **Country, State, and City** of your current location and click **Find**.
 - c) Double-click the **Modem** option.
3. Confirm the dialing properties:
 - a) If you need to enter an "access number" to reach an outside line (i.e., "9") click the **Dial Properties** button.
 - b) Enter your access number in the "**To access outside line dial**" field and click **OK**.



- c) To **Disable Call Waiting**, select ***70** from the drop-down menu.

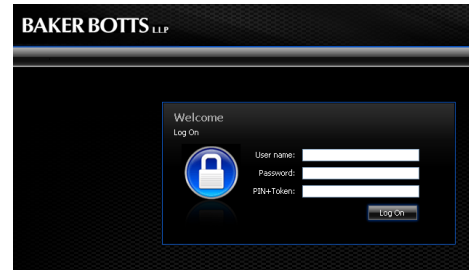


- d) Click **OK**.
4. Double-click your **location** (under the **Modem** option).
 5. At the **Login Information window**, enter your **Network User Name, Password**, and click **OK**.

*Fields are **case sensitive**. Also, entering client/matter numbers in the "Dept/ Project" field will display in Soft Costs.*

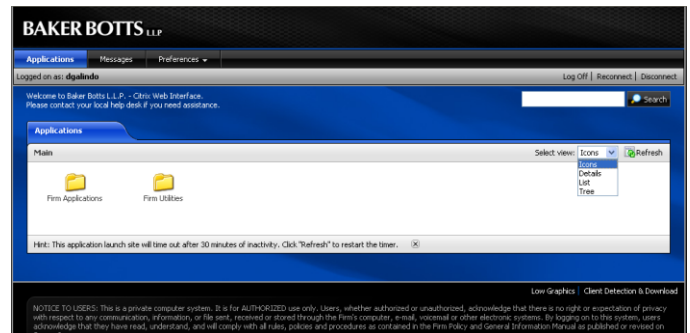
6. Go to **Start, Remote Access**, and choose **login.bakerbotts.com**.
7. At the **Baker Botts Remote Access Login** screen, click the **US Data Center** button.
8. Then click the **Citrix Access Gateway** button.

The Citrix Access Gateway page appears.



9. Type your network **User Name, Network Password** and **PIN + Token**.

To obtain the Token number, press the >|> button on your Go3 Key.
10. Click the **Log On** button. The **Web Interface** page appears showing Firm Applications and Firm Utilities folders.



11. Click on a folder and then click on an icon to open an application (**Please wait for one application to completely open before opening an additional 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 and click **OK**.

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Additional Information On Next Page

IPASS - UPDATE PHONEBOOK WHILE DOCKED

1. Double-click the **iPass icon** located on your desktop.
2. Select **Settings, Update iPassConnect** from the iPass menu bar.
3. Select **Phonebook**.
On the right you should see in parentheses the date and time the last update was performed.)
4. Click **OK** at the first prompt.

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DISCONNECT FROM CITRIX

When you are finished working, you should 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. Disconnect from your service provider. If you are using **iPass** as your internet connection, right click on the iPass icon in the system tray and choose **Disconnect**.

LOGIN.BAKERBOTTS.COM (WEB OUTLOOK)

This option is useful if you only wish to read and reply to email and you are on a non-Baker Botts issued computer (such as Hotel/Airport Business Centers or Internet Cafés).

1. Have your **Go3 Key** ready.
2. Open a web browser (preferably Internet Explorer).
3. In the location field type **login.bakerbotts.com** and press **Enter**.
4. At the **Remote Access Login** screen, click **US Data Center button**.
5. Click the **Web Outlook** button.
6. At the **WebVPN** screen, type your **network Username** and **password**.
 - a) To get your password, Press the >|> button on your **Go3 Key** to obtain a response number.
 - b) Type your **PIN** followed by the **6-digit number** in the **Response** field (no spaces). (example: 9999123456).
7. Click **OK** at the Security Authentication window, and click **Yes** if you receive a Security Alert window.
8. Click the **Login** button.
9. Click the **Primary Webmail** link. If you receive an error, click the **Back** button and click the **Secondary Webmail** link.
10. At the **Microsoft Outlook Web Access** screen, type **bakernt\your network username** (i.e. bakernt\dtrain24), your **network password**, and click **Log On**.

DISCONNECT FROM WEB OUTLOOK

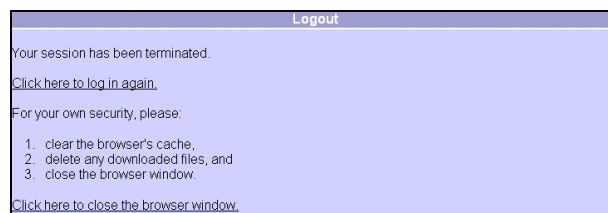
1. To disconnect, click the **Log Off** icon on the Outlook Bar.



2. Click the **"X"** on the floating toolbar.



3. Click the **Click here to close the browser window** link.



4. Then click **Yes**.