NEUBERGER | BERMAN

Step 2: Citrix Workspace Home PC Installation Instructions

STEP 2: ON YOUR HOME PC
Download and Install Citrix Workspace

1. Click the following link to download:

   Workspace for Windows

   Then open the file and follow the instructions below to Install the Citrix Workspace App:https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html

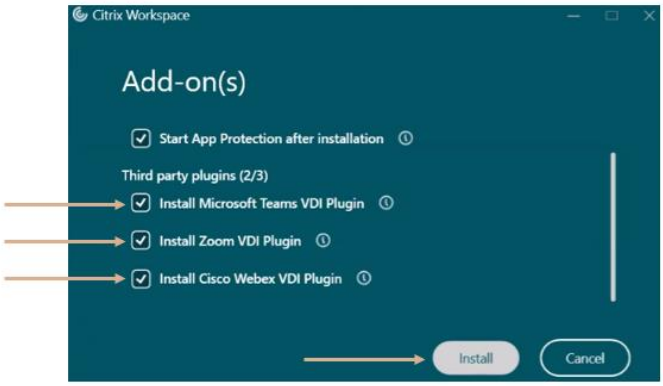
   Click ***Continue***

2. Check ***I agree***

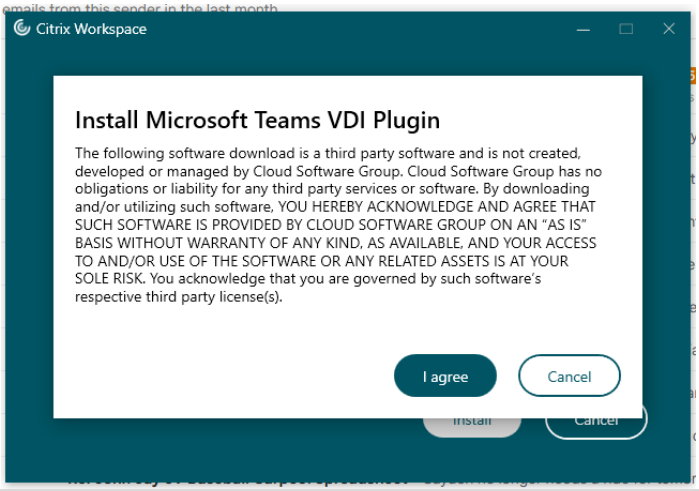
   Click ***Continue***

3. Check ***Install Microsoft Teams VDI Plugin , Install Zoom Plugin*** and ***Install Webex Plugin***

   Click ***Install***



4. Click ***I agree***

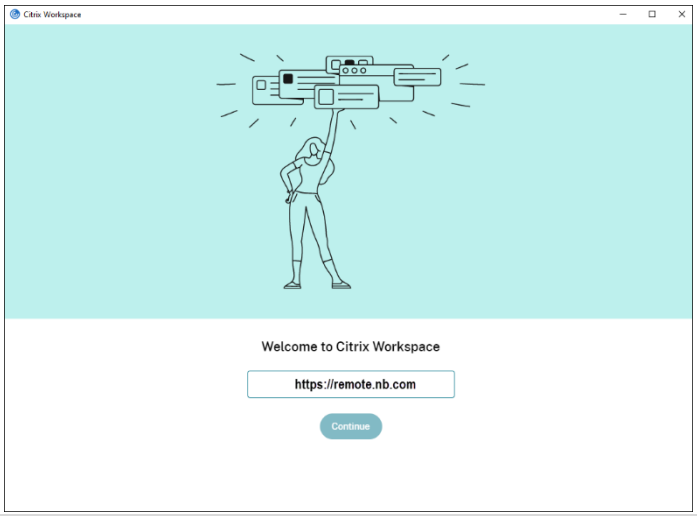


5. Type https://remote.nb.com

   Or

   if you are in Asia type https://remote-asia.nb.com

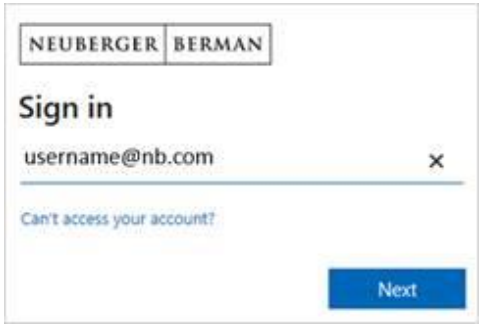
   Click ***Continue***



6. Enter your UPN address in the format of ***username@nb.com***

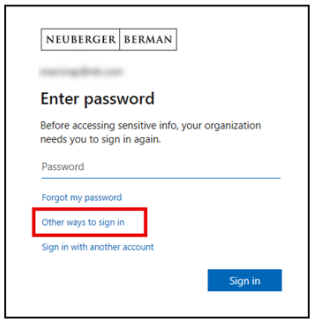
   (NOT your full email, for example, jsmith@nb.com).

   Click ***Next***



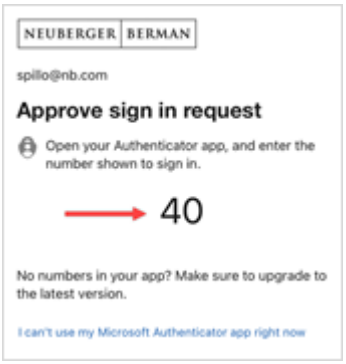
7. Instead of entering your password select: ***Other ways to Sign in.***

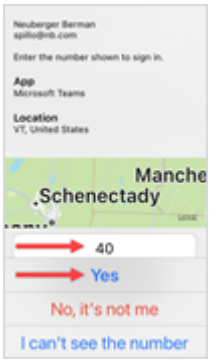
   Then select: ***Approve a request on my authenticator app***



8. Approve the sign-in request

   - ***Open the Microsoft Authenticator App*** on your mobile device
   - ***Enter the number*** shown on your computer screen
   - Tap ***Yes***

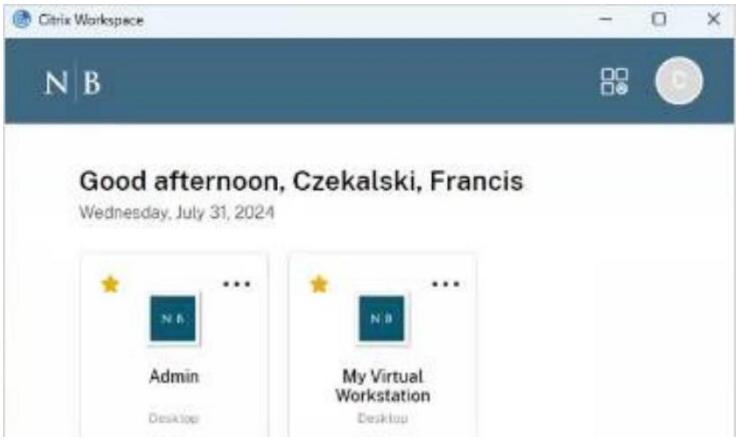




9. Select ***Yes*** to stay signed in

10. The configuration will take a moment to complete

    Citrix Workspace will open, and you can select your workstation



This completes the one-time setup process.

THE NEXT TIME YOU LOG IN TO REMOTE ACCESS ***Open the Citrix app***

Then follow the number matching prompts to sign in – ***you will no longer need to enter your password***