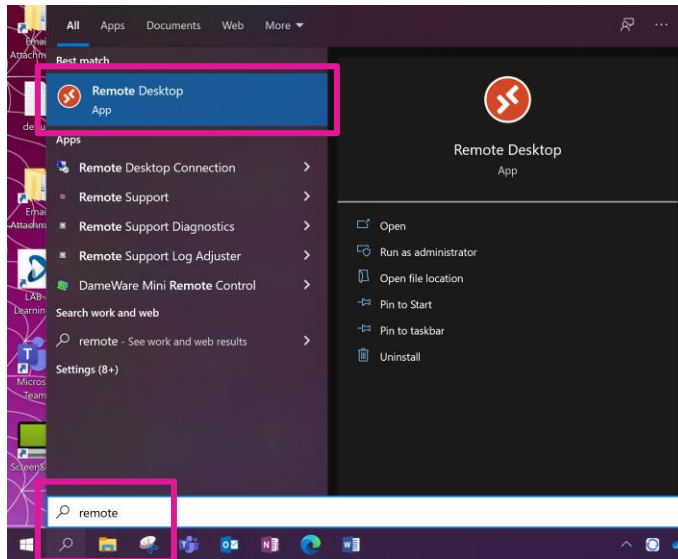


Getting started with Remote Desktop

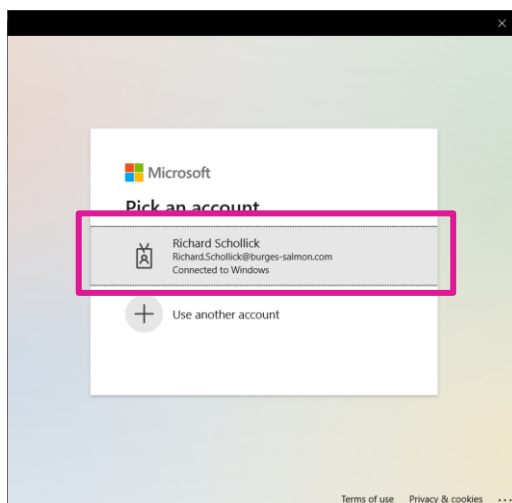
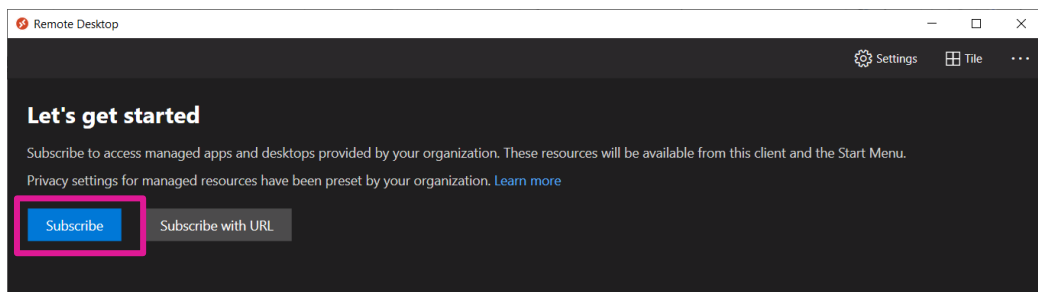
This note sets out how to get started using Remote Desktop. This is needed in order to access certain applications (such as Aderant background applications) from your Burgess Salmon device.

1 HOW TO GET STARTED WITH REMOTE DESKTOP

1.1 Type 'remote' into the Windows search bar and open **Remote Desktop**.

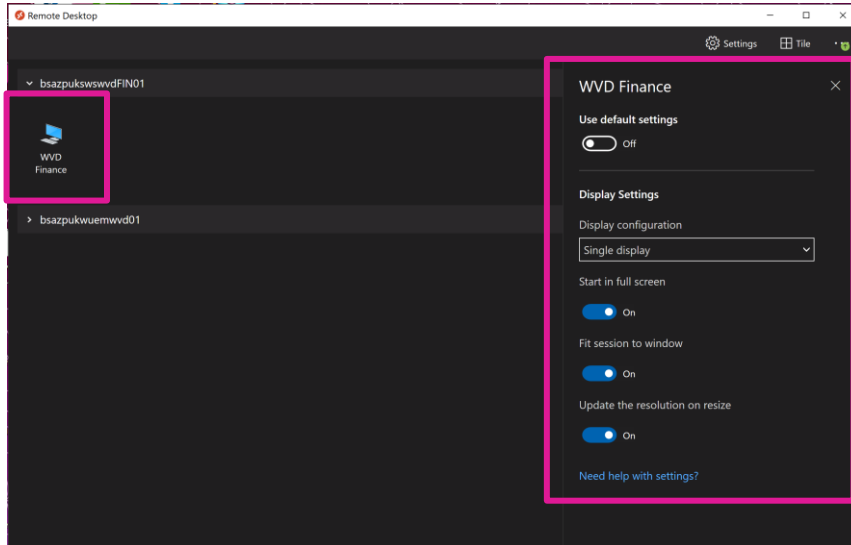


1.2 The following screen will appear. Click **Subscribe** and then double-click on your **Burgess Salmon Windows** profile to log-in when prompted. Note that you should only need to complete this step once.



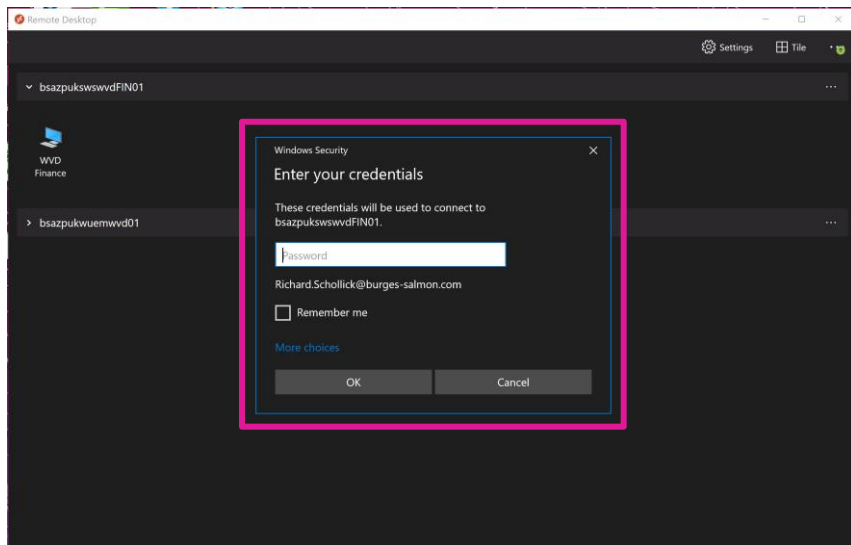
1.3 Right-click on the relevant desktop icon, click **Settings** and ensure that your **Display Settings** match those shown below. Note that you will only have access to the remote desktops that have been assigned to your account (e.g. Burges Salmon Desktop or WVD Finance).

1.4 Once these have been set, double-click on the desktop icon to open it.



Use default settings	Off
Display configuration	Single Display
Start in full screen	On
Fit session to window	On
Update the resolution on resize	On

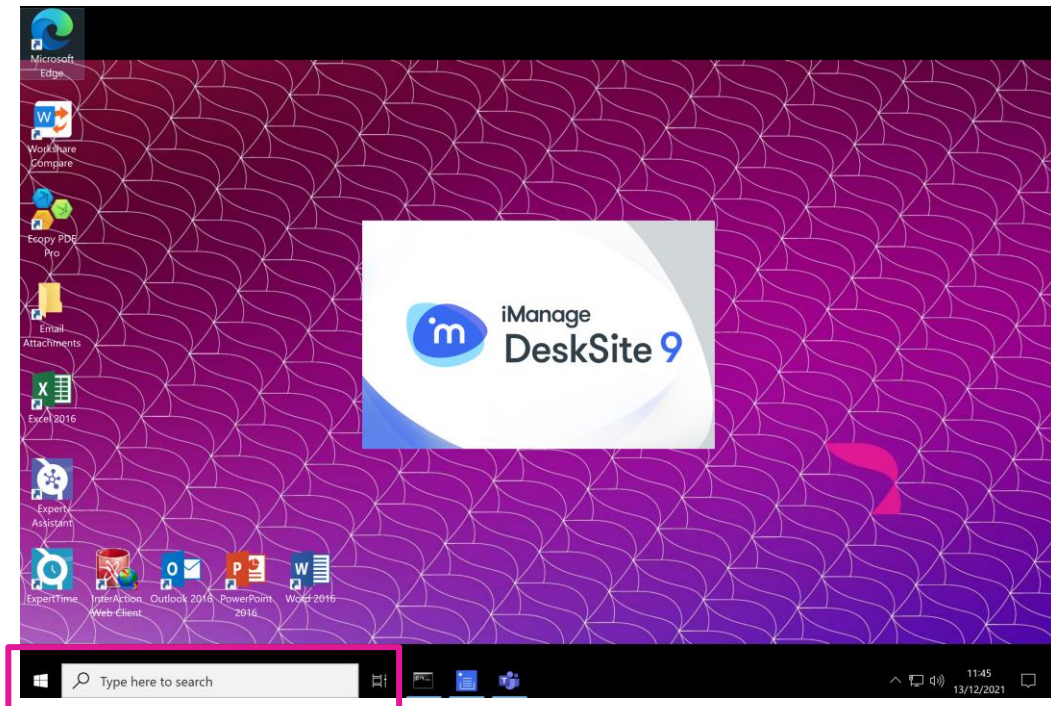
1.5 Enter your usual network password when prompted (i.e. the one you use to log into your laptop).



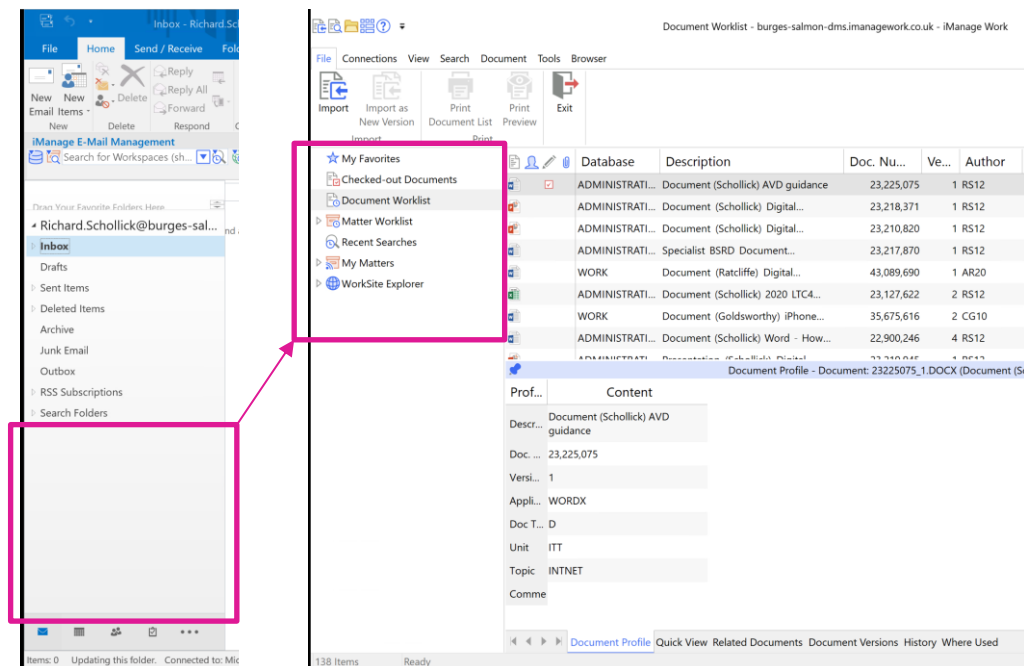
1.6 The remote desktop window will open. You can make this window smaller (if needed) by clicking on the blue bar that appears at the very top of the screen.

2 USING IMANAGE DESKSITE

- 2.1 iManage DeskSite will open automatically. If this doesn't open or if you happen to close it by mistake, you can reopen it by searching for 'Desksite' in the search bar at the bottom of your screen.

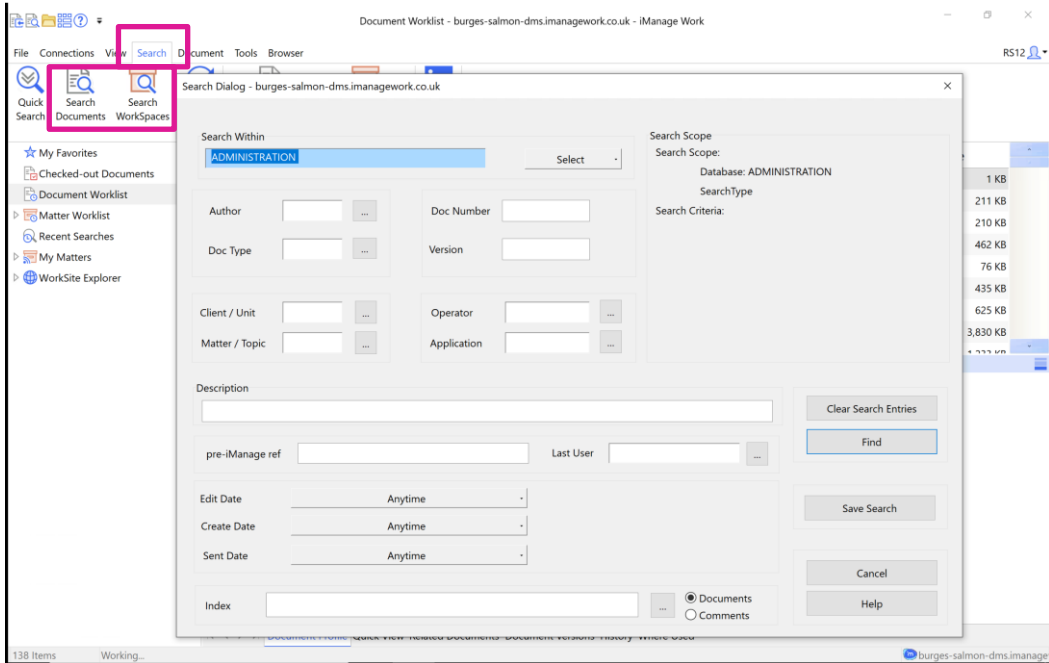


- 2.2 The DeskSite application will open in a separate window.
- 2.3 All folders and features work in the same manner as they do in iManage/FileSite via Outlook. Your recent documents and folders will also carry across into this application.



- 2.4 To search for documents or workspaces, click on the **Search** tab followed by the relevant search button.

2.5 The relevant search dialog box will appear on screen and you'll be able to search for documents/emails or workspaces in the same way as you would do normally.



**Last reviewed
14 February 2022**