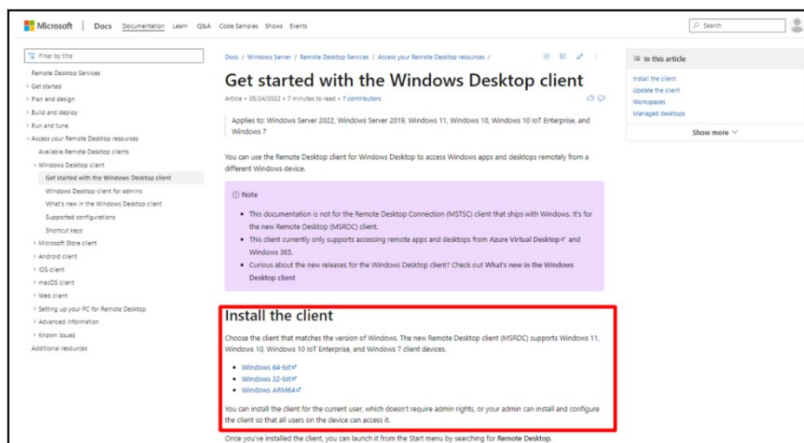


## Table of Contents

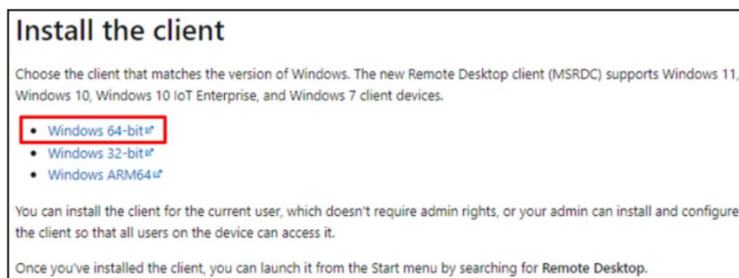
1.	Install the Microsoft Remote Desktop Client.....	1
2.	Sign in your AVD session.....	4
3.	Working in your AVD session.....	4
4.	Sign out of your AVD session .....	6
5.	Next sign in.....	6

## 1. Install the Microsoft Remote Desktop Client

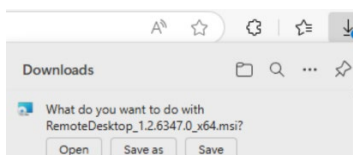
1. Click [here](#) to download and install the **Microsoft Remote Desktop Client**. You will be redirected to a Microsoft webpage.
2. Scroll down to the **Download and install the Remote Desktop Client for Windows (MSI)** section.



3. Click **Windows 64-bit** to download the client.

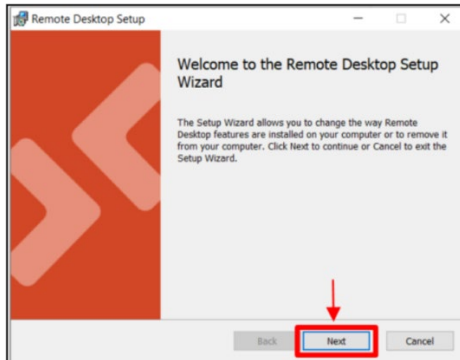


4. Click **Open file** to access the **RemoteDesktop** file. The **Remote Desktop Setup** wizard will appear.

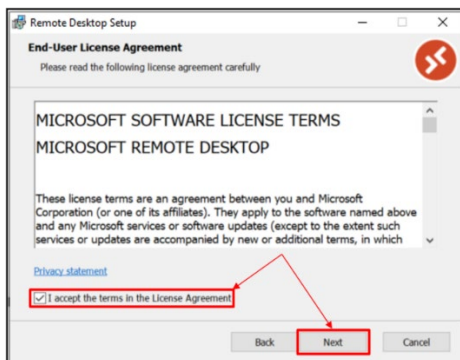


5. Click **Next**.

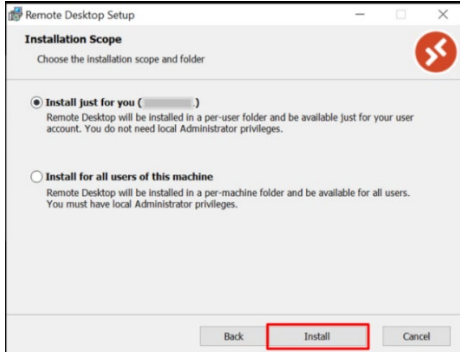
# Azure Virtual Desktop (AVD) Get Started



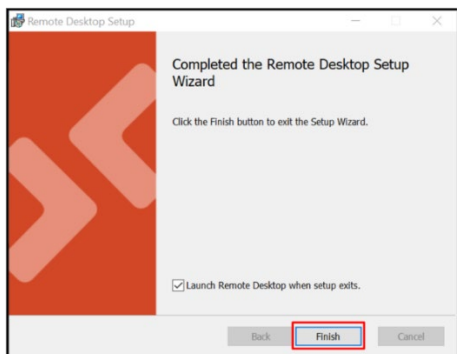
6. Check the box to accept the license agreement, then click **Next**.



7. Select **Install just for you**, then click **Install**.

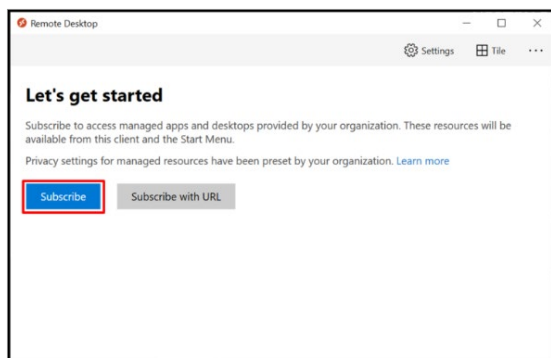


8. Click **Finish**. The **Remote Desktop** window will open.



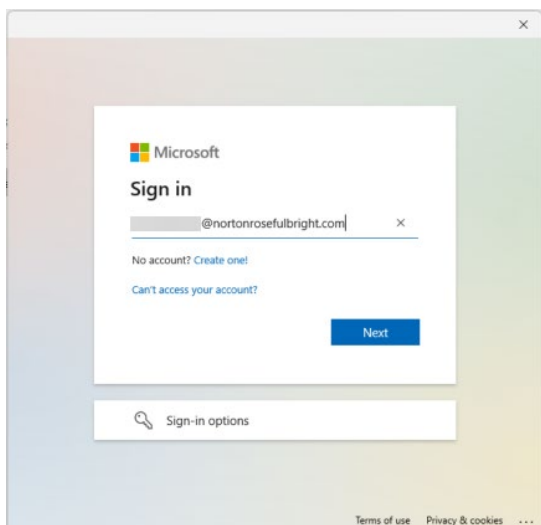
9. Click **Subscribe**.

# Azure Virtual Desktop (AVD) Get Started



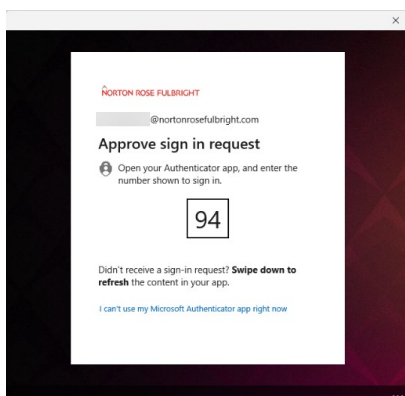
**NOTE:** If the window is not visible, click the **Remote Desktop** icon  on the Windows taskbar to display it. You can also pin it to the taskbar to ease future access.

10. Enter your NRFC email address, click **Next**, enter your network password, and click **Sign in**.



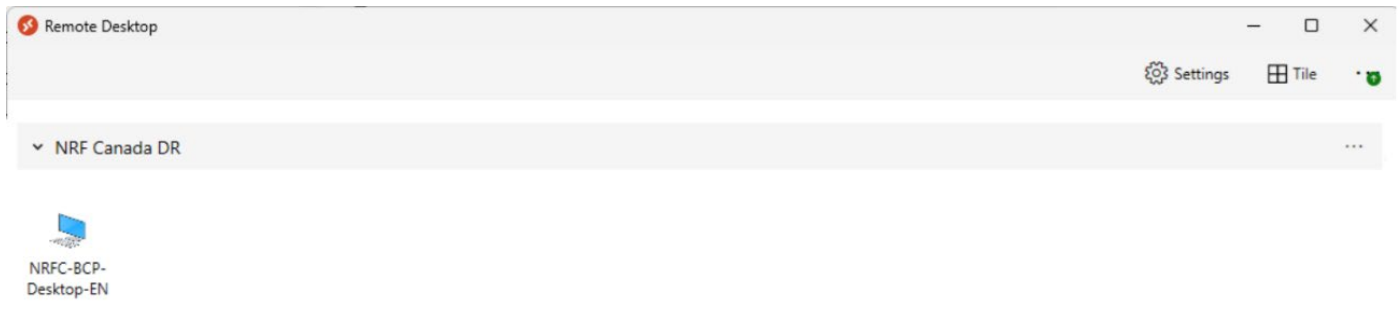
**IMPORTANT:** You will be required to authenticate yourself to access our environment using the **Authenticator** app. If the app is not already installed on your firm or personal mobile device, please follow the instructions described in the **MS Authenticator – Setup** guide. You can find this guide [here](#).

11. A prompt from the **Authenticator** app will appear on your mobile device asking for a code. Enter the code you see on your computer screen. Once authenticated, the **NRF Canada** Workspace will display.

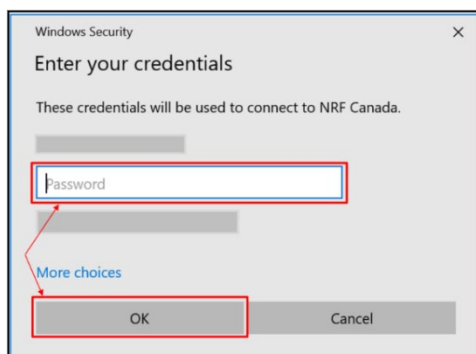


## 2. Sign in your AVD session

1. Double click on **NRFC-BCP-Desktop-EN** to launch.



2. Enter your network password, then click **OK**. Your AVD session will launch.



**NOTE:** Select **Remember me** to avoid entering your password on your next login.

### **IMPORTANT:**

1. AVD session will launch on full screen.
2. AVD session will disconnect if session remains idle for 3+ hours.

## 3. Working in your AVD session

1. On top of the Remote Desktop, the Connection Bar will visible when in Full Screen.



- a) To hide or show the bar, click the **Pin** icon located on the right side of the bar. When the bar is hidden, move your mouse to the top-center of your desktop to temporarily reveal it.
- b) Also, on the left next to the pin you can see the **connection** quality.
- c) In the middle, you see the desktop name.
- d) On the right of the bar, click on the **Minimize** icon to hide the Remote desktop completely and display your personal environment.

### **IMPORTANT:**

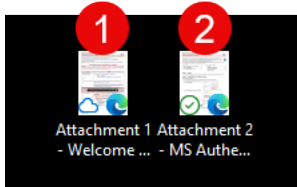
1. Avoid clicking the **Restore Down** icon, as it may prevent the Remote Desktop from functioning correctly.
2. Do not click the **Close** icon, since it will not end your session properly and may cause issues.

# Azure Virtual Desktop (AVD) Get Started

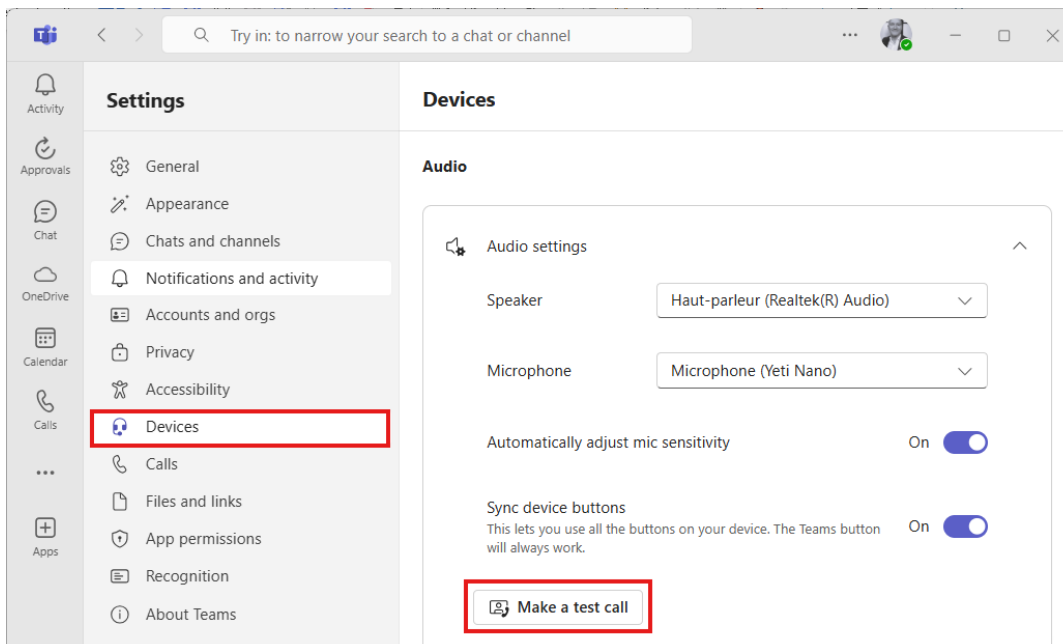


2. Start your working session by launching **Microsoft Edge** to ensure proper authentication with our system.
3. Next, launch **OneDrive** from the start menu to synchronize your files with the Remote Desktop.

You will be able to access your files once the **full OneDrive sync** is completed. By default, each file icon will display a white cloud symbol (①), indicating that the file is stored in the cloud only. When you open a file, it will first download to your desktop before opening. Once downloaded, a green checkmark symbol (②) will appear, confirming the file is now available locally. Any changes made to the file will automatically synchronize with OneDrive.



4. Launch **Microsoft Teams**, click on the **ellipsis** menu next to your profile picture and then go to **Settings > Devices** to set up your microphone, speakers, and camera. Use **Make a test call** to check they are working.



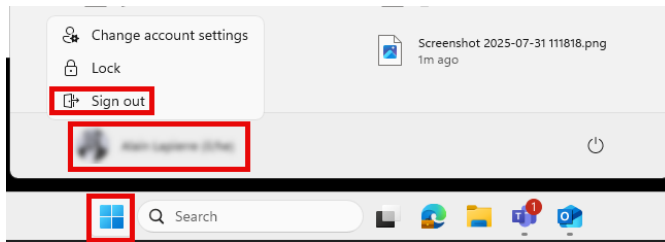
5. Launch **Adobe Acrobat**, enter your NRFC email address, and you could be prompted to select the devices you want the Adobe licence to be removed from.
6. Finally, launch Any other apps and start working on what matter to you.

**NOTE:** When you will launch for the first time:

- Outlook, you will have to sign-in with your NRFC credentials and then configure your email signature.
- iManage, you will have to enter your NRFC email address and click on “Remember email”.
- Word, you will have to enter your NRFC email address and restart Word for the WordLx tab to appear.
- OneNote, you will have to select the Notebooks to open.
- Sticky Notes, you will have to sign-in to sync your notes.

## 4. Sign out of your AVD session

1. Click **Start**, then click your **Name/picture** and select **Sign Out**.



2. Close the **Remote Desktop** app.

## 5. Next sign in

1. Click **Start**, then launch **Remote Desktop** .
2. A prompt from the Authenticator app will appear on your mobile device asking for a code. Enter the code you see on your computer screen. Once authenticated, the **NRF Canada** Workspace will display.
3. Enter your network password.