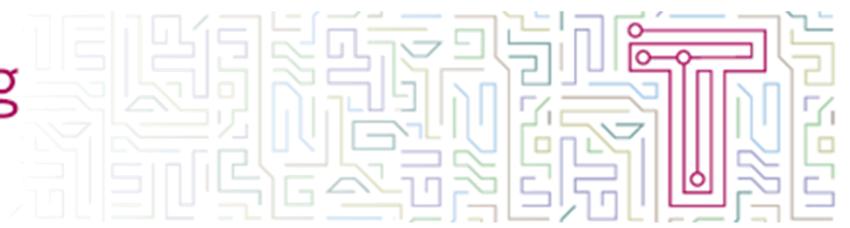


Technology Training

Quick Reference Guide

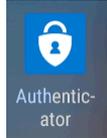


Setting up Identity Verification for Omnis Remote

Omnis Remote allows you to access the core Linklaters applications from your home tablet or computer. In order that you can use Omnis Remote you must set up identity verification. You can complete these steps on any device, including your office laptop/desktop. We recommend that you complete this in the office so that if you experience any problems you can contact IT Helpdesk..

Setting up Identity Verification

If you have a Linklaters managed phone, the Microsoft Authenticator app is available to you in the Company Portal. You can also download it to your personal device; search **Microsoft Authenticator**. To set this up:



- On your **PC/device** go to site <http://aka.ms/mfasetup>
- Enter your Linklaters email address and password and the following screen will be displayed:

- In the top section **How should I contact you**, Select **Mobile App**
- Check the box to **Receive notifications for verification**
- The following screen will be displayed:

- **Leave this window open** on your home PC/device
- On your **Mobile Phone**, make sure you have downloaded the **Authenticator App** either from the company portal, or from the store

- Open the app, find the **Add Account** section and select the **+** button.
- This will launch your camera which you should point towards the QR code on your **home PC/device**
- This will scan the code on your screen
- From your **home PC/device** click the **Next** button on the Configure screen

- Your setup with the app is complete, and a message will be displayed as seen below to confirm that the Mobile app has been configured for notifications

- A notification will be sent to your **Mobile Phone** to confirm that the setup has been completed correctly. Select **Approve**.
- On your **home PC/device** you will be asked to enter a phone number that can be used, should you lose access to the mobile app.
- Click **Finished**. You will be taken back to the first page, where you should select **Save**.
- Your setup of identity verification is now complete.