

Step 2: Citrix Workspace Home PC Installation Instructions



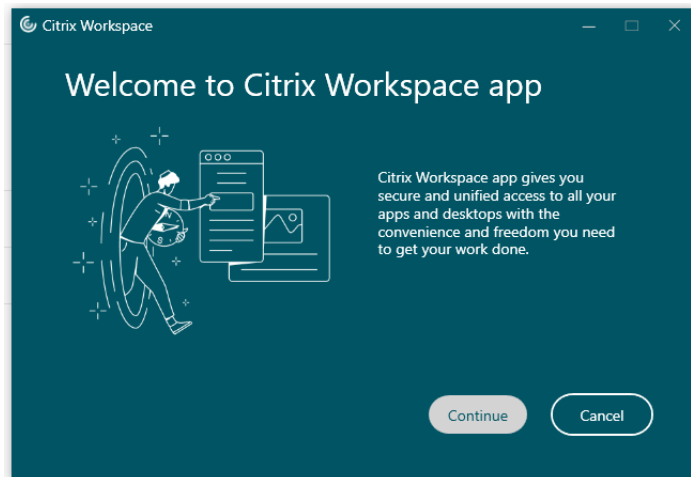
STEP 2: ON YOUR HOME PC Download and Install Citrix Workspace

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:

Click **Continue**



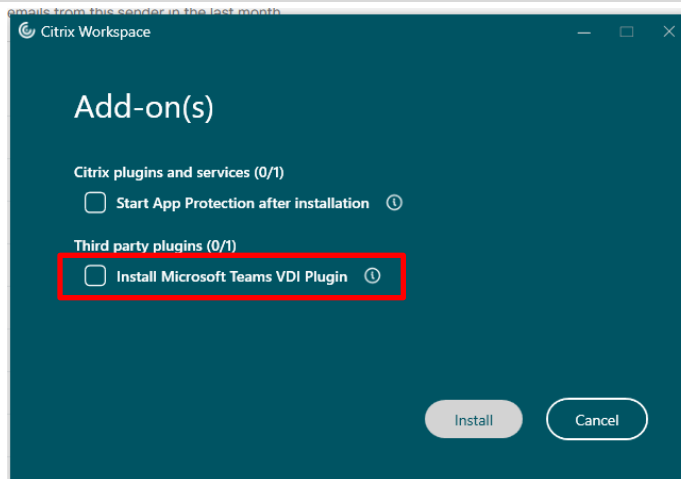
2. Check **I agree**

Click **Continue**

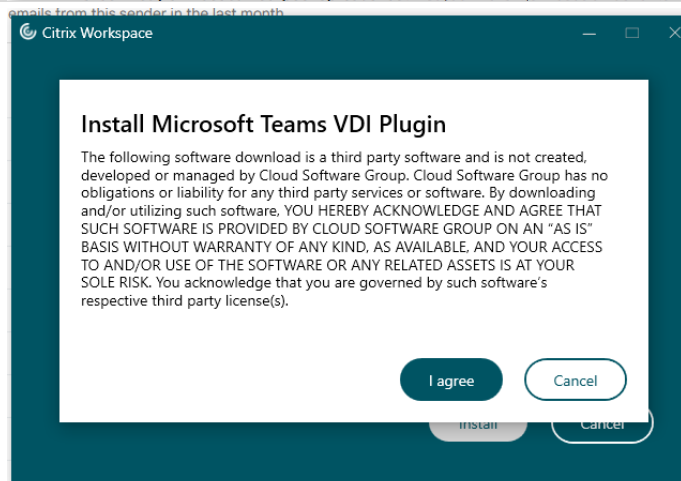


3. Check ***Install Microsoft Teams VDI Plugin***

Click ***Install***



4. Click ***I agree***



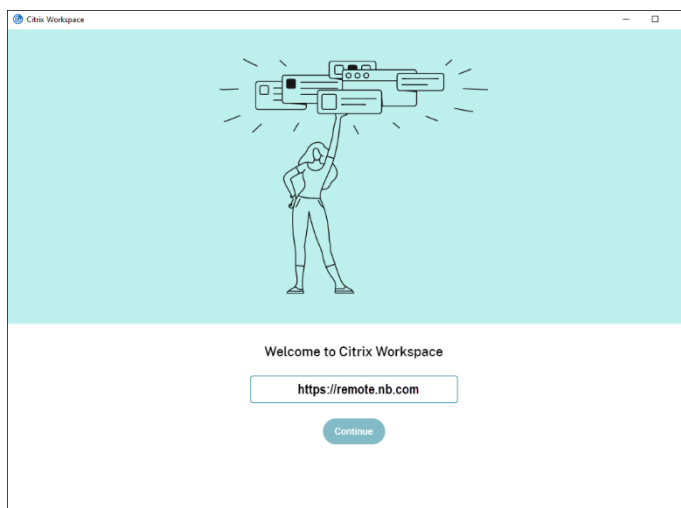
5. Type <https://remote.nb.com>

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**

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Sign in

username@nb.com

Can't access your account?

Next

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

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

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Enter password

Before accessing sensitive info, your organization needs you to sign in again.

Password

Forgot my password

Other ways to sign in

Sign in with another account

Sign in

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Choose a way to sign in

Approve a request on my Microsoft Authenticator app

Use my password

Use a certificate or smart card

Back

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**

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spillo@nb.com

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

40

No numbers in your app? Make sure to upgrade to the latest version.

I can't use my Microsoft Authenticator app right now

Neuberger Berman
spillo@nb.com

Enter the number shown to sign in.

App
Microsoft Teams

Location
VT, United States

Manche
Schenectady

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Yes

No, it's not me

I can't see the number

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

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spillo@nb.com

Stay signed in?

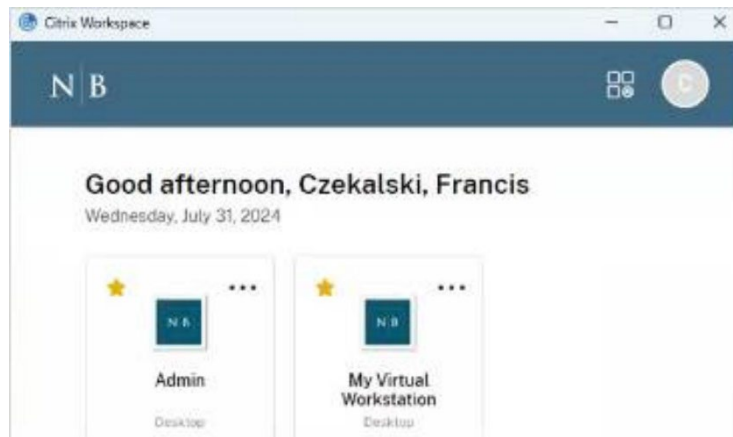
Do this to reduce the number of times you are asked to sign in.

☒ Don't show this again


No Yes

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***