

How to Install Azure Virtual Desktop (AVD)

After your firm's migration weekend window (DBB's migration weekend is July 26th -28th), complete Steps 1-5 below.

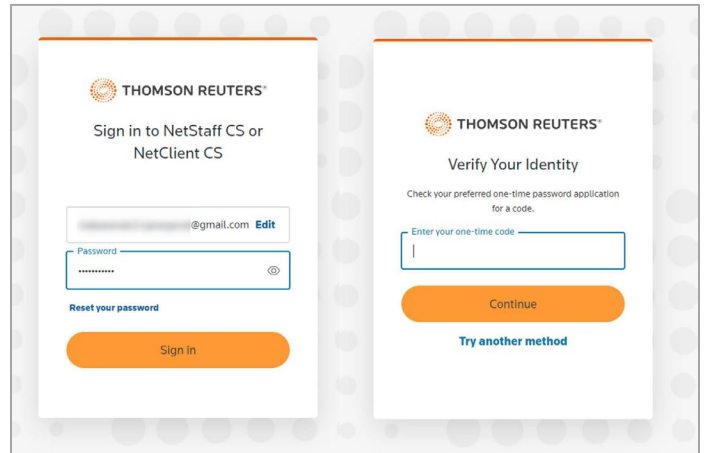
You will only need to install this application once.

Step #1

If your firm is already migrated to Azure Virtual Desktop (AVD), go to:

[https://secure.netlinksolution.com\(opens in a new tab\)](https://secure.netlinksolution.com(opens in a new tab)).

Sign in to NetClient CS with your Thomson Reuters account.

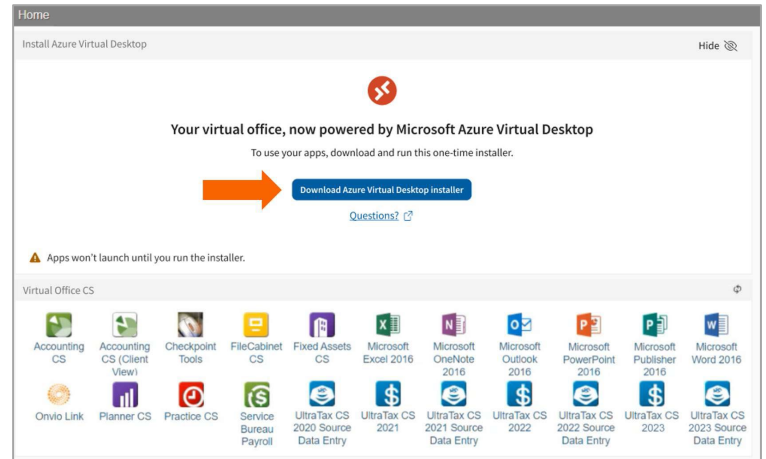


Step #2

Select **Download Azure Virtual Desktop installer**.

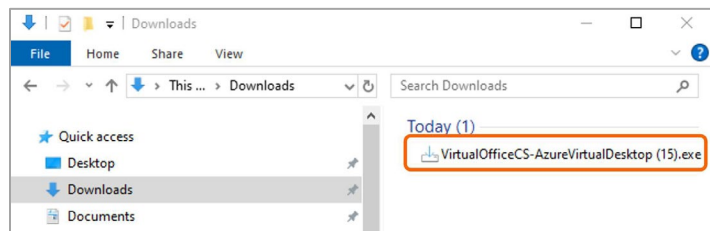
If you do not see this link, you do not have access to applications through Virtual Client Office powered by Microsoft Azure Remote Desktop.

You only need to install MS AVD once. After installation, you may hide the Install Azure Virtual Desktop component.

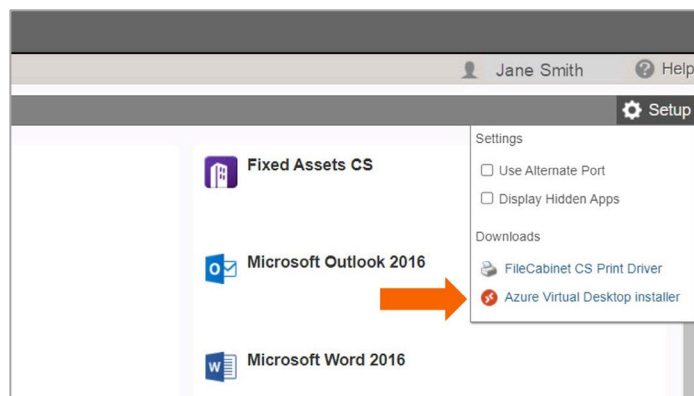


Step #3

Locate and launch the installation file.



The download file can also be accessed through **Applications > Setup > Azure Virtual Desktop installer**.



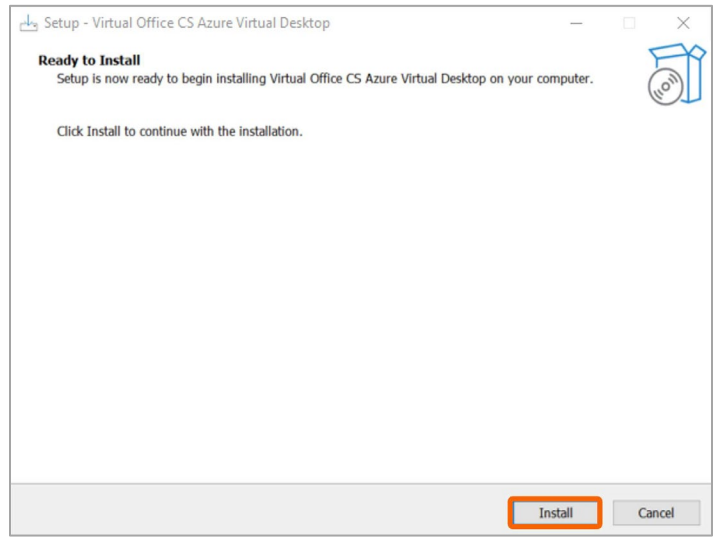
How to Install Azure Virtual Desktop (AVD)

Step #4

Select **Install**.

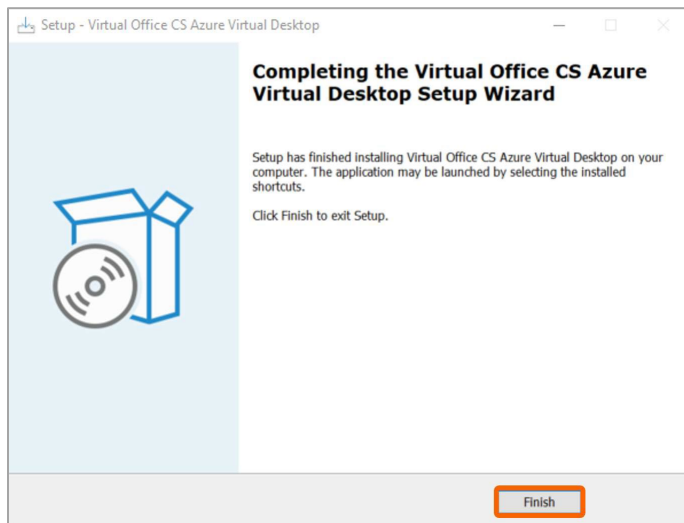
This is an installation package that includes:

- **Azure Remote Desktop**, which enables launching of Virtual Client Office applications.
- **TerminalWorks TSPrint**, which improves print performance.
- **TerminalWorks TSScan**, which enables scanning in Virtual Client Office. It is needed if you use the scanning features within Client FileCabinet CS.



Step #5

Select **Finish**.



You have completed the AVD setup process.

**Next up:
How to Set Up Your Printer Settings.**

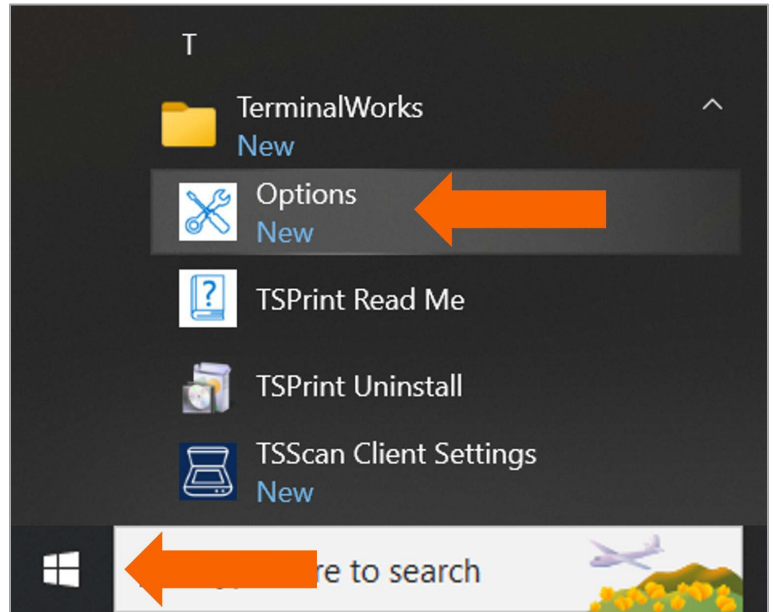
How to Set Up Printer Settings

Step #1

Open your **Start** menu.

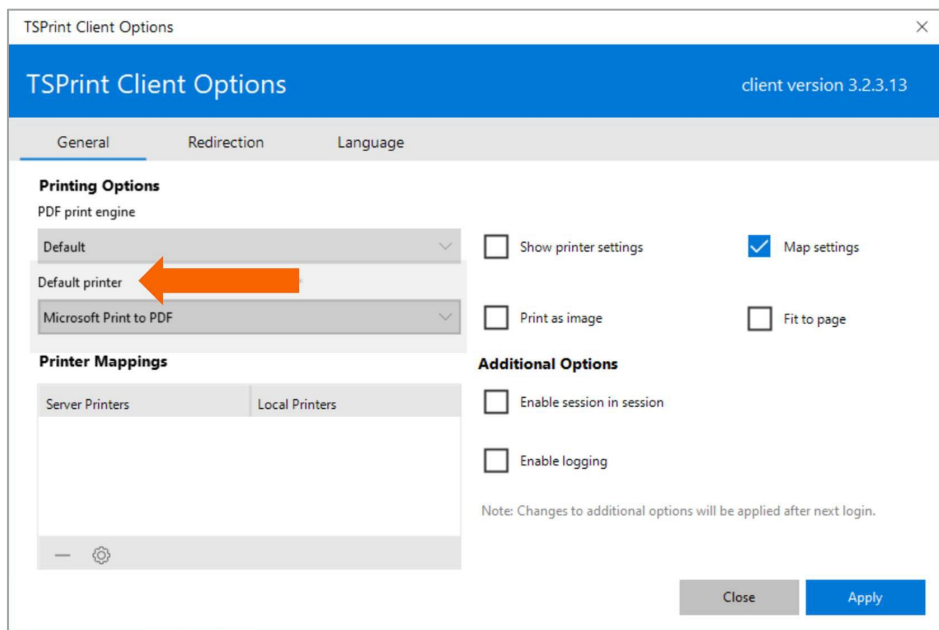
Scroll to find **TerminalWorks**.

Within TerminalWorks, select **Options**.



Step #2

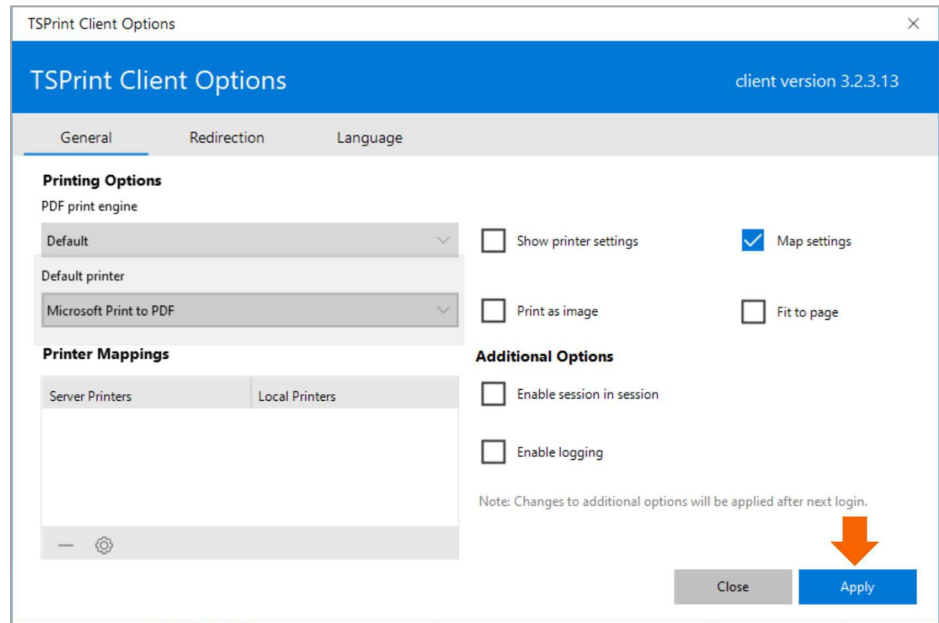
Under **Default printer**, select your preferred printer.



How to Set Up Printer Settings

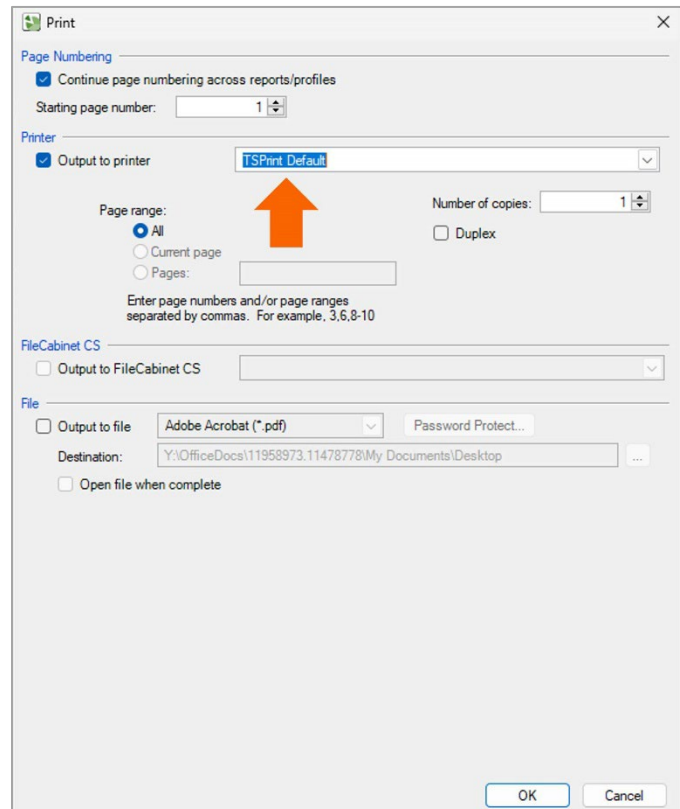
Step #3

Select **Apply**.



Step #4

Select **TSPrint Default** as your printer in each of your Virtual Office CS applications.



You have completed the printer setup process.

Next up:

How to Access Applications in AVD

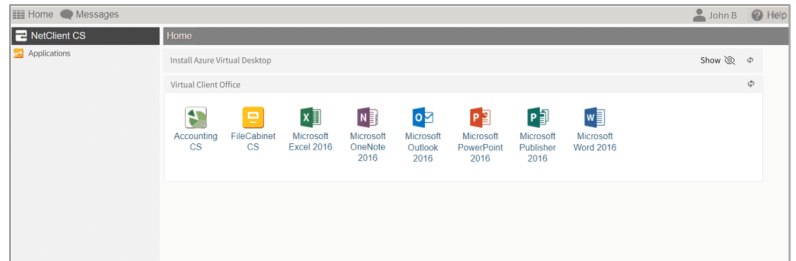
How to Access Applications in AVD

The following steps only apply after your firm has migrated to Azure Virtual Desktop (AVD.)

Step #1

The Virtual Client Office widget displays the applications your firm's administrator granted you permissions for.

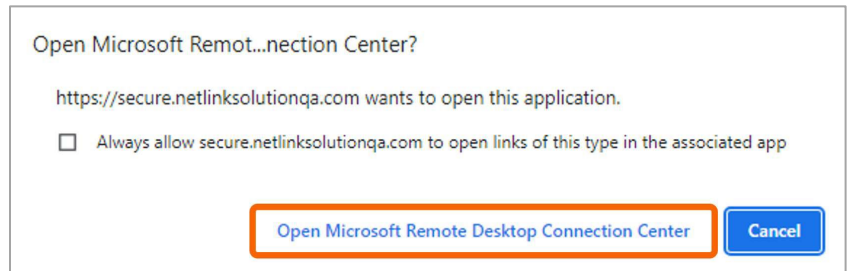
Select an application.



Step #2

A new tab will open.

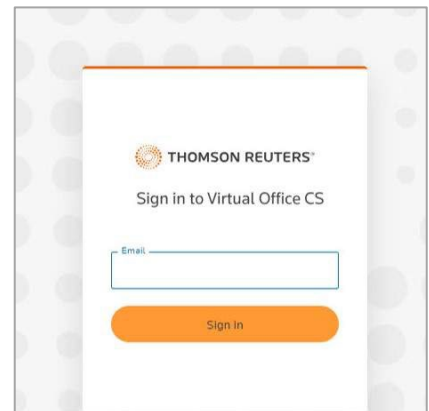
Select **Open Microsoft Remote Desktop Connection Center**.



Step #3

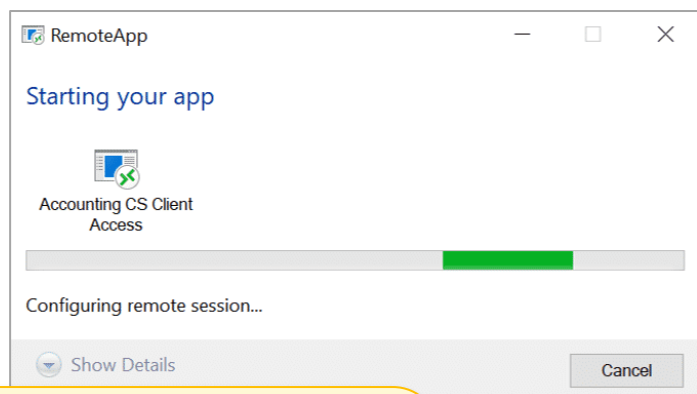
A prompt to sign into Virtual Office CS will open. Sign in with your Thomson Reuters account.

Use the same Thomson Reuters account credentials you use to sign in to NetClient CS. This prompt will open every 24 hours, from launching an application from NetClient CS.



Step #4

Continue with your tasks on the application.



Congratulations!

You've reached the end of all the AVD migration steps.