# How to Install Azure Virtual Desktop (AVD)

After your firm's migration weekend window (DBB's migration weekend is July 26<sup>th</sup> -28<sup>th</sup>), 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).

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.

占 Setup - Virtual Office CS Azure Virtual Desktop	_	
Ready to Install Setup is now ready to begin installing Virtual Office CS Azure Virtual Desktop on y	our computer.	(10)
Click Install to continue with the installation.		
	Install	Cancel

### Step #5

#### Select Finish.





# **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.

TSPrint Client Options						×
TSPrint Clien	t Options				clie	ent version 3.2.3.13
General	Redirection	Language				
Printing Options PDF print engine						
Default				Show printer settings	$\sim$	Map settings
Default printer						
Microsoft Print to PDF		$\sim$		Print as image		Fit to page
Printer Mappings			Ad	ditional Options		
Server Printers	Local Prin	ters		Enable session in session		
				Enable logging		
			No	te: Changes to additional opt	ions will be appl	lied after next login.
- ©						
					Close	Apply

# **How to Set Up Printer Settings**

Step #3



# 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.

# El Horne Messages Lohn B Phélo NetClient CS Horne Instal Aure Virtual Desktop Stow & O Virtual Cient Office Office Accounting FileCabinet Excel 2016 CS Excel 2016 C2016 Powerfile Phatester Hora 2016 Phatester Hora 2016 Cost Hora

### Step #2

A new tab will open.

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

Open Microsoft Remotnection Center?			
https://secure.netlinksolutionqa.com wants to open this application.			
Always allow secure.netlinksolutionqa.com to open links of this type in the associated app			
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.