

Richards Packaging

How to Log in Remotely from Your Home Computer

These instructions are provided for the use of Richards Packaging employees working offsite using a computer not specifically configured by Richards Packaging IT support.

As always, should you experience any issues connecting, please contact the Helpdesk by email at Helpdesk@richardspacking.com or by phone at 905-670-7760, Ext. 14357 (1-HELP).

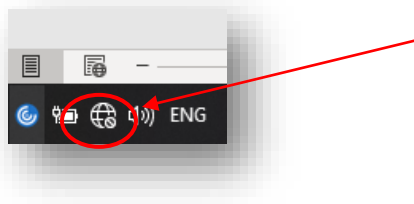
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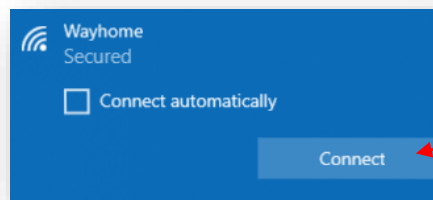
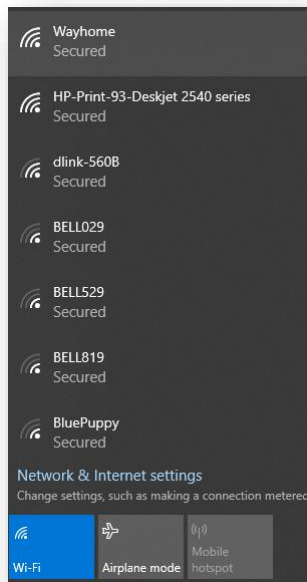
CONNECT TO YOUR LOCAL WIFI

In order to access any Richards Packaging applications, you must first connect to the local WIFI network at your current location.

1. In your system tray (the lower right part of your screen that shows date, time, speakers etc), locate the Network and Internet settings icon and click once

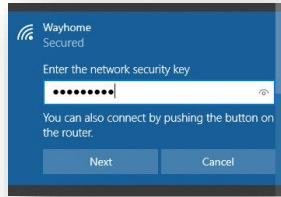


2. A list of available networks will appear. Select the network you wish to connect to:

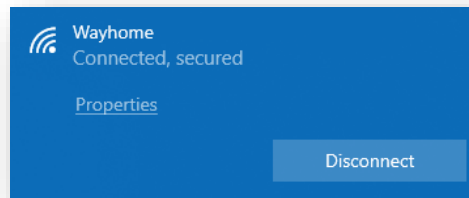


(TIP: select connect automatically so that your selected network connects whenever you start your computer from your current location.)

3. When prompted, enter your WIFI password and press next.



4. You will receive a pop-up once you have successfully connected

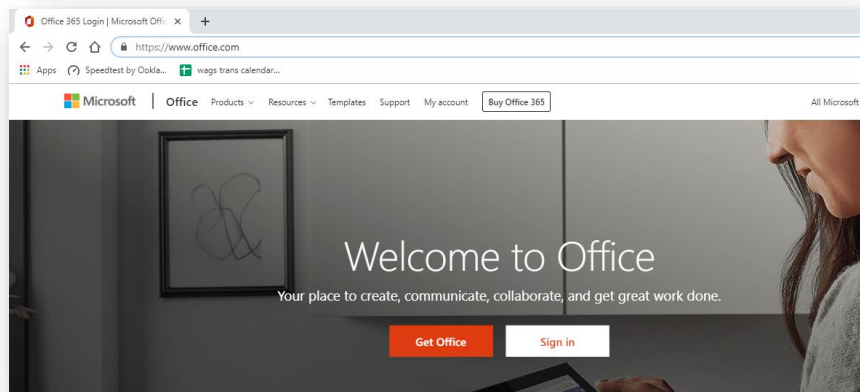


You are now ready to access your Richards Packaging email and documents!

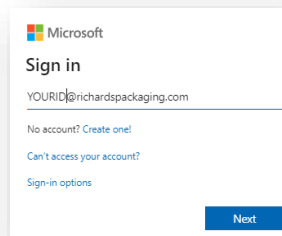
HOW TO ACCESS YOUR EMAIL AND FILES

Once you have network connectivity, you can access your work email and documents.

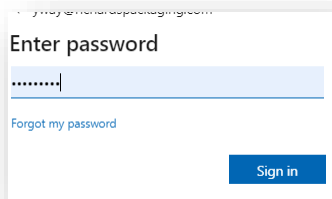
1. In your internet browser, go to <http://www.office.com> and click “Sign in”



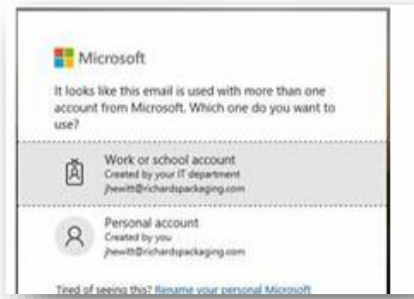
2. Enter your Richards Packaging e-mail address and press next



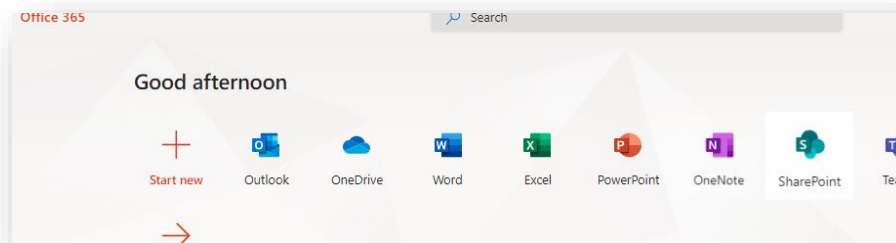
3. When prompted, enter the password you use to login to your office computer



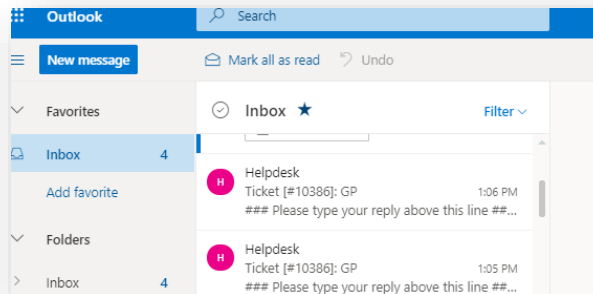
4. If prompted, select “Work or school account”.



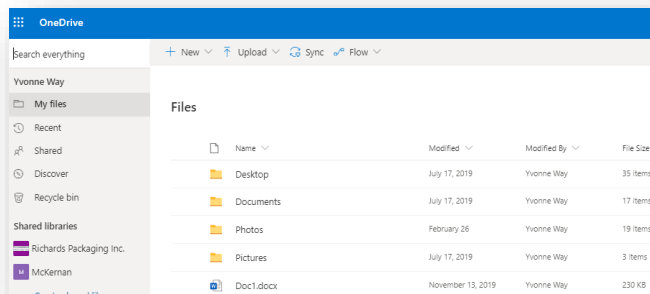
5. Once successfully connected you will be presented with the Office 365 Apps window.



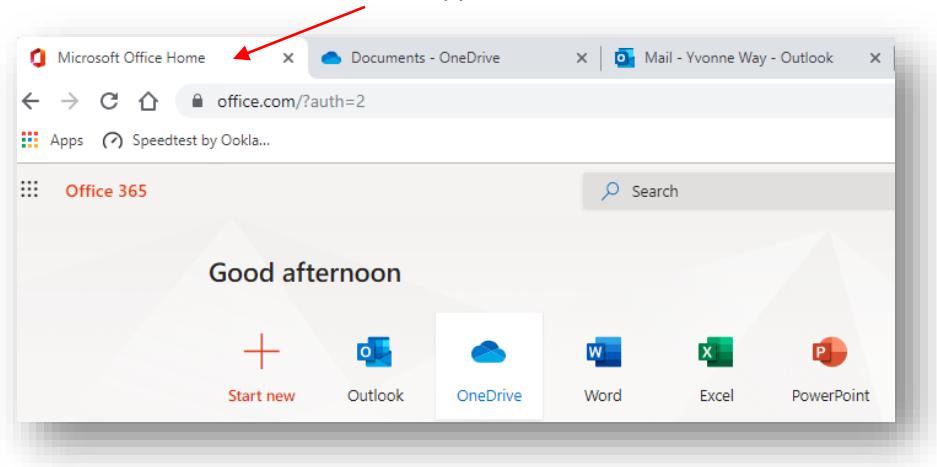
6. Clicking on the Outlook icon will bring you to a web version of your Richards Packaging email



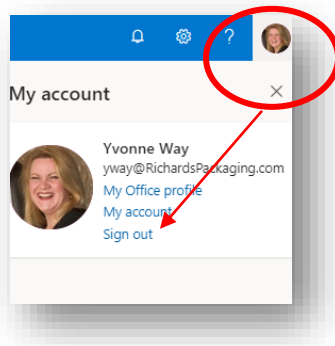
7. Clicking on the One Drive icon will bring you to OneDrive window, you can browse to your folder to access or edit your document



8. You can return to the Home tab to launch other apps as needed.



9. Be sure to logout and close all browsing windows when complete. To logout, click on your photo/initials in the top right corner of the window and then select Sign out.



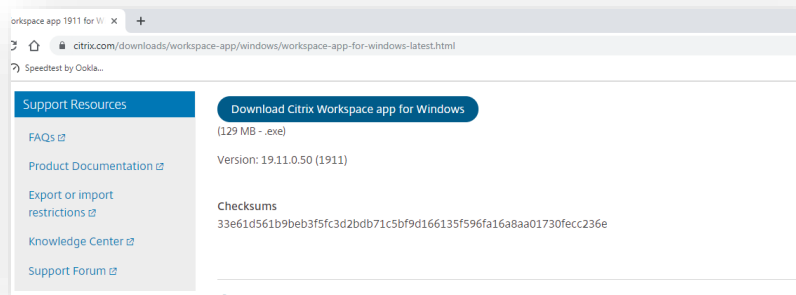
GP ACCESS

GP can be accessed from any computer by installing the Citrix Workspace Client (already installed on all Corporately provided laptops and desktops) which will give the employee access to GP, the W:\ drive and any resources in the offices.

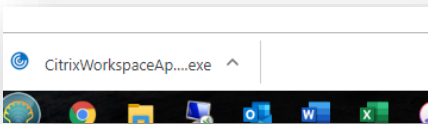
1. Download Citrix Workspace Client, from www.citrix.com/downloads/workspace-app



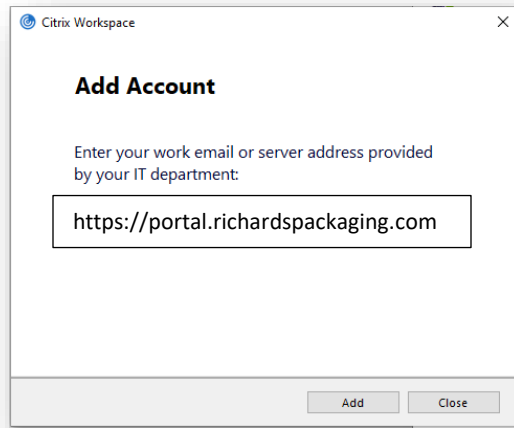
2. Click "Download Citrix Workspace App for Windows"



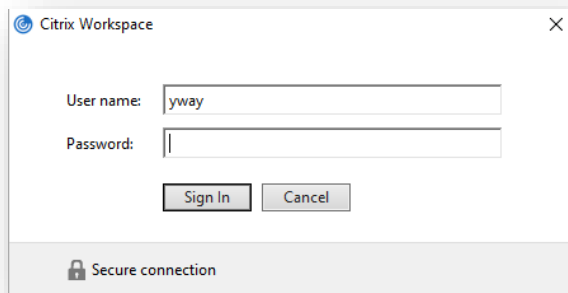
3. In the lower left part of your screen, click the downloaded file to begin installation



- Once installation is complete, open the Citrix Workspace app and enter <https://portal.richardspackaging.com> in the email/server address box and click **Add**



- In the Citrix login window, enter your login ID (same as you use at the office – NOT your email address)



- You will be presented with the Citrix Workspace window with access to the same applications as you use in the office. Click your available apps and you're ready to work!

