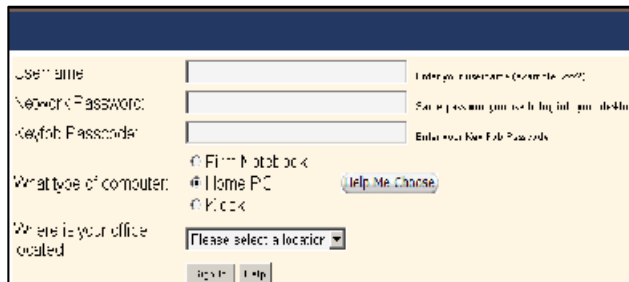


MoFo ACCESS

MoFo Access is a streamlined login process for signing on to a remote office, accessing Citrix applications, Outlook Web Access, Help, and other reference materials.

SIGNING IN

1. Open a web browser and navigate to: <http://remote.mofo.com>
2. If you have a popup blocker, please adjust the popup blocker button to allow popups.
3. Type your Username, Network Password, and Keyfob passcode followed by the 6-digit number displayed on the keyfob.



The screenshot shows a login form with the following fields and options:

- Username: Enter your username (example.com)
- Network Password: Enter your network password (12345678)
- Keyfob Passcode: Enter your Keyfob Passcode
- What type of computer:
 - Firm Notebook
 - Home PC [Help Me Choose](#)
 - Kiosk
- Where is your office located: Please select a location

Buttons:

4. Select the computer profile you are using.

Firm Notebook:

- Use of full Outlook client
- Outlook Web Access (OWA)
- Citrix Applications
- Firm Phone Directory

Home PC:

- Use of full Outlook client
- Outlook Web Access (OWA)
- Citrix Applications
- Firm Phone Directory

Kiosk:

Allows access to:

- Outlook Web Access (OWA)
- Citrix Applications
- Firm Phone Directory
- *Local printing and drive access is unavailable.*

NAVIGATING THE SYSTEM

The contents of MoFo Access has been organized under four tabs located at the top of the screen:

- ◆ Desktop Applications
 - Sign on to a remote office
 - Outlook Client
 - Access to Citrix applications
- ◆ Outlook Web Access
 - Check email
- ◆ Help
 - Software downloads
 - Frequently Asked Questions
 - Help and numbers to call
- ◆ Logout

SIGNING OUT

1. Select the **Logout** tab located at the top of the screen. This will end your session and exit the secure application manager.