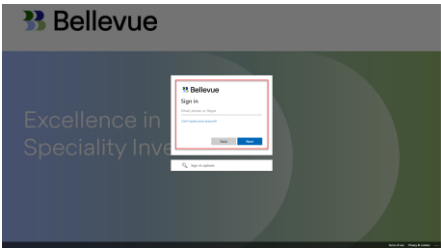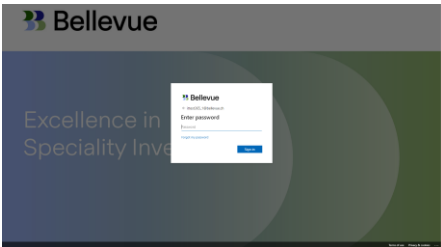**Bellevue** Group

How to work from remote (home office/travel)

Tip: Test your remote access from within the office first. Do so by executing Step 3 below.

	Main steps	Step-by-step instructions
1.		Before you can access your desktop from outside of the office you need to be authorized. If you have not yet been granted remote access yet, ask your line manager to approve.
2.		Install "Citrix Workspace App" which is available for all major operating systems and devices. a. Go to the App Store of your device or to the Citrix download center (https://www.citrix.com/downloads/workspace-app/) b. Install the "Citrix Workpace App" for your operating system/device/computer. Reboot of the device may be required!
		After the setup, do NOT add an account at the end of the installation process! Skip this step.
3.		Open any internet browser and go to https://citrix.bellevue.ch Enter your Bellevue [User ID]
4.		Enter your Bellevue E-Mail address
5.		Enter the Bellevue Password You then have successfully logged on to Bellevue and have access to the same desktop as in the office.

In case of problems, please contact IT Support (+41 44 2676 **797**, IT-Support@bellevue.ch).