Energy Northwest Remote Access

Remote Access Setup

Information Services provides remote access through Horizon which provides an optimized Teams audio experience, improved performance, and standardize multi-factor authentication with Microsoft products. The Horizon system is available for users approved for Remote Access at remote.energy-northwest.com.

Employees and Contractors who use remote access will be required to take the following actions:

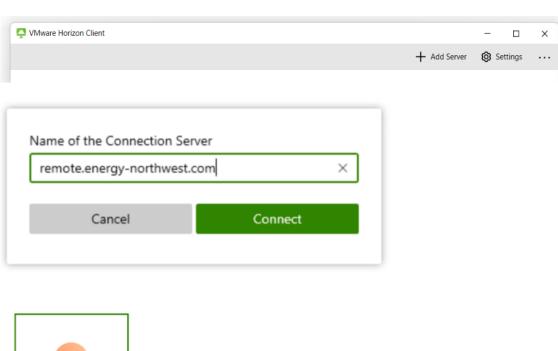
- Existing Remote Access users configure and use Microsoft multi-factor authentication (MFA).
 Please follow the <u>Horizon Client Logon instructions</u> to setup and use MS Authenticator app.
 The MS Authenticator app is recommended for the best experience, and you may change the MFA preferences at https://aka.ms/MFASetup. New Employees or Contractors logging onto remote access for the first time, please follow the New User First Logon and MFA Setup steps.
- All Remote Access users install or update the Horizon client on personal devices to ensure the latest features are available. Please follow the <u>Horizon Client Installation</u> section to install the latest Horizon client.

Horizon Server Address

1. **START** the Horizon client



2. **SELECT** Add Server and enter remote.energy-northwest.com





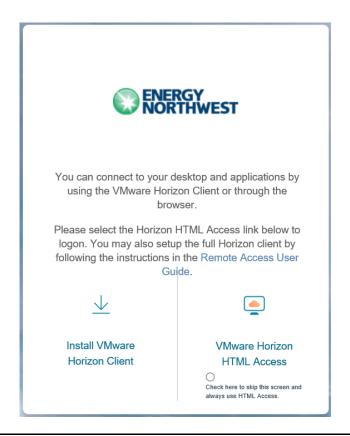
3. **PROCEED** to the Horizon client logon instructions at Horizon logon instructions

Horizon Client Installation

4. **LAUNCH** a Web Browser

AND ENTER the path below: https://remote.energy-northwest.com

5. **SELECT** Install VMware Horizon Client



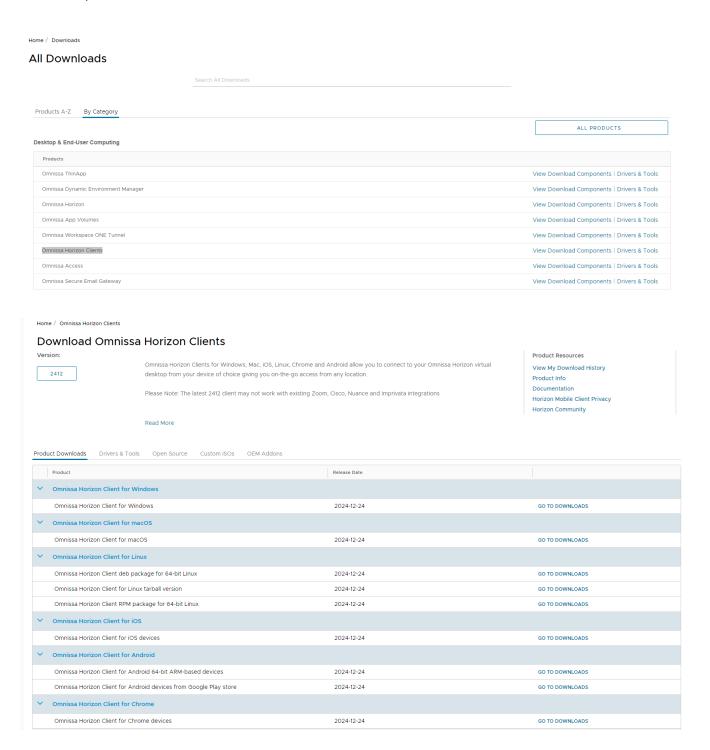
NOTE: The "VMware Horizon Client for Windows" is the recommended version for

Windows operating systems, including Windows 10.

NOTE: The "VMware Horizon Client for Windows 10 UWP (Universal Windows

Platform)" has limited functionality and is NOT recommended.

SELECT the "Omnissa Horizon Clients - View Download Components" link for the appropriate
operating system (e.g., select "Go to Downloads" for the "Omnissa Horizon Client for
Windows").

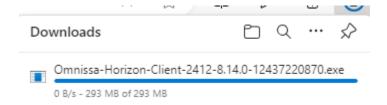


7. **SELECT** Download Now.

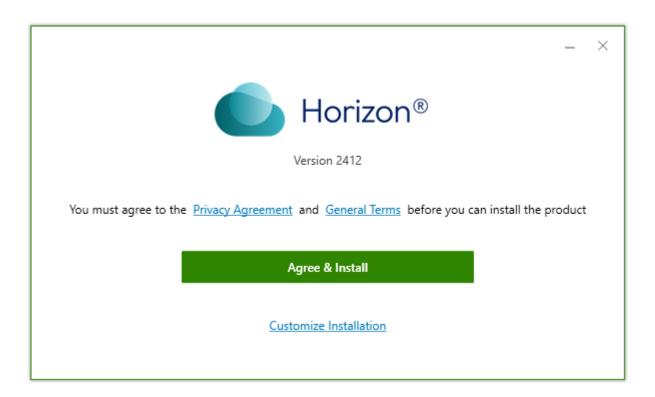


8. IF prompted,

THEN SELECT Open File or Run.

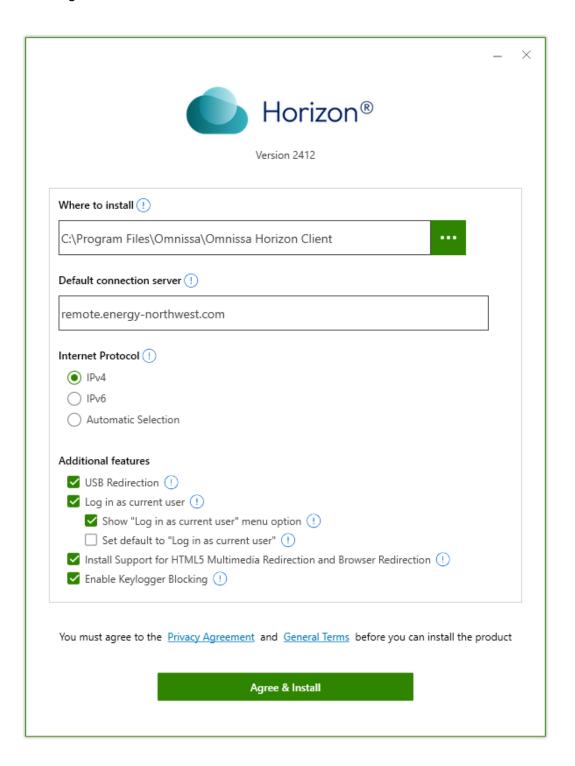


9. **SELECT** Customize Installation.

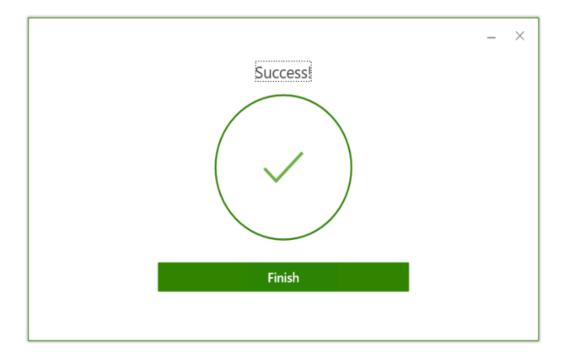


- 10. **SELECT** Enable Keylogger Blocking.
- 11. **ENTER** remote.energy-northwest.com in the Default Connection Server field.

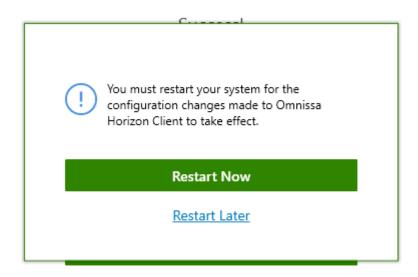
12. **SELECT** Agree & Install



13. **SELECT** Finish.

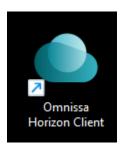


14. **SELECT** Restart Now.

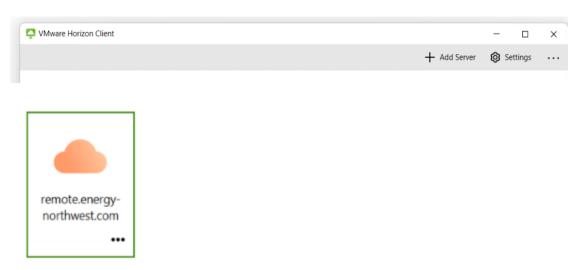


Horizon Client Logon Instructions

15. START the Horizon client



16. **SELECT** the remote.energy-northwest.com server entry. If you do not see the remote.energy-northwest.com entry, select Add Server and enter remote.energy-northwest.com

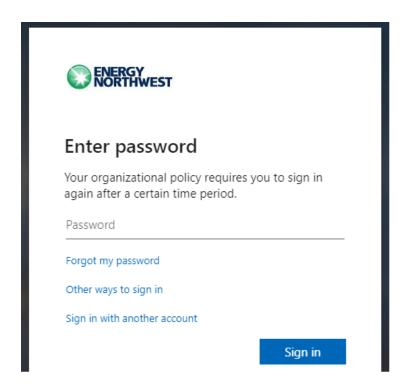


17. IF prompted,

THEN ENTER your Energy Northwest email address.

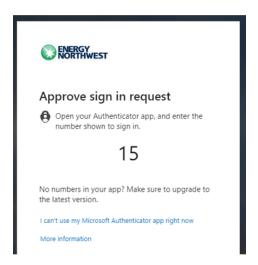


18. ENTER your Energy Northwest password and click Sign In



19. **ENTER** the MS Authenticator app verification number on the device and **SELECT** OK to approve the MS MFA authentication.

Note: If you do not receive the MS Authenticator prompt, please visit https://aka.ms/MFASetup to setup the default option as the MS Authenticator app as shown below. If you are a new user logging on for the first time, please follow the New user first-time logon instructions.



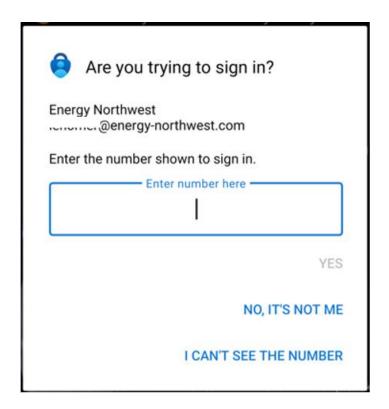
Recommended default MFA configuration accessible at https://aka.ms/MFASetup:



20. **APPROVE** the MFA request using the MS Authenticator app by entering the number presented on the web page into the MS Authenticator app. Select Yes, to approve the request after entering the matching number.

Note: MFA requests can also be sent through SMS Text or a Phone call but the MS Authenticator app is recommended.



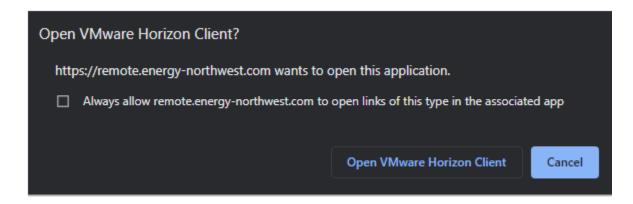


21. **SELECT** Yes to continue



22. IF prompted,

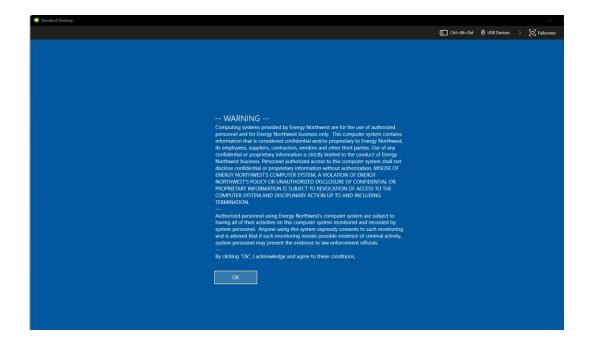
<u>THEN</u> **SELECT** "Open VMware Horizon Client" and select "Always allow" to not be prompted again.



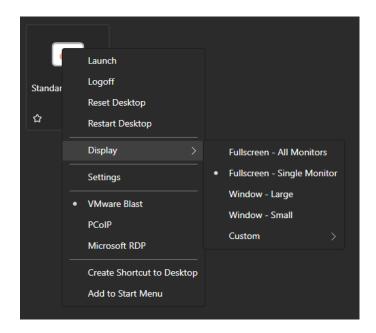
23. **SELECT** the Standard Desktop to logon to the Energy Northwest Horizon environment.

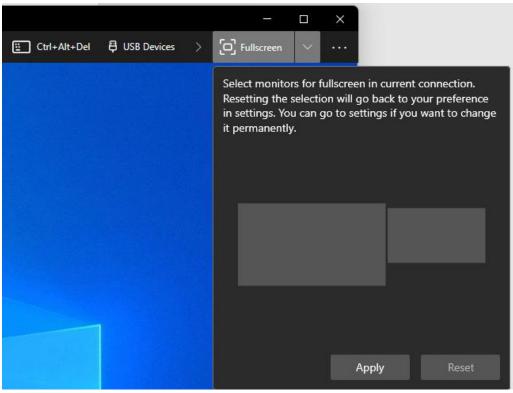


24. **READ** AND ACCEPT the disclaimer to access a desktop.



Note: You may adjust the Monitors used, display resolution, and display scaling before logging on if desired. You may also adjust the monitors used under the Full Screen drop down menu as shown below. Please contact the IS Solution Center (x8400) if you need assistance.





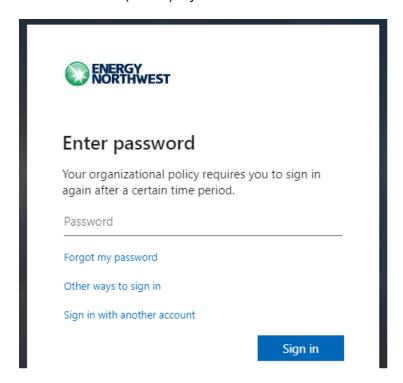
New User First Logon and MFA Setup

Please follow the steps below if you are a new user logging on for the first time and have not setup Microsoft MFA.

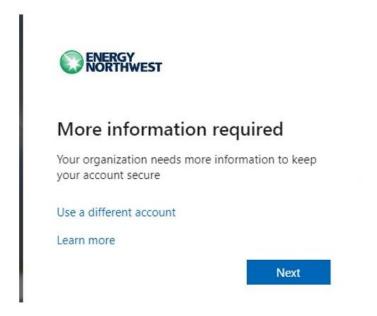
- 1. **BROWSE** to the Microsoft MFA site at https://aka.ms/MFASetup
- 2. **ENTER** your Energy Northwest email address.



3. **ENTER** your Energy Northwest password and click Sign In. Please contact the IS Solution Center (x8400) if you need assistance.

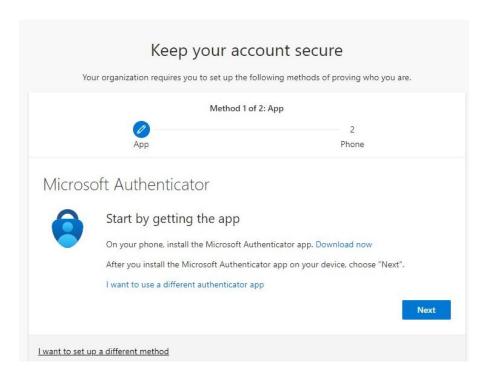


4. <u>IF prompted,</u> <u>THEN **SELECT** Next on the More information required prompt.</u>

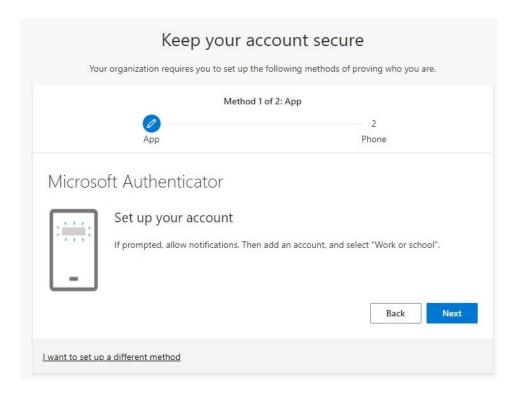


5. **SELECT** Next on the Keep your account secure prompt to setup the MS MFA.

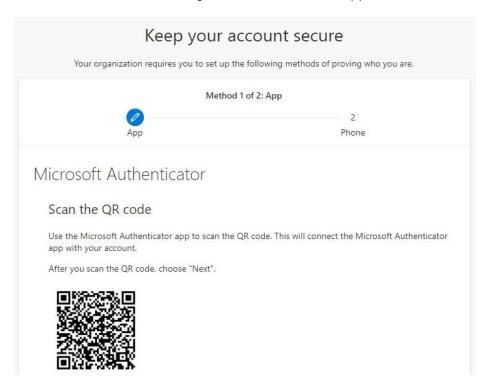
Note: You may use other MS MFA authentication methods such as SMS text or Phone call verification but MS Authenticator app is recommended.



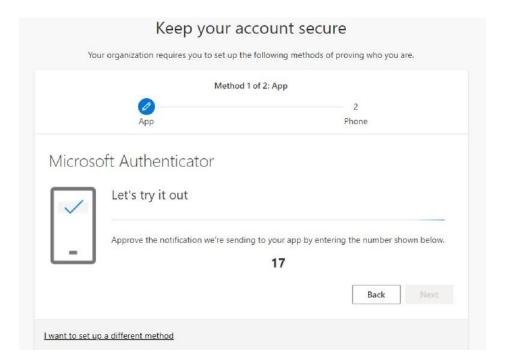
6. **SELECT** Next to begin setting up the MS Authenticator app.



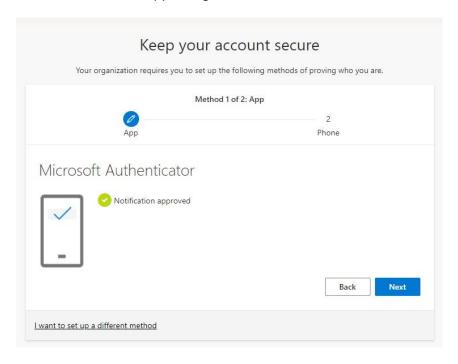
- 7. **INSTALL** the MS Authenticator app from the Apple or Google app store.
- 8. **SCAN** the QR Code to configure the authenticator app



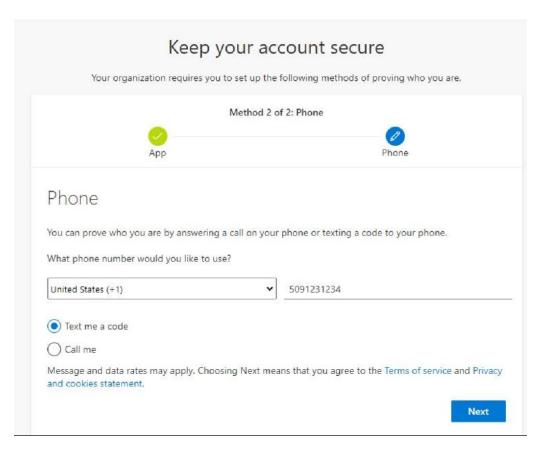
9. **ENTER** the authentication code from the MS Authenticator app to verify it's working as expected.



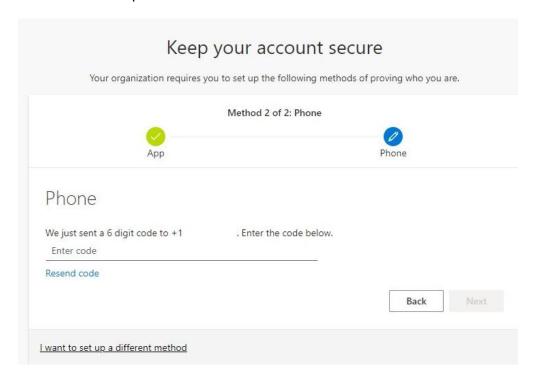
10. **SELECT** Next after approving the notification.



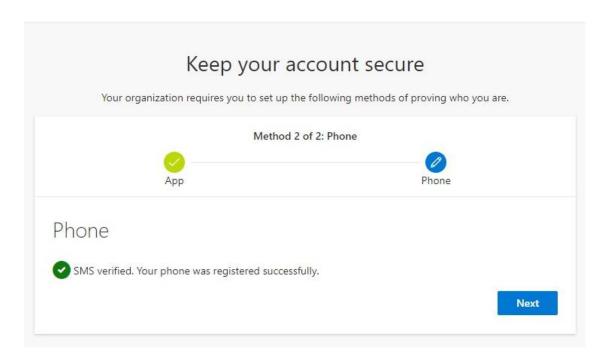
11. **ENTER** a second method of verified such as a Phone Number and select "Text me a code" or "Call me".



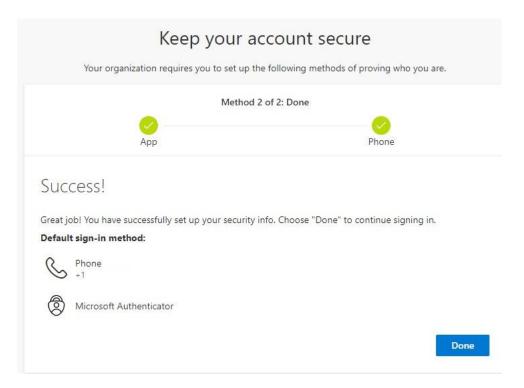
12. **ENTER** the code provided.



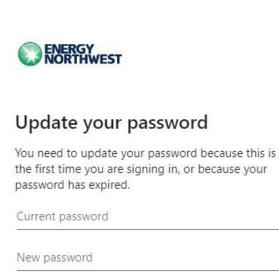
13. **SELECT** Next.



14. SELECT Done.

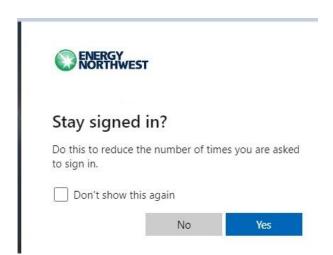


15. ENTER the temporary Energy Northwest password provided and new password twice.



16. **SELECT** Yes.

Confirm password



17. FOLLOW the Horizon client installation and Horizon client logon instructions

Sign in