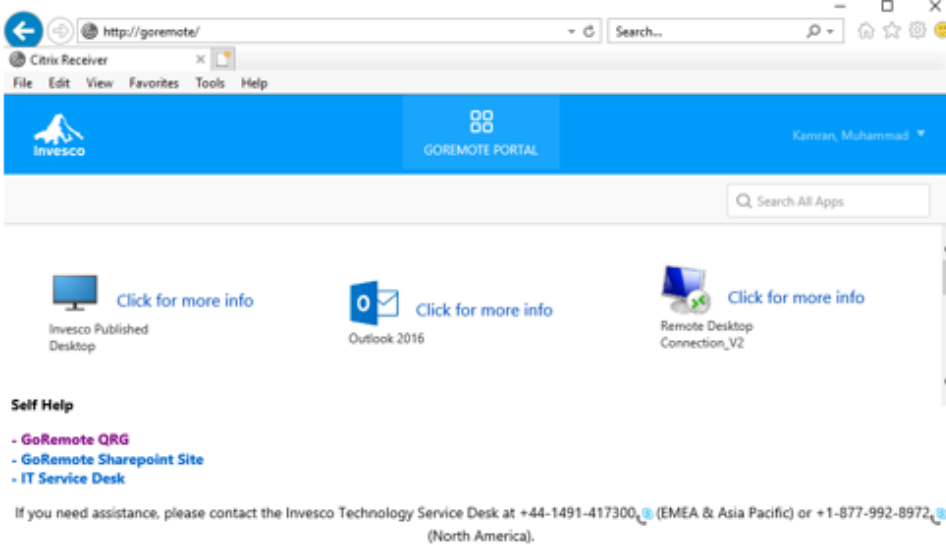


BACKGROUND INFORMATION

GoRemote provides access for our travelling employees to Invesco's network and systems from any Invesco PC in any Invesco office around the globe. This document describes the process of using GoRemote in a Remote office.

HOW DO I ACCESS GoREMOTE?

GoRemote can be accessed at any time simply by typing goremote in your web browser (as long as you are on the Invesco network).



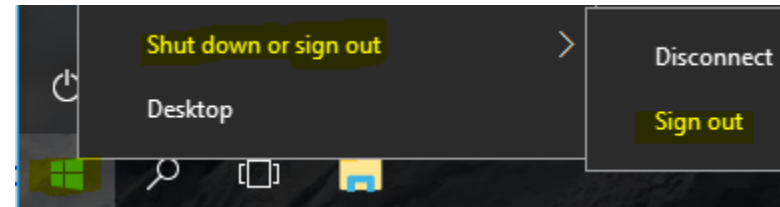
If you are logging into an Invesco PC in a remote Invesco office, GoRemote will auto launch for you.

GoREMOTE OPTIONS

Once logged in, GoRemote provides 3 applications, each offering their own level of access.

Invesco Published Desktop – will connect you to a Windows 10 Desktop with Office 2016 and network shares access (such as your H: drive). Use this option when you need to work without the need of unique applications or files you may have installed/saved on your

allocated work PC. When you are finished of your work, right click **Windows** icon then click on **Sign out** within "Shutdown or sign out" option.



Outlook 2016 – will launch a Citrix version of Outlook 2016. Use this option when you only need access to email, contacts, tasks, notes and calendar within Outlook. Note: This application does not have Microsoft Lync capabilities. When you are finished of your work, click **File** then **Exit**.

Remote Desktop Connection_V2 – will launch a Citrix version of Remote Desktop Connection. Remote Desktop Connection allows you to remote into your allocated work PC and control it as if you were sitting right in front of it. Use this option when you need access to the unique applications or files you have installed/saved on your allocated work PC. When you are finished of your work, click **Start** then **Logoff**.

Notes:

- 1) In order to remote into your allocated work PC you need to know your allocated work PC's computer name. If you don't know what your computer name is, call the IT Service Desk (*contact information below*).
- 2) You may click on the 'Click for more info' link to view a detailed description of each application and when it should be used.

WORKING IN REMOTE INVESCO OFFICES

When logging into an Invesco workstation in a remote Invesco office your login experience will be different than your home Invesco office; The GoRemote portal will auto-launch in Internet Explorer, allowing you to get to work quickly.

Note that any files or folders on your desktop will NOT be displayed, nor will your Internet Explorer shortcuts be available. However, you can still access them by using GoRemote or by using the shortcuts that have been placed on the desktop. In addition, Microsoft Skype for Business will auto-launch on video conferencing enabled desktops only.

This login experience has been designed to be consistent and uniform across all our Invesco offices when travelling and provides quick and easy access to the GoRemote portal when working in remote Invesco offices.

This login experience will only be seen when logging into an Invesco desktop in a remote Invesco office. Desktops in your home office as well as Corporate Laptops, Virtual Desktops (VM's) & Published Desktops (Citrix) will have no change.

LOGGING OFF GoREMOTE

When you are done working, simply close out of all your applications and logoff like you normally would.

HELP

If you need assistance, please contact the Invesco Technology Service Desk at extension 47778 (Internal), +44 1491 417300 (EMEA & Asia Pacific) or +1-877-992-8972 (North America).