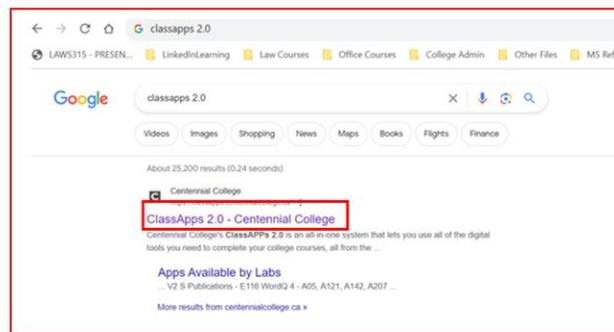


Accessing PCLaw via ClassApps 2.0

Objective: To access PCLaw (matter management, billing and legal accounting software) via ClassApps 2.0.

1. Search for **ClassApps 2.0** via Google Chrome and **click** the link to launch it.



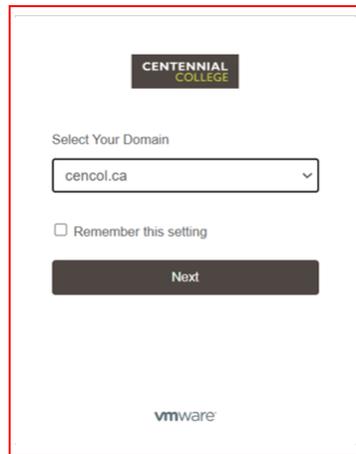
The ClassApps main page appears.

2. Scroll to the bottom and **click** the **ClassApps 2.0 Login** button.



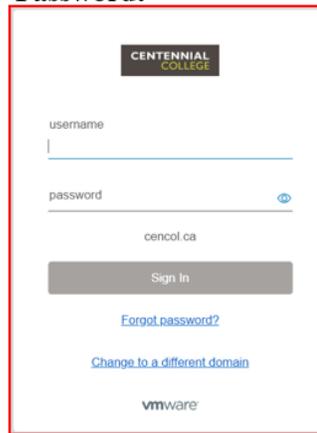
The **ClassApps** login dialog box appears.

3. **Click** Next.



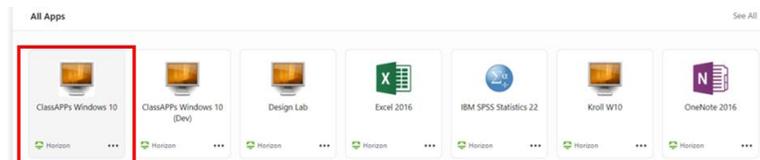
4. Type your Windows login credentials:

Username: Student ID
Password: *****

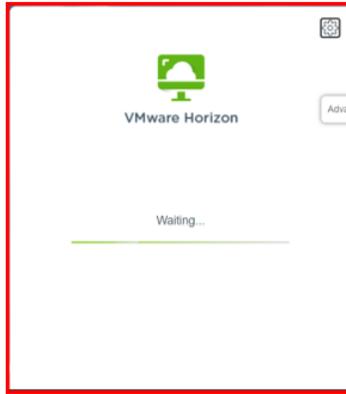


ClassApps is now accessible.

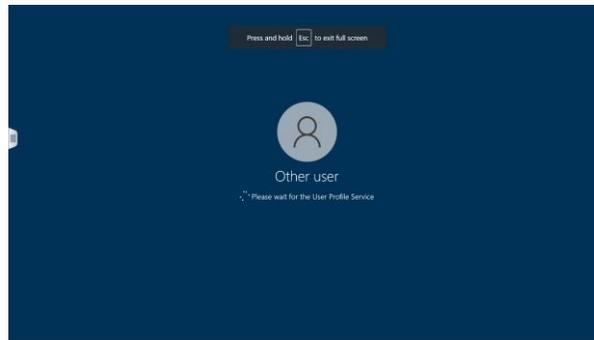
5. Click ClassApps Windows 10.



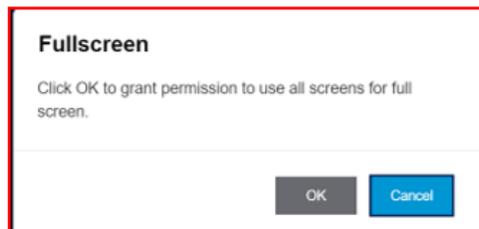
VMware Horizon dialog box appears.



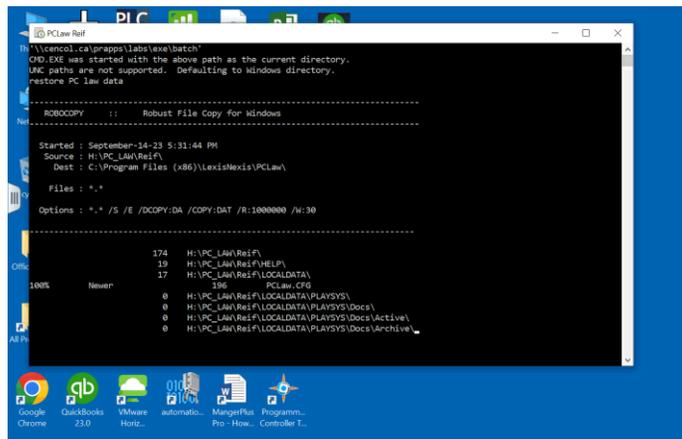
The Profile Server appears.



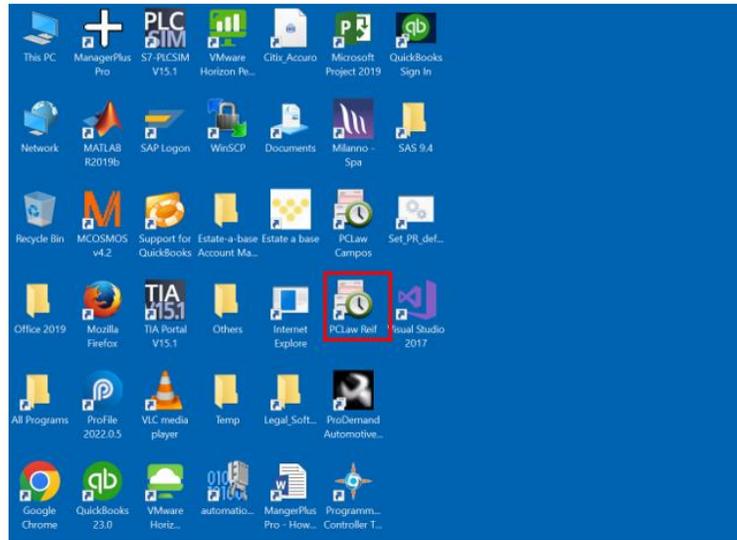
6. Click the **OK** button on the Fullscreen dialog box.



Do not close this DOS window. It will automatically disappear.

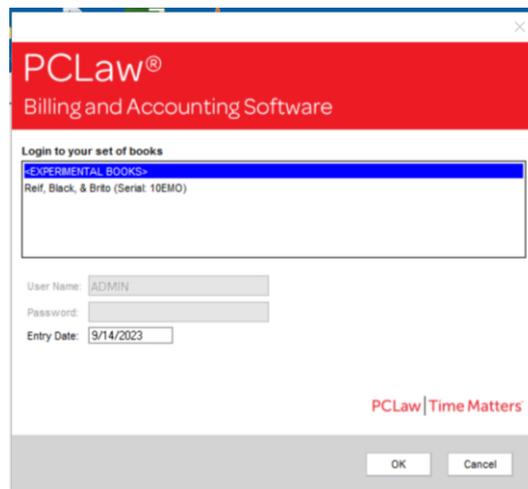


7. Click the **PCLaw Reif** icon

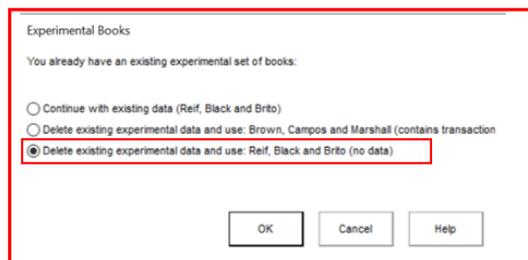


The PCLaw software dialog appears.

8. Select **Experimental Books** and click OK.



9. Select **third option** “Delete existing experimental data and use: Reif, Blank and Brito (no data) **for the first time you access PCLaw. All subsequent times you access the software, you will select the first option,** “Continue with existing data (Reif, Black and Brito)

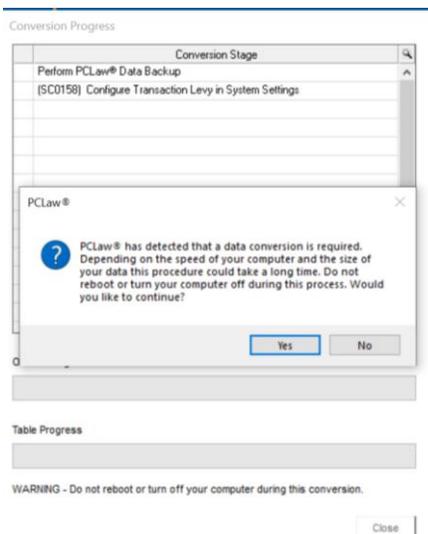


The Tip of the Day dialog box appears.

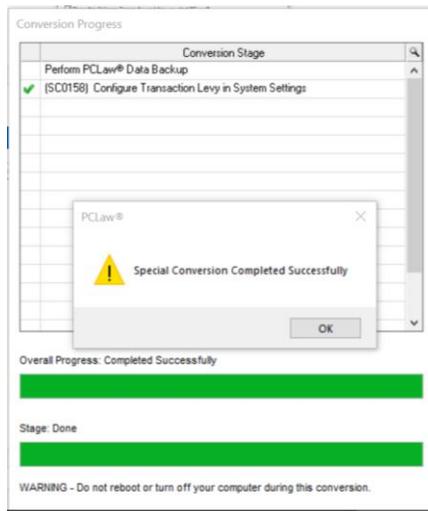
10. Click Close.



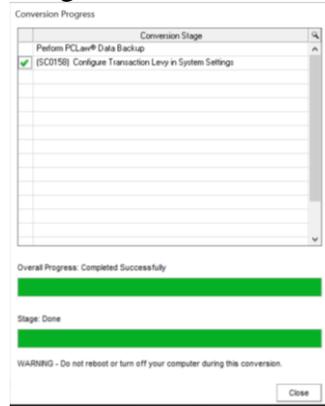
11. The Conversion Progress dialog box appears. Click **Yes** to continue.



12. Click **OK** when the PCLaw dialog box appears indicating the “Special Conversion Completed Successfully.”



13. Click **Close** on the third and final dialog box for the Conversion Progress.

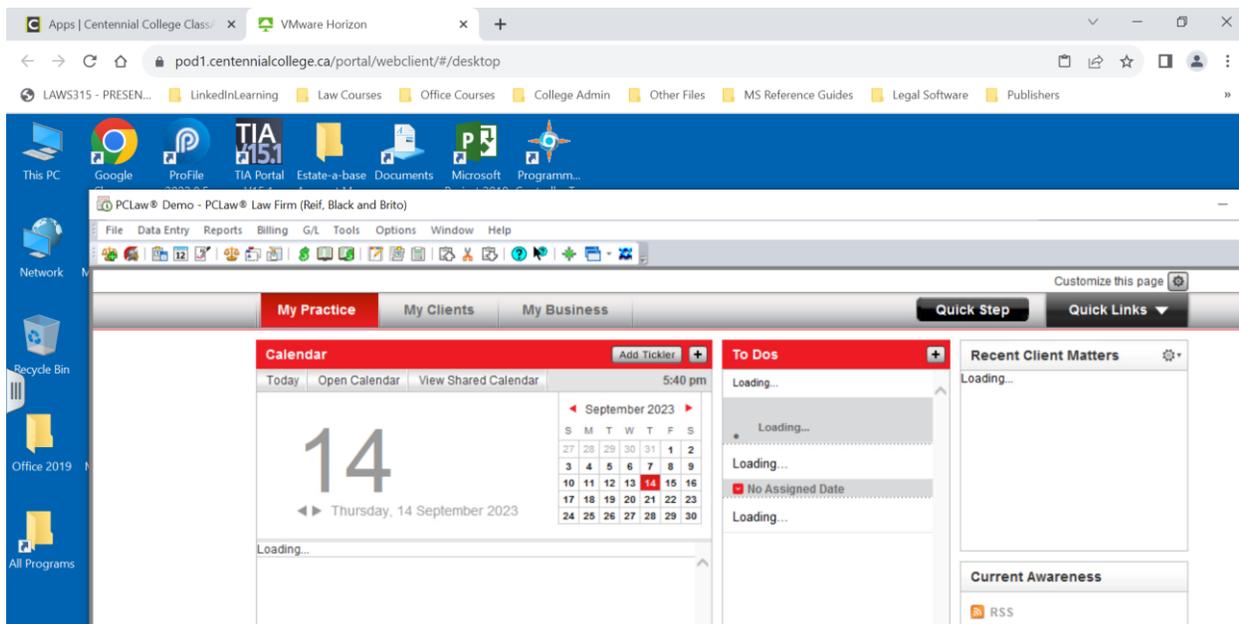


The PCLaw opening dialog box appears. Wait until the legal software appears on your monitors.



The legal software, PCLAW appears.

14. Click the maximize button at the top-right side of the window.



Now you will begin working in the software program.