citrix

User Guide

Citrix Virtual Apps and Desktops User Guide

Welcome to the simple, secure way to connect on any device, anywhere.



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Welcome

This guide shows you how to use Citrix Workspace app to connect to your apps and desktops—without compromising quality or speed. Now, whether you're working in the office, from home or while traveling, you can get work done from any device, anytime.

Before you start

Get your credentials

Make sure you have your user name and password from your system administrator.

Example: Username: [LindaHam] Password: [Terminator2]

The address of your Workspace for Citrix Virtual Apps and Desktops and your Citrix Workspace app is: [https://companyX.cloud.com]

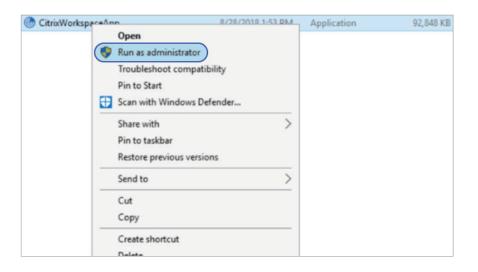
Now you're ready to use Citrix Workspace app to access your apps and desktops.

Installing Citrix Workspace app (full version)

- 1. Open your web browser and navigate to <u>https://www.citrix.com/downloads/workspace-app/</u>windows/workspace-app-for-windows-latest.html.
- 2. Click on Download Citrix Workspace App for Windows.



3. Right-click the Citrix Workspace App executable and select Run as Administrator.



4. On the Welcome to Citrix Workspace window, click Start.

Oitrix Workspace	×
	Welcome to Citrix Workspace
	Citrix Workspace app installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser.
Workspace	 Allow applications access to your webcam and microphone. Allow applications to use your location. Allow access to local applications authorized by your company. Save your credential to log on automatically.
	Click Start to set up and install Citrix Workspace app on your computer.
CITRIX	
	<u>Start</u> <u>Cancel</u>

5. On the License Agreement screen, check the box next to I accept the license agreement and click Install.



6. On the Installation Successful window, click Add Account.



7. On the Add Account window, enter your Workspace URL and click Add.

Citro	x Workspace
	Add Account
	Enter your work email or server address provided
	by your IT department:
	https://ctxonboard.cloud.com
	V
	Do not show this window automatically at logon.
	Add Close

8. On the Log On screen, enter your User Name and Password, and click Log On.

🎯 Citrix Workspace		×
User name:	domain\user or user@domain.com	
Password:		
	Remember my password	
	Log On Cancel	
Secure co	nnection	

Launching apps and desktops

Enter your credentials to sign in.

	🌜 Workspace	
User name:		
domain\	user or user@domain.com	
Password:		
	Log On	

Apps Tab: This is where you will access all of the apps your administrator has installed. If you click on the arrow, you will see the app description. To launch, simply click on the icon.

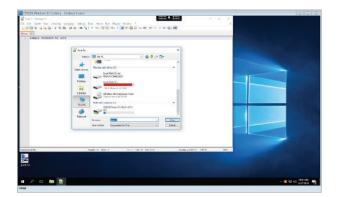
Apps	All Apps							Sorthy Am.Z
Tavoritan Al Apps	° 😥	8	° 💿	° 📀 -	° 0	° 🦏	1	1.6
Desitops	Clorix Health Assistant	CoskReiCenter	Google Chrome	My Cerk	MyISO App	Notepad	PUTT	Remitte Desktop Correction
	ି 🤮	° 6.	° 📬	° #-	° 🚬	1		
	Remote Desktop Connection M.,	Server Manager	Wesc.	Windows Administrative	Windows PowerShell	Windows PowerShell ISE		

Desktop tab: This is where you will access the virtual desktops your administrator has configured. If you click on the arrow, you will see the desktop description. To launch, simply click on the icon.



Saving files to a shared or network folder

To save a file you are working on in a launched app or desktop, go to the **File** menu, click **Save** or **Save as**. Then select **This PC**, and choose the folder where you want to save your file.



Using the light version of Citrix Workspace

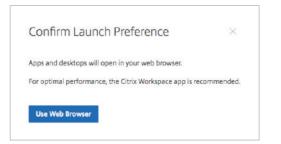
You can use the light version of Citrix Workspace app if you're not using your work computer or don't want to download the Citrix Workspace app software on the computer or device you're using. The light version opens the apps in your browser.

To use the light version:

- 1. Go to https://companyX.cloud.com [enter your company URL here].
- 2. Under Account Settings > Apps and Desktops Launch Preference, click on Use Web Browser.

ettings		
ops and Desktops Launch Preference		
Launch your apps and desittops with the app or with your web bro	ninar.	
Current Method:		
Apps and desktops will launch in your Citrix Workspace app on y	our device (Recommended).	
Verify connection		
Use Web Browser		

3. Click Use web browser.





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