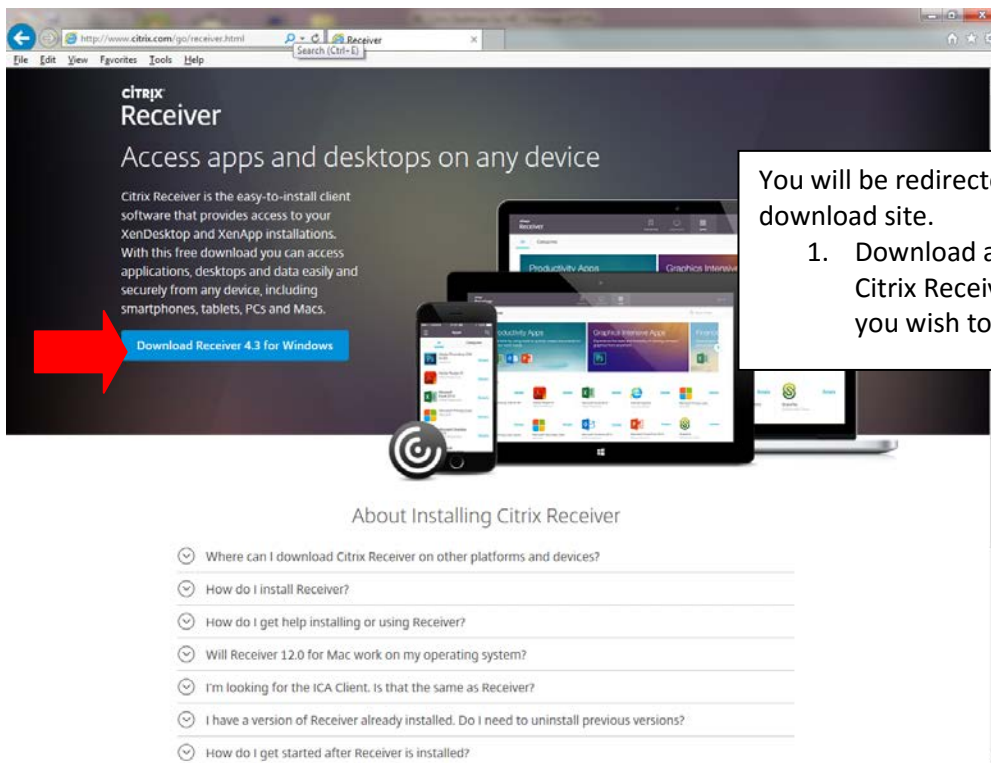


How Do I Log Into Citrix and Access a Desktop or Applications Remotely

Most Citrix users can access their applications from anywhere in the world from any supported device. In order to access applications remotely you must install the Citrix Receiver. This only needs to be done one time per device. You can get the receiver by going to Outagamie County's main website and clicking on the Staff Login page.



1. Click on the Download: Citrix Web Client

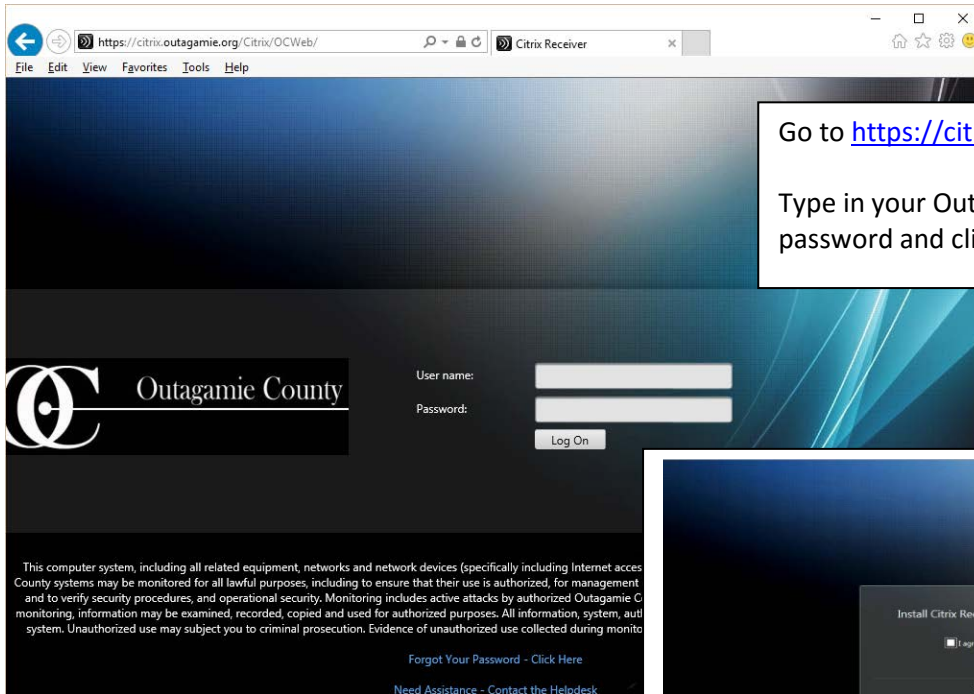


You will be redirected to the Citrix Receiver download site.

1. Download and install the appropriate Citrix Receiver software for the device you wish to use

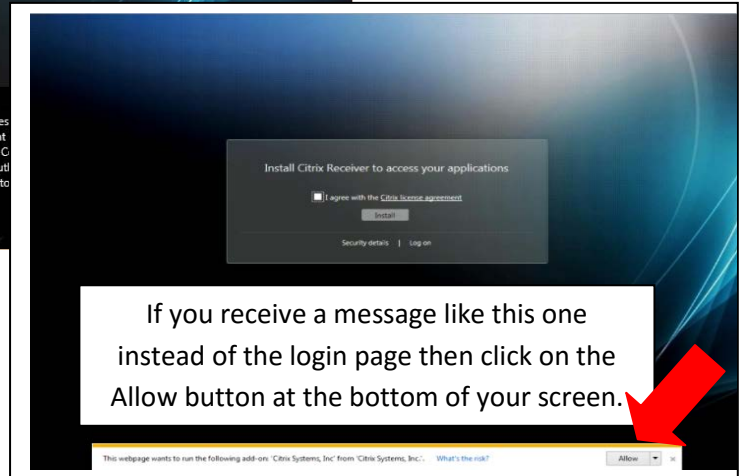
Once the Citrix receiver software is installed you may log in to Citrix and access your applications.

How Do I Log Into Citrix and Access a Desktop or Applications Remotely

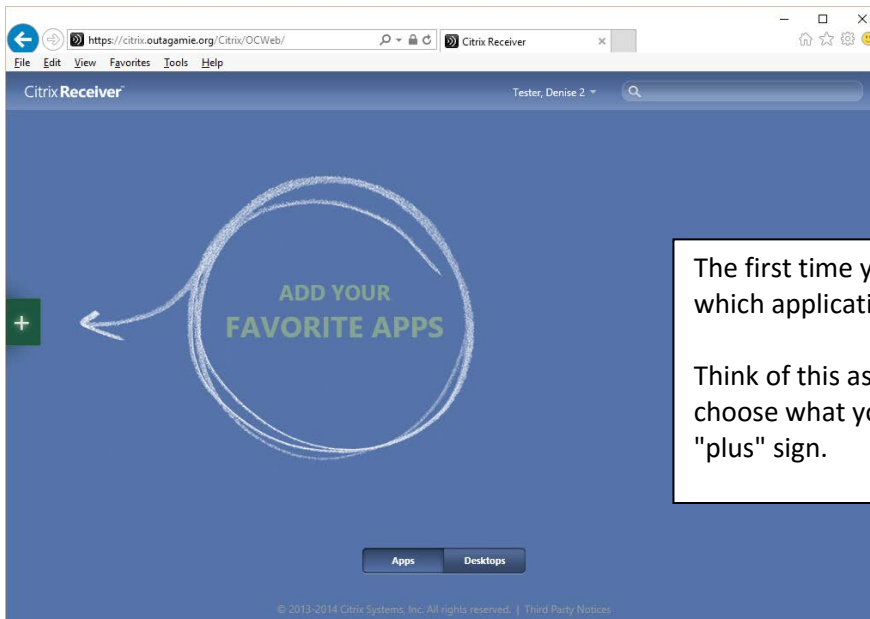


Go to <https://citrix.outagamie.org/>

Type in your Outagamie County username and password and click Log On



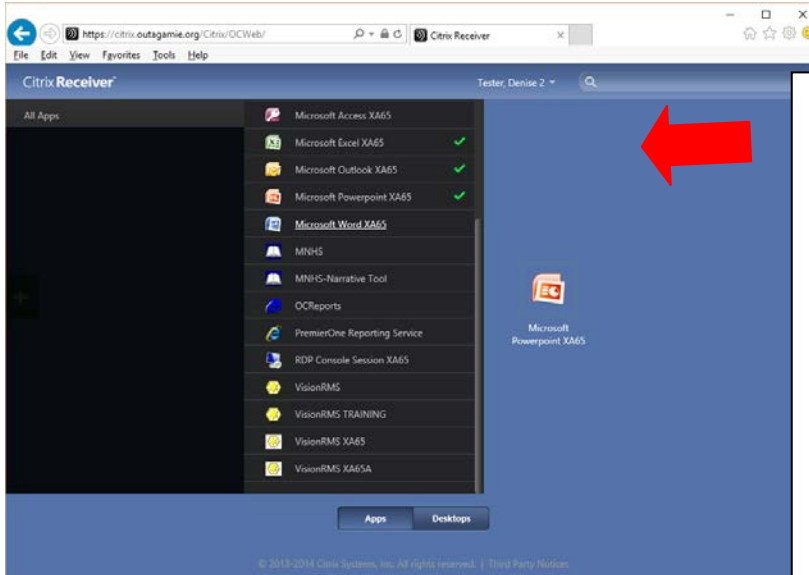
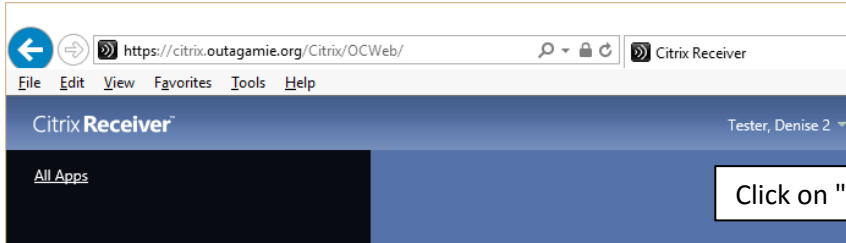
If you receive a message like this one instead of the login page then click on the Allow button at the bottom of your screen.



The first time you log in, you will need to choose which applications you wish to use.

Think of this as an app store where you can choose what you want displayed. Click on the "plus" sign.

How Do I Log Into Citrix and Access a Desktop or Applications Remotely

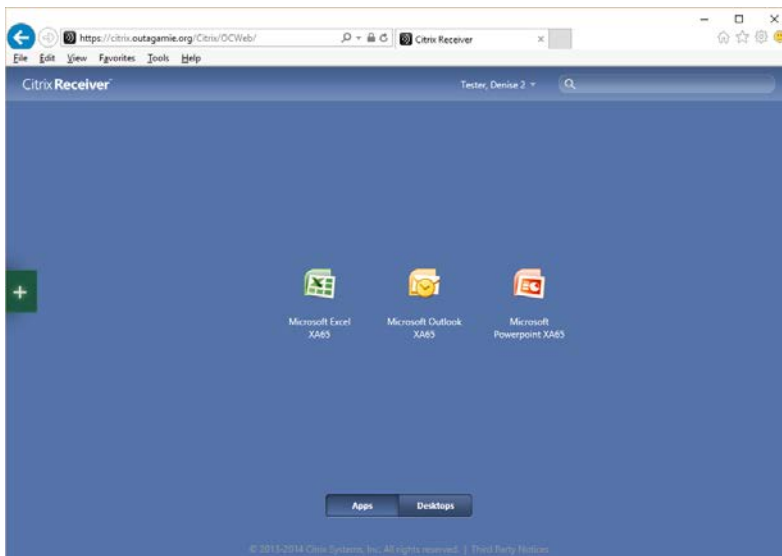


You will be presented with a screen displaying applications that have been published to you.

Click on the applications you wish to have show on your apps screen.

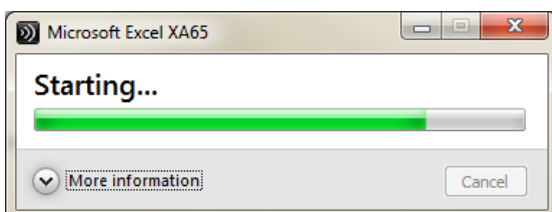
Notice the green check mark next to applications you have selected.

When done selecting applications just click anywhere on the blue background to see the applications you have selected.



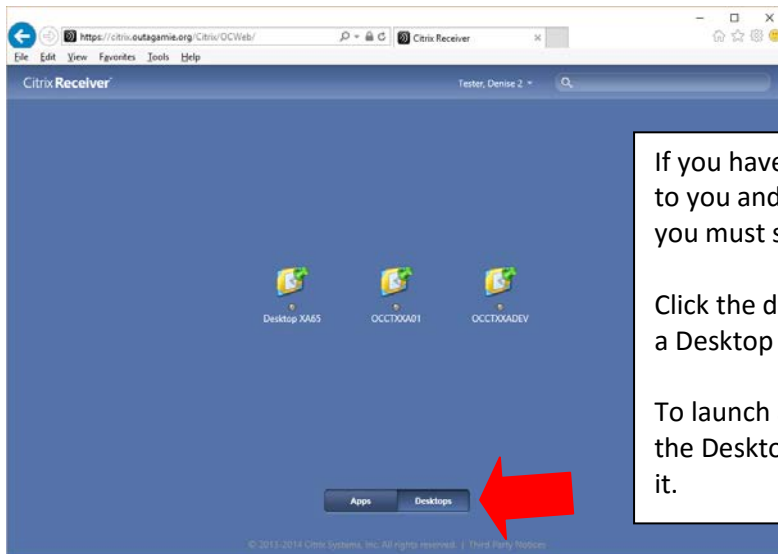
You will be presented with a screen displaying applications that have been published to you.

To run an application just click once on the application you wish to run.



Your application will start to open.

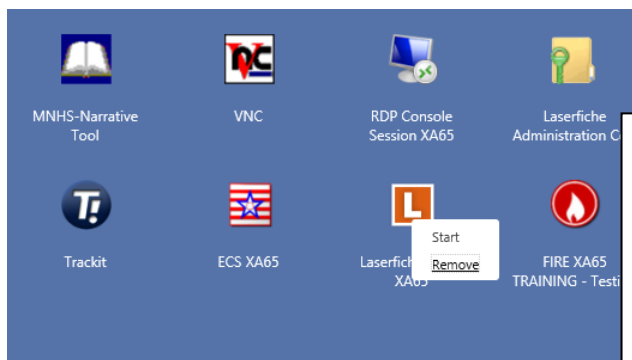
How Do I Log Into Citrix and Access a Desktop or Applications Remotely



If you have a Citrix desktop published to you and you wish to open a desktop, you must switch to the Desktops tab.

Click the desktop tab to see if you have a Desktop application available to you.

To launch a Desktop session click on the Desktop XA65 application to open it.



If you want to remove an application from your desktop, just right click on it and choose remove.

It will only remove it from your storefront screen. You can always add it back again.