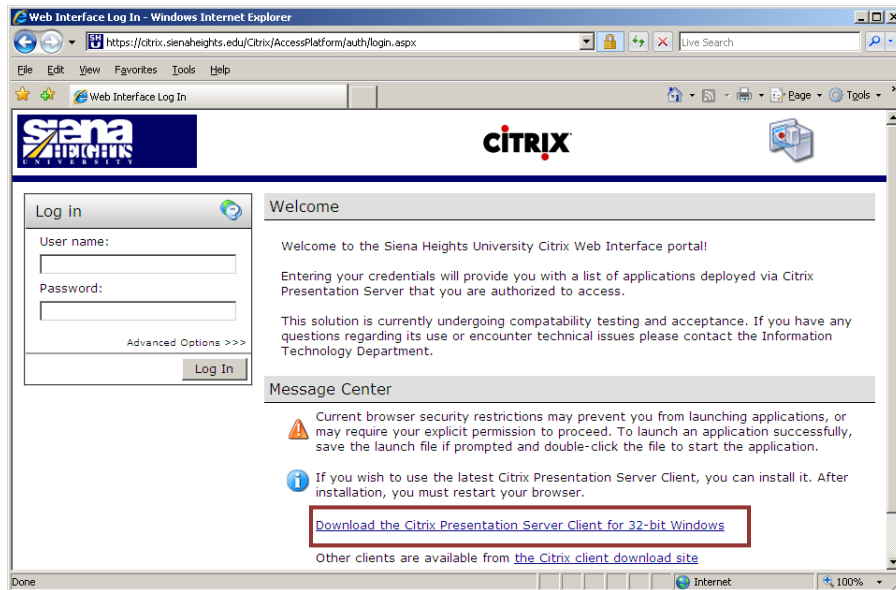


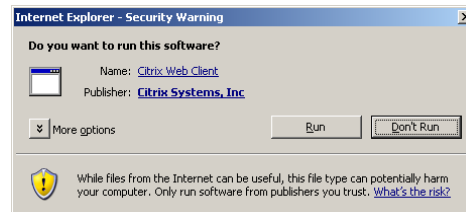
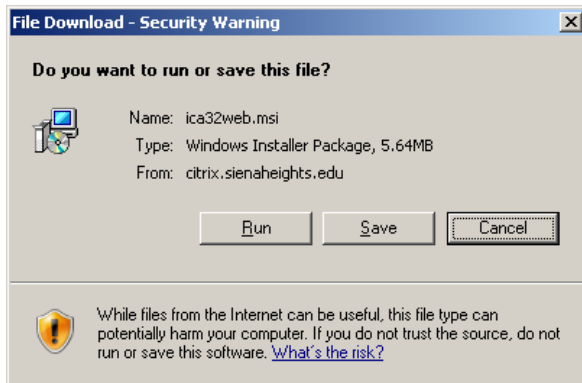
Citrix can be accessed from any Internet connected PC by following the directions below. The install will need to be done once per PC that you use to access the Citrix Access Platform. This is a quick guide to help you get started with using Citrix.

## Download Citrix

- ❖ Log into **My Siena**.
- ❖ Under the **My Tools** area on the right side of the window, click **Citrix**.
- ❖ This will take you to the Citrix Web Site.
  - You may be prompted to install the CitrixICA client.
  - If the client does not automatically launch, you may have to do one of the following:
    - Check the Information Bar to allow the installation.
    - Click on the [Download the Citrix Presentation Server Client for 32-bit Windows](#) link (see illustration below).

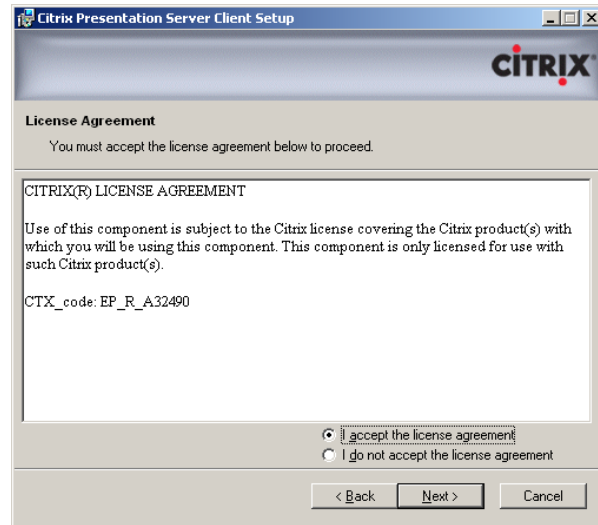


- ❖ The **File Download** window will display.
- ❖ Click the **Run** button (see illustration below left).

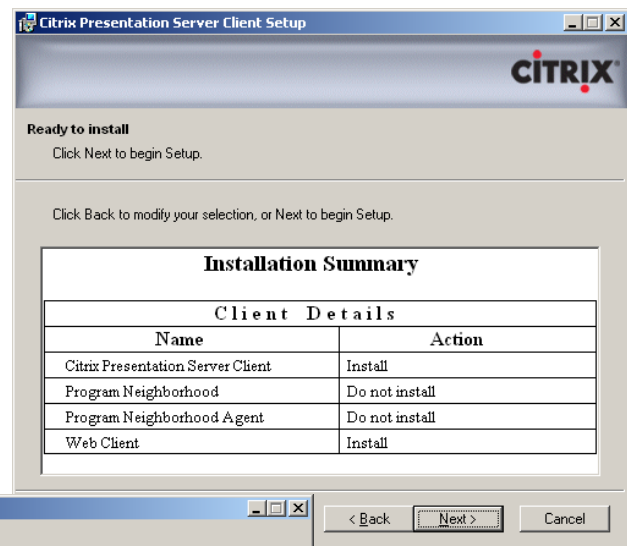
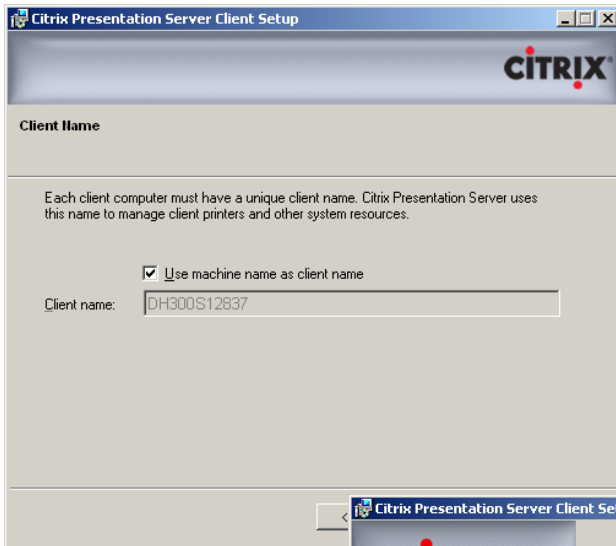


- ❖ The **Security Warning** window will display (see illustration above right).
- ❖ Click **Run** in this window.

- ❖ The **Citrix Presentation Server Client Setup** window will display (see left illustration below left).



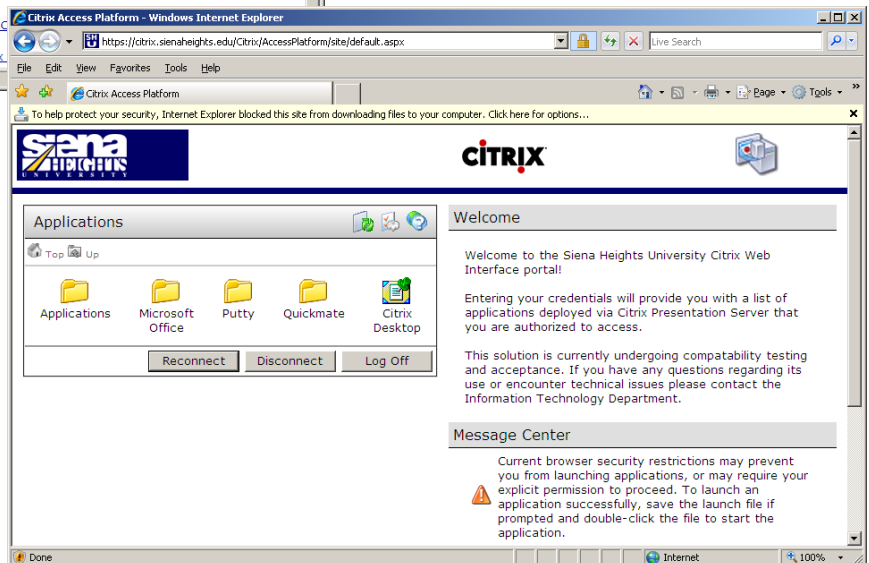
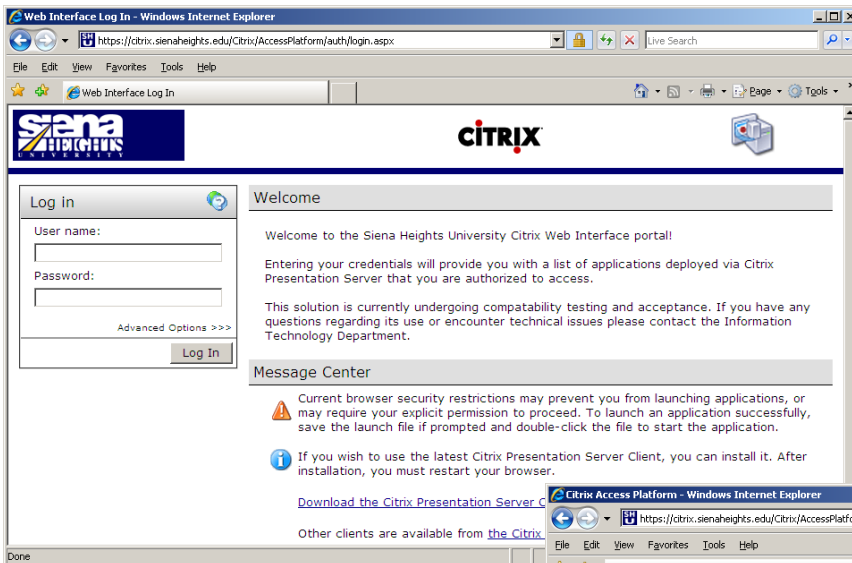
- ❖ Click **Next**.
- ❖ The **License Agreement** window will display (see illustration above right).
- ❖ Choose **I accept the license agreement**.
- ❖ Click **Next**.



- ❖ The **Client Name** window will display (see top left illustration on previous page).
- ❖ Accept the default selection of **Use Machine name as client name**.
- ❖ Click **Next** to move to the **Ready to Install** window (see top right illustration on previous page).
- ❖ Click **Next** to start the **Setup** process.
- ❖ The install will take place and then you will see the success screen (see bottom illustration on previous page).
- ❖ Click **Finish**.

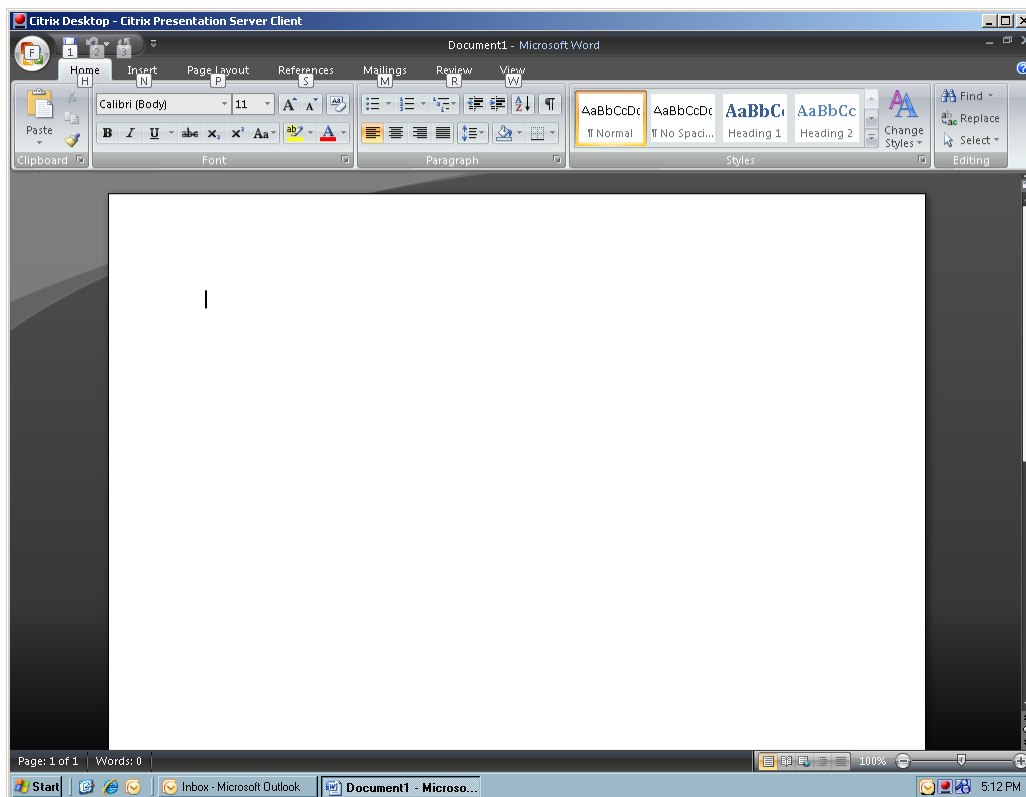
## Log Into Citrix

Once you have completed the download process, the client should be installed. You can now proceed back to the Web Interface Login screen (see illustration below). In this screen, you will login with your standard username and password. This is the same username and password that you use to login to the Windows network or Webmail.



- ❖ After logging in you will see the list of applications that you are authorized to view and use (see illustration above).
- ❖ The applications that you have access to run will be based on your role or instructor request.

- ❖ Most applications that are available on Campus are available through Citrix.
- ❖ We will continue to add or remove programs as necessary.
- ❖ At this point, double-click the **Citrix Desktop** (see bottom illustration on previous page). **DO NOT** click any other folder.
- ❖ Launching any of the applications directly from this screen can have unpredictable results and should not be done by most users.
- ❖ The **Citrix Desktop** will then launch and will **take over** your desktop.
- ❖ Any applications that you had running in the background will continue to run while Citrix has **control**.
- ❖ When you **log off** the Citrix session, your **original** desktop will be restored.
- ❖ In the example below, I have Outlook and Word running in my Citrix session.



- ❖ Any documents saved on the Citrix desktop will be saved to your folder (H drive) on the Siena network.
- ❖ The system will not allow you to save documents to the Desktop on your local computer.

**Please provide whatever feedback you can to help us progress and make the system better for everyone.**