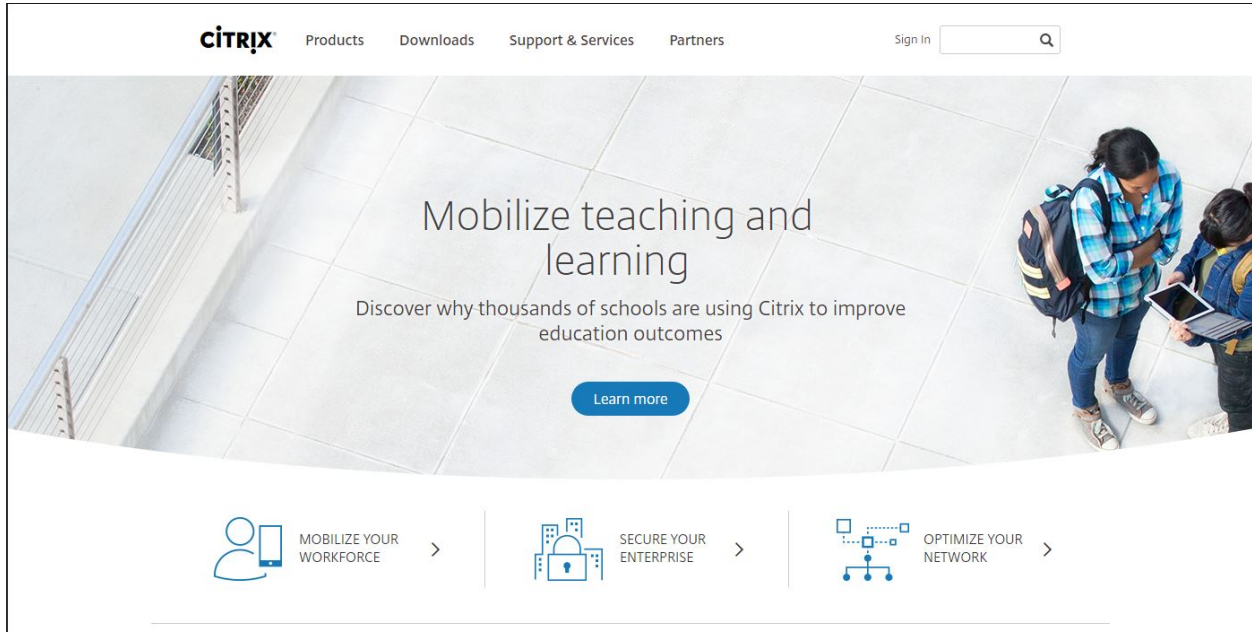
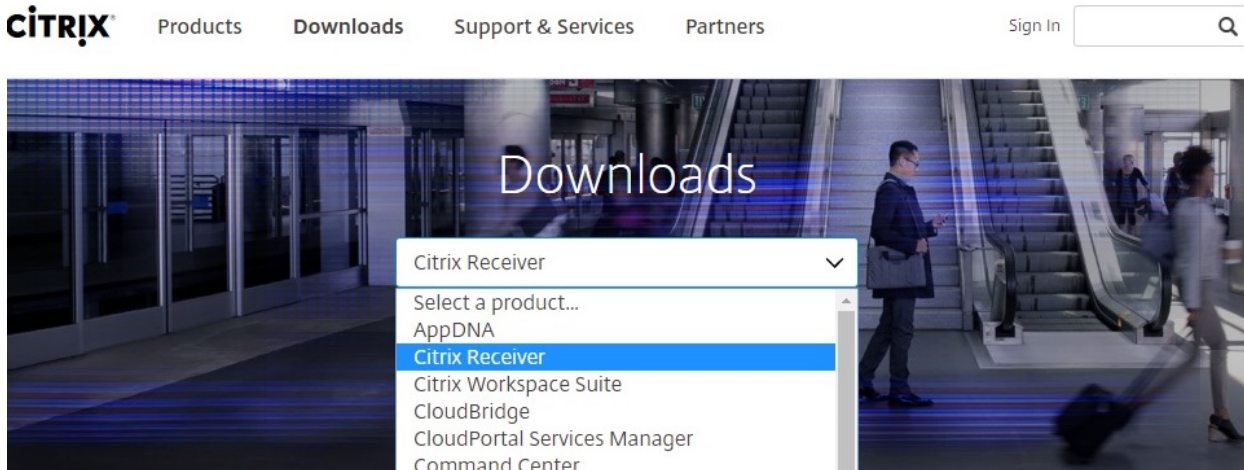


How to install Citrix



Proceed to <http://www.citrix.com> This website will detect what Operating system your device uses. Click Downloads which will provide you with the screen below and choose Citrix Receiver.

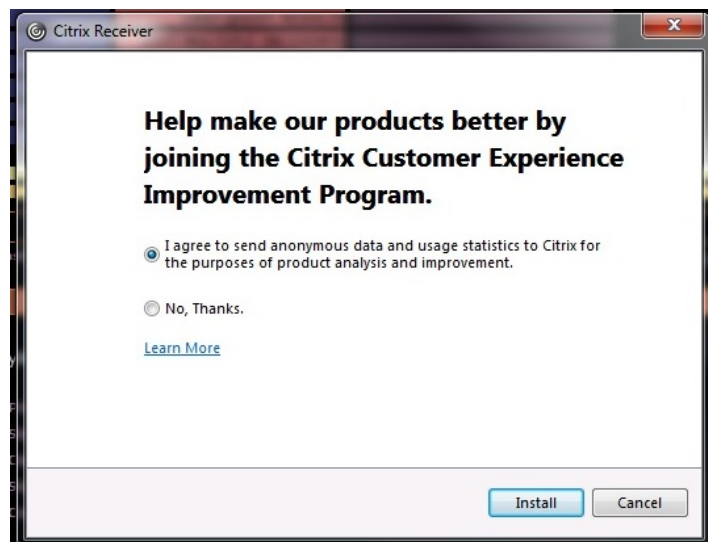
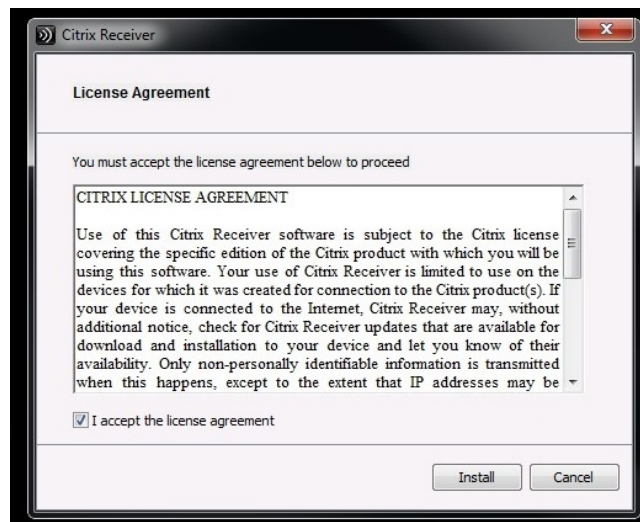


You will then be prompted to download the Citrix version needed for your Computer. ****NOTE: Windows 10, 8, 8.1, Surface devices/iPads and Macs, all will need to search for Citrix Receiver in their respective "App Store".****

Once your machine finishes downloading Citrix you will follow the remaining prompts for installation.

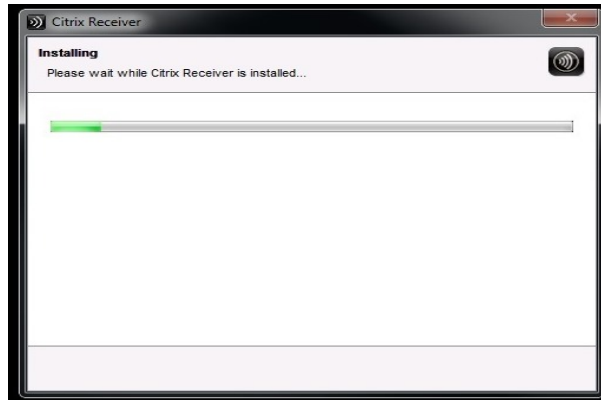


Accept the License Agreement and click install



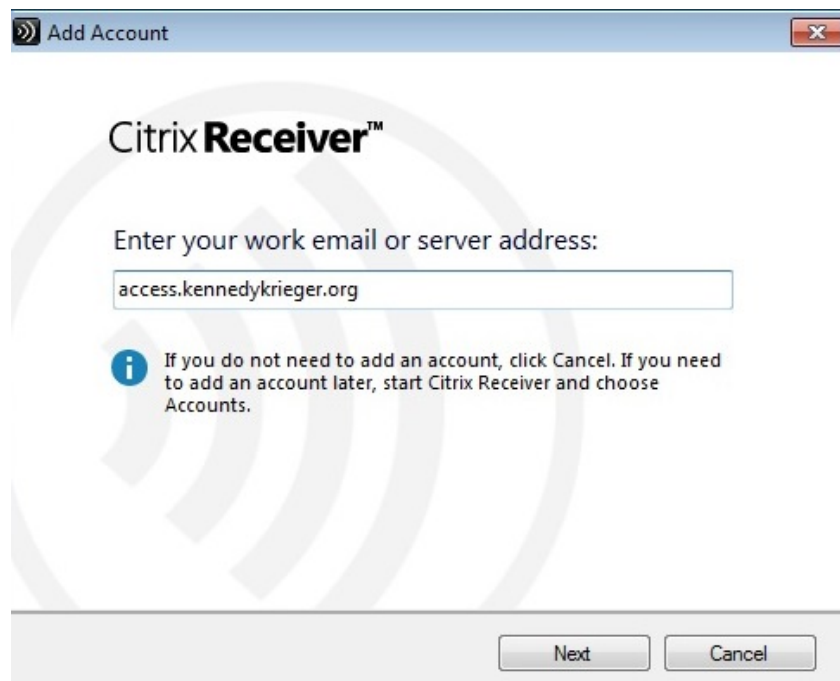
Here you may choose the option, 'No, Thanks.'

Citrix Receiver should now begin to install



You will be prompted to insert your email or server address. KKI uses a service address so please type the following.

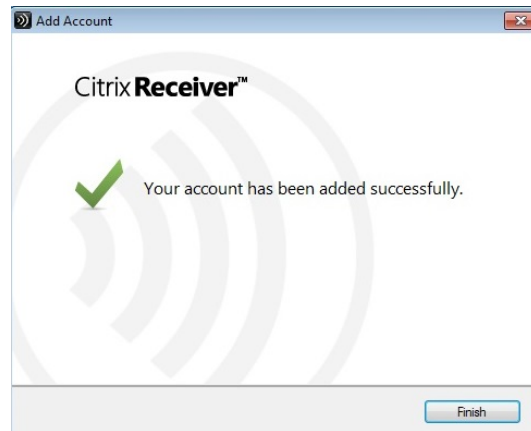
access.kennedykrieger.org



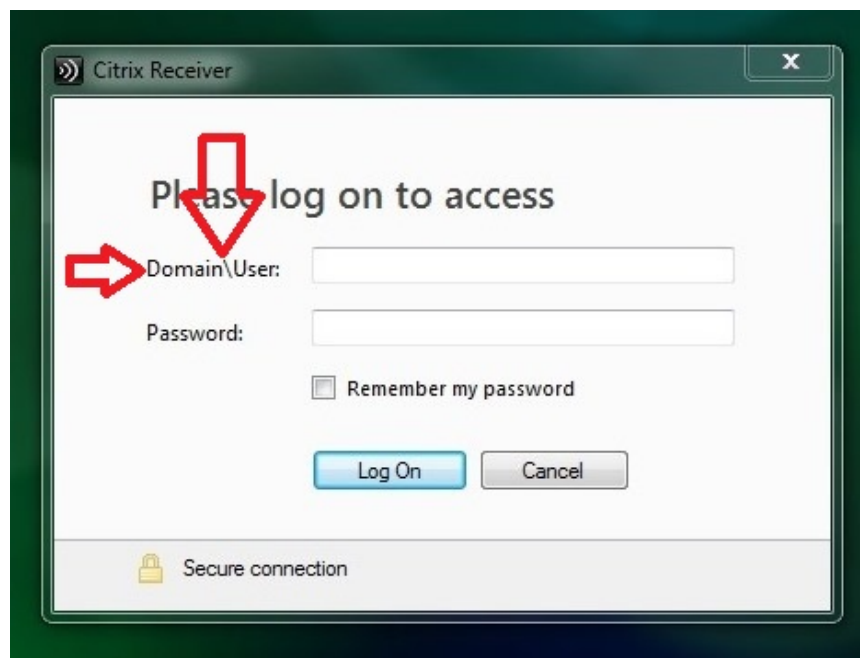
Click next.

Congratulations! You're almost done.

Click Finish.



The next step is very important.



You notice the username field requires a Domain and the use of the backslash.

The backslash \ is the symbol above the Enter key. Domain will be replaced with, KKI (capitalization is not important)

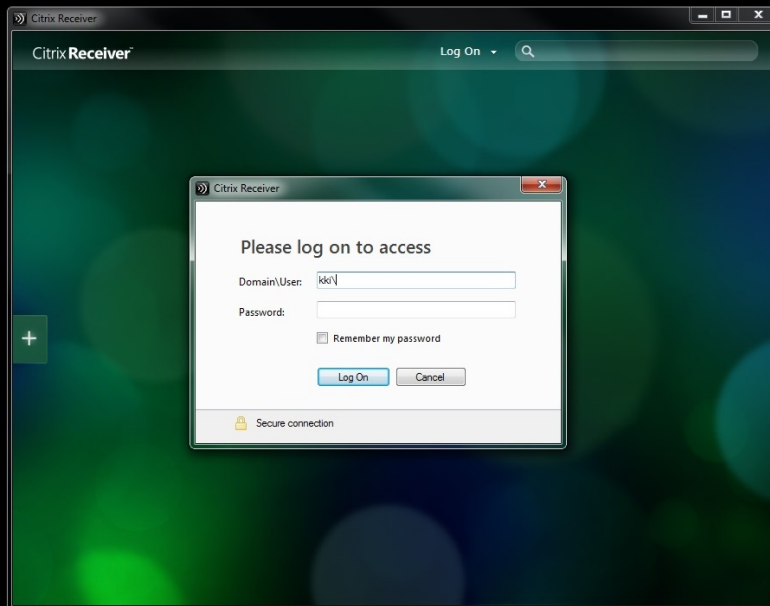
Mac and iPad user's may see a different screen. You may see the following field box

Username:

Password:

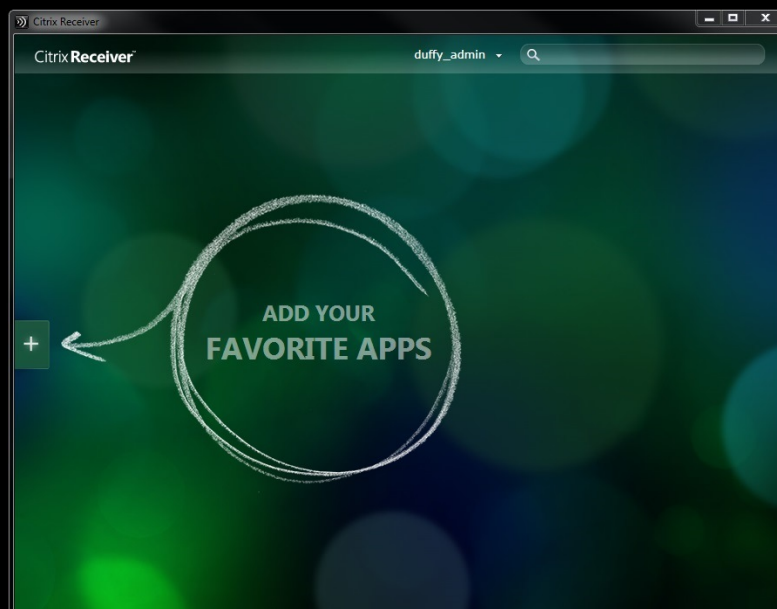
Domain:

**In this case you will fill in the appropriate info WITHOUT the need for a backslash **



You will of course use the network ID you were given during NEO or by your supervisor in a Welcome Letter. You must have also already changed your password prior to attempting to access Citrix.

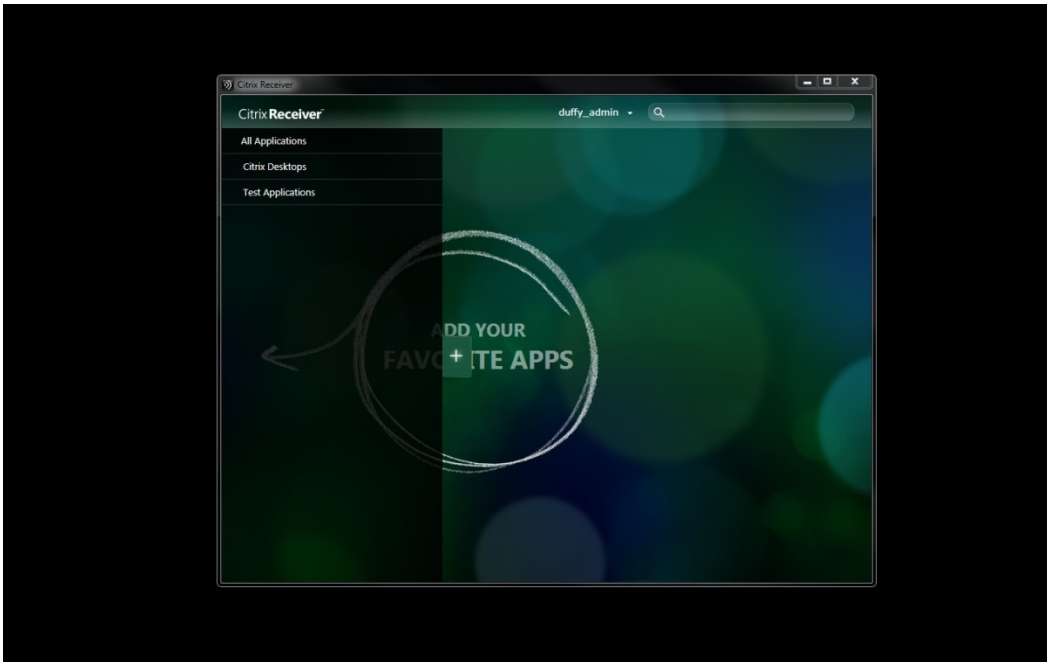
Once you have logged in, you will have access to Citrix.



Time to set up your desktop in Citrix Desktop.

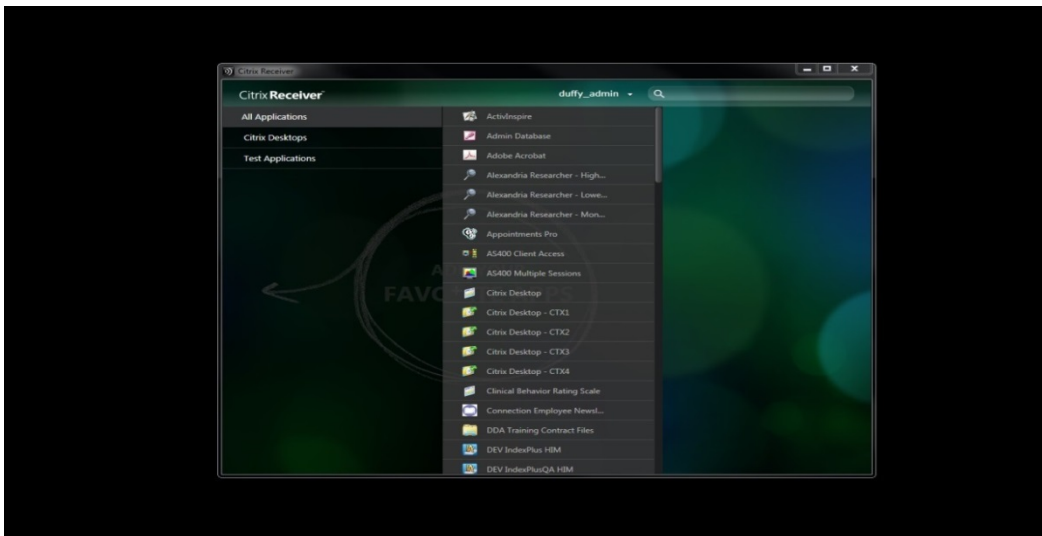
Click the + sign

This will expand the window to the left of your Citrix Desktop.



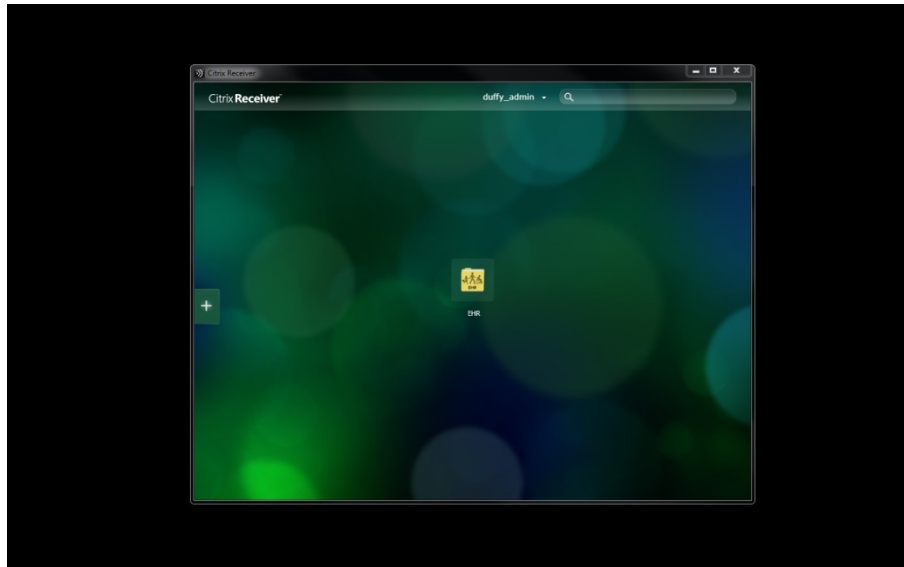
(Not all users will see the exact same options. This view and the following views are all taken from Admin account options.)

Please click the 'All Applications' button on the top left of the screen.



Here you will see the available applications you may access.

Once you find the application(s) you wish to use, click them. The Citrix Desktop will automatically move those applications to your 'Desktop'. Once you have finished choosing your needed apps, you can click anywhere to the right of the open left hand screen and this will close that window.



All that is left to do now is to click the needed application and it will launch for you.

(This may take a minute to open. Please be patient)

That's all there is. You are now all set to work from home or offsite.