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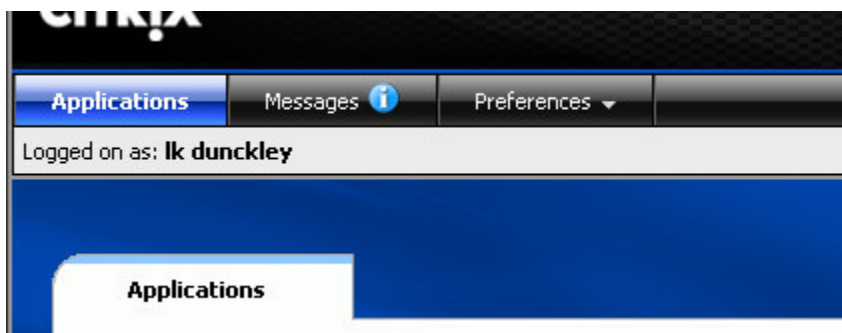
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Logging on and off of Citrix

- 1) Open up your Internet Browser
- 2) Go to www.jerichoschools.org
- 3) Click on JerichoNet and then Citrix
- 4) You will see a log in box as displayed below. Log in as shown:



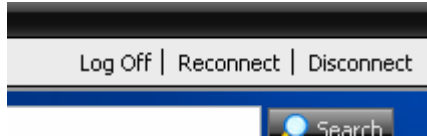
- 5) If you do not have the proper client installed on your computer the next screen will prompt you to download the ICA client.
(The most recent client is: Citrix Web Client 11)
- 6) When the new client has been downloaded Citrix will open the Applications menu.
- 7) Two new tabs have been added to the Citrix Menu: Messages and Preferences. If there is any problem with the current version of Citrix or other various issues you will receive a message in the messages tab. When you have a new message you will see a blue i displayed next to the messages tab.



- 8) Under Preferences you have the option to change Settings such as Display, Account, Session and Connection. These need not be changed.

9) After you have finished your work, there are a few ways to ensure you have logged off of Citrix.

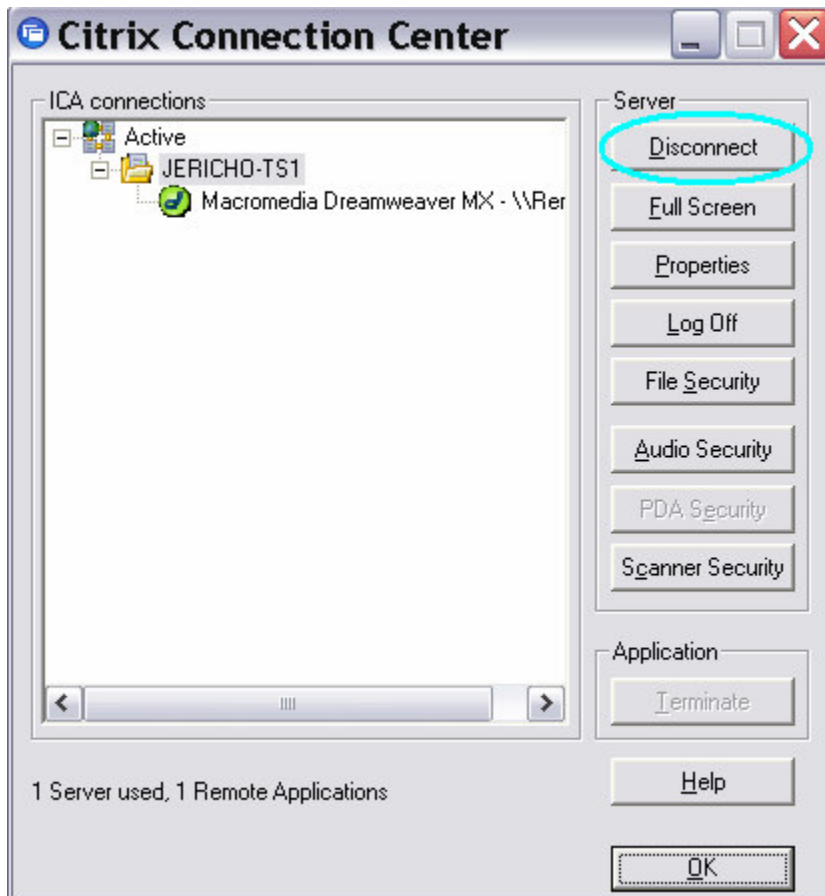
- a. Click either log off or Disconnect in the top Right hand corner



- b. When you have a program open, next to the clock there is a Citrix Icon, right click on this icon and select Open Connection Center.



- c. Click on Disconnect



Setting Citrix as a Trusted Site

You may have to manually set the Citrix Server as a Trusted Site.

If you use **Internet Explorer**:

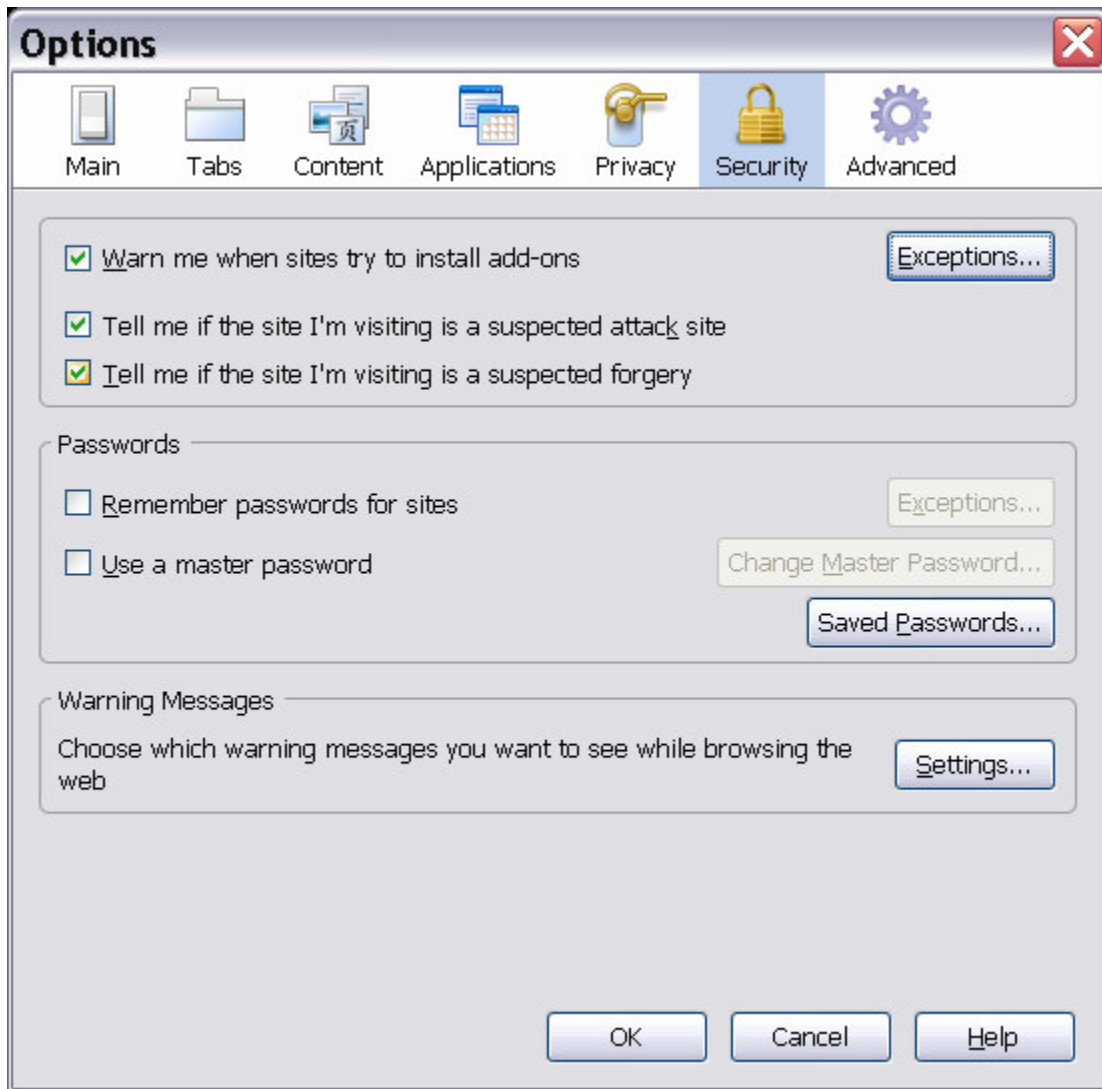
- Go to Tools and Internet Options
- Click on the Security Tab
- Click on the Trusted Sites green check mark
- Then click Sites



- A Trusted Sites dialog box will pop up
- Type in <https://citrix.jerichoschools.org> and click on Add
- Click Close

If you use **Firefox**

- Go to the Tools menu and select Options
- Go to the Security Tab
- Click on Exceptions



- An Allowed Sites dialog box will pop up
- Then type in: <https://citrix.jerichoschools.org>
- Click Close

Accessing Your Local Files

While using the Citrix Server you might want to access the files on your local computer. Here are the steps to insure access to these files:

After you are logged on to the server:

Select your desired program

When that opens go to *File > Open* to get to your directory.

Before you are given the Open dialog box a **Client File Security** box will pop up:



If you select *No Access* – You will not have access to your files

If you select *Read Access* – You will only have read access to your files and therefore you cannot edit them.

If you select *Full Access* – You have complete access to all your local files on your computer.

You can then specify when you want to be asked when you want to be asked about this access to local files.

(Recommended selection – Always ask me so you can decide depending on what computer you are on)

Click Ok

Changing the Status of your Ability to Access Your Local Files

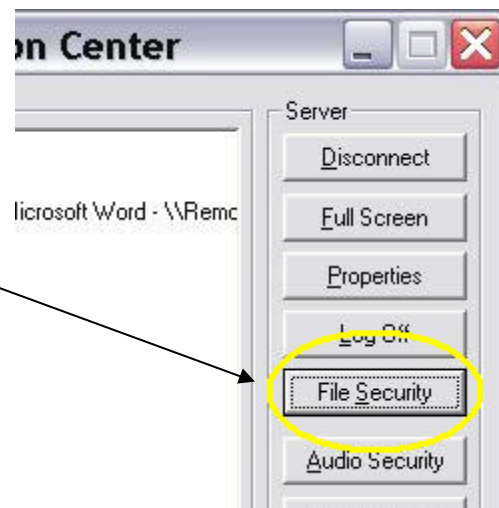
If you wish to change the status of your Local File Security, say from No Access to Full Access, follow directions below.

While logged into Citrix and in a program:

- Right click on the Citrix icon located by the clock in the lower right hand corner
- Click on **Open Connection Center**



- When the Connection Center Opens click on File Security

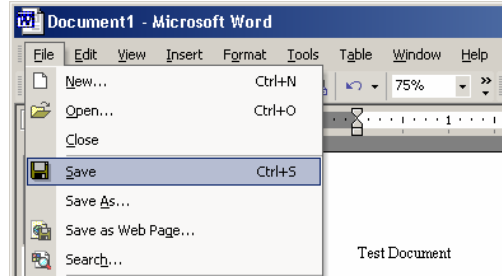


- A dialogue box will open up that will allow you to select the type of access to your local files.
 - (see description on pg. 6 for Access Levels)

- When you are finished click **okay**.
- Then click **okay** in the Citrix Connection Center

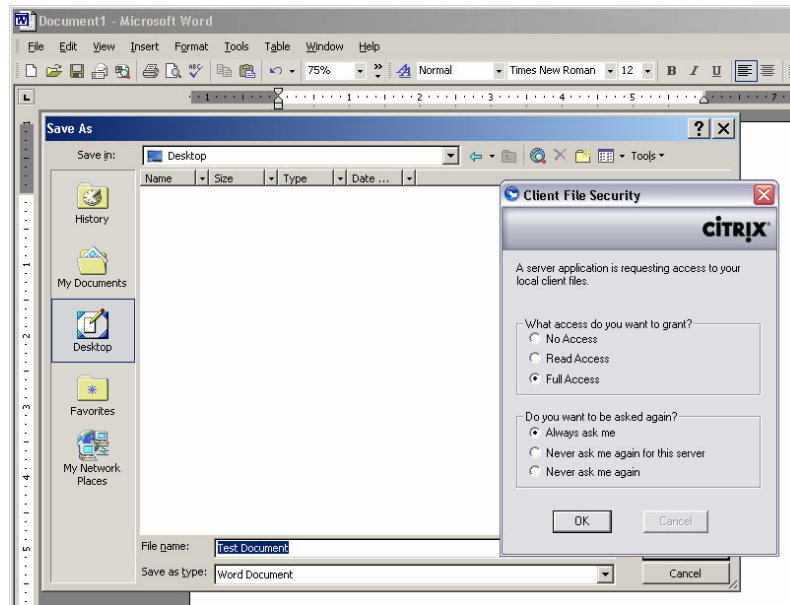
Saving on the Citrix Server

While you are running a program (I.E. MS Word), navigate to File and then to Save

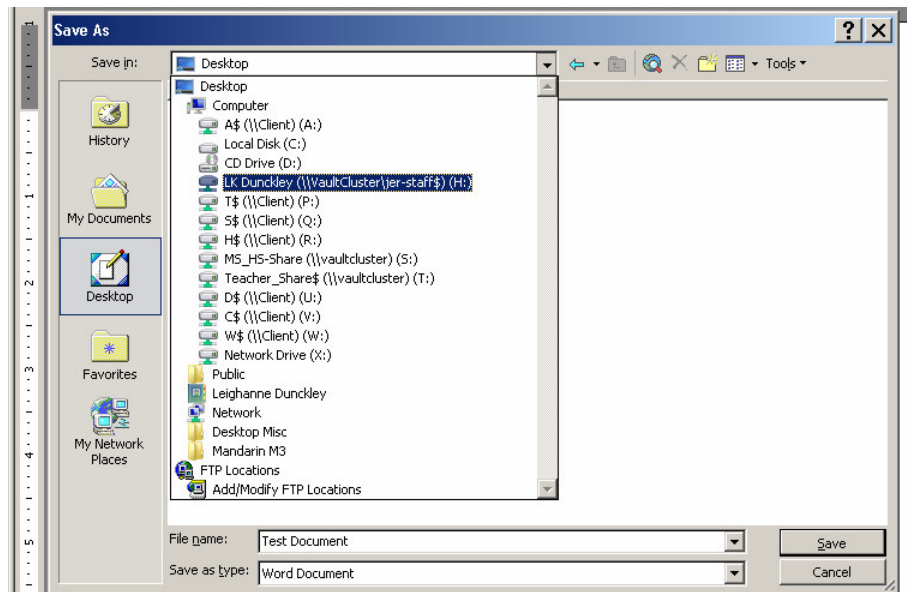


A Save As Dialogue Box will pop up.

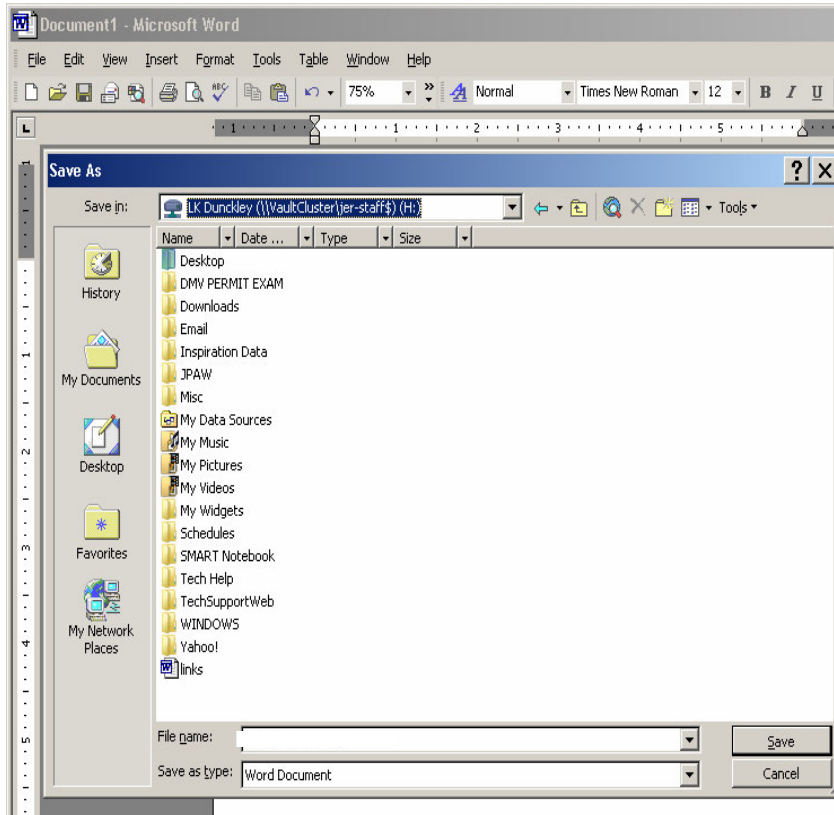
(When you start clicking on a location another box will pop-up regarding Client File Security – Set the permissions as “Full Access” and in the second section “Always Ask Me” - See page 6 and 7 for more info regarding Client File Security)



Choose the location you wish to save your document by clicking the drop down menu next to “Save As”, then click on the H drive for your files, the S drive for your class files etc.,



Chose the area in that drive that you wish to save (I.E. My Documents, the Desktop)



Type a File Name then click Save.