Using the Citrix Remote Client

The county has installed a remote server access point for faculty and staff to be able to access network resources that were previously unavailable outside the network – for example and most importantly, your H: drive. These instructions will help you get started.

Accessing/Installing the Citrix Client

Please Note:
The Citrix client is **not** to be accessed while connected to the school network.
This is exclusively for network access when outside the FCSS network.
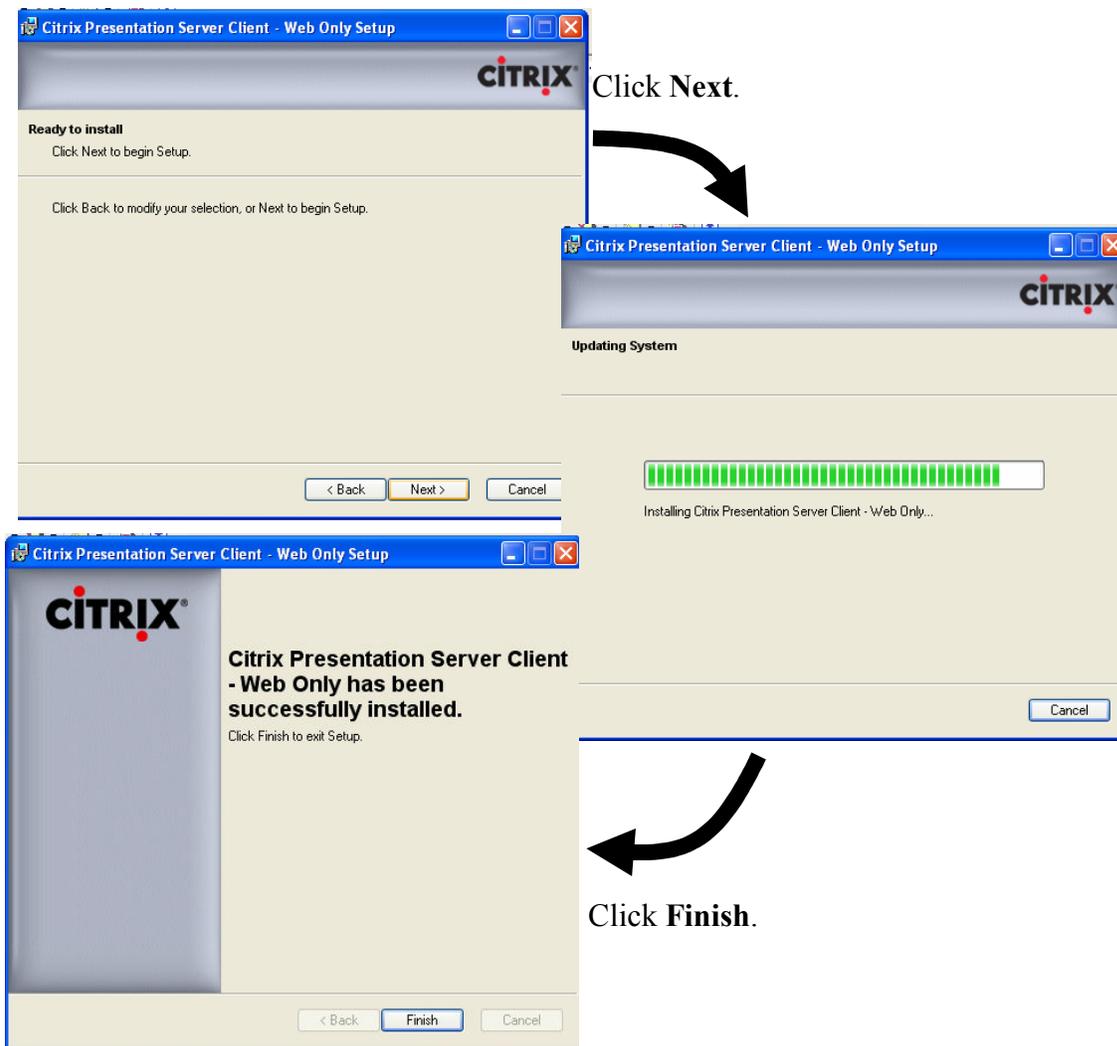
Go to https://citrix.forsyth.k12.ga.us. *It is recommended that you use Internet Explorer for this site; Mozilla Firefox will occasionally give strange behaviors (including not connecting), and other browsers have not yet been fully tested for compatibility.*

Login with your normal network username and password.

If your password has already expired (or is about to), you will be prompted to change it.

The first time you access Citrix, you will need to install the Citrix client software on your browser/computer.

When asked to run the software, click **Run**.

Click **Next**.

Select **I accept the license agreement** and click **Next**.

Click **Next**.

Click **Finish**.

You should now be able to access the Citrix applications.

If you find that you are having trouble with the Citrix gateway not being able to open applications, or possibly closing your browser, you may need to do the following:

- At the top of the Applications section, click the Settings button:
- Choose **Client Preferences**.
- For *Remote client type*, choose **Client for Java**.
- Click **OK**.

That should solve most/all of your Citrix access problems.

Please report any additional problems you have to your school's ITS.

Using the Citrix Client

Applications

Top Up

Active Studio PE3
Blender
Contribute 3
DreamWeaver 8
Fireworks 8
Flash 8
FreeMind
Geometers Sketchpad
GIMP
ImageBlender
InkScape
Inspiration
Internet Explorer
OpenOffice
OpenOffice Base
OpenOffice Calc
OpenOffice Impress
OpenOffice Writer
Outlook
Scribus
TestOut - Student

Settings

File Shares

Home\Personal Folder

On this side of the browser window are the applications you have access to, including:

- **ActivStudio** – to edit/create flipcharts
- **OpenOffice** – an open-source alternative to Microsoft Office (*see next page*)
- **Outlook** – this will allow you to access your school email, **including your Personal Folders.**

Because the applications open through a Java client, they may take a little while to start.

On this side of the browser window, you can click on the link above to access your H: drive. It will be a web-based interface, you will need to click-and-download files.

However, you can also work on files directly from the H: drive (opening from and saving to) by using the applications on the left.

Click here to logout. **Do not just close your browser window.**

Using OpenOffice to Work on H: Files

Within the Citrix OpenOffice applications, you can work on files on your H: drive directly – open from the H: drive, save to the H: drive – rather than having to save and work from a local copy.

Clicking on OpenOffice will allow you to open any office document – from Word, Excel, or PowerPoint. Alternately, you can open the individual application for each type of file.
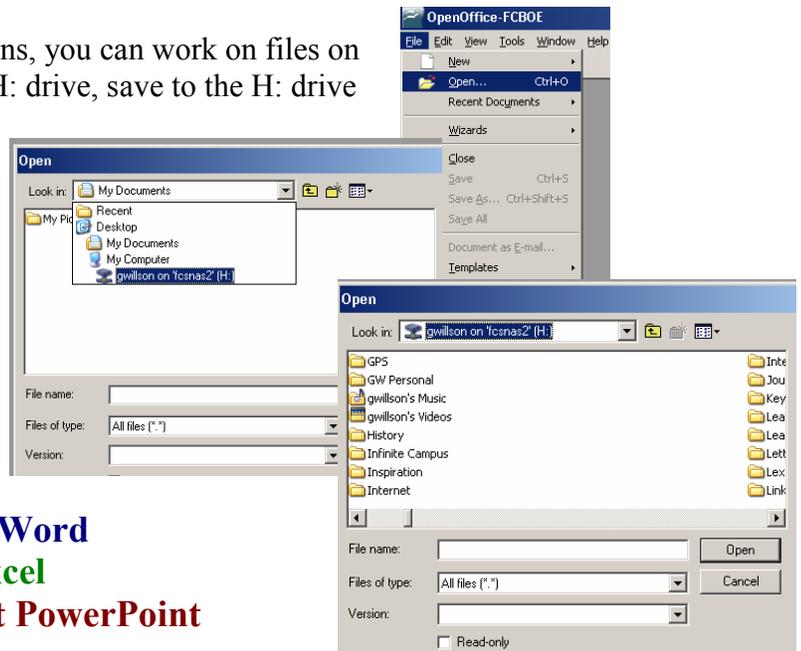
OpenOffice Writer ≈ Microsoft Word
OpenOffice Calc ≈ Microsoft Excel
OpenOffice Impress ≈ Microsoft PowerPoint

You can also start new files from within each, and save them as Word (.DOC), Excel (.XLS), or PowerPoint (.PPT) files to your H: drive so that you can open them from Word/Excel/PowerPoint when you return to school.