

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

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.

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

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.

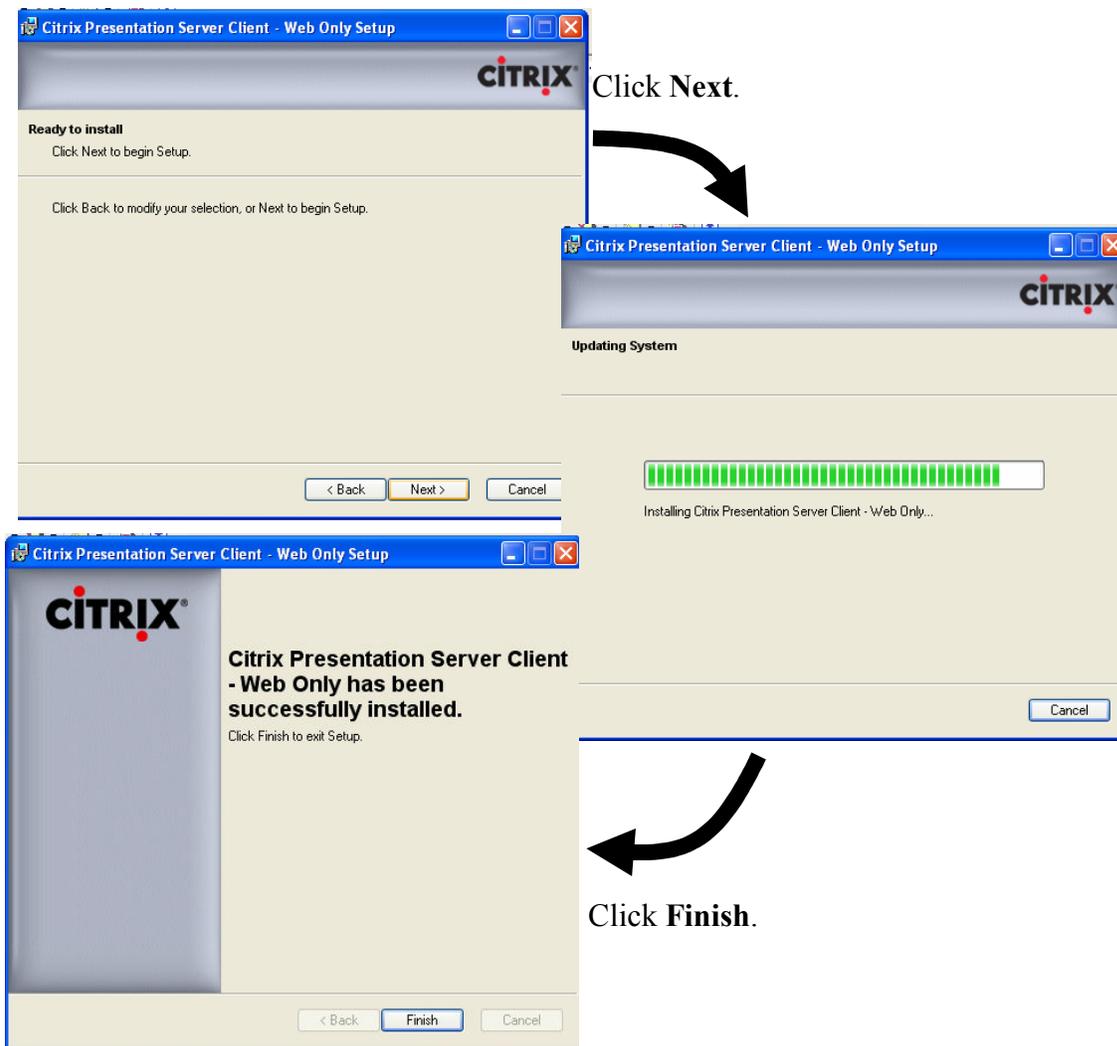
If your password has already expired (or is about to), you will be prompted to change it.

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

Click **Next**.

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

The screenshots show the following steps:
1. A file verification window for 'ica32web.msi' from 'citrix.forsyth.k12.ga.us' with a progress bar and 'Estimated time left: 1 sec (6.85MB of 7.21MB copied)'.
2. An Internet Explorer security warning dialog box asking 'Do you want to run this software?' with 'Run' and 'Don't Run' buttons.
3. The 'Citrix Presentation Server Client - Web Only Setup' window with a 'Welcome' message and instructions to click 'Next' to continue.
4. The 'License Agreement' window with the text 'CITRIX(R) LICENSE AGREEMENT' and 'Use of this component is subject to the Citrix license covering the Citrix product(s) with which you will be using this component. This component is only licensed for use with such Citrix product(s). CTX_code: EP_R_A32490'. At the bottom, there are radio buttons for 'I accept the license agreement' (selected) and 'I do not accept the license agreement', along with 'Back', 'Next', and 'Cancel' buttons.



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

The screenshot shows the Citrix Access Gateway interface. At the top, there is a header bar with the Citrix logo on the left and a 'Logout' button on the right. Below the header, the interface is divided into two main sections: 'Applications' on the left and 'File Shares' on the right. The 'Applications' section contains a list of application icons, including 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, and TestOut - Student. The 'File Shares' section shows a 'Home\Personal Folder' link. A red arrow labeled 'Settings' points to a gear icon in the top right corner of the 'Applications' section. A black arrow points from the 'Logout' button to the text 'Click here to logout. Do not just close your browser window.' Another black arrow points from the 'Home\Personal Folder' link to the text '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.' A third black arrow points from the 'Applications' list to the text '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.'

CITRIX Logout

Citrix Access Gateway

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

File Shares Home\Personal Folder

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

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.

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**.

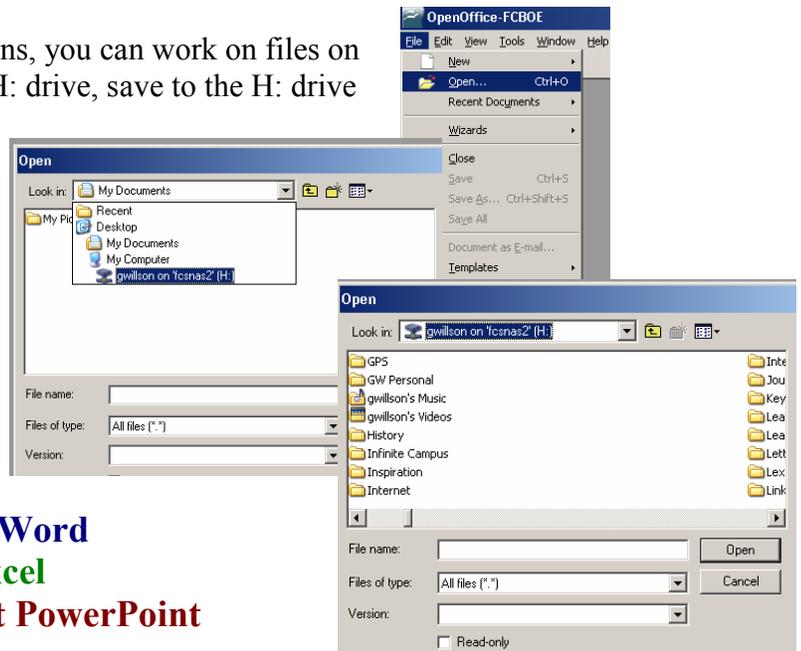
Because the applications open through a Java client, they may take a little while to start.

Settings

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.