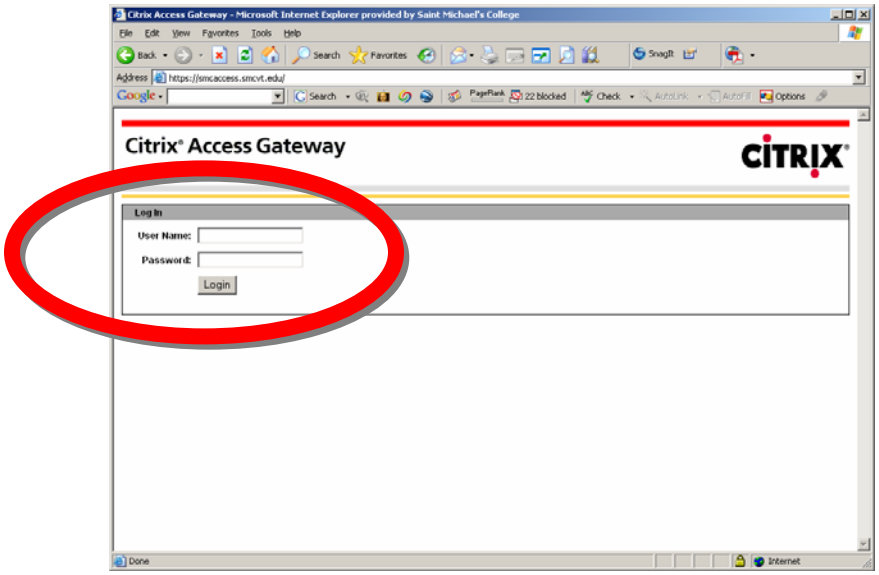
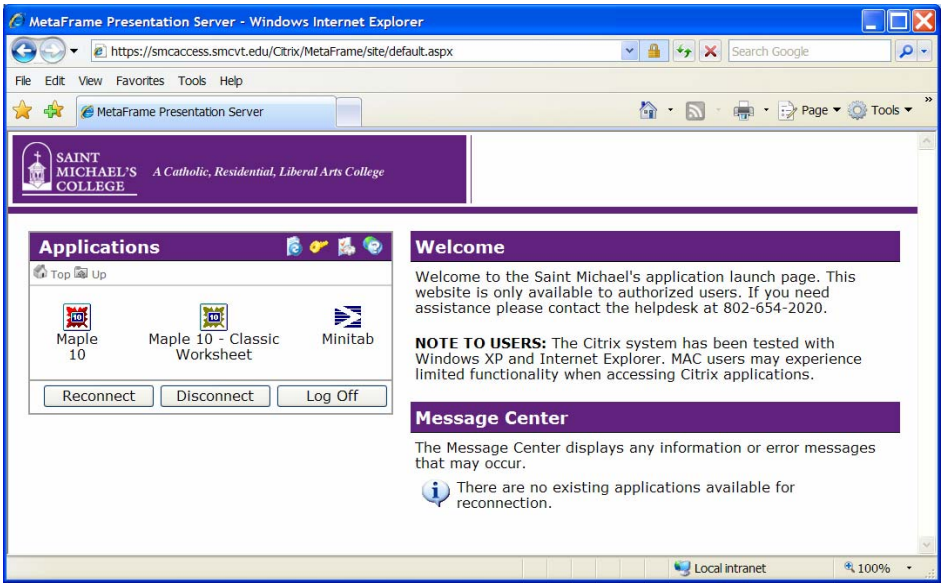
Saint Michael's College
Information Technology

Citrix Information Sheet
Part II: Running Applications from Citrix

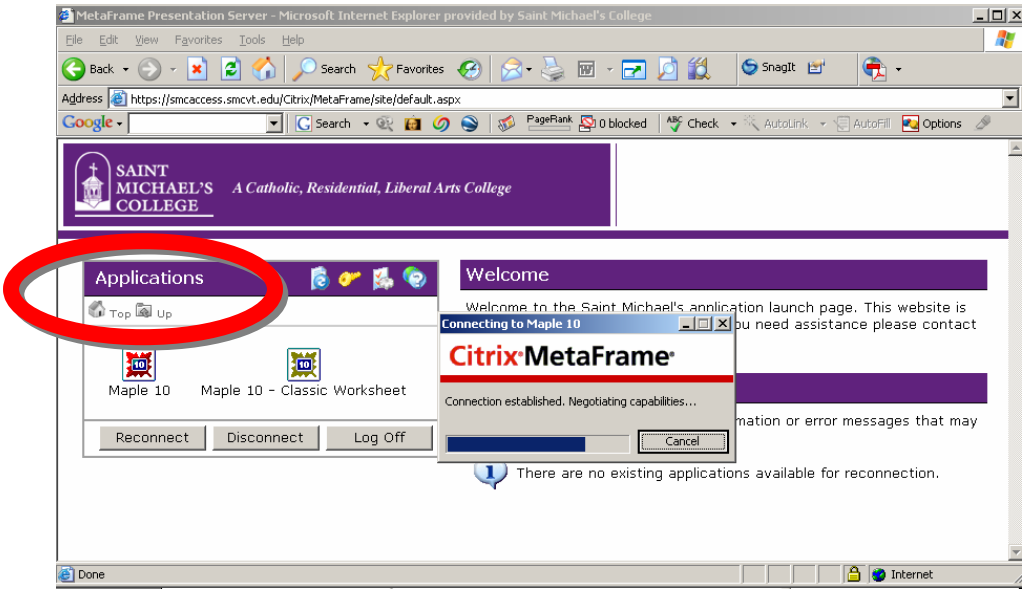
Once the Citrix Client is installed you should only have to launch Internet Explorer and reconnect to https://smcaccess.smcvt.edu. Login with your Mikenet account and password.



If you have installed the **Citrix Client** (Part I) you should see the application launch page with no warning in the Message Center area about the client software.

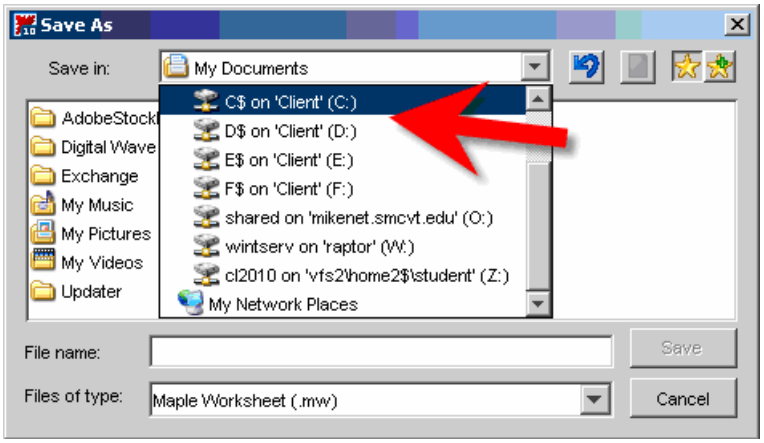


In the **Applications** section you will see the icons for the applications you have access to. Simply double-click on the icon for the application you wish to launch. After you double-click an icon a **CitrixMetaFrame** dialog box will appear telling you a connection is being made to the server.



NOTE: In order for the system to connect you to the server, a file named launch.ica needs to temporarily be downloaded to your computer. Normally the file will download automatically. During testing we found that some browser add-ons, such as pop-up blockers, may disrupt this process. You may be prompted to save the launch.ica file first and then open it.

Work with the application as you normally would. **Save** your documents as you normally would by choosing **File/Save As**:



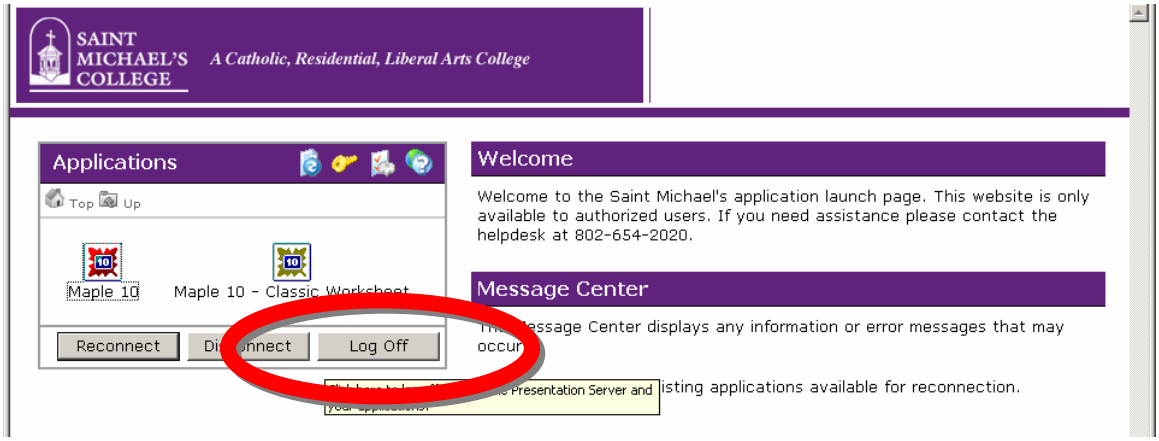
If you are working on your own computer you will probably want to save to your local hard drive (C: or D:) rather than Z: (the preferred location if working in labs). Citrix will allow you to save and copy files to your local computer hard drive. Before you can save to your own computer hard drive, however, you need to give Citrix permission to access your computer.

When you choose either C: or D: (above), Citrix will present the **Client File Security** window (left).

Click on **Full Access** to allow the SAVE to your local computer. Click on **Never ask me again** if you do not want to see this prompt again.

Ending your Citrix Session

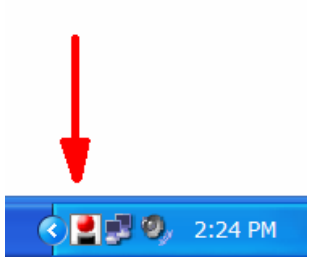
When you are done with the application you can exit by choosing **File/Exit**. Log off from Citrix by clicking the **Log Off** button—



Note on Opening and Saving Files

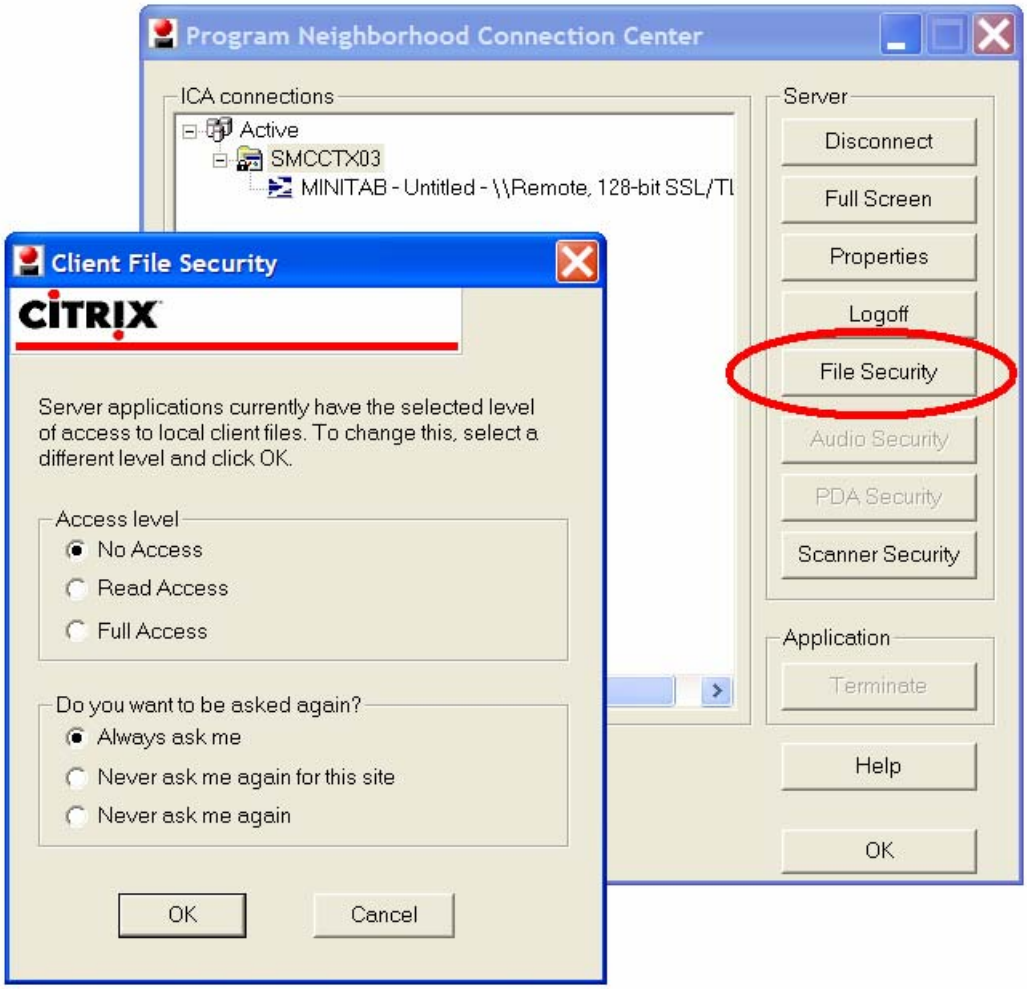
If you clicked on "Never Ask Me Again" in the client file security window but you now want to see that window to make a change you can do the following to make the window pop back up.

When you are connected to the Citrix server an icon with a red dot appear in the lower right hand corner of the screen (the system tray).



Right click on the icon and click on Open Connection Center.

Once the Connection Center is open you can click on File Security to modify your local drive mapping settings.



Printing

When you run an application from the Citrix system your default printer in Windows is automatically enabled for printing. Print as you normally would in the application. To see which printer is your default click on Start / Control Panel / Printers and Faxes and look for the printer with the black and white check mark.