



How to Access Your School Folders from Home Using the CITRIX XenApp Interface

Before you start the set-up process for the first time, you may want to verify that your JAVA application is up-to-date .. or even installed. It is also helpful, if you are running Microsoft Windows XP, to have Service Pack 3 installed.

To do this procedure, open up Internet Explorer, or whatever application you use for a web browser, and visit the site ..

<http://www.java.com/en/download/manual.jsp>

and run the appropriate installation for your operating system. Most users will run ..

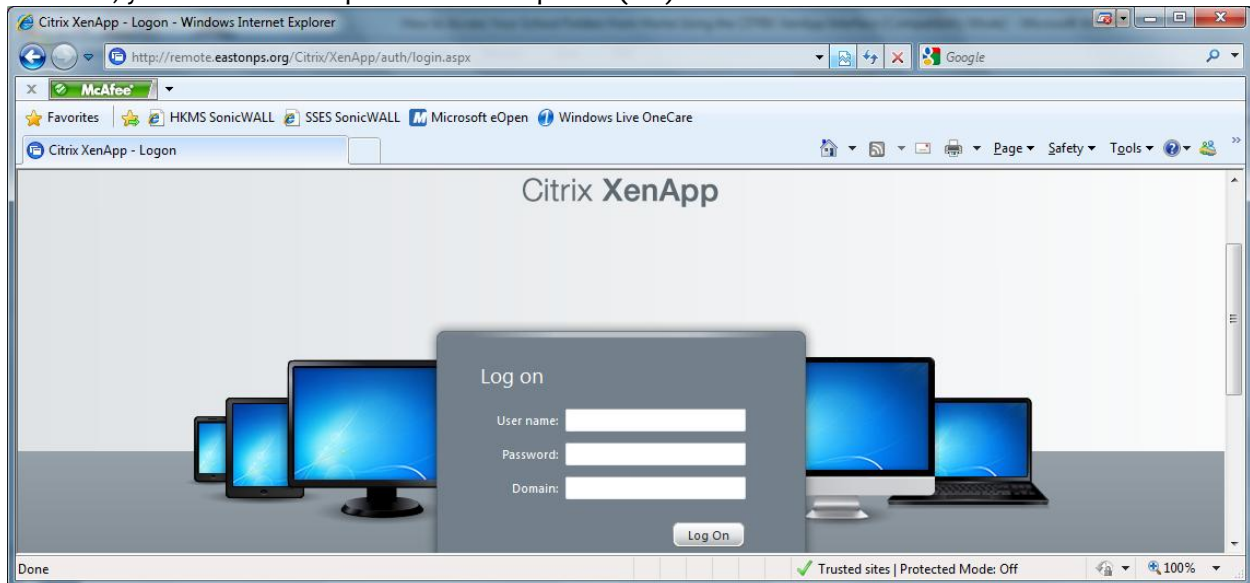
Windows 7/XP/Vista/2000/2003/2008 Online *

- **NOTE:**

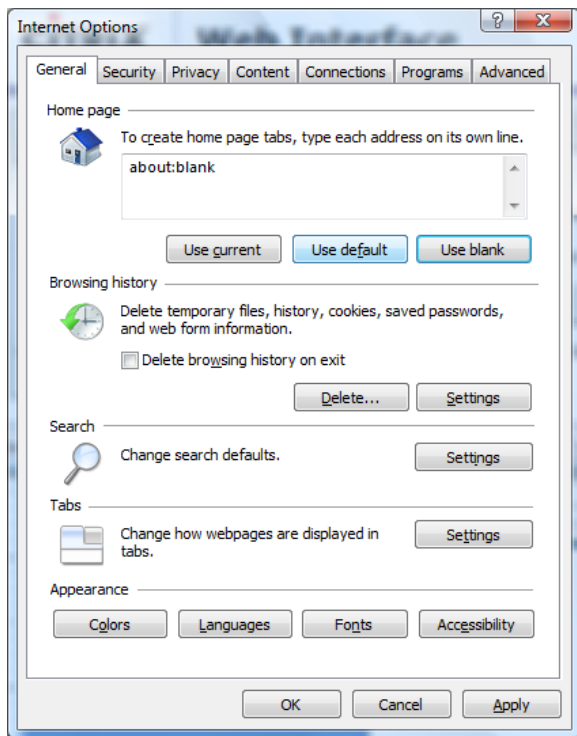
For VISTA users, you will need to add '*.eastonps.org' to your Pop-up Blocker settings.

(If you do not use Microsoft Vista or Windows 7, skip this section and proceed to page #5)

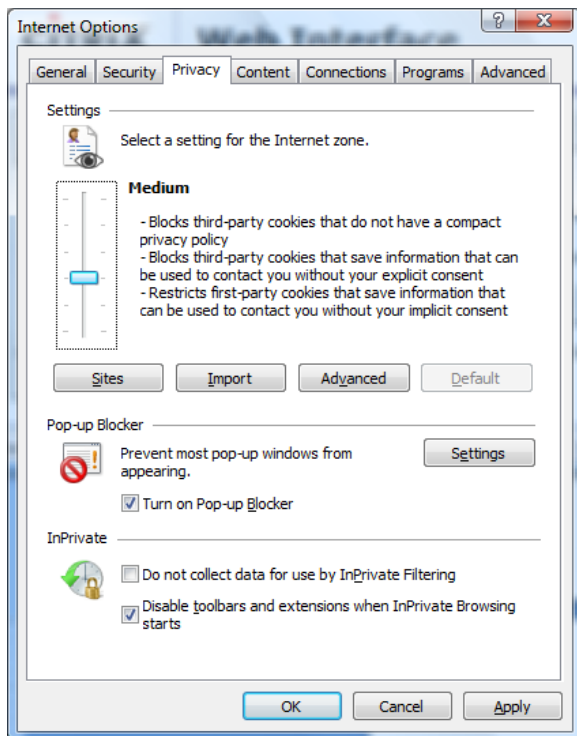
To do so, you will need to open Internet Explorer (IE).



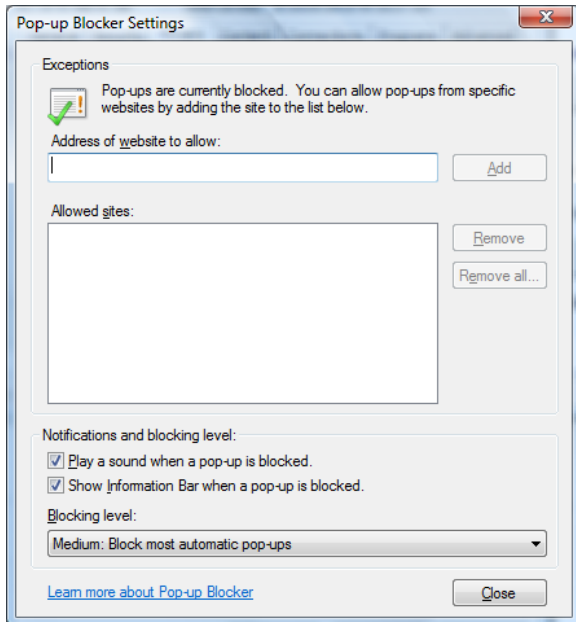
Click on the [Tools ▼] radio icon



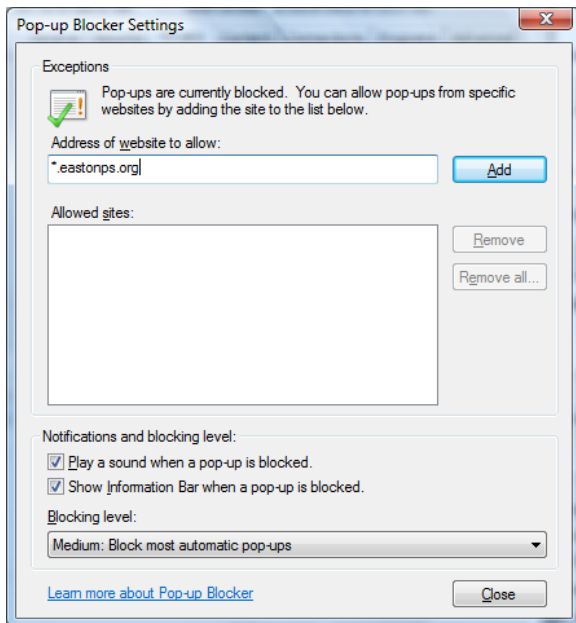
Next, click on the [Privacy] tab



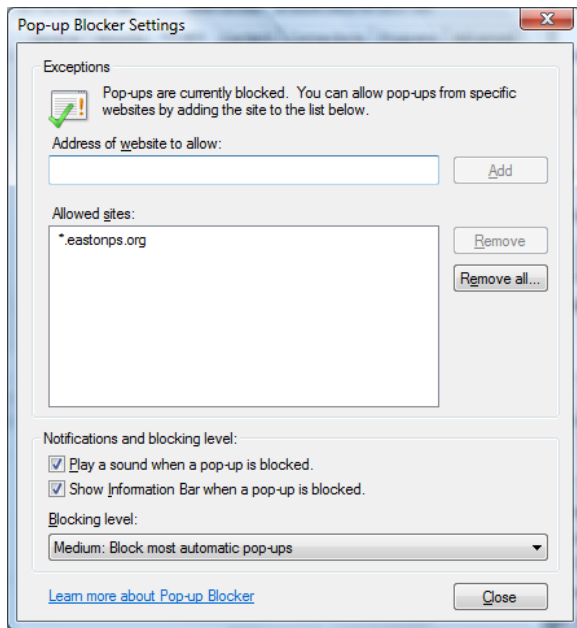
In about the middle of this window, click on the [Settings] button



In the 'Address of website to allow:' windows, please type in .. *.eastonps.org
(this will also help you with EastonPS E-mail)



Click on the [Add] button



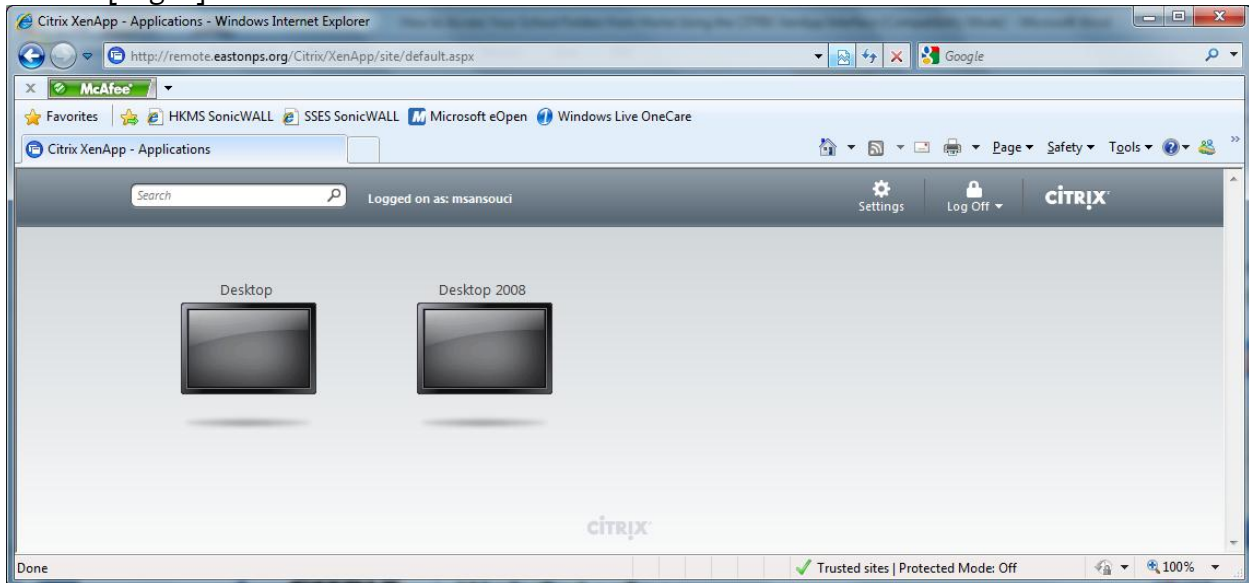
You window should now look similar to the one above. Once this is completed, click on [Close] and then [OK]. Continue with the initial setup instructions on the next page.

Once you have finished the JAVA installation, reopen Internet Explorer and type in the address/URL bar .. <http://remote.eastonps.org>



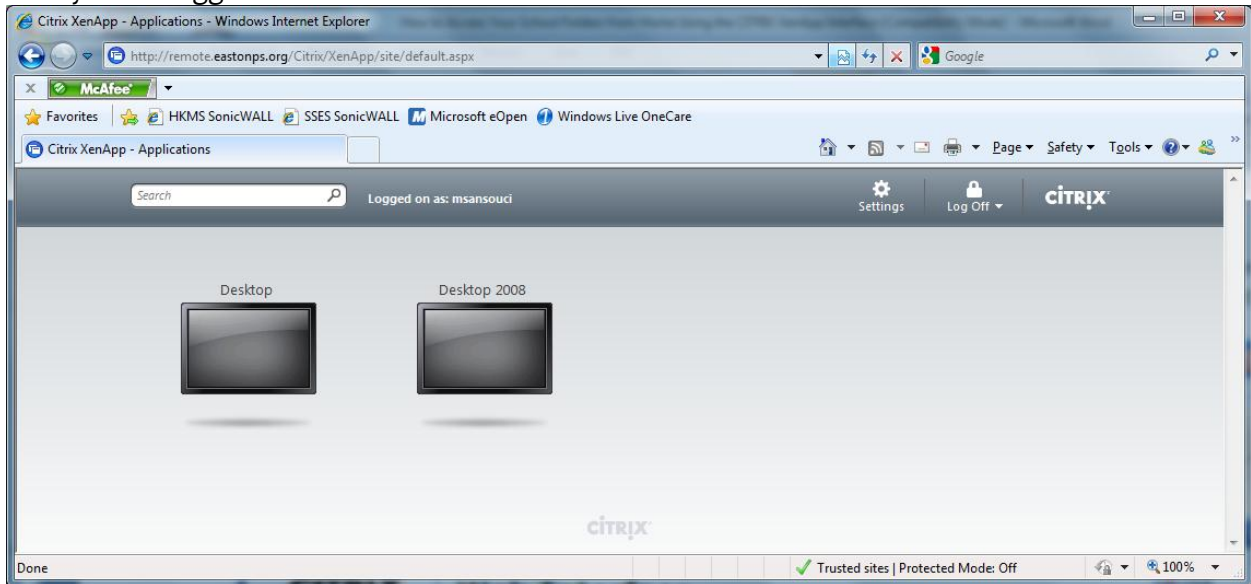
This will bring up the CITRIX XenApp login page. Type your network username, password and ER9 for the domain

Click on [Log In]



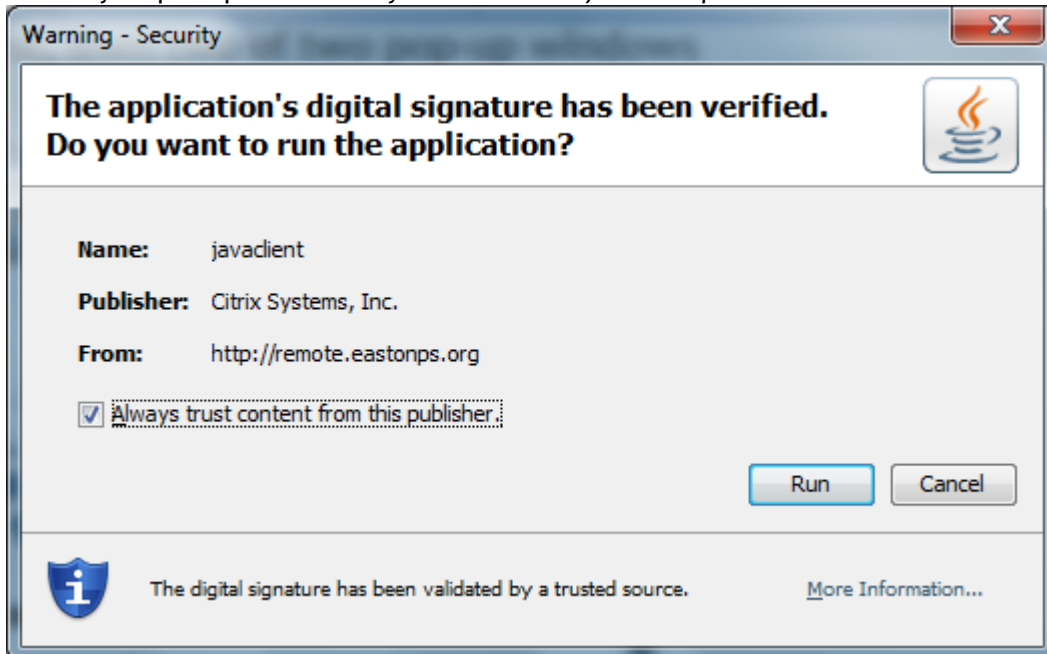
Depending on whether you use an add-in browser bar, similar to the 'Google Toolbar', you will need to enable 'Pop-ups' on both Google Toolbar before you can proceed

Now you are logged onto CITRIX



To access the 'CITRIX Desktop', click on the 'Desktop 2008' icon

You may be prompted to 'Always trust content from this publisher.' and run the Java application



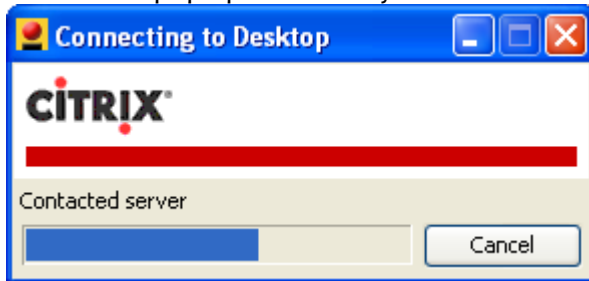
Make sure you have placed a check in the box .. 'Always trust content from this publisher.'
Click on [Run]

You should receive one, then two of two pop-up windows

The pop-up window shown below is your Java application loading



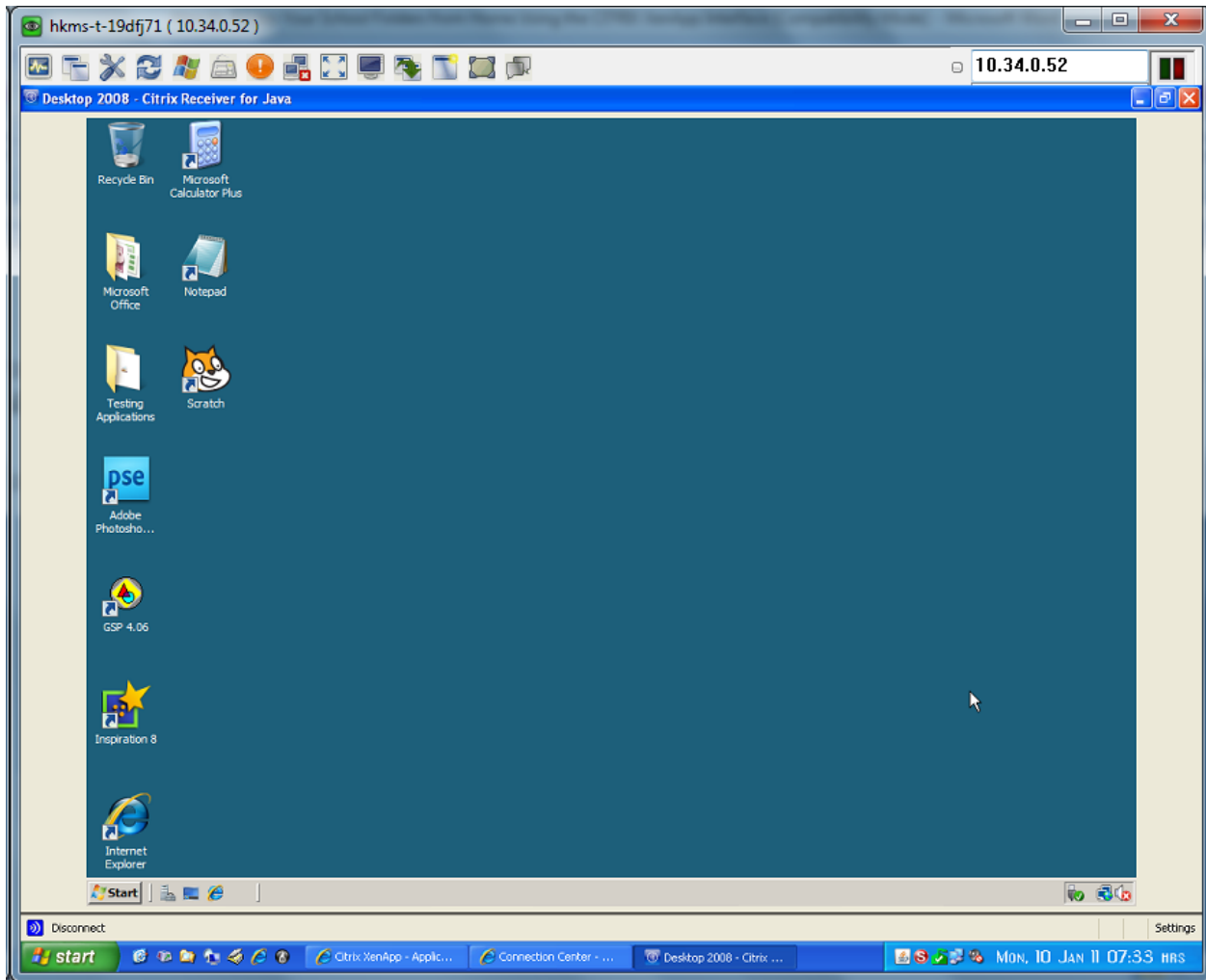
The second pop-up window is your connection process to CITRIX



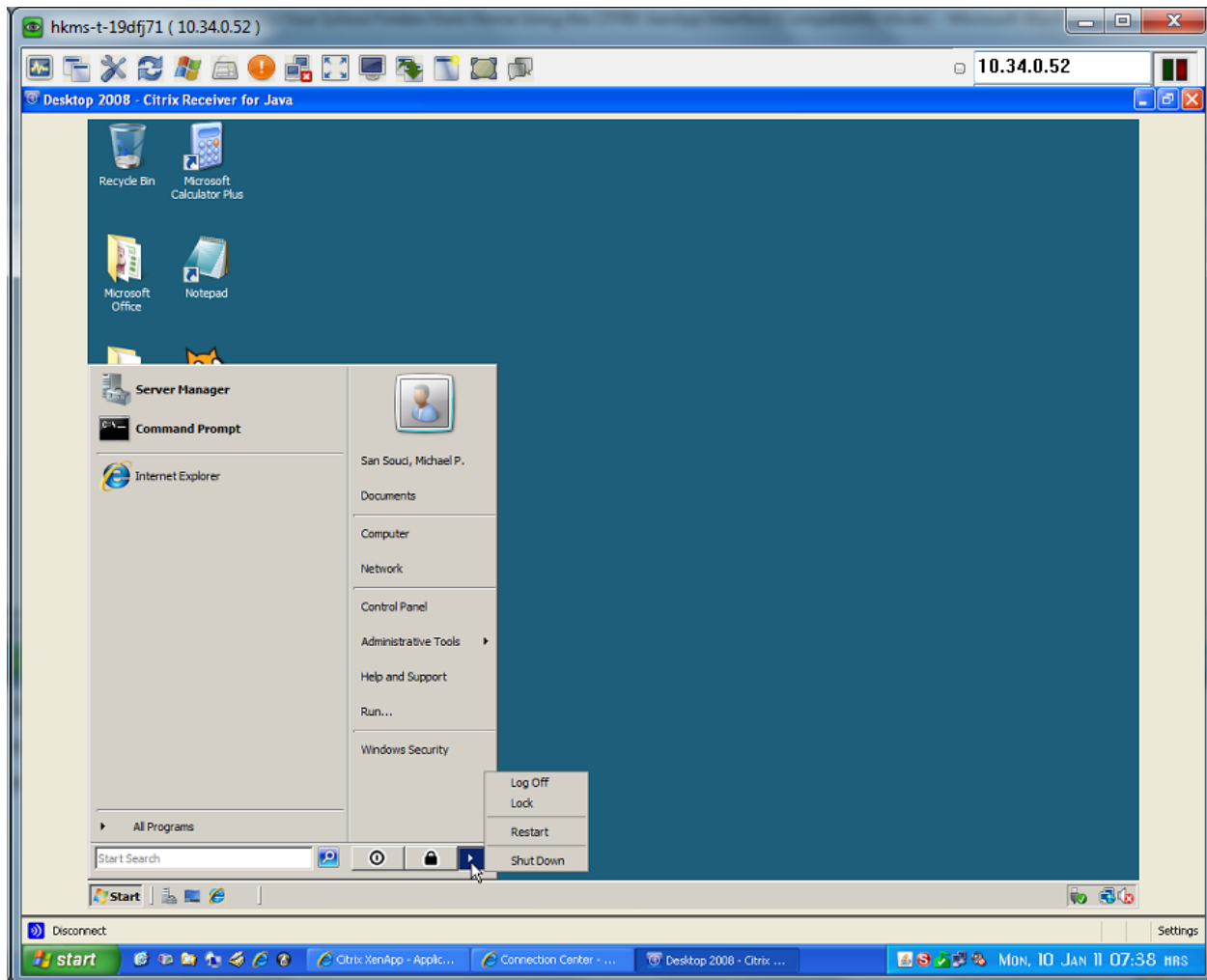
PLEASE NOTE:

- ✚ Once connected to CITRIX, you will not have the option to print to your home printer nor your classroom printer. The only available printers are in the 6th Grade Computer LAB (Room 208), 8th Grade Computer LAB, the Media Center and the TED Computer LAB (Room 220)
- ✚ You will have to access your school E-mail from within the CITRIX window if you want to transfer attachments to your network folders
- ✚ You will not be able to access your files/folders on your home PC (personal computer) from within CITRIX. You cannot cross-reference between windows. Anything that you do, that is related to your school files/folders or school work, must be done within the CITRIX window

Once connected to the CITRIX server that resides at Helen Keller, your monitor should look very similar to the window shown below

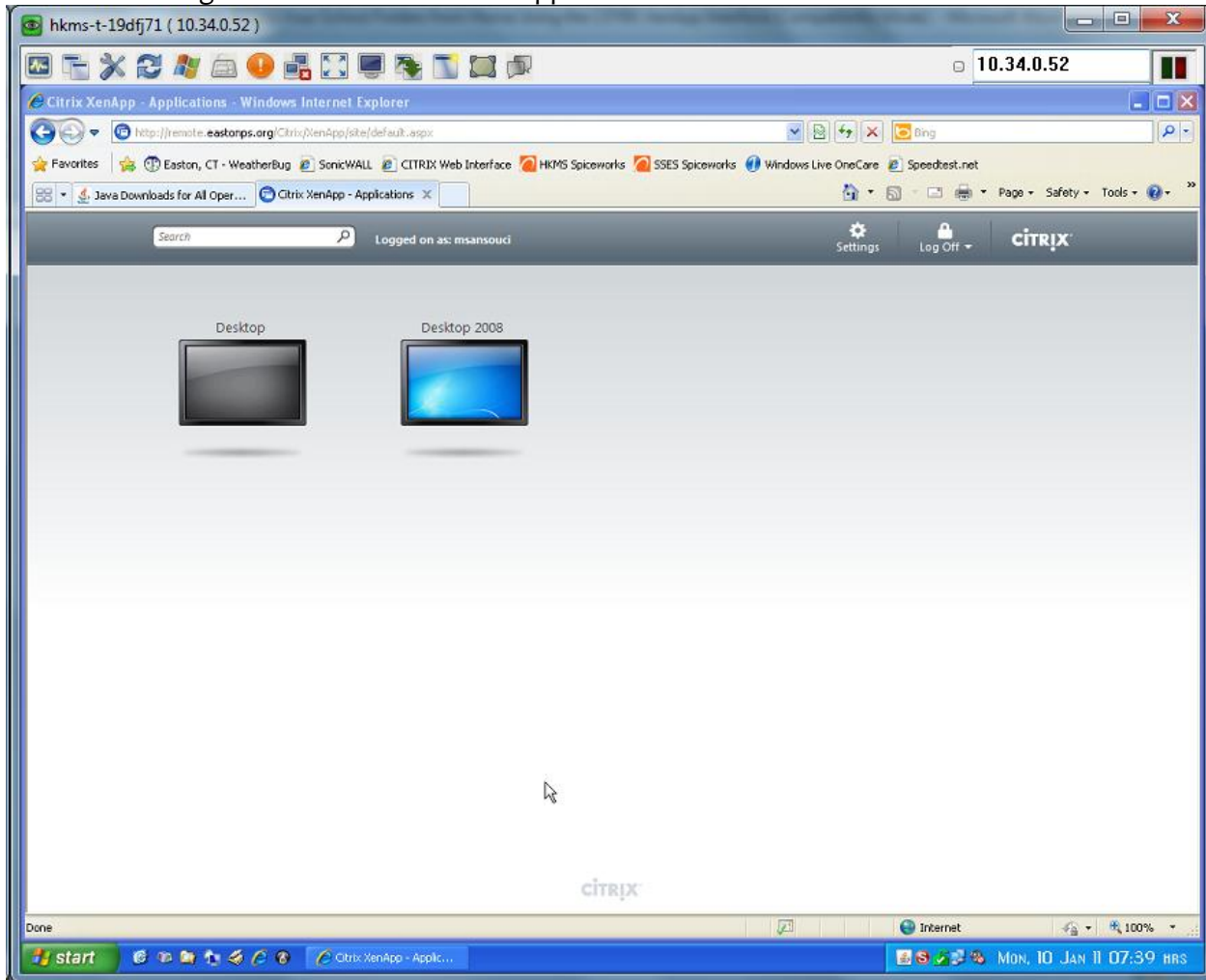


Once you are finished with your CITRIX session, log off similar to the way you do when at school



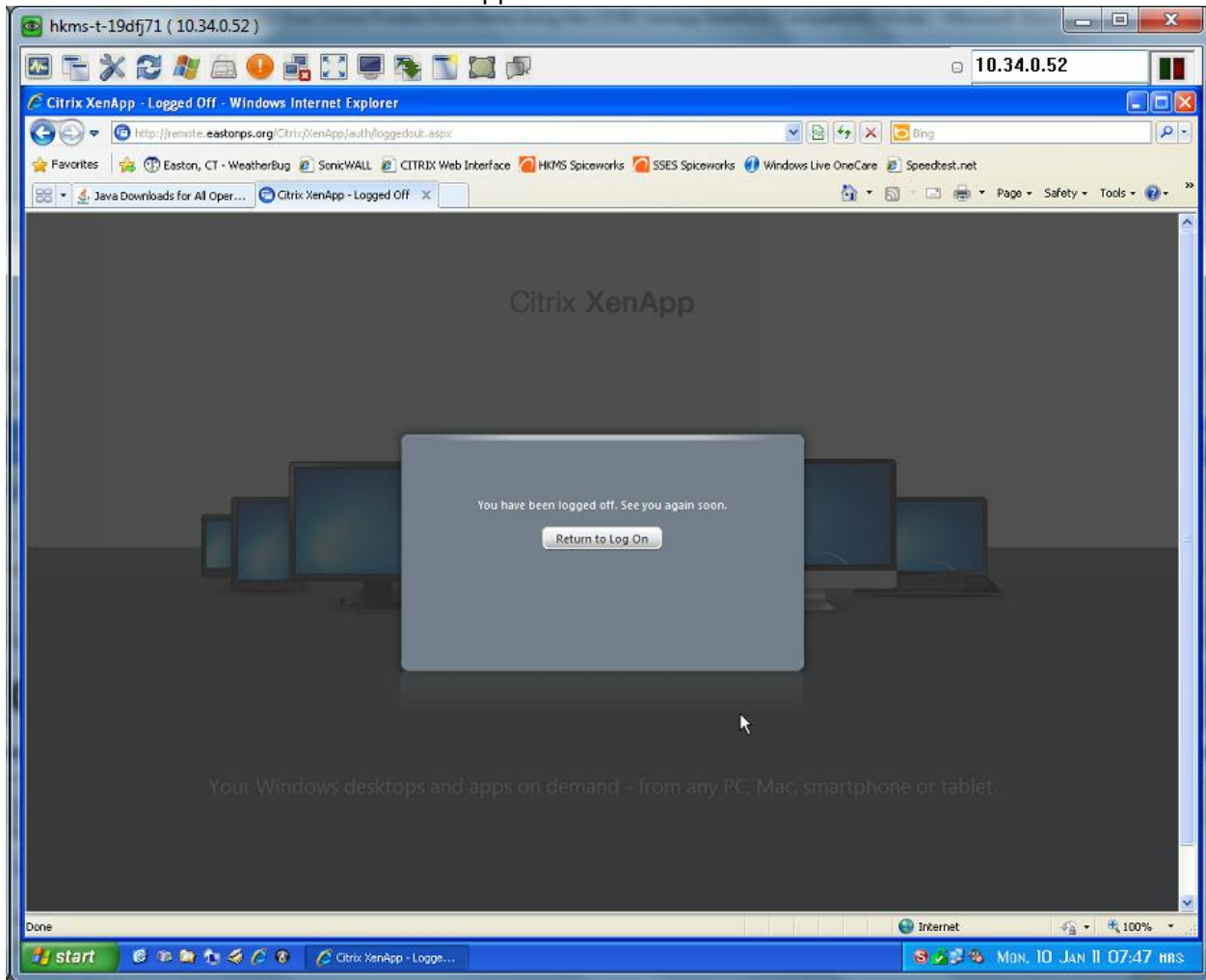
Click on [Start]
Select [▶]
Select [Log Off]

You will be brought back to the CITRIX XenApp Interface window



Please click on [Log Off] from the top menu bar. Do not select [Reconnect] or [Disconnect] .. just click on the [Log Off]

Once you have a window similar to the one shown below, you have successfully logged out of CITRIX and disconnected from the CITRIX XenApp server.



You can just close the window