

TECHNOLOGY SUPPORT CENTER

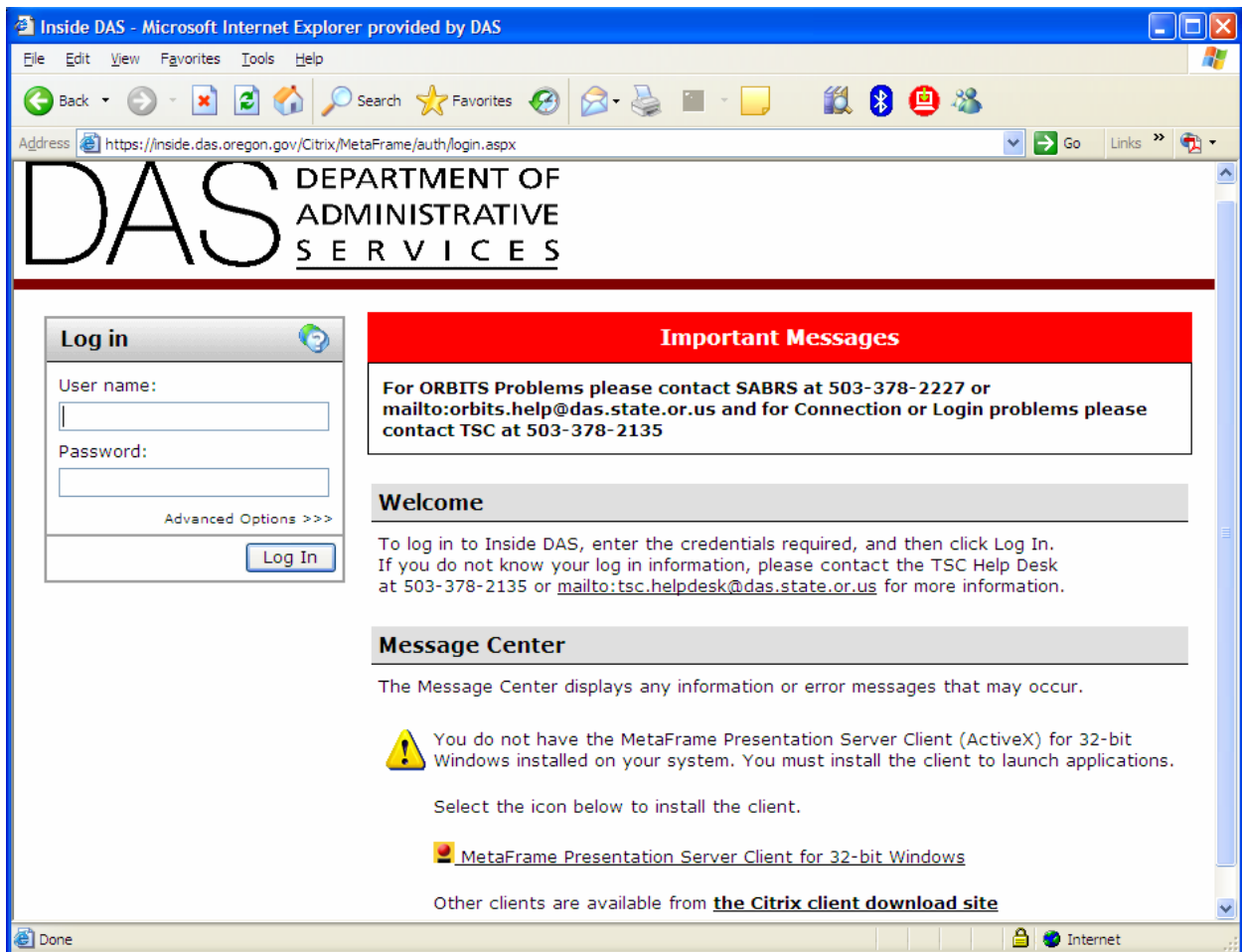
Citrix Access Setup and First-Time Use		
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CTI: Citrix, Nfuse, Training/Inquiry		

PURPOSE

This document describes the steps involved in installation and use of the Citrix Client.

INSTRUCTIONS

1. Open your browser and go to the following web site: <http://inside.das.oregon.gov>. If this is your first time to use Citrix, you will need to start with installing the ICA client. Scroll down until you see the part of the screen illustrated below, and then click on [MetaFrame Presentation Server Client for 32-bit Windows](#).



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Modified By: John V. Peterson	Date of Last Modification: 30 Nov 2007	
Approved By: Debra Fery, Manager Technology Support Center	Signature	Date

Citrix Access Setup and First-Time Use

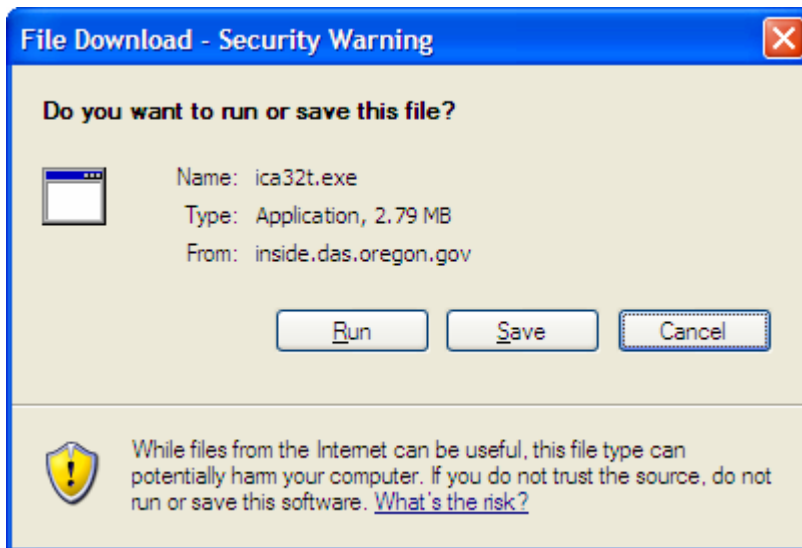
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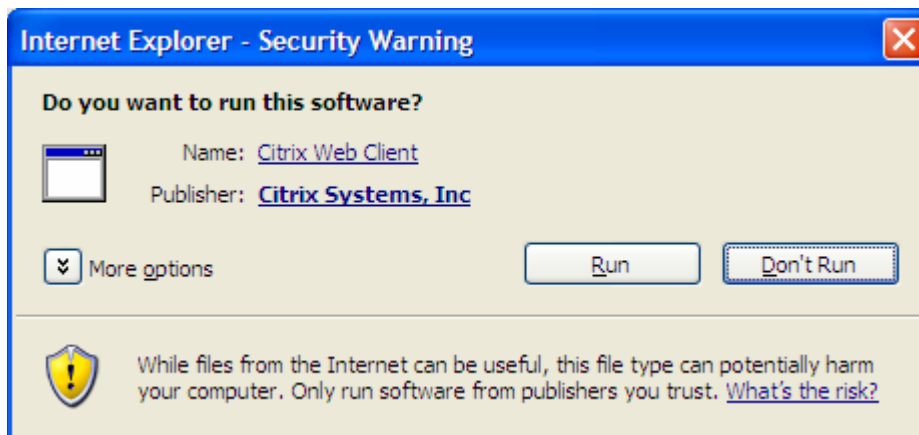
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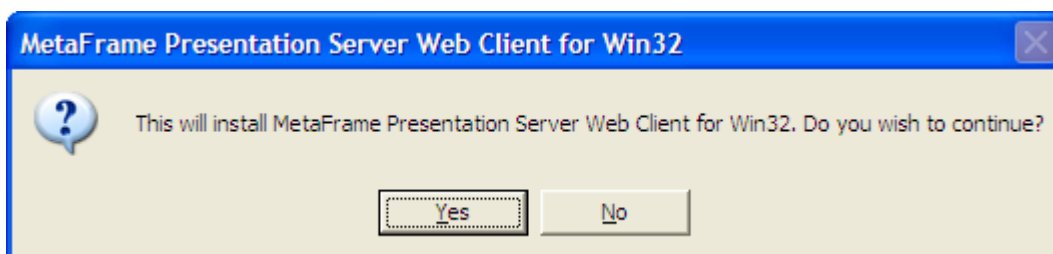
When you see the window below, select **Run**. The status will show “Opening” and you can check the progress bar for how much of this has been completed.



2. When you get the screen shown below, click on **Run**.



4. The software unpacks and presents the dialog box below. Select **Yes**.



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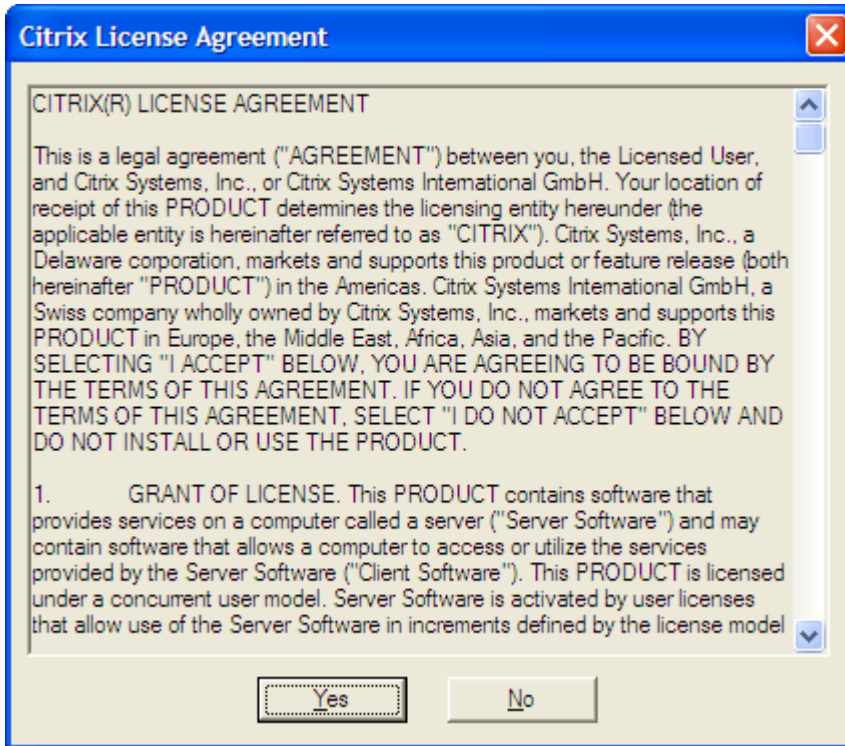
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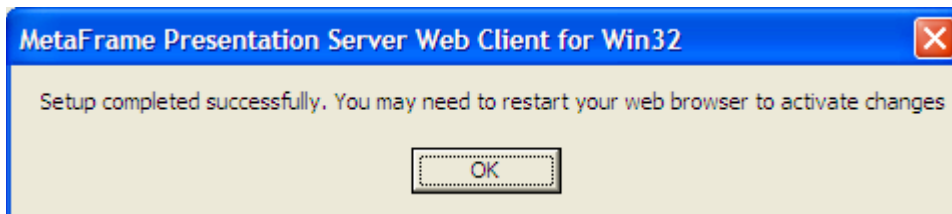
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5. At the Citrix License Agreement window, select **Yes** to signify your agreement with the License terms.



6. Next, the MetaFrame Presentation Server Web Client for Win32 installs and presents the dialog box below. Click **OK**, then close your browser.



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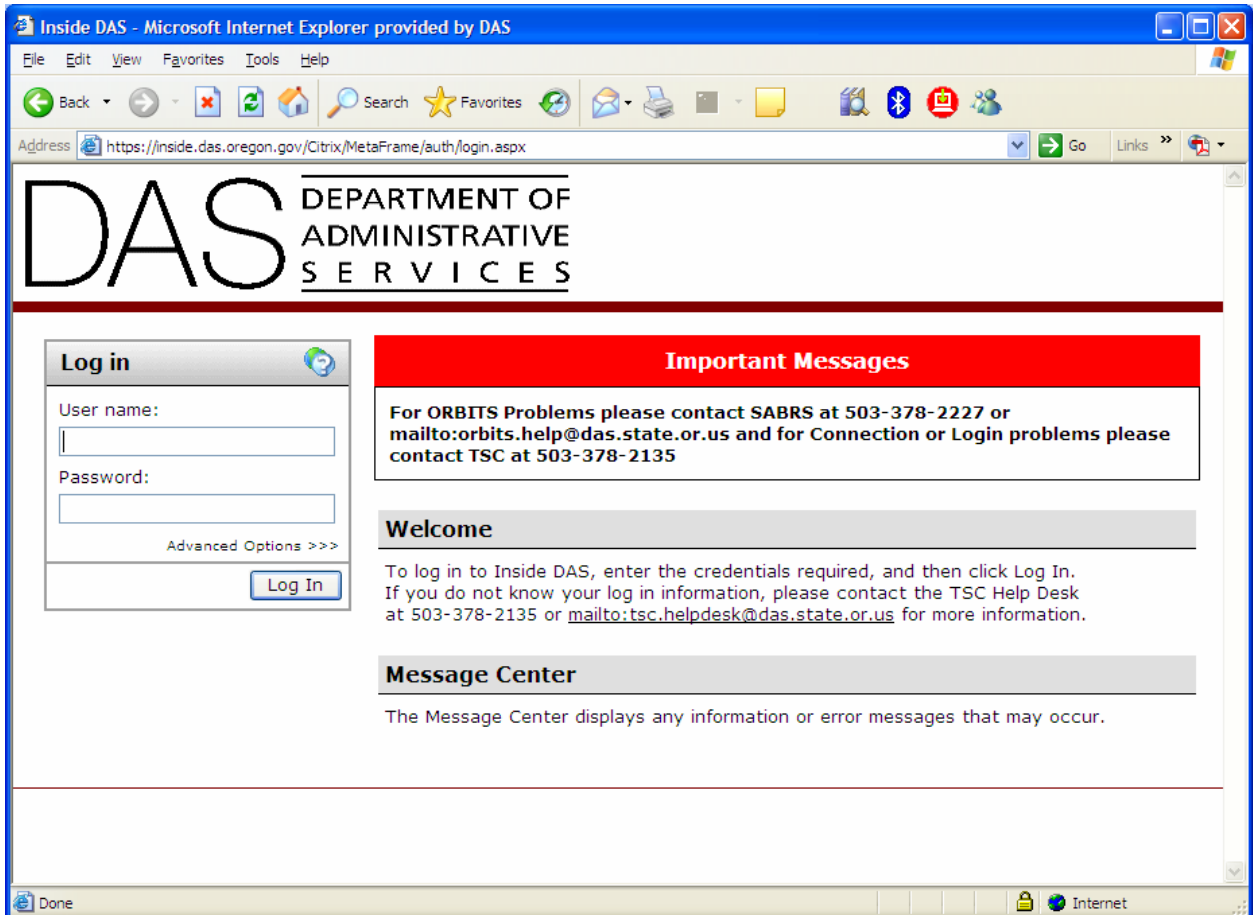
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7. Open a new browser window and navigate to <http://inside.das.oregon.gov>. When the MetaFrame XP Login screen appears, bookmark it for future use. You may now begin to use Citrix. Enter the same **user ID** and **password** that you use to log into the DAS Domain, then click on **Log In**.



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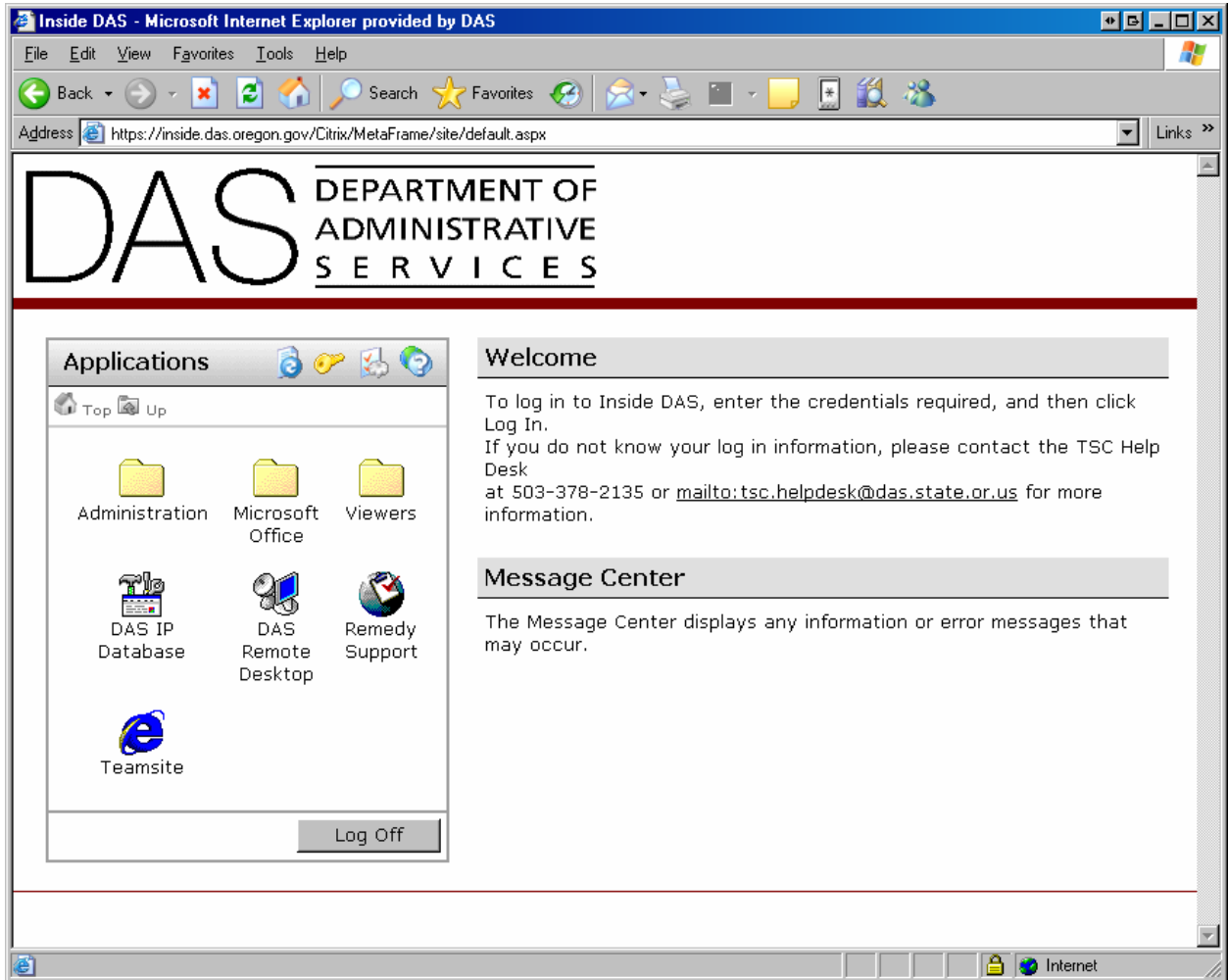
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8. The screen below will appear.



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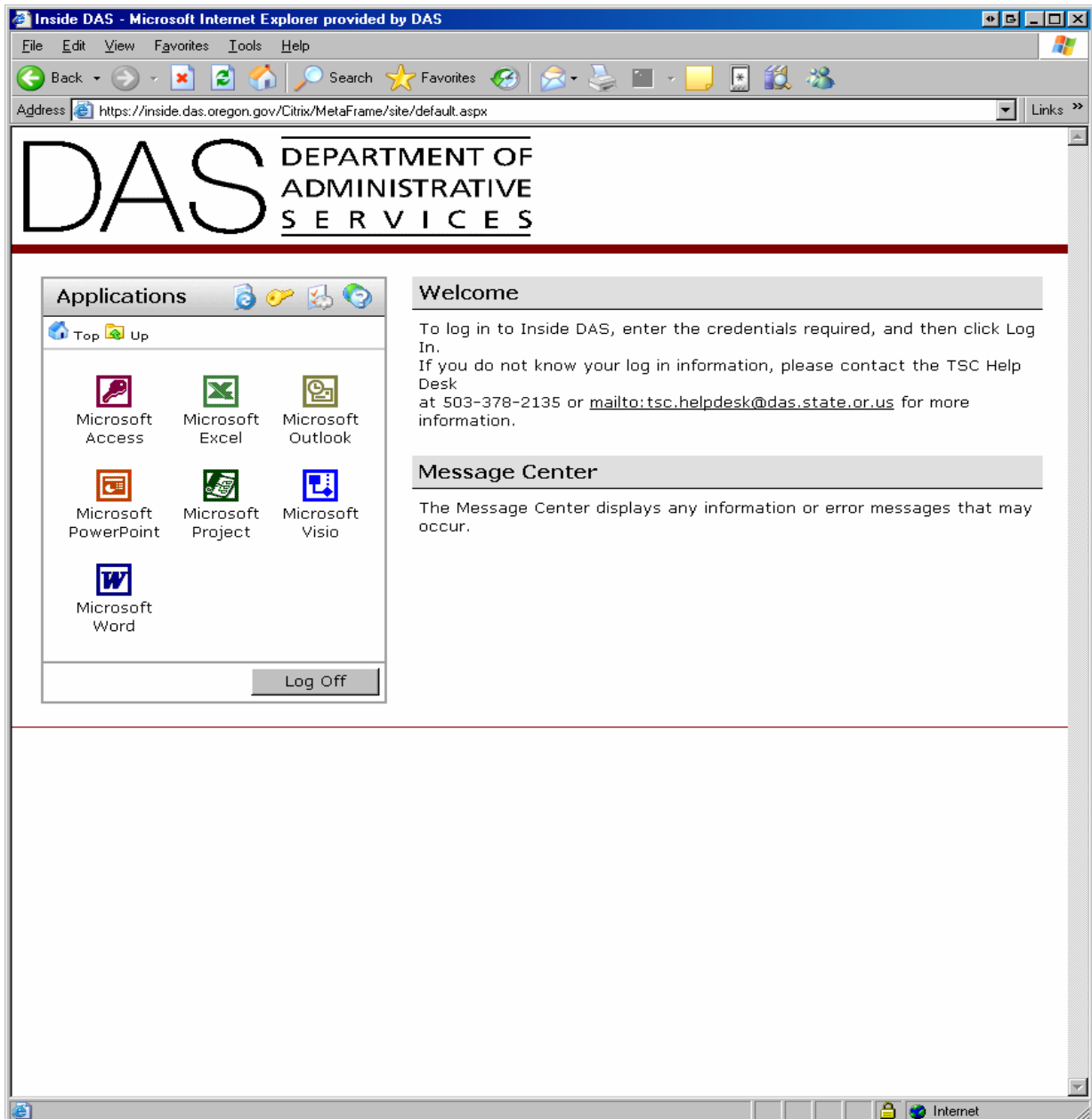
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9. From the above screen, you may select:
 - a. **MS Office** icon to navigate to Microsoft Applications such as Access, Excel, Word, Power Point and Outlook (see Applications screen shot below).
 - b. **DAS Remote Desktop** icon – this will launch a desktop screen where you can retrieve files from servers or to open your **MS Outlook** mailbox.
 - c. **Any other icon** supporting specialized applications or functions you may use.



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10. When you are finished with your session, exit out of your mailbox and/or any open applications. After exiting, you will be back at the above screen. Select the **Logout** option in the upper area of the screen to log out and return to the Login screen. Once at the Login screen, close your browser window and your Citrix session will terminate.