

## Citrix Virtual Desktop

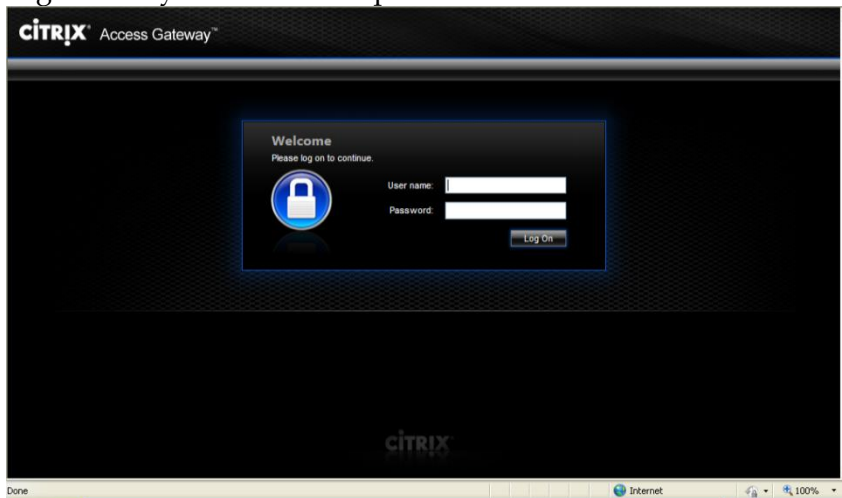
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This document provides instructions on using UIS' Citrix Virtual Desktop through the XenApp as a solution for accessing specialized software. This cross-platform solution works both on-campus and off campus and is free for use by all UIS faculty, staff, and students.

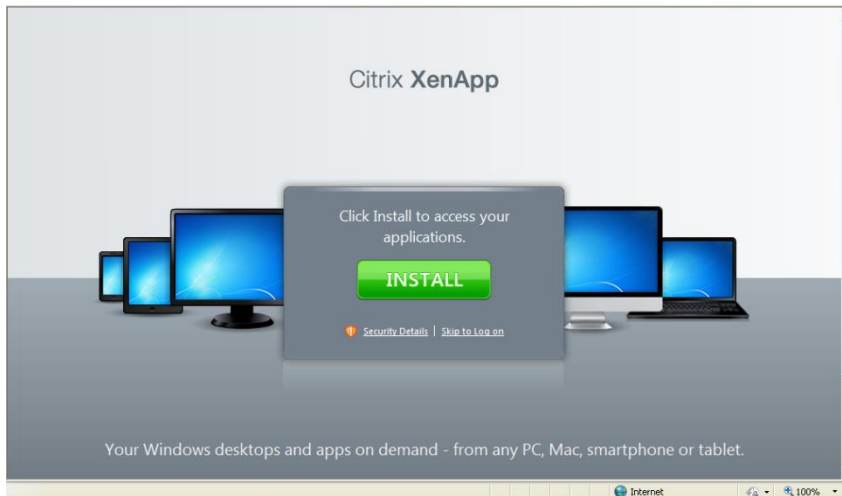
### Installing the Citrix Receiver Software

From any computer with Internet access,

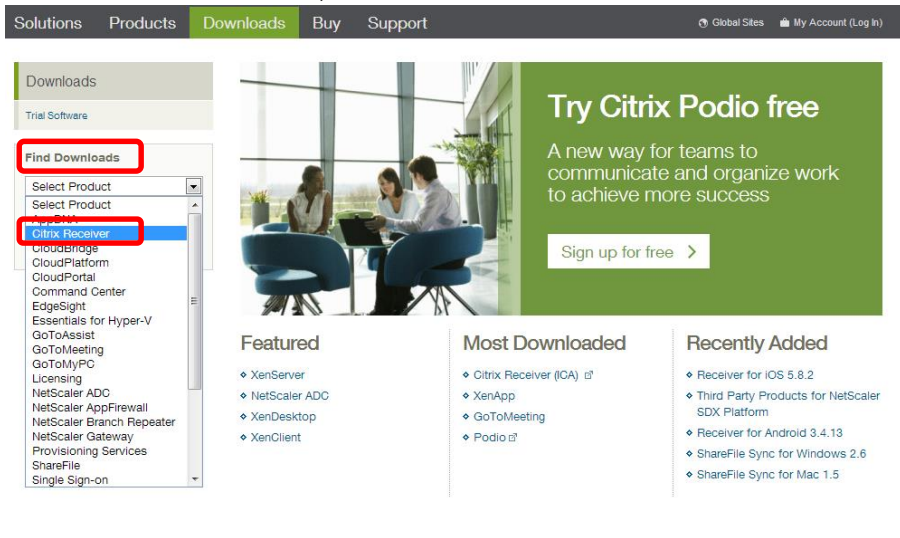
1. Open a browser and go to <https://uiscitrix.uis.edu>.
2. Log in with your NetID and password.



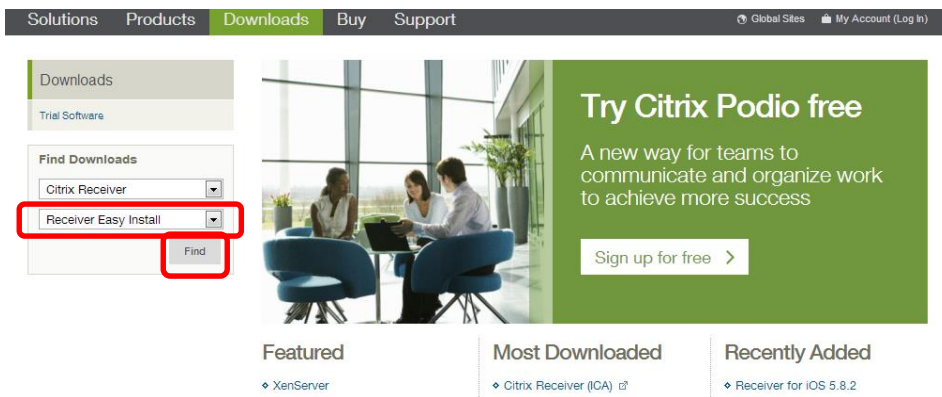
3. The first time you access Citrix XenApp, you will need to install the Citrix Receiver. This is a free installation. Click **Install**.



4. Under **Find Downloads**, select **Citrix Receiver**.



5. Select **Receiver Easy Install**, then click **Find**.



6. Click on **Detect my device and install Receiver**



7. The website will detect what device you are using. Click **Download Receiver for Windows**. (It will say **Download Receiver for Mac** if using a Mac)



## Citrix Receiver

Access your apps, data and desktops from any device.

[Download Receiver for Windows](#)

[Find Citrix Receiver for other platforms](#)

[Download previous versions of Receiver](#)

8. Select that you agree to the terms of the Citrix License Agreement. Click **Continue**.



## Citrix License Agreement

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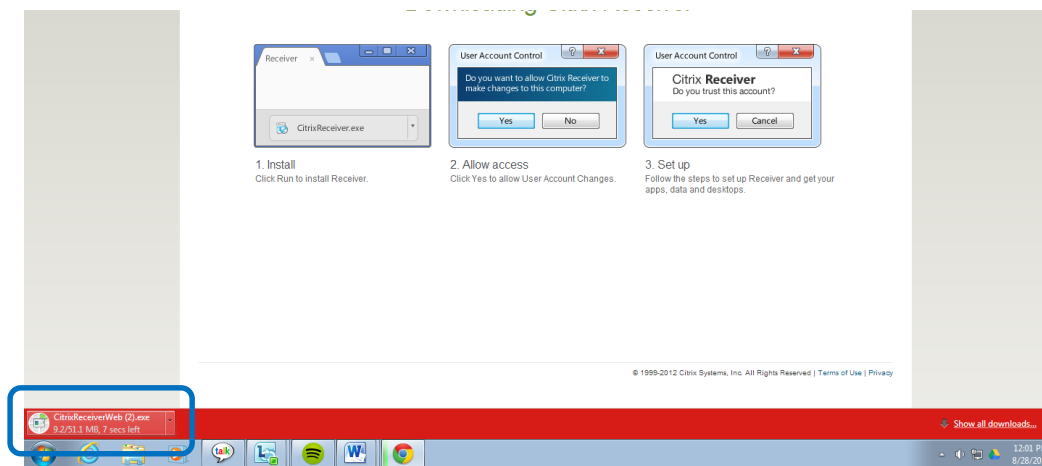
Citrix and Citrix Receiver are trademarks and/or registered trademarks of Citrix Systems, Inc. in the U.S. and other countries.

CTX\_code: CR\_R\_A121081

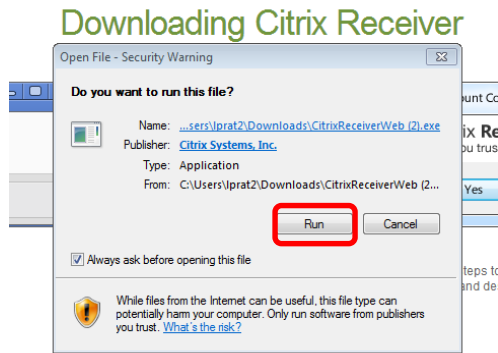
I agree to the terms of the Citrix License Agreement

[Continue](#)

9. The installation file will appear at the bottom of the screen in your downloads. Click on **CitrixReceiverWeb** file.



10. Select **Run**.



11. Click **Install**. Be patient while the program installs.



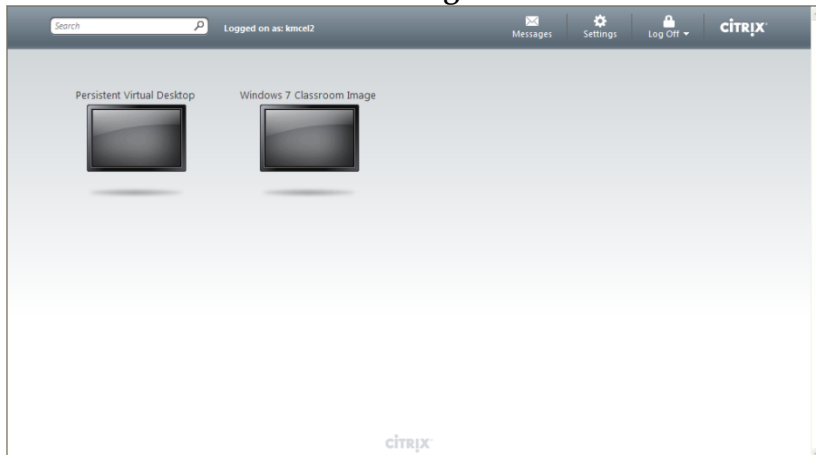
12. To complete installation, you will be asked to restart your computer. Choose **yes**.

13. Once your computer is restarted, Citrix Receiver is installed!

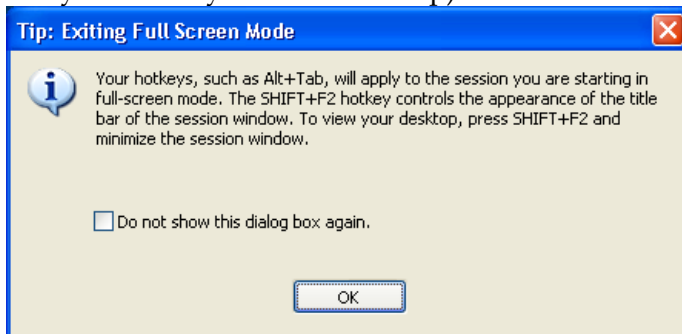
## Using Citrix XenApp

Once you have installed the Citrix XenApp, you can simply open a browser and go to <https://uiscitrix.uis.edu> to begin your session.

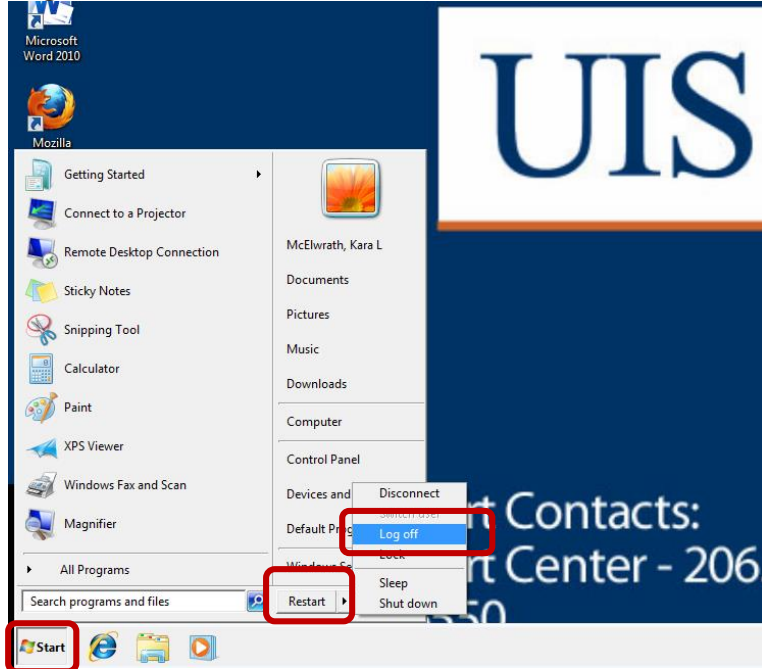
1. Select **Windows 7 Classroom Image**.



2. It may take a few moments for the image to load.
3. Once loaded, take advantage of the applications and resources, as you would your desktop computer.
4. Note the message about HotKeys. Shift+F2 allows you to easily switch between Full Screen mode and seeing the title bar (which allows you to click the minimize button to easily return to your local desktop).



- When finished, click the **Start** button, then click the arrow next to **Restart**, and choose **Log off**.



## Important Notes about Citrix XenApp

- Do NOT save files to the desktop. Save your work on eDocs or on a flash drive. The next time you log into Citrix XenApp, you will not necessarily be connected to the same station – thus any files you saved on that computer will not be available.
- You can print to your local or networked printers from Citrix XenApp, just as you would on your personal computer.
- Be sure to log off when finished with your session.
- For assistance, please contact the Technology Support Center at 217/206-6000 or [techsupport@uis.edu](mailto:techsupport@uis.edu).