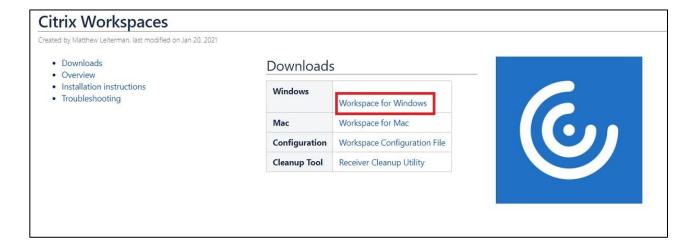
Installing the Citrix Workspace

These instructions guide the user through the steps necessary to install/update your Citrix application. Once this new Citrix client application is installed, it will reside on EACH user's computer and will allow the application access via icons directly created on the desktop.

Step 1: Install new Workspace Citrix Client

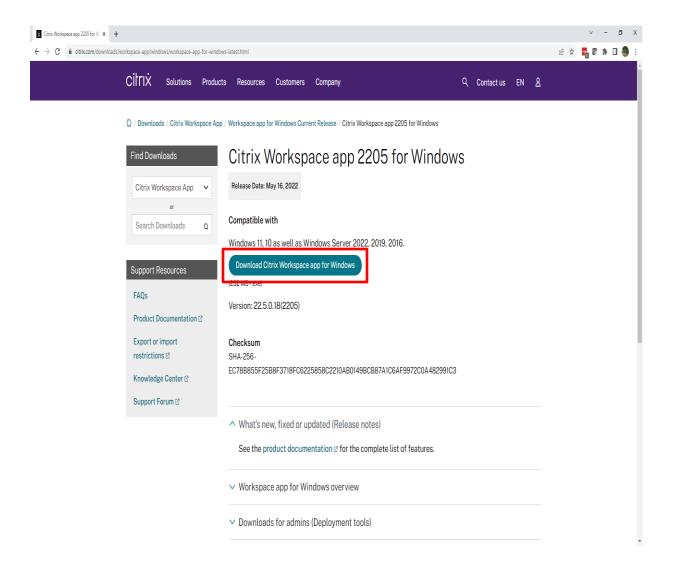
At this point, the Citrix Workspace App will be installed. These instructions are best on using Chrome as the browser. Other browsers can be used but things may vary slightly.

- 1. Go to: https://support.oakland.k12.mi.us/display/OSSD/Citrix+Workspaces
- 2. Click on: Workspace for Windows

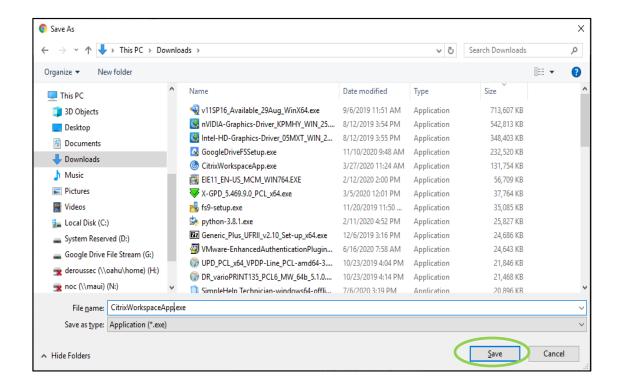




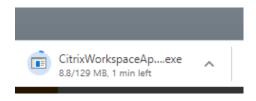
> You will be redirected to the Citrix Workspace app download page.



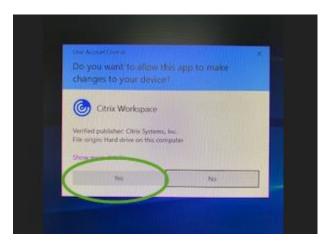
- > Click on Download Citrix Workspace app for Windows
- > Find and click on **Downloads**.
- Click Save



3. Click on the small box to OPEN after the download completes.

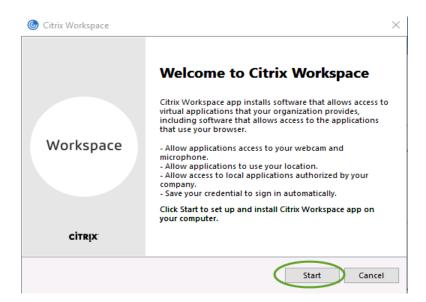


- 4. At the screen, 'Do you want to allow this app to make changes to your device?'
 - > Click on YES

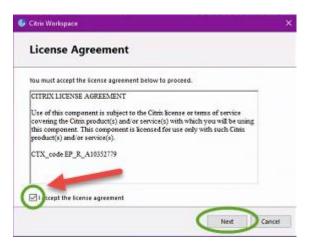


5. At the 'Welcome to Citrix Workspace' screen:

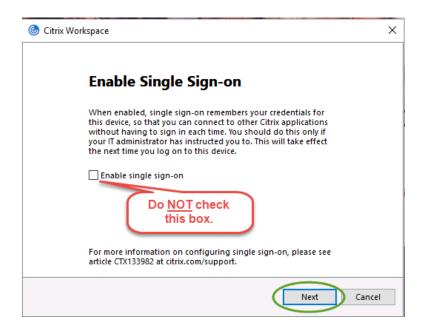
> Click Start



- 6. At the License Agreement screen:
 - > Click on the box 'I accept license agreement'
 - > Then Click on Install

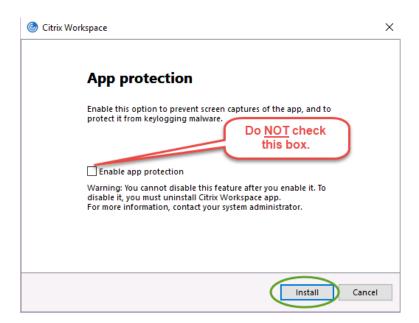


- 7 At the 'Enable Single Sign-on' screen:
 - ➤ Do NOT check the Enable single sign-on box
 - Click on Next

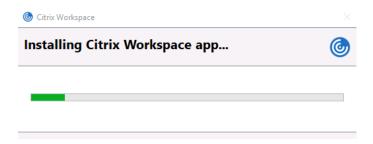




- 8 At the **App Protection** screen:
 - > Do NOT check the box 'Enable app protection'
 - > Click on Install



> The following installation dialog box will appear:



- 9 Once the install has completed, the following dialog box will appear:
 - > Click on Finish



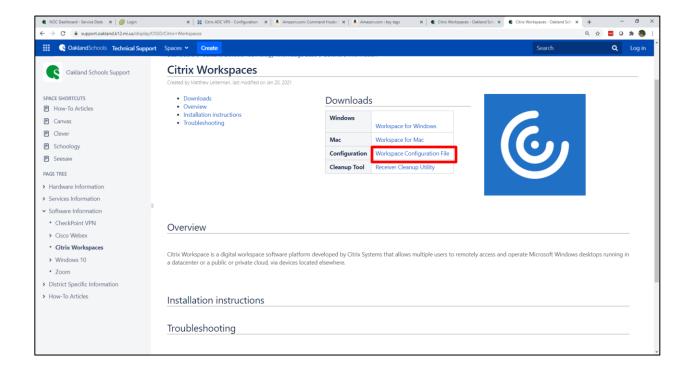
- 10 If you receive the following message
 - > Click on YES



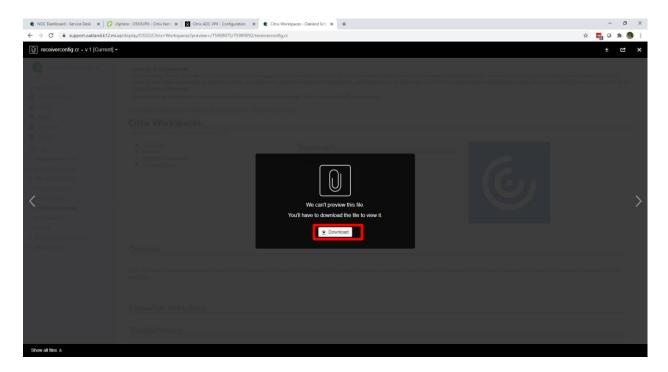


Step 2: Configure WorkSpace Application

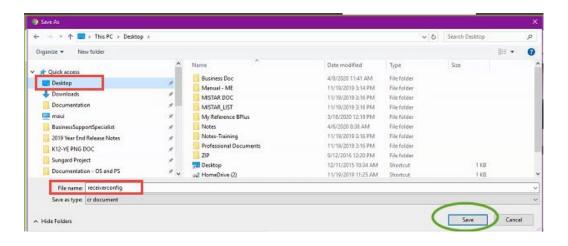
 Click on the browser back arrow then Click on the Workspace Configuration File (see below)



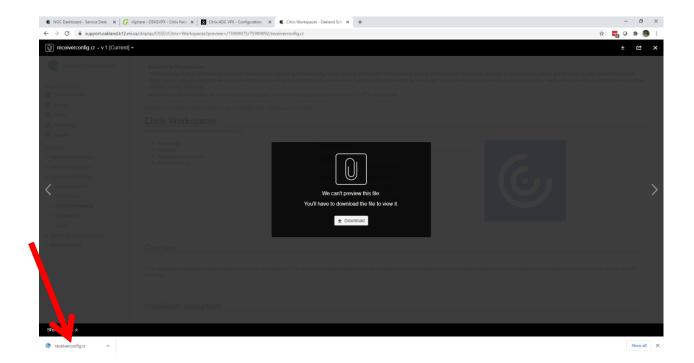
2. Click on **Download**



- 3. You will be re-directed to this screen:
 - Find and click on **Desktop** AND do **NOT** change File Name
 - ➢ Click SAVE

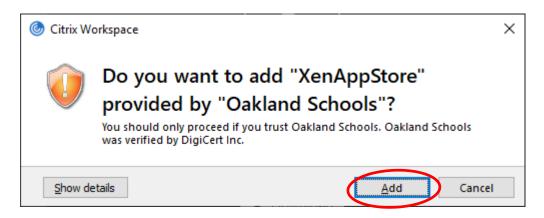


- 4. At the main XenApp screen:
 - > Click on the small "Receiver Config" executable box (bottom lower left corner)

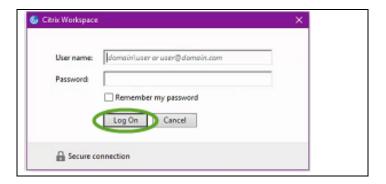




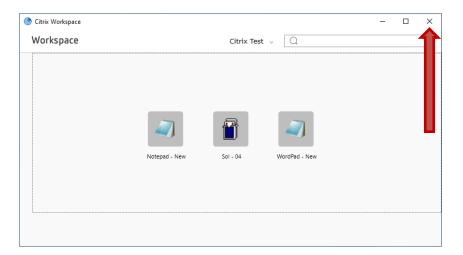
- 5. When the following screen appears, 'Do you want to add "XenAppStore" provided by "Oakland Schools"?'
 - > Click Add



- 6. Complete the following Sign On information:
 - Enter your Domain\User Name and Password (Example: apps\citrixtest)
 - Click LogOn



- 7. At this point, you will see the Citrix Workspace summary with the applications you have access to (example below):
 - ➤ Close this screen click on 'X'



You will now see the applications you have access to on your desktop and can run them directly from there.