

Installing the Citrix Workspace (update from Citrix Receiver)

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**

Citrix Workspaces

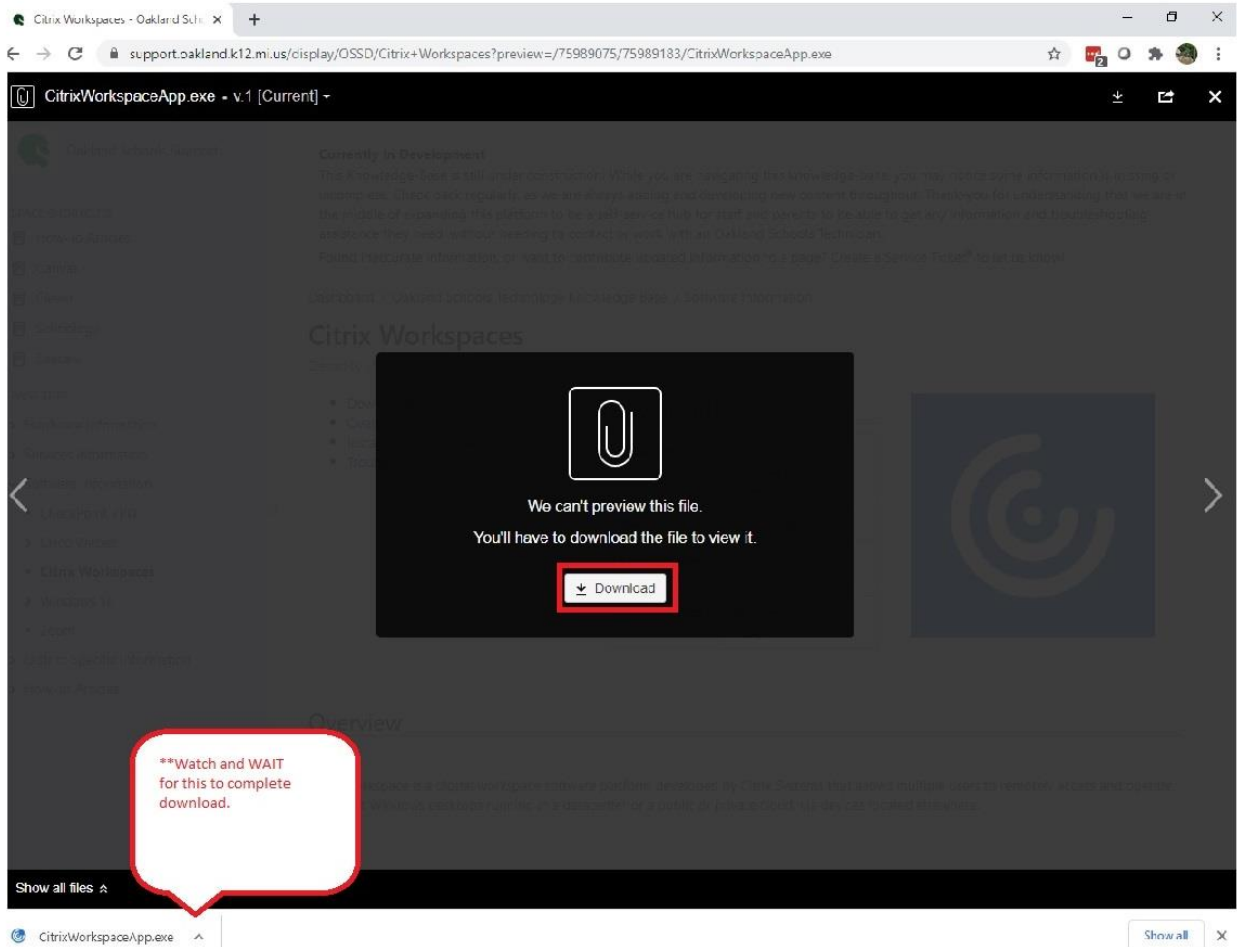
Created by Matthew Leiterman, last modified on Jan 20, 2021

- Downloads
- Overview
- Installation instructions
- Troubleshooting

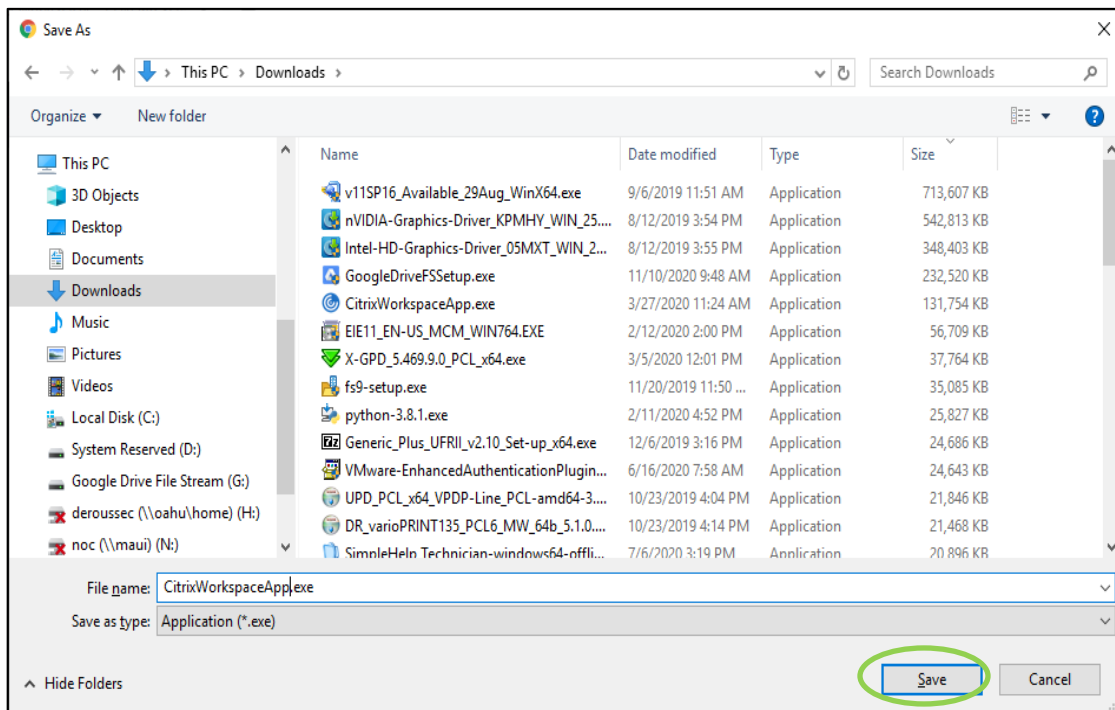
Downloads	
Windows	Workspace for Windows
Mac	Workspace for Mac
Configuration	Workspace Configuration File
Cleanup Tool	Receiver Cleanup Utility



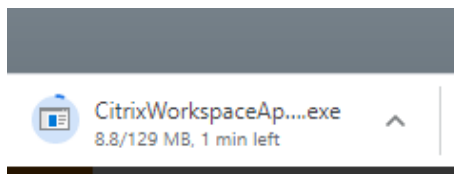
- A dark window will appear click on **Download**.



- The **Save As** Window will appear.
- Find and click on **Downloads**.
- Click **Save**

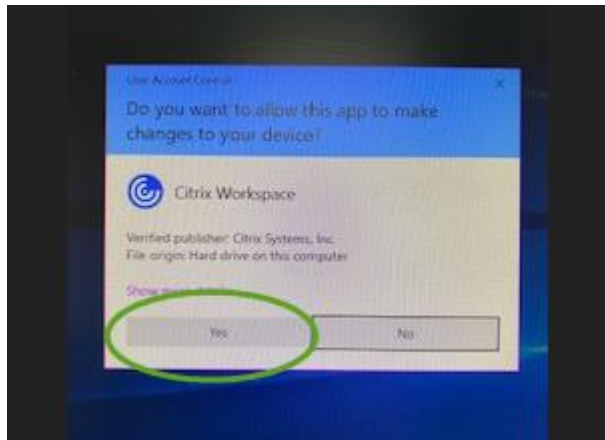


3. Click on the small box to OPEN after the download completes.



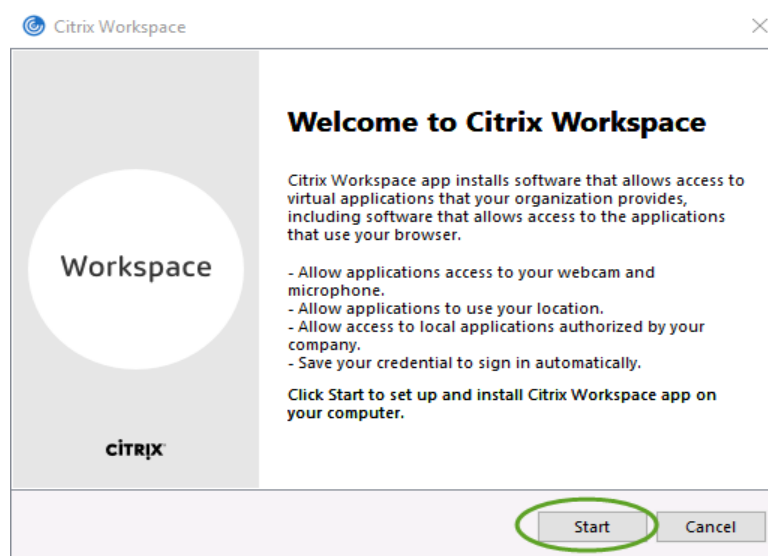
4. At the screen, 'Do you want to allow this app to make changes to your device?'

➤ Click on **YES**



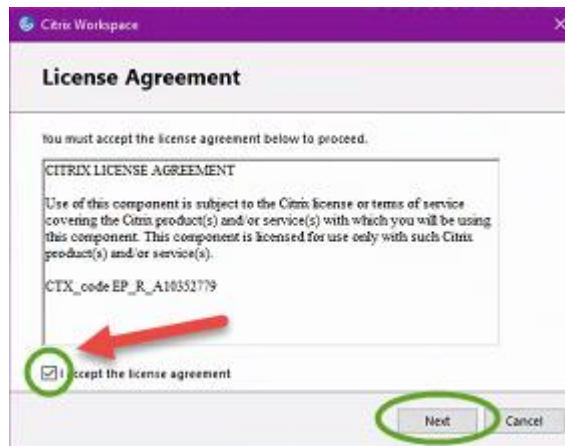
5. At the **'Welcome to Citrix Workspace'** screen:

- Click **Start**

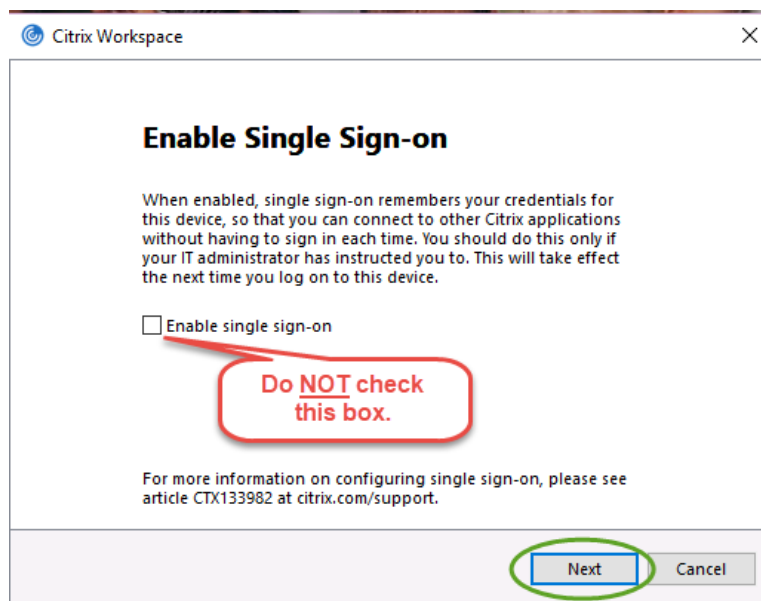


6. At the **License Agreement** screen:

- Click on the box **'I accept license agreement'**
- Then Click on **Install**

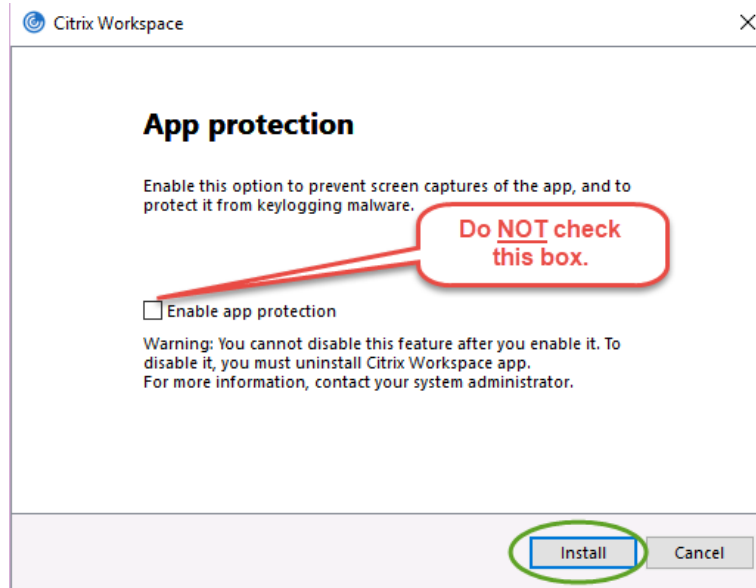


- 7 At the 'Enable Single Sign-on' screen:
- Do **NOT** check the **Enable single sign-on** box
 - Click on **Next**

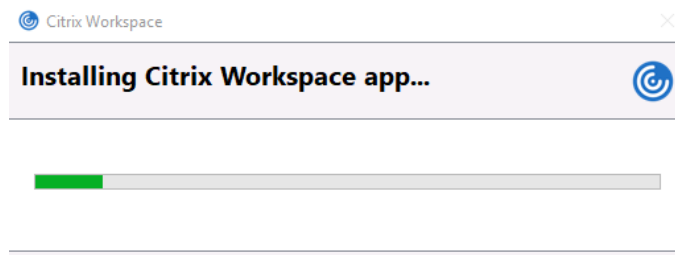


8 At the **App Protection** screen:

- Do **NOT** check the box '**Enable app protection**'
- Click on **Install**



- The following installation dialog box will appear:



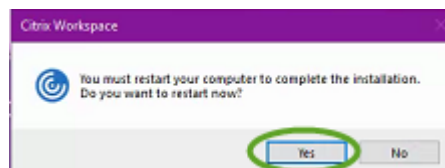
- 9 Once the install has completed, the following dialog box will appear:

- Click on **Finish**



- 10 If you receive the following message

- Click on **YES**



Step 2: Configure WorkSpace Application

1. Click on the **Workspace Configuration File** (see below)

The screenshot shows the Citrix Workspaces support page. On the left is a navigation menu with categories like 'SPACE SHORTCUTS', 'PAGE TREE', and 'Hardware Information'. The main content area is titled 'Citrix Workspaces' and includes a 'Downloads' section with a table:

Downloads	
Windows	Workspace for Windows
Mac	Workspace for Mac
Configuration	Workspace Configuration File
Cleanup Tool	Receiver Cleanup Utility

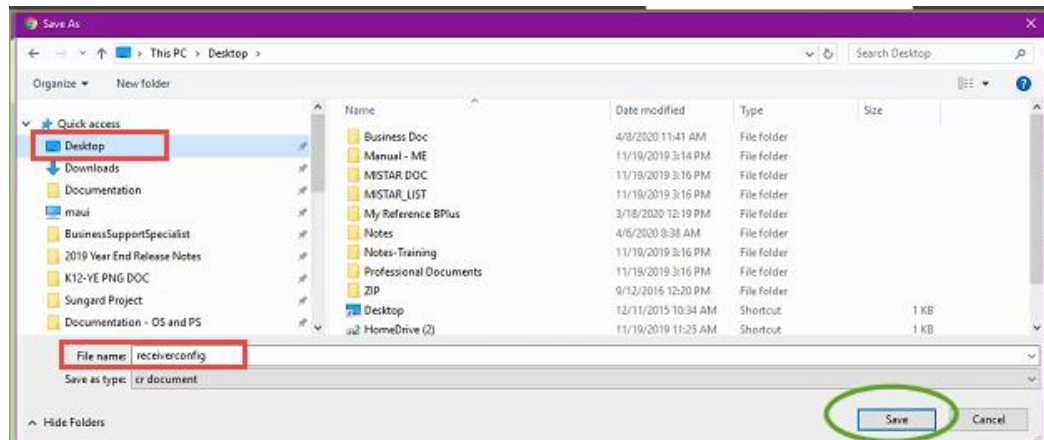
Below the table are sections for 'Overview', 'Installation instructions', and 'Troubleshooting'. The 'Overview' section contains the text: 'Citrix Workspace is a digital workspace software platform developed by Citrix Systems that allows multiple users to remotely access and operate Microsoft Windows desktops running in a datacenter or a public or private cloud, via devices located elsewhere.'

2. Click on **Download**

The screenshot shows a file viewer window titled 'receiverconfig.cr - v1 [Current]'. The main content area is dark with a central message: 'We can't preview this file. You'll have to download the file to view it.' Below this message is a red-bordered 'Download' button with a download icon.

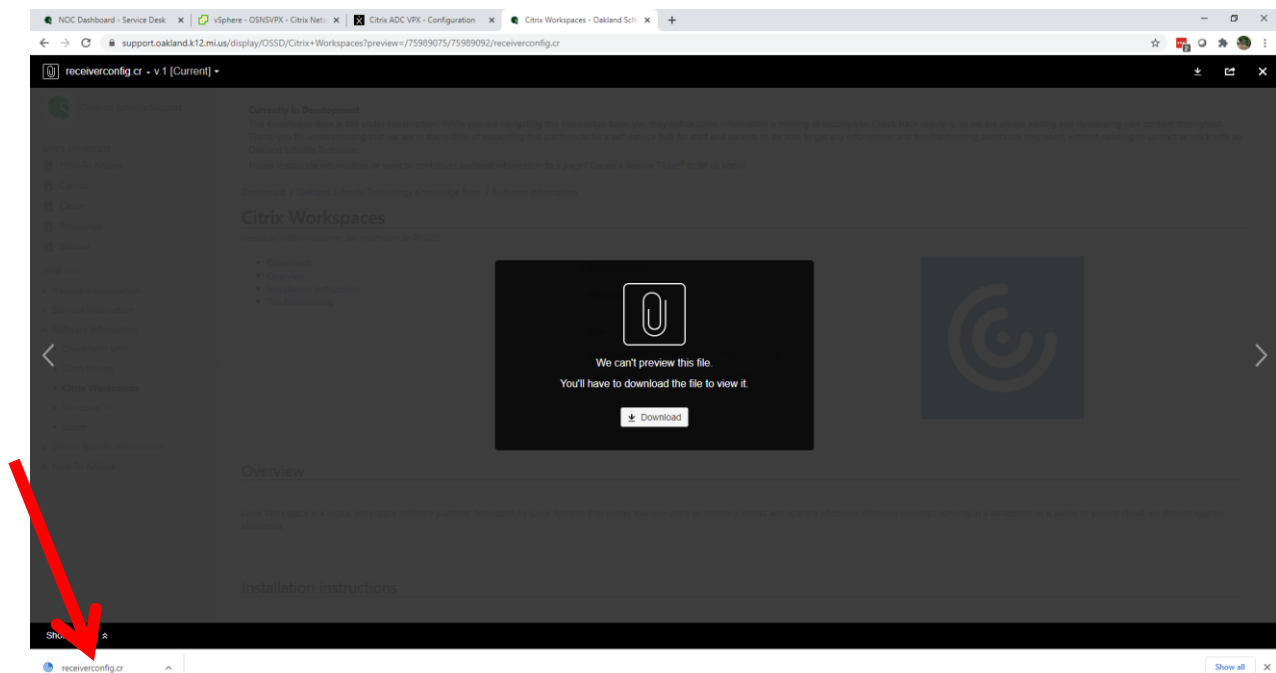
3. You will be re-directed to this screen:

- Find and click on **Desktop** AND do **NOT** change File Name
- Click **SAVE**



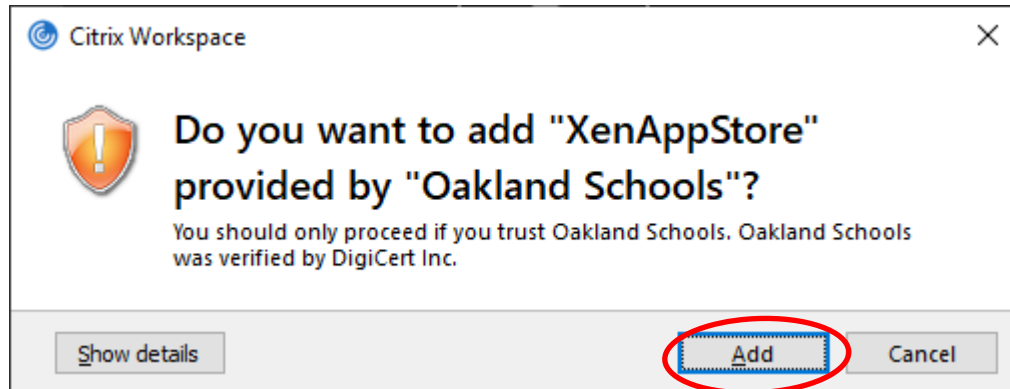
4. At the main XenApp screen:

- **Click** on the small "Receiver Config" executable box (bottom lower left corner)



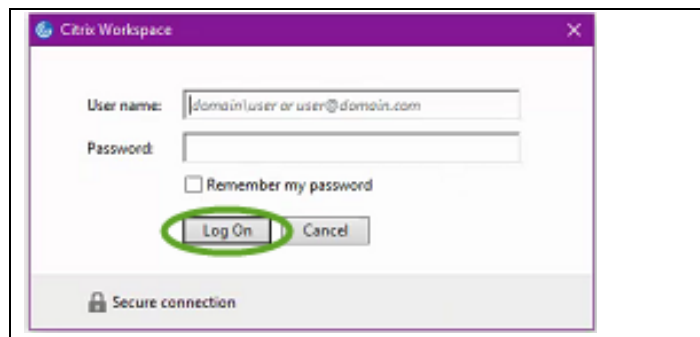
5. When the following screen appears, **‘Do you want to add “XenAppStore” provided by “Oakland Schools”?’**

- Click **Add**



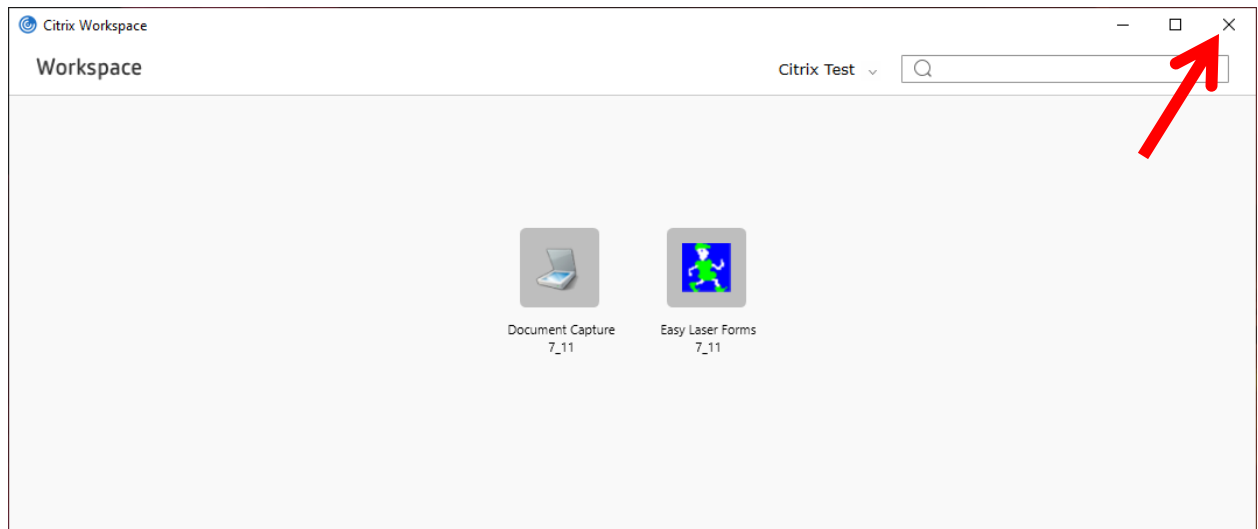
6. Complete the following Sign On information:

- 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.

8. Go to your desktop and confirm that the following icons are present:
 - **Document Capture 7_11**
 - **Easy Laser Form 7_11**