



Citrix: Access Anytime and Anywhere



WYSE Thin Client

What is Citrix?

Citrix is the server-based computing system that enables the use of thin-client technology. Using Citrix, you can access applications without having them installed on your local hard drive. The applications reside on a server and can be accessed once a user is given an account.

Why Thin Client Terminology?

Using Citrix, staff and students will potentially be able to access their applications from anywhere. For example, staff or faculty will be able to access courseware applications from their office PC's. Students will be able to access the system from networked halls of residence. All users will also be able to access the desktop from home over the internet.

New Terms

- **Thin Client:** A portable device that gives the end-user access to applications and data that reside on a server
- **Server:** A computer that provides applications and resources to connected users.
- **Terminal:** A device that functions like a computer consisting of a monitor, a keyboard, and a mouse but no CPU. This device must be connected to a server in order to perform
- **Application:** A program designed to assist the user in the performance of a specific task (i.e. Excel, PowerPoint)

Logging on to Citrix using the Thin Client

1. Turn on the thin client by pushing the button located at the lower right corner on top of the WYSE unit. The Login screen will appear on the terminal.
2. Enter user name* in lowercase: i.e. smithj for user John Smith.
3. Enter your password* in lowercase.
4. Click **OK**.
Initial log-in may take a few moments.
* Username and password are provided to you by the Helpline (x7971).

Opening an Application

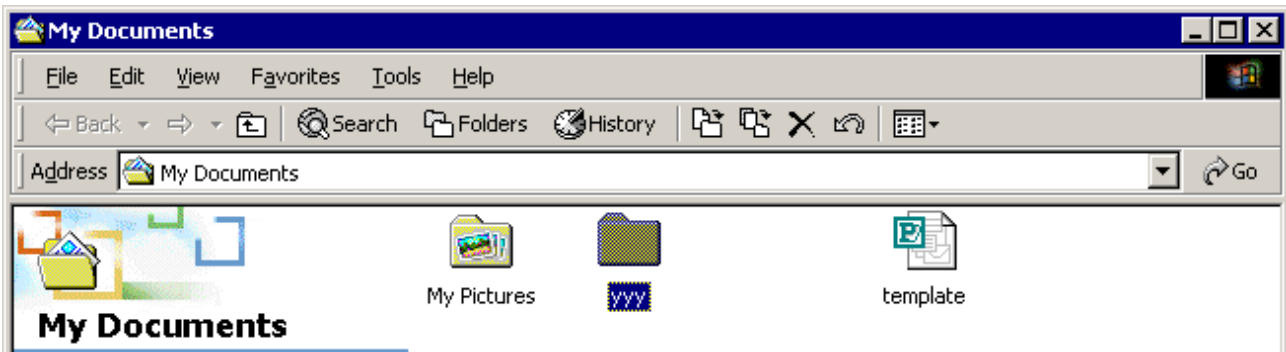
1. Click on the **Start** button in the lower left corner of your screen. A list of applications* will appear.
 2. Click on the application you wish to open.
- * Note, additional software applications may appear by clicking on Start/Programs.

Open a File on the Citrix Server from within an Application

1. Click on **File** from the drop down menu.
2. Click on **Open**.
3. Click on the Name of the File to be opened.
4. Click on **Open**.

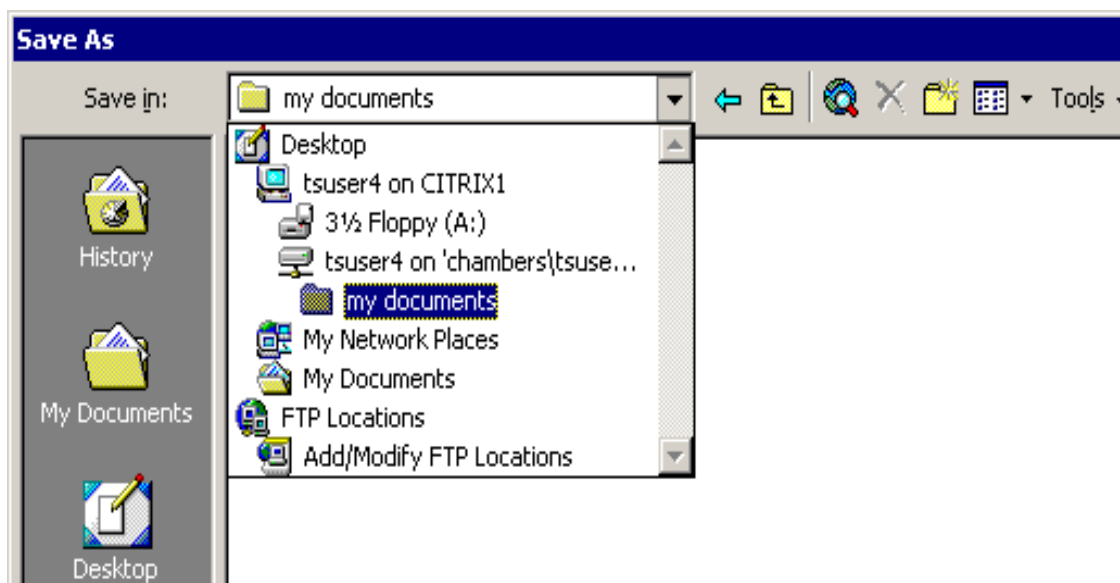
Open a File on the Citrix Server from the Desktop

1. Double click on **My Documents**.
2. Double click on the file to be opened.



Save a File to My Documents on the Citrix Server

1. Click on **File** from the drop down menu.
2. Click on **Save As**.
3. Type the name of the document to be saved.
4. Click on **Save**.



Create a Folder in My Documents while Saving a File

1. Click on **File** from the drop down menu.
2. Click on **Save As**.
3. Click on the Yellow Folder With the Star on the toolbar.
4. Type the name of the folder you want to create.
5. Click **OK**.
6. Type the name of the file to be saved.
7. Click on **Save**.



Create a Folder in My Documents from the Desktop

1. Double click on **My Documents** on the desktop.
2. Click on **File** from the drop-down menu.
3. Click on **New**.
4. Click on **Folder**.
5. Type the name of the folder.
6. Hit Enter.

Rename the Folder

1. Right click on the folder to be renamed.
2. Click on **Rename**.
3. Type the name of the folder to be renamed.

Toggle Between Applications

1. Click on the minimize button on the title bar of the active application.
2. Click on **Start**.
3. Click on the application you wish to open.
Any applications you have active will appear on the task bar.
4. Click on the application on the task bar you wish activate.

Printing a Document in Citrix

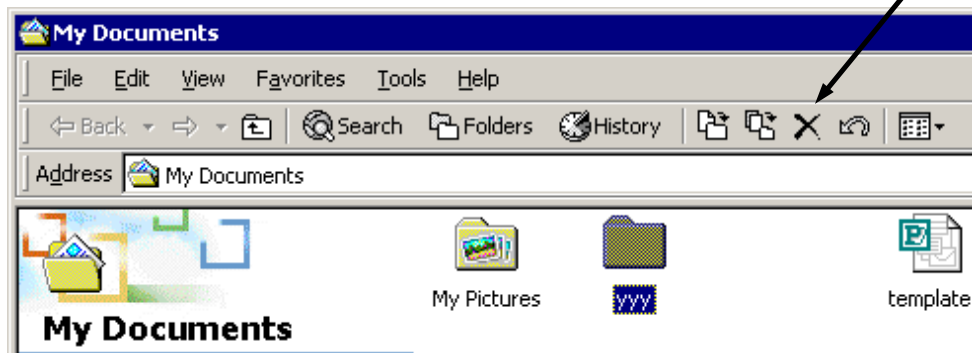
1. Click on **File** from the drop-down menu.
2. Click on **Print**.

Delete a File or Folder from My Documents

1. Double click on **My Documents** on the desktop.
2. Select the file or folder to be deleted.
3. Click on the **Delete** icon on the toolbar.

Restore a Deleted File from the Recycle Bin

1. Double click on the **Recycle Bin** on the desktop.
 2. Right click on the file to be restored.
 3. Click on **Restore**.
- The file will be restored back to the folder where it resided prior to deletion.



Changing your Password

1. Click on **Start**.
2. Click on **Settings**.
3. Click on **Windows Security**.
4. Click on **Change Password**.
5. Type old password.
6. Type new password.
7. Confirm new password.
8. Click **OK**.

The screenshot shows the 'Change Password' dialog box in Windows 2000 Advanced Server. The title bar reads 'Change Password' and the Microsoft logo is in the top right. The dialog contains the following fields and controls:

- User name:** A text box containing 'tsuser4'.
- Log on to:** A dropdown menu showing 'MSU-AD'.
- Old Password:** An empty text box.
- New Password:** An empty text box.
- Confirm New Password:** An empty text box.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Accessing E-mail

1. Click on **Start** from the task bar.
2. Click on **Netscape Messenger**.
3. Click on "**No**" for using Netscape as the default browser.
4. Type in your e-mail password in the dialog box.
5. Click **OK**.

The screenshot shows the 'Password Entry Dialog' box. The title bar reads 'Password Entry Dialog' with a close button (X). The text inside the dialog reads: 'Password for IMAP user kahnp on mail.montclair.edu:'. Below the text is an empty password input field. At the bottom right are 'OK' and 'Cancel' buttons.

Accessing Saturn

1. Click on **Start** from the task bar.
2. Click on **Saturn** Icon.
3. Key in user name and password

Logging out of Citrix

1. Exit out of all applications that are open.
2. Click on **Start**.
3. Click **Log off User**.
4. Click **Yes** to the prompt "are you sure you want to log-off."
5. Click **Shut down**
6. Click "**Shut down the Terminal**"
7. Click **OK**
8. Click **Yes** to "Are you sure?"

The thin client will turn off automatically after a few moments