REMOTE ACCESS – CITRIX

USING REMOTE ACCESS VIA THE CITRIX CLIENT

By logging in to the Citrix client, you can access your documents through FileSite, you can check your mail and play voice messages the same as if you were in the office. You can work in Word, Excel and PowerPoint to create, edit and save new files.

Because we use two-level Authentication, you must either download and configure the authentication app on your mobile device, or receive a Hard Token from Helpdesk before you can start using Citrix. <u>Please contact Helpdesk for more info</u>.

Once you have your Secure Token set up, to access Citrix follow these steps:

1.   Launch Internet Explorer and type **www.airdberlis.com** in the address bar.

2.   Click the **Login** link that appears at the top of the Aird Berlis Home page:
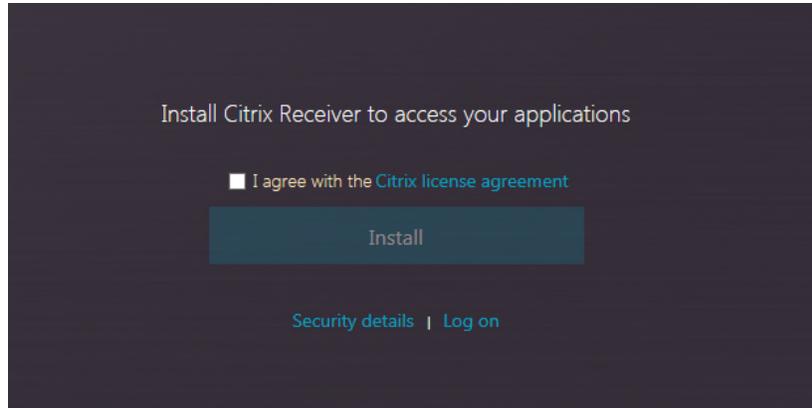

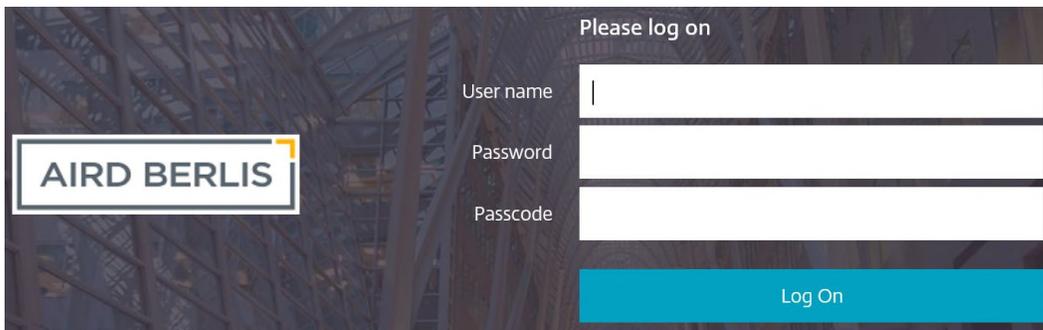   This will bring up the Aird Berlis Remote Access page:

3. If the proper version of Citrix Receiver is not installed on your machine, the following screen will appear:

    Check the "I agree with …" box and click on the **Install** button

4. Once you have installed the appropriate software, click the Log on button.

    The following screen will appear:

5. To log on, enter your computer **User name** and **Password** and enter either the **One-time Password** generated by your authentication app, or if you are using a hard token enter both your pin number and the authentication number generated by the hard token.

6. Click the **Log On** button.

7. The *Citrix Receiver – Security Warning* will display.

8. Choose **Permit all access** to allow Citrix to access your computer's resources like it's hard drive. Check off the box "Do not ask me again for this site"

9. You will then see the Citrix Application Screen:
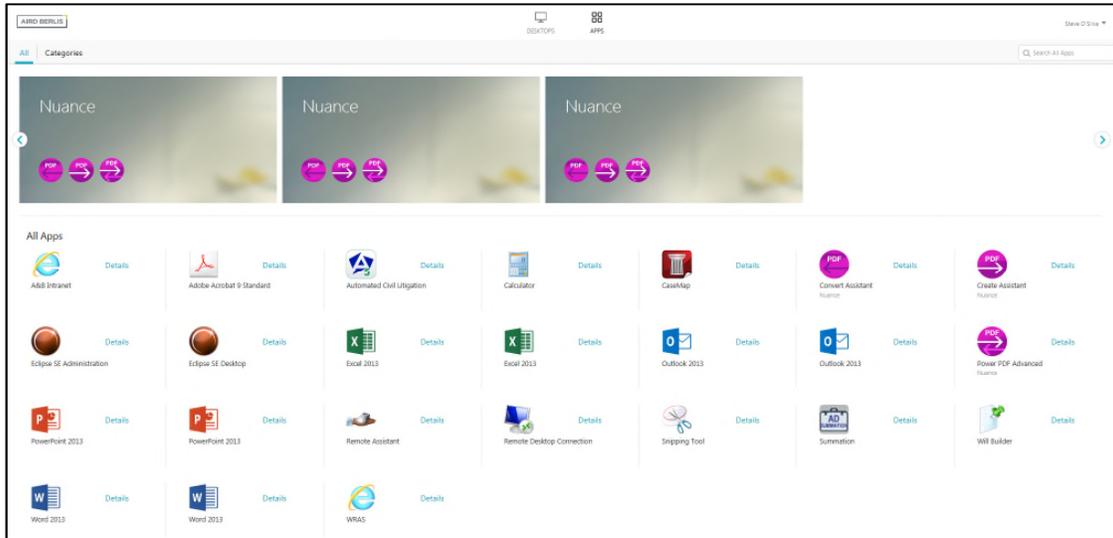
10. Click on the desired program to open it and use all the features as you would in the Office.

11. When you are finished your session, click on your name on the right side of the screen and click on **Log Off**.
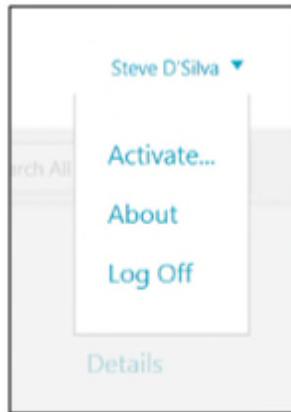
CHECKLIST: THINGS TO DO WHEN YOU FIRST LOGIN

The following processes will only need to be completed the first time you log into Citrix.
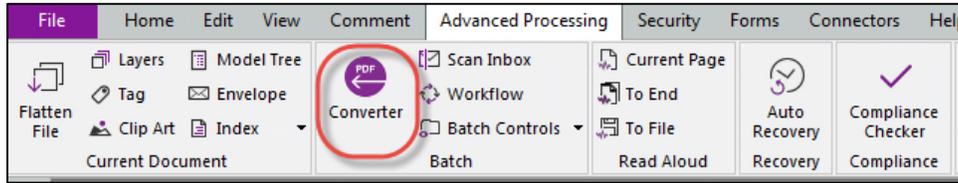
Outlook

☐ After email messages have loaded close Outlook; wait a minute and then reopen Outlook.
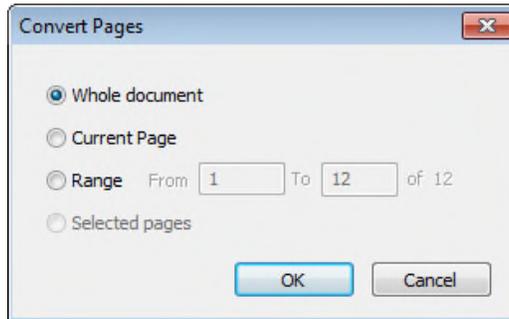
Nuance PDF

☐ Set the default conversion option to Word by following the steps below.
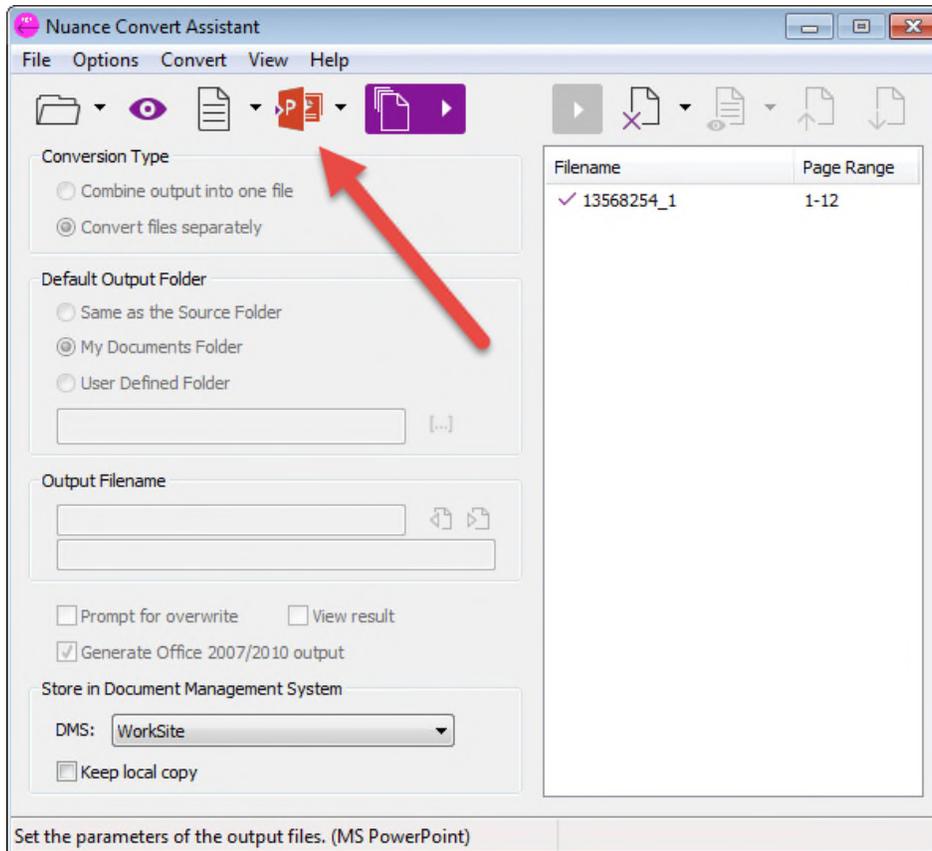
1.   Open any PDF

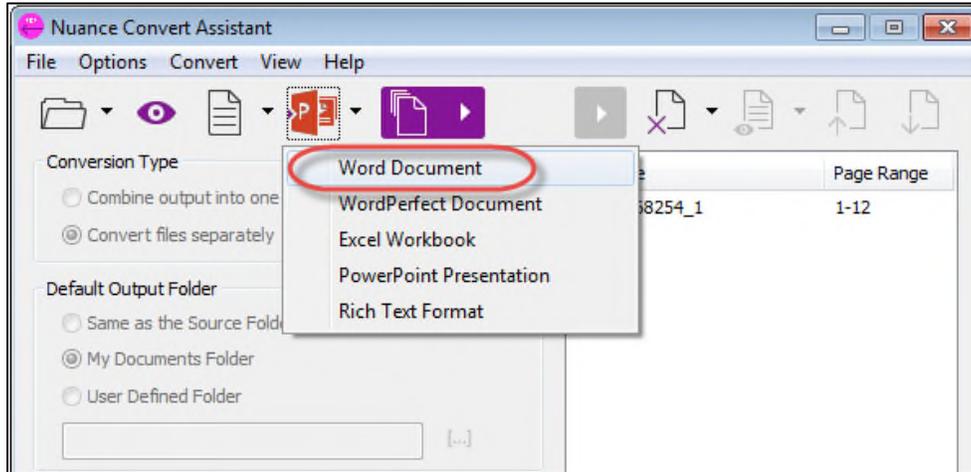2.   From Nuance select the **Advanced Processing** Tab and choose **Converter**:

3.   Choose Whole document and click OK:

4.   From the Nuance Convert Assistant box, you'll notice that the default is to convert the PDF to a PowerPoint presentation:

5.   Click on the drop-down arrow next to the PowerPoint icon and choose **Word Document**:

6.   Once you have changed the format to Word then just close this dialog box by clicking on the X in the top right corner and close the PDF: