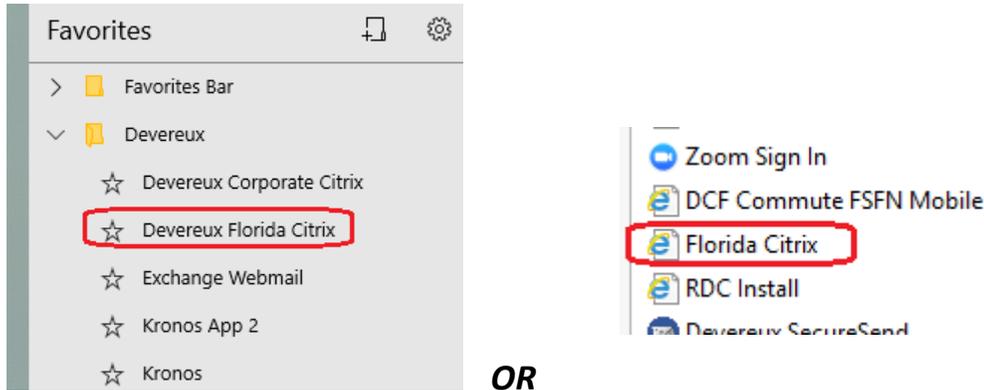


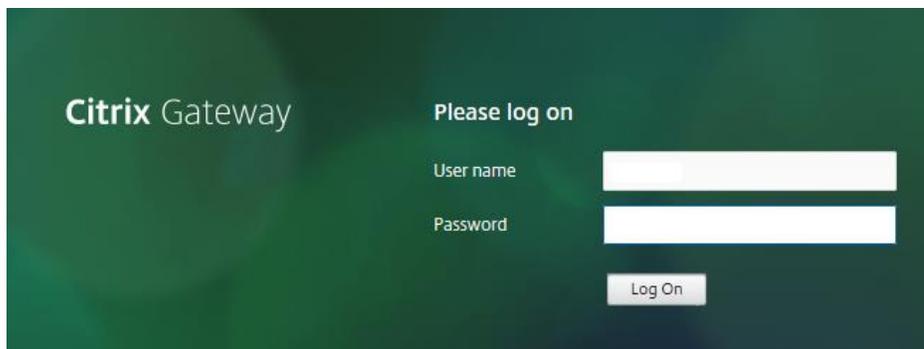
Using the Citrix VPN

There are 2 options for Citrix: Florida and Corporate. It is preferable for most staff to use the FL Citrix VPN; however, if you have issues with it the Corporate Citrix VPN can be used. This guide will show the steps using FL Citrix, with information on the Corporate site added as needed, when different.

To access FL Citrix, open a web browser page (IE or Edge), navigate to Favorites, expand the Devereux folder (if needed), and click on the option for (Devereux) Florida Citrix:

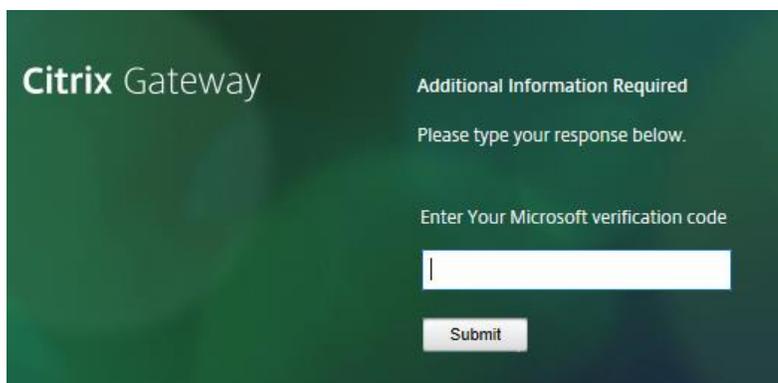


Log in using your network credentials (the same as what you use to log into your computer when you first turn it on).



The image shows the Citrix Gateway login screen. It has a dark green background with the 'Citrix Gateway' logo on the left. On the right, there is a 'Please log on' section with two input fields for 'User name' and 'Password', and a 'Log On' button below them.

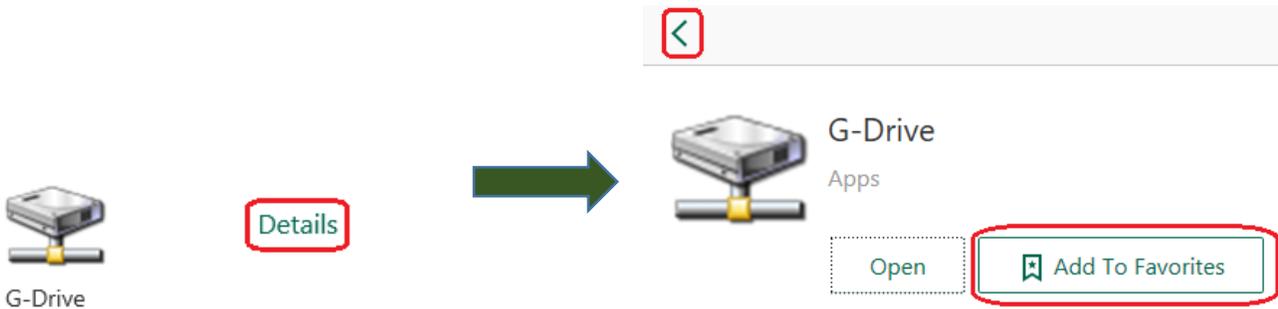
You will then be directed to enter a verification code. This code will be sent to your cell phone – if not, then you will need to reach out to the Devereux Help Desk to have them set up or fix your Multi-Factor Authentication (email them at helpdesk@devereux.org):



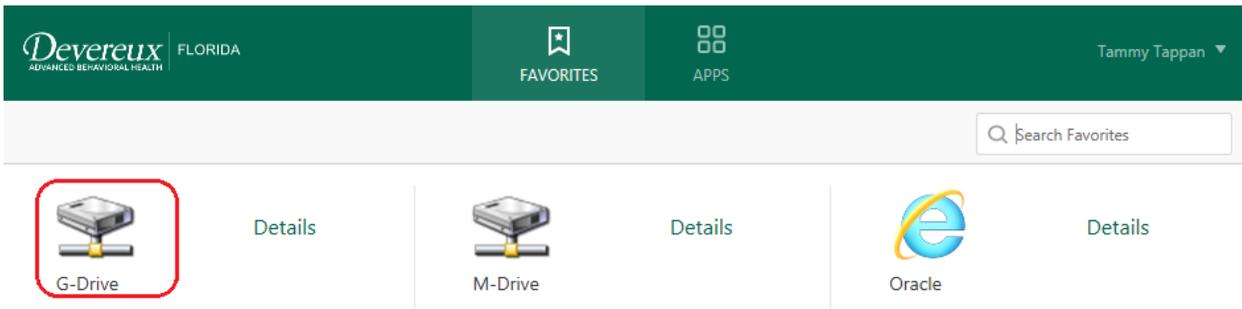
The image shows the Citrix Gateway verification code screen. It has a dark green background with the 'Citrix Gateway' logo on the left. On the right, there is an 'Additional Information Required' section with the text 'Please type your response below.' and 'Enter Your Microsoft verification code'. Below this is an input field for the verification code and a 'Submit' button.

Once the code is entered, click on Submit to be brought to the FL Citrix APPS page. Across the top you will see an option for FAVORITES and for APPS. The default view is APPS, where you can see all available applications within FL Citrix.

To see only those that you frequently need, click on Details next to an app and then click Add to Favorites. Then click on the small green arrow to return to the apps list.

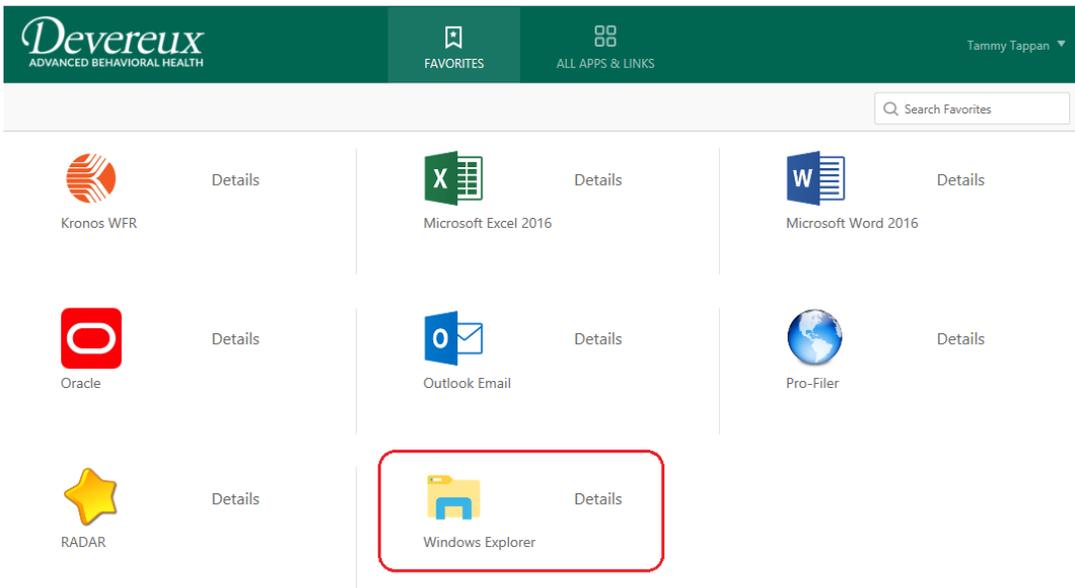


To open an app, simply click on the icon (single click), then wait for it to open:

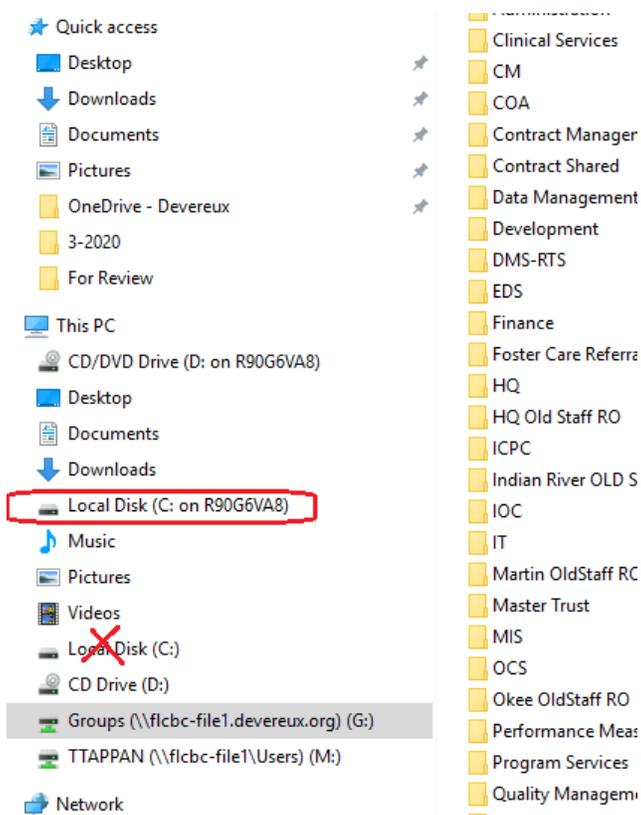


(Note: if you get a message that says Access Denied, close it, wait a few minutes, and try again – it just means that the system has reached it's maximum number of allowed users.)

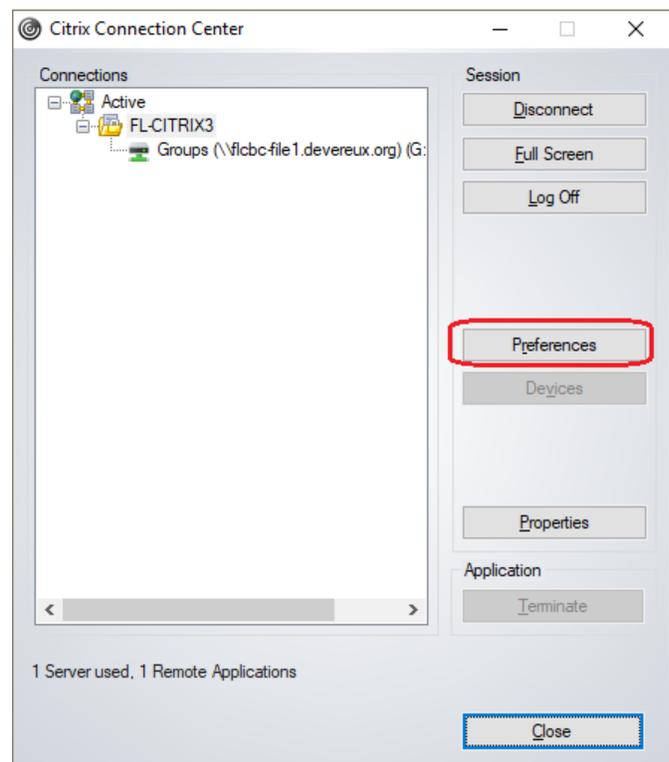
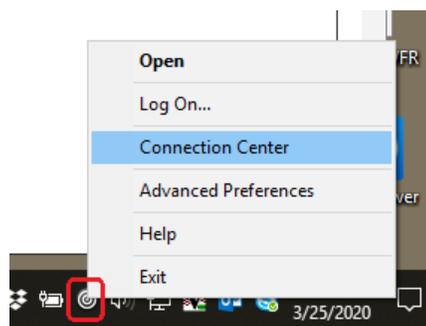
The login process for the [Corporate Citrix](#) server is the same; the difference is that to get to any drives, you will click on the Windows Explorer folder:



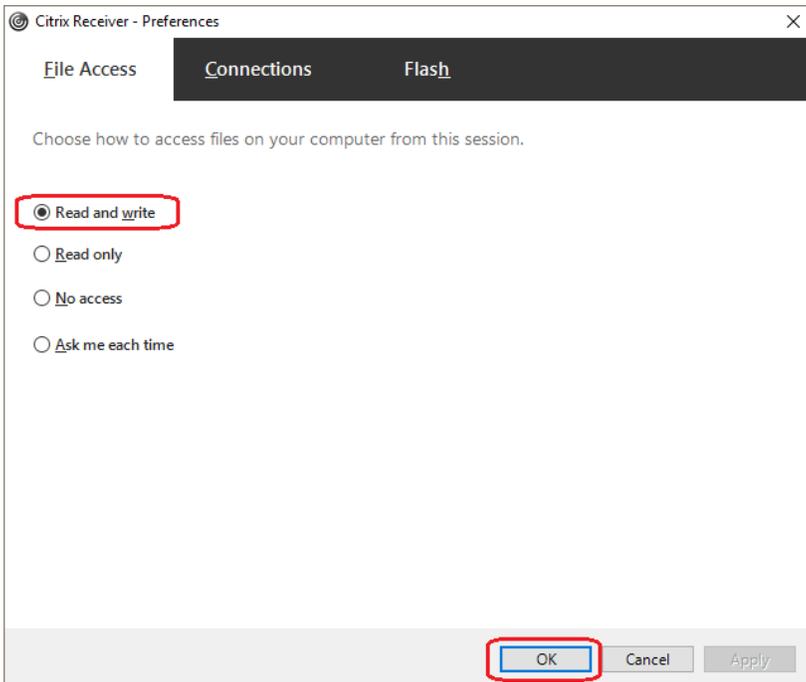
Once the folder opens, navigate to your laptop desktop & OneDrive by expanding the Local Disc (C: on X1.....):



***If, when your folder opens, you do not see the Local Disk (C: on X1.....), you will first need to update the Citrix settings by right-clicking on the Citrix icon on your system tray, then clicking on Connection Center & click on Preferences:*

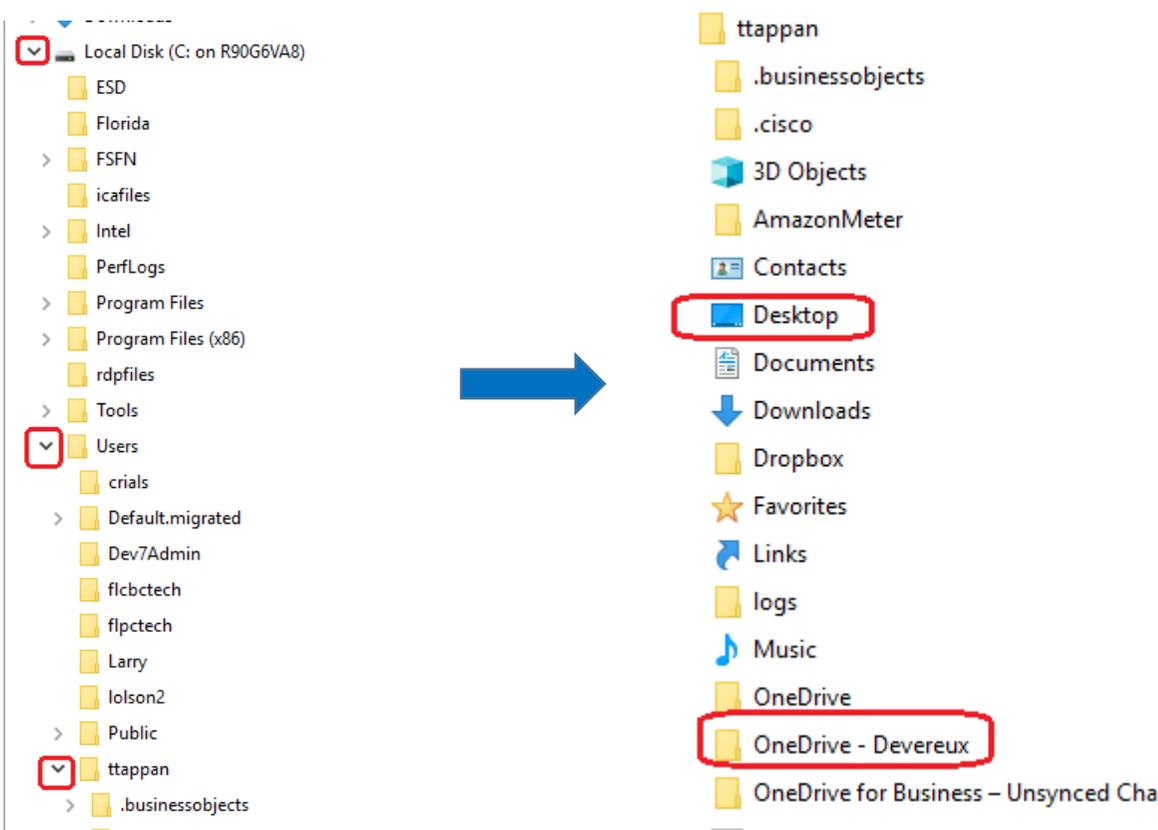


Select the Read and Write radio button & click OK (then close the connection box):

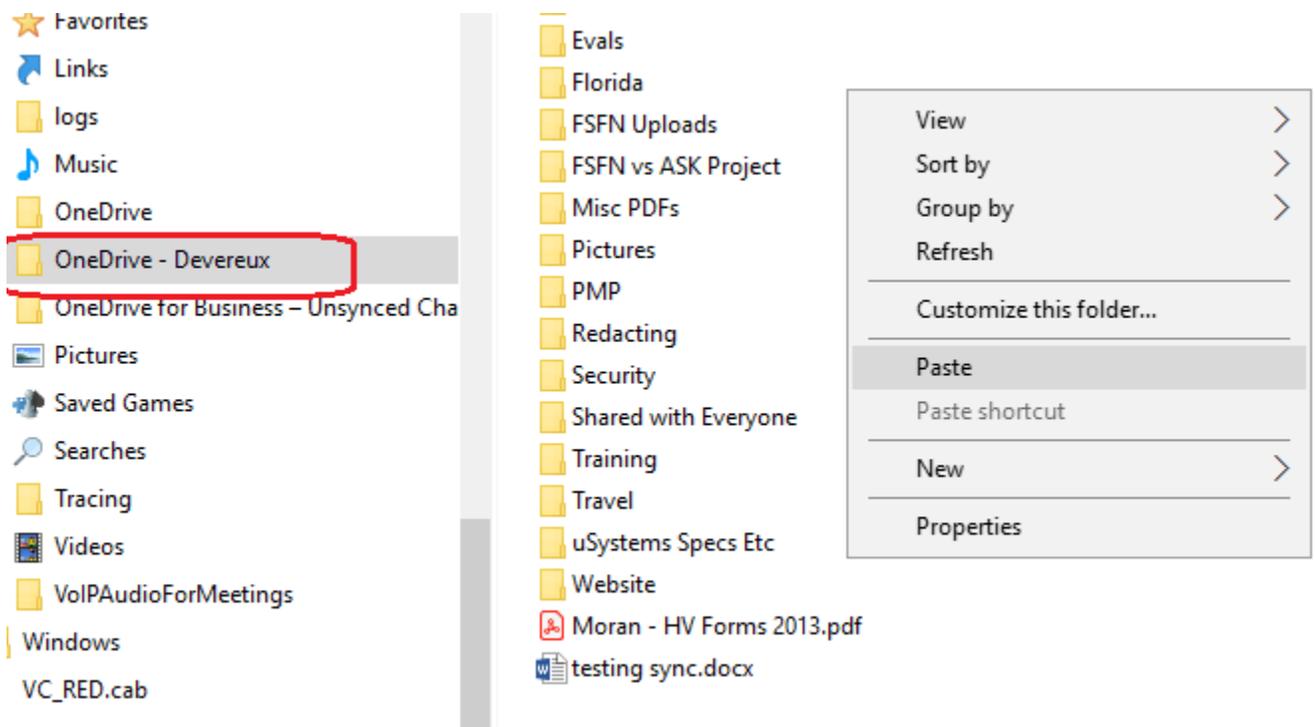
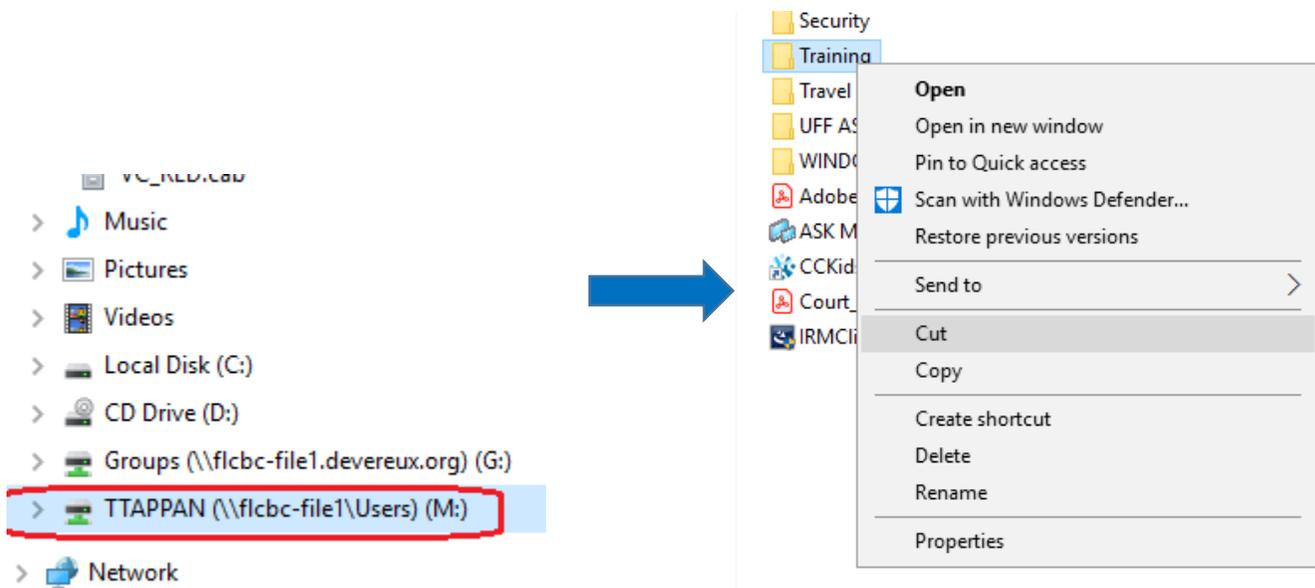


You may need to close & reopen the G: drive folder for the changes to take affect. **

Under the Local Disc (C: on X1.....) expand the folders as shown below. Under 'your' folder, you will see options for Desktop (that is the laptop desktop), and OneDrive – Devereux (that is the folder created when you connected to OneDrive):



To move items from your M: Drive to your OneDrive folder, simply click on the M: drive, right-click on a folder, then click on the One-Drive folder, right-click and choose Paste:



Once the folders are all moved, you can add the OneDrive folder to the Quick Access options available when you first open the G: drive, so no scroll/folder opening is needed. Simply right-click on the OneDrive folder and choose Pin to Quick Access:

