

1. Go to: <u>apps.ccsu.edu</u> and login with your CCSU email/Office 365 credentials. **NOTE**: If you are using an Apple computer, the Safari browser works best with the remote computing environment.



 If prompted with the Citrix Receiver pop-up, choose Detect Receiver and follow the prompts or click "Use light version". Note: Citrix Receiver/Workspace will offer a better experience for graphics intensive applications and for accessing files on your local computer. Download it here: <u>https://www.citrix.com/products/receiver.html</u>





- 3. Once you are in the Citrix apps environment, click on the Desktops tab at the top of the page and choose the folder that contains the software you need. General Lab is like the classrooms and labs on campus and includes School of Business applications. Other folders are self-explanatory.
- 4. Please be aware of the following policies regarding access to campus computers remotely. It is very important that you Sign Out of the computer when you are done, and you will be logged out after 6 hours. Go to Windows logo in lower left corner and click the Sign Off button.

