

Installing Citrix on A Mac Computer

- 1. Open a web browser page and go to <u>https://www.citrix.com/downloads/workspace-app/mac/workspace-app/mac/workspace-app-for-mac-latest.html</u>
- 2. When the page loads
 - a. Click on the **blue bubble** to download citrix
 - b. Go to the bottom left of your web page and click on the downloaded citrix box



3. It will launch a pop-up window asking if you want to install the program click on the install icon





- 4. A new pop up box will appear that will allow you to work through the steps to install Citrix
 - a. In the left-hand column, you will see all the steps
 - b. In the right bottom you will see continue to go through remaining steps

•••	🗢 Install Citrix Workspace	ì
а	Welcome to the Citrix Workspace Installer	
 Introduction License Destination Select Installation Type Installation Summary 	Citrix Workspace installs software that allows access to virtual applications that your organization provides, including software applications that use your browser.	
	Go Back Continue	

5. Keep in mind that some steps like the Installation one will have pop ups in the case of installation the username and password that needs to be entered is the username and password that you use to sign into your computer (not your single sign on that you will use for Guthrie) once you have done that click install software

		🆘 Install Citrix Workspace	
 Introduct License Destinat Installati 	A	Installer is trying to install new software. Enter vour password to allow this. User Name: admin Password:	
 Summar 		Cancel Install Software	
			Continue



 If your install box has add account as a step click the check box for add account and click "Continue" (this will save you from needing to do step 8 and 9, as the program will auto open and bring up the box to add your account.)

•••	흏 Install Citrix Workspace	
 Introduction License Destination Select Installation Type Installation Add Account Summary 	Add Account If you received instructions to set up Workspace with your email or a server address, check Add Account, then click Continue. Image: The Add Account	
	Go Back Continue	

7. Once it has finished you will see the summary page letting you know it has successfully installed. Once you see this click "**Close**" on the bottom right of the box.



8. To find citrix once you close the box, go to "finder" on your computer once you open finder:



- a. Click on applications
- b. Find Citrix and double click on it to open the program

• • •	Applications
	# = □ # • ☆ • 👌 🛥 Q. Search
Favorites	App Store
🖺 Documents 🗕	Automator Books
🔘 AirDrop 🏓 🧧	Calculator
Applications	Calendar
🕑 Downloads	Criss Criss Cisco Webex Meetings
🗟 Recents	© Citrix Workspace
Desktop	Contacts Dashboard D
iCloud	Dictionary
lCloud Drive	El-Co Color ROES Retail FaceTime
Taga	Final Cut Pro Citrix Workspace
Durple	II Font Book Application - 63.4 MB
	MarageBand
	Google Chrome
Blue	🖆 Home 💬
Yellow	More More

9. Click "Set Up Account"

•••	Citrix Workspace	
🌀 Citrix Workspace		Menu 🗸
	To access your Workspace, set up your account.	

10. A pop up box will appear asking for your work email or server address you can use either, your work email should have been given to you already (normal convention is first(name).last(name)@guthrie.org)



or you can use myapps.guthrie.org and then click "Add"

Enter your wo	rk email or s	erver addre	ss provided	by your IT d	lepartment:
				Cancel	Add

- 11. A new pop-up box will open fill out the indicated information
 - a. Username (your single sign-on username might be first initial last name or initials followed by numbers)
 - b. Your single sign on password
 - c. "Sign In"

	Citrix Workspace	
User n	ame: jg074	
Pass	word:	
	Cancel	Sign In b
🔒 Secu	re connection	С

- 12. Once this is done loading you should see your Citrix screen a couple of things that are important:
 - a. At the top of the screen you should see your name here letting you know that you are logged in
 - b. In the middle of the screen you may see some icons to click on such as production to open Epic
 - c. If this is your first time logging in and you see nothing here or are missing the option you need click on the **+ sign** in the left side of the screen to add other icons
 - d. Click on "All Applications" to see all options you can choose to add to citrix workspace
 - e. **Single click** on any title to add to workspace, once it has been added you will see a green check mark next to the title





