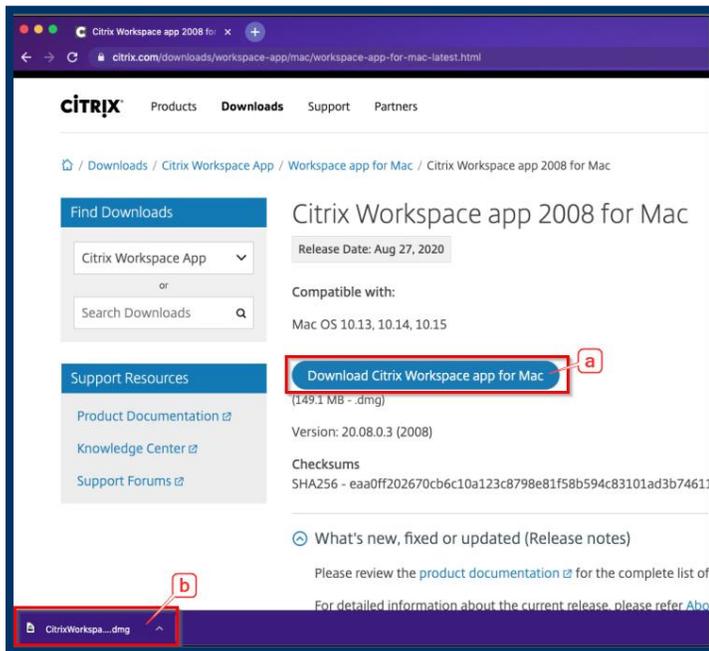
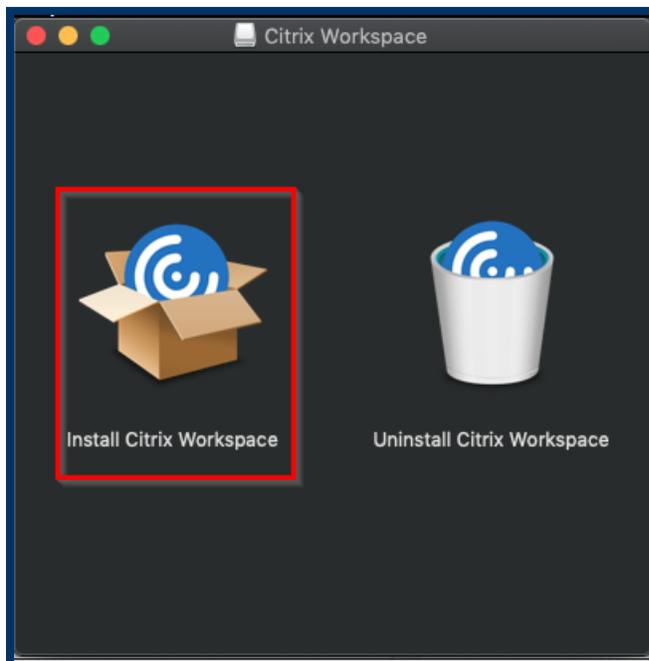


# Installing Citrix on A Mac Computer

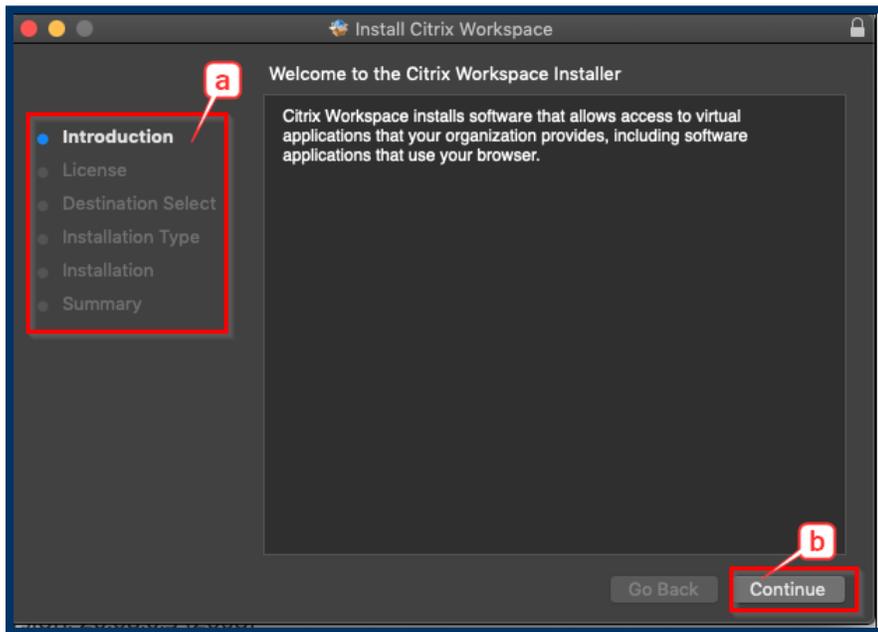
1. Open a web browser page and go to <https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html>
2. When the page loads
  - a. Click on the **blue bubble** to download citrix
  - b. Go to the **bottom left** of your web page and click on the downloaded citrix box



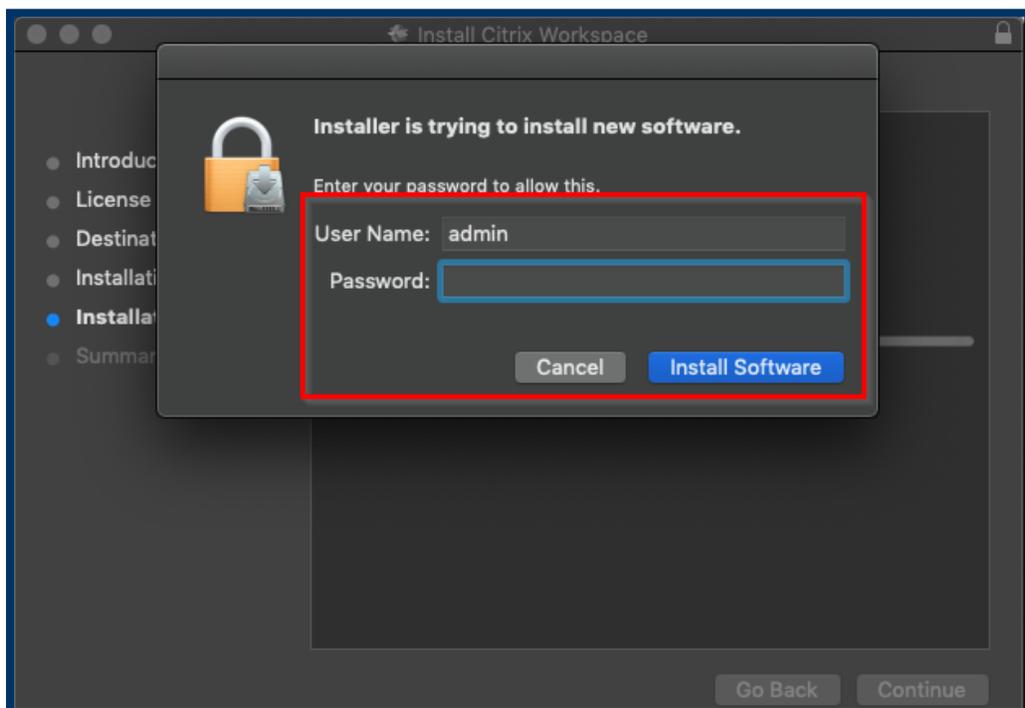
3. It will launch a pop-up window asking if you want to install the program **click on the install icon**



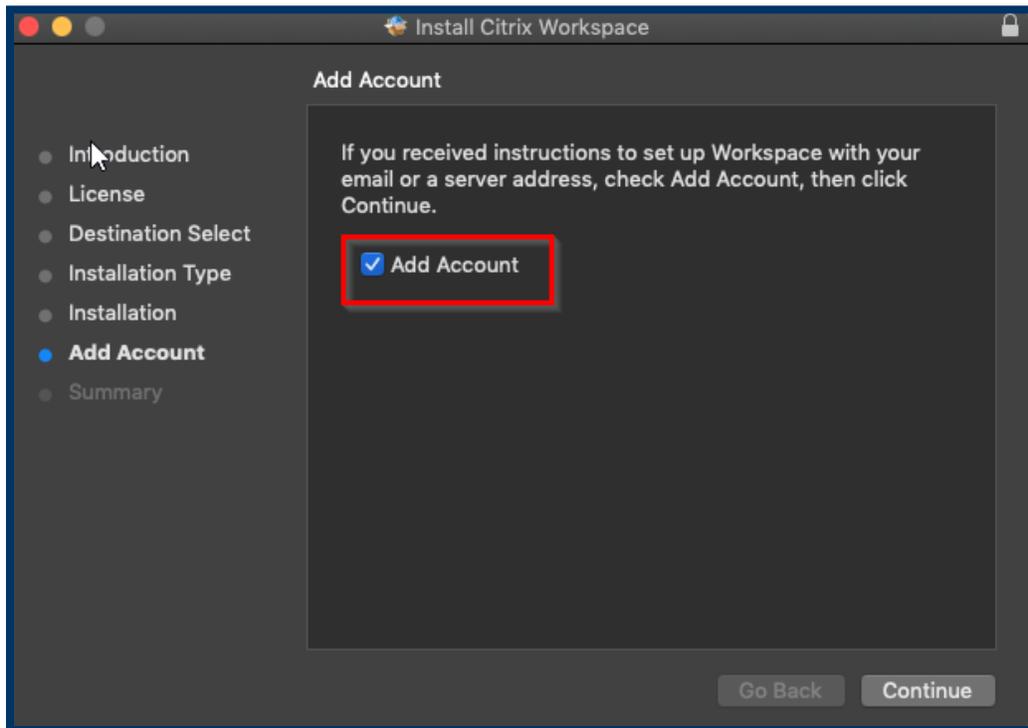
4. A new pop up box will appear that will allow you to work through the steps to install Citrix
  - a. In the left-hand column, you will see all the steps
  - b. In the right bottom you will see continue to go through remaining steps



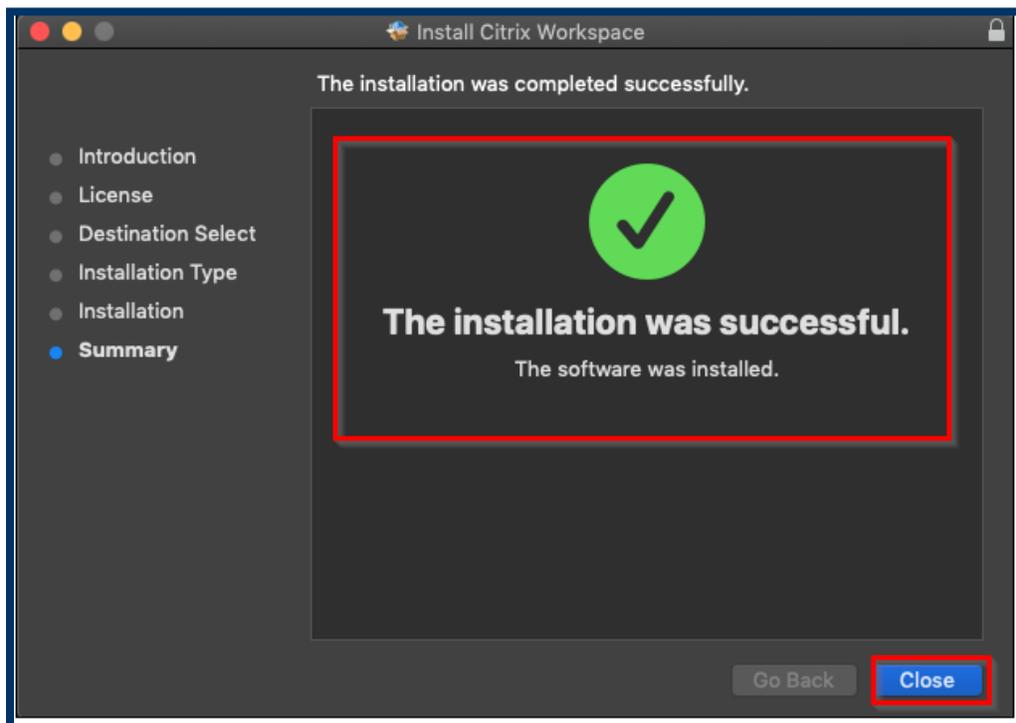
5. Keep in mind that some steps like the Installation one will have pop ups in the case of installation the username and password that needs to be entered is the **username and password that you use to sign into your computer** (not your single sign on that you will use for Guthrie) once you have done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



6. 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.)

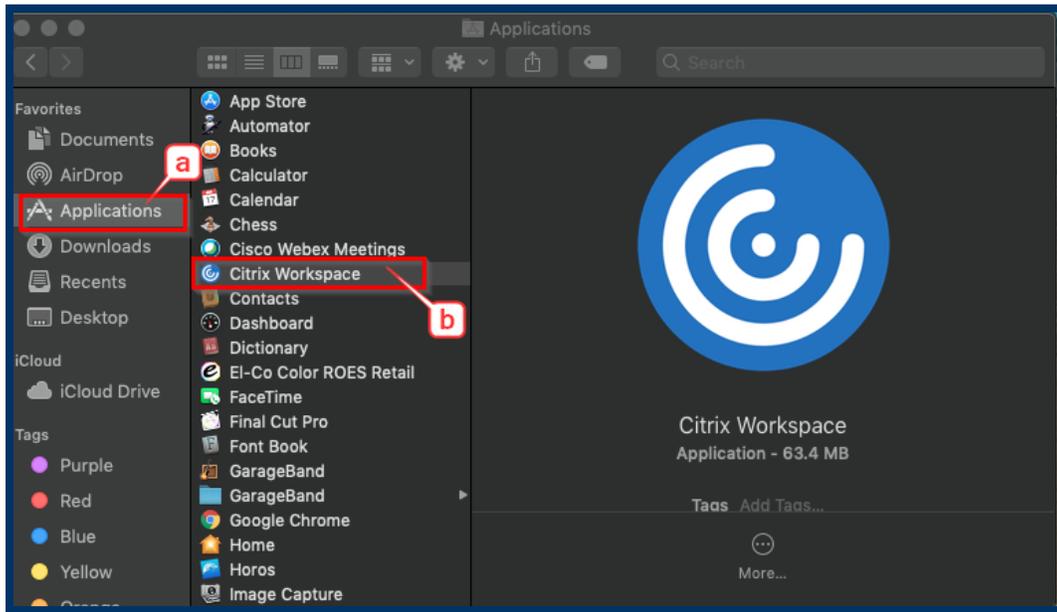


7. Once it has finished you will see the summary page letting you know it has successfully installed. Once you see this click **“Close”** on the bottom right of the box.

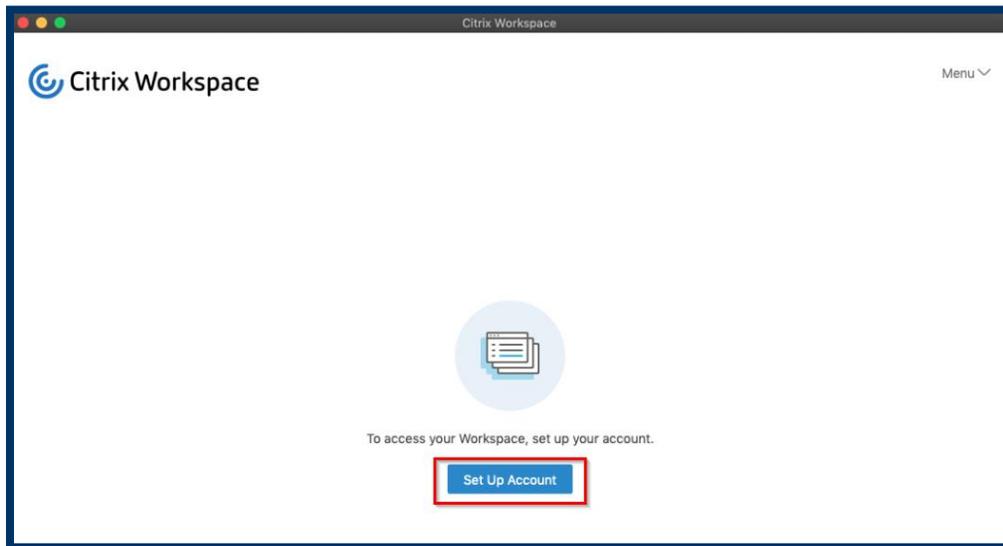


8. To find citrix once you close the box, go to **“finder”** on your computer once you open finder:

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

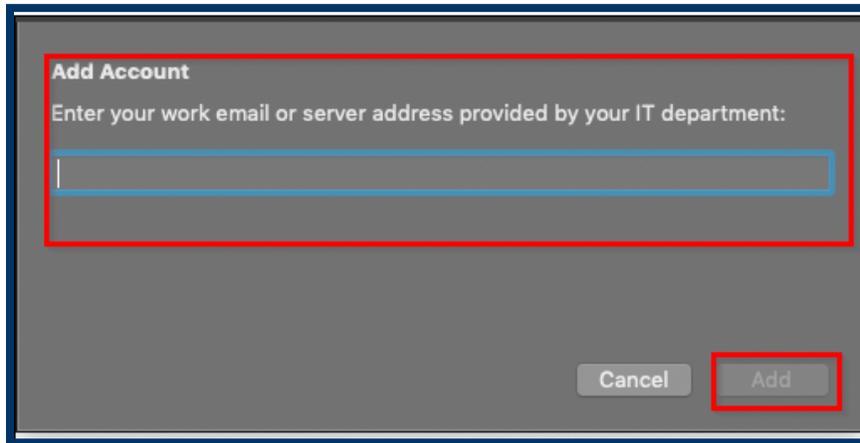


9. Click **“Set Up Account”**

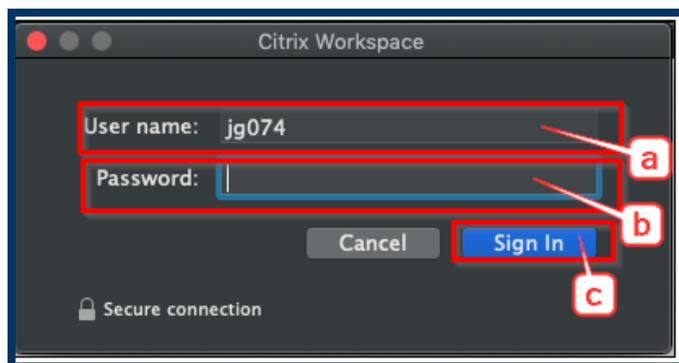


10. A pop up box will appear asking for your work email or server address you can use either, your work email should have been given to you already (normal convention is first(name).last(name)@guthrie.org)

or you can use [myapps.guthrie.org](https://myapps.guthrie.org) and then click **“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”**



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

