

Citrix

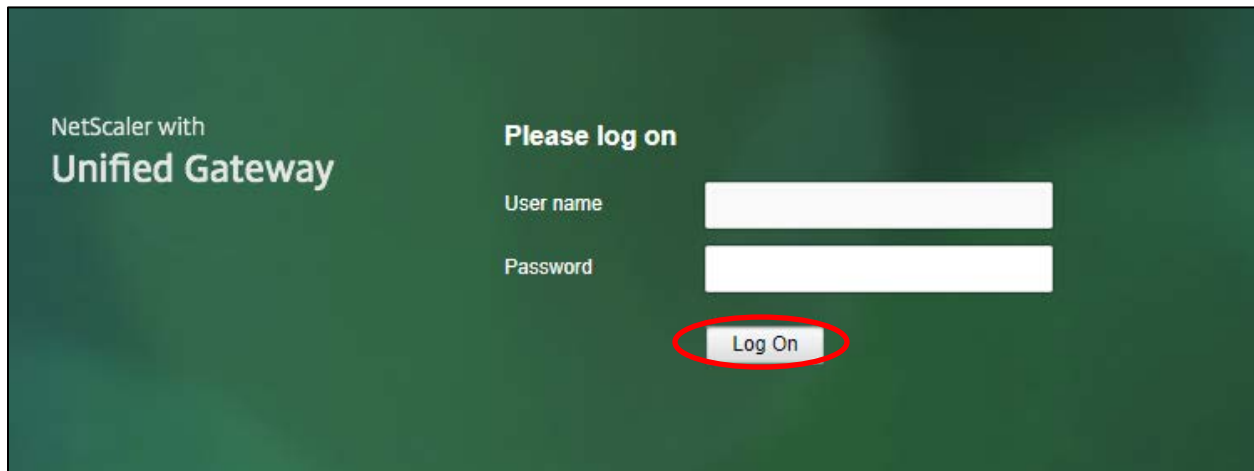
Citrix allows you to access your legislative network drives (H, G and I drive), legislative email account, and the legislative Intranet outside the Capitol Complex from any computer with an internet connection.

Connecting to Citrix for the first time:

1. Type <https://citrix.legis.iowa.gov> into the address line of your Internet browser.

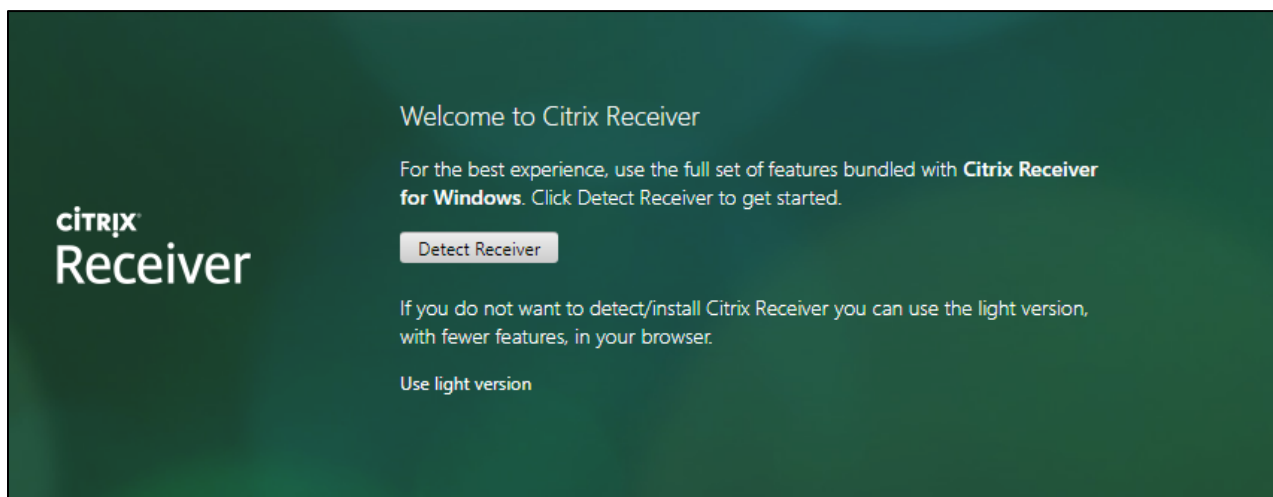
OR from our home page, www.legis.iowa.gov, click on the **Applications** link at the bottom of the page and then click the link along the left for **Citrix**. You will be directed to the Citrix log on screen. (See below)

2. Enter your **User name** and **Password** (this is the same user name and password that you use to sign on to your computer each day). When finished, click the **Log On** button.



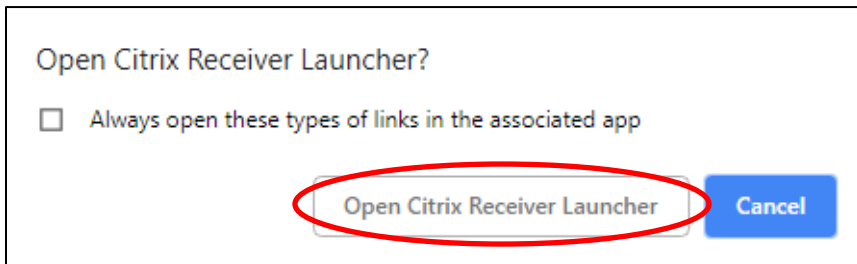
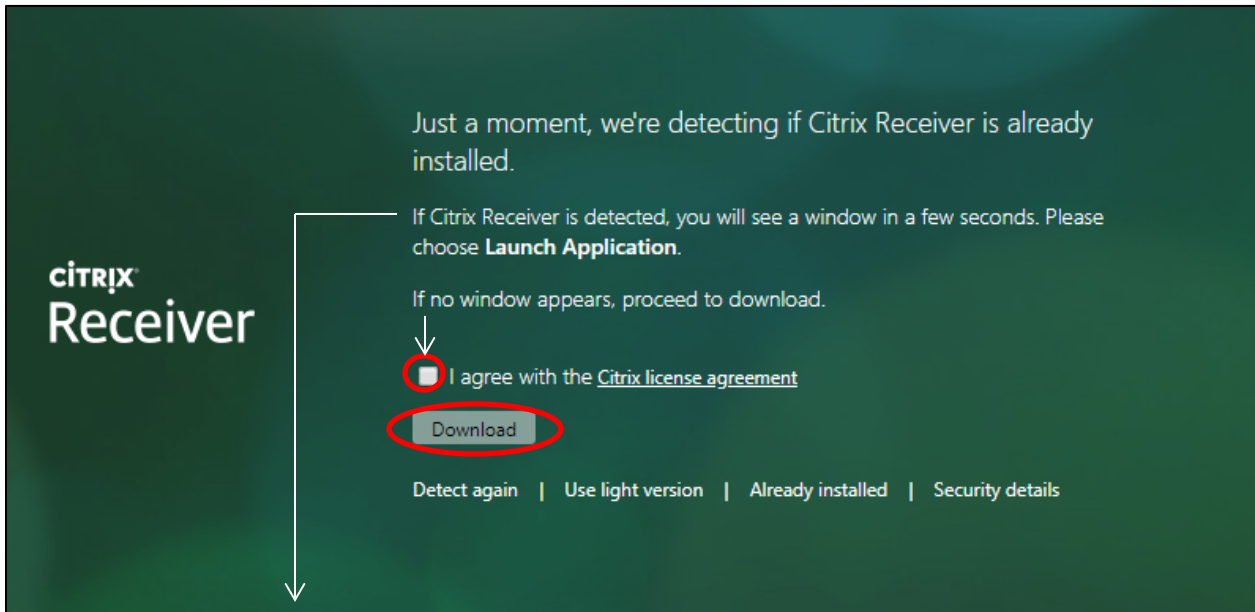
3. The first time you log on to Citrix on a new machine, you will see the screen below. For the best experience, use the full set of features bundled with Citrix Receiver for Windows. Click **Detect Receiver** to begin.

If you do not want to detect/install Citrix Receiver you can use the light version, with fewer features, in your browser. In this case, click **Use light version**. (If using light version, go directly to the Using Citrix section on page 4.)

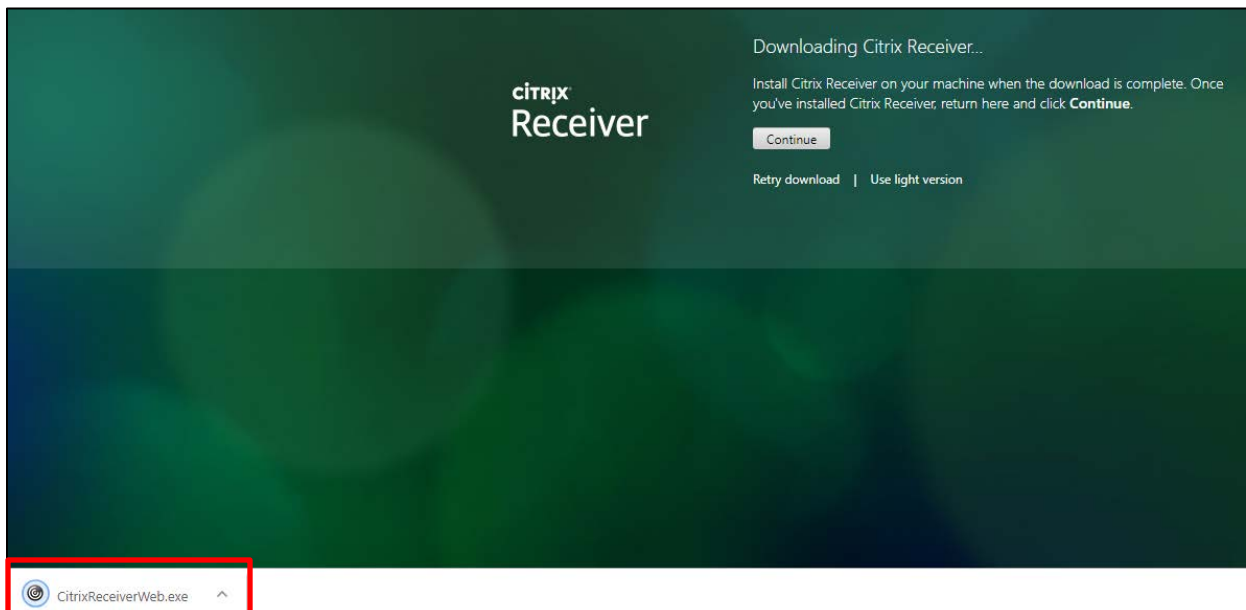


4. After clicking Detect Receiver, you will see the screen below. If Citrix Receiver is already installed/detected, you will see a window pop up in a few seconds. In the window that appears, click **Open Citrix Receiver Launcher**. (See second screenshot below)

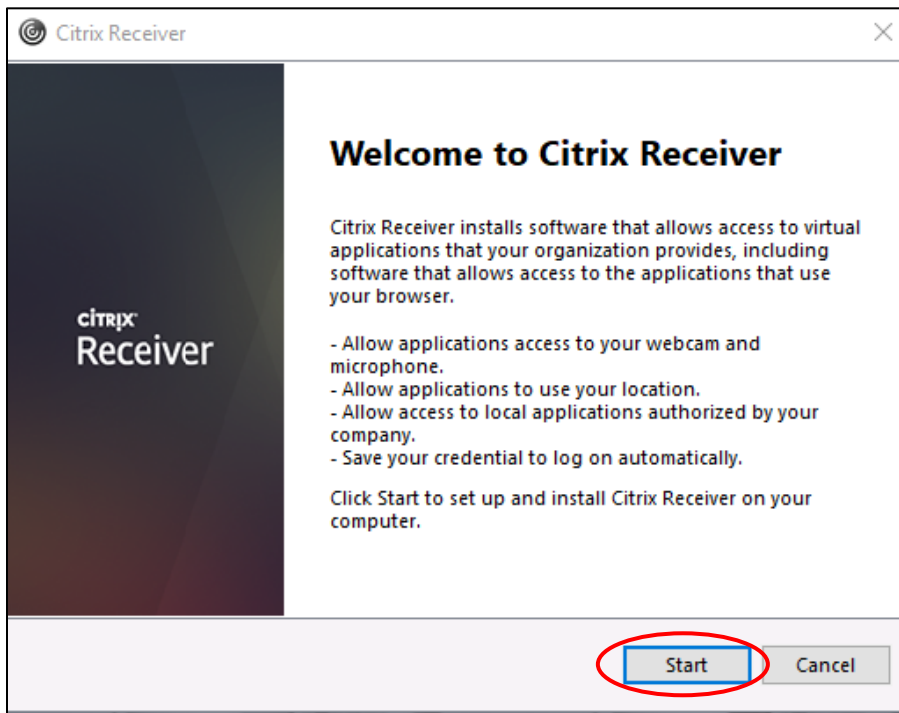
If no window appears, Check the box in front of "I agree with the Citrix license agreement" and then click the **Download** button. (See screenshot below)



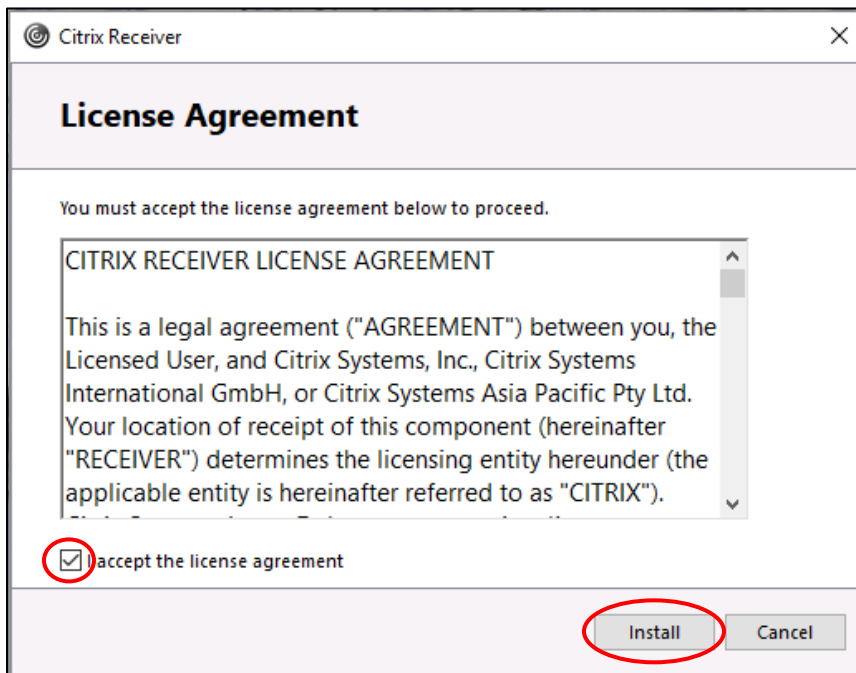
5. After downloading, you will see the screen below. Install Citrix Receiver on your machine by clicking on the downloaded .exe file. (In the screenshot below, this appears in the lower left-hand corner.)



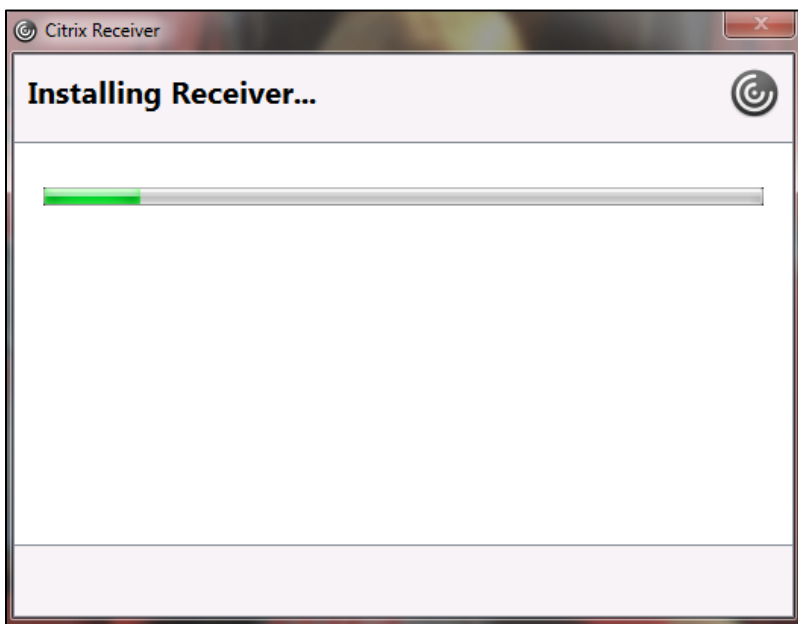
6. This will launch the Citrix Receiver Wizard. Click **Start** to begin the installation. (See below)



7. On the following screen, check the box in front of “I accept the license agreement” and then click **Install**.



Your installation will begin:



NOTE: You may be prompted to add an account. If this box appears, hit the **Cancel** button.

Once installation is complete, you will see the Citrix Desktop icon. (See below)

Using Citrix:

Once the installation is complete, you will see the screen below after you log on.



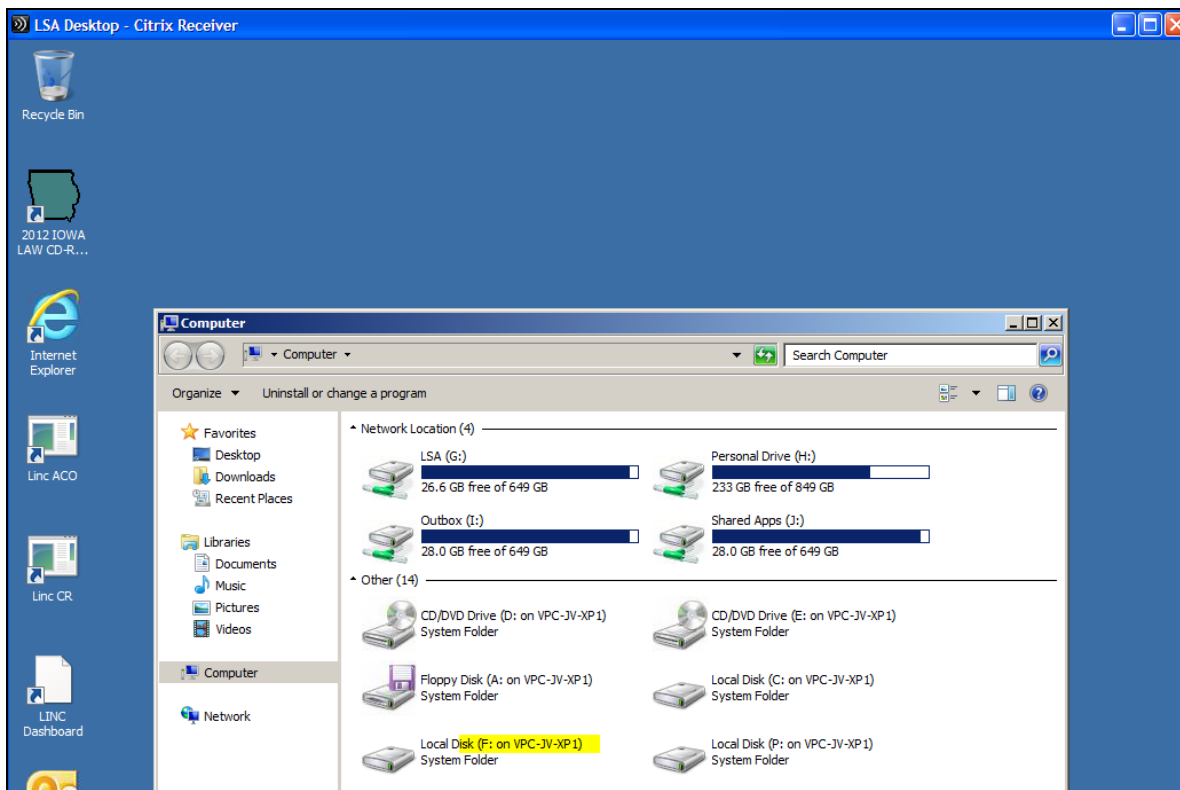
Double click the **Citrix Desktop** icon to launch Citrix. (See above)

Your Citrix Desktop should now open; it will look similar to the screen below. Your desktop may look different, based on your user credentials.

The screenshot shows a Citrix Desktop window titled "Citrix Desktop - Adobe - Desktop Viewer". The desktop background is blue and contains several icons: Libraries, Control Panel, EViews3, Manual, NOBA, Kramer, Emily [LEGIS], Arbortext Editor..., Excel 2010, Map Viewer 3, Outlook 2010, Computer, 2018 Iowa Code, Factbook, Map Viewer 5, Remote Desktop, Network, ARRC Tools, Legislature Intranet, Mapper, Windows Explorer, Recycle Bin, Chrome, LINC Dashboard, New BB, and Word 2010. A taskbar at the bottom contains the Start button, icons for File Explorer, Chrome, Outlook, Word, Excel, Internet Explorer, and a Citrix logo. The system tray shows the time as 10:41 AM on 12/5/2018. Five callout boxes provide instructions: 1. "Click here to launch Outlook (or click the icon on the toolbar at the bottom of the screen)" pointing to the Outlook icon. 2. "Click here to launch Excel (or click the icon on the toolbar at the bottom of the screen)" pointing to the Excel icon. 3. "Click here to access the legislative intranet. This will be unavailable outside the Capitol complex unless you use Citrix. (You may also click on the Google Chrome icon on the toolbar at the bottom of the screen.)" pointing to the Legislature Intranet icon. 4. "Click here to launch Word (or click the icon on the toolbar at the bottom of the screen)" pointing to the Word icon. 5. "Click here to view your network drives (H, G & I) (You may also click Computer icon on the desktop.)" pointing to the Citrix logo in the taskbar.

Think of the LSA Desktop - Citrix Receiver window as a connection to a computer at work. It operates as if you were in the office (with a few enhancements).

The **Computer** icon will reveal all the drives you would expect to see, with some additions.



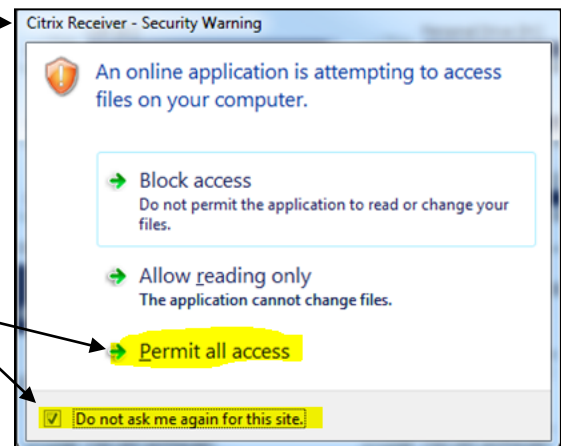
You will see all the network drives you would normally have at work and Citrix will also present the drives from the computer you are working on. If you have a portable drive plugged in, it will present that as well. To determine how Citrix is referring to your local drives, see the highlighted text above.

When printing from Citrix, you should see all the printers from your chamber and legislative office as well as the default printer on the PC from which you are working. *Be mindful of where you are directing your print job!*

You will be prompted to allow access the first time you access a local client drive. (See the dialog box to the right)

We suggest clicking:

1. The checkbox next to "Do not ask me again for this site".
2. "Permit all access"



Most users will have no need to make changes to the settings, but it does provide you a means to change your password.

If you would like applications added, or if installed applications are not performing correctly, please call the LSA Help Desk at 515.281.6506 or email at helpdesk@legis.iowa.gov.