## Install Citrix on Windows

Citrix Workspace can be used to access Stony Brook Medicine resources and applications such as Cerner PowerChart, share drives, and our Virtual Desktop. The steps below can be used to install Citrix Workspace on a Microsoft Windows device.

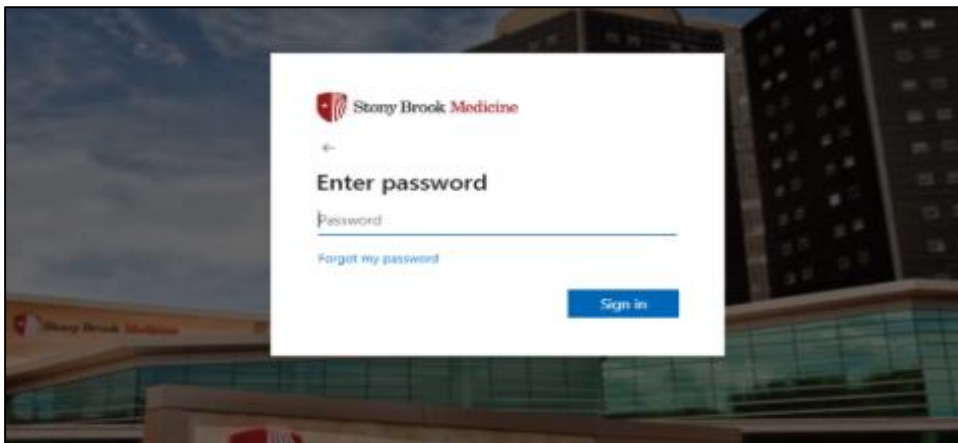1: Using a web browser (chrome preferred), navigate to the website below:

https://apps.stonybrookmedicine.edu/

2. Sign in using your Stony Brook Medicine email username:

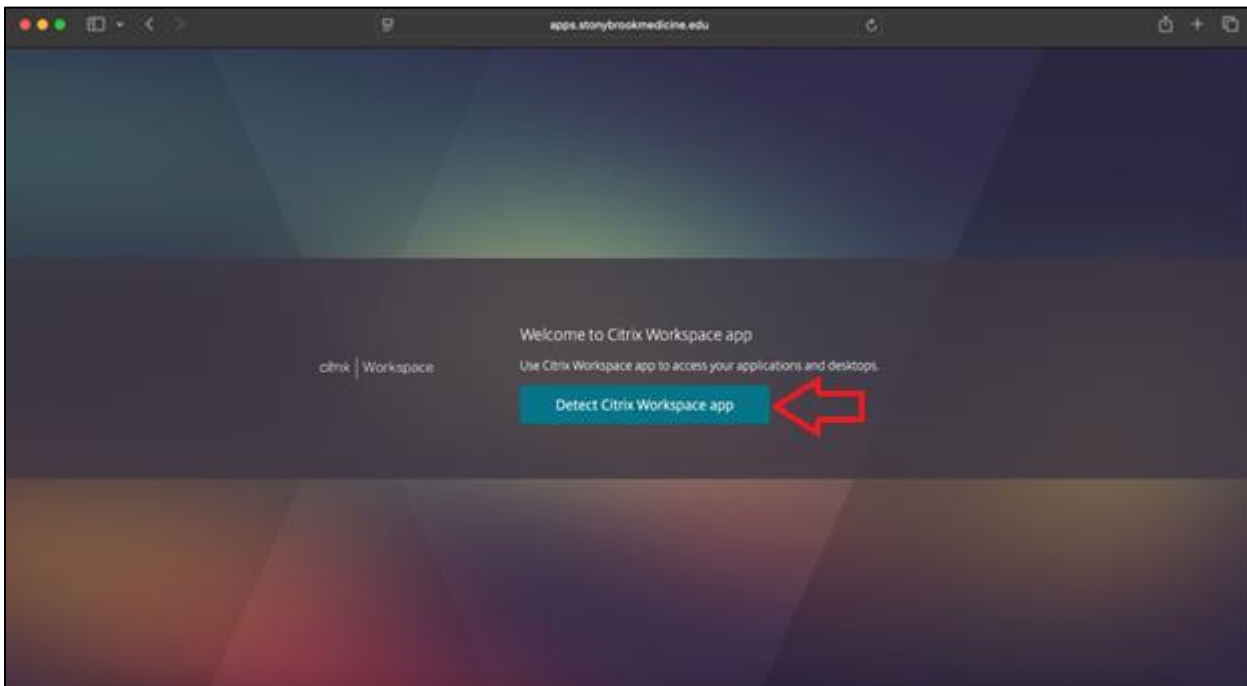(e.g. John.Doe@stonybrookmedicine.edu)
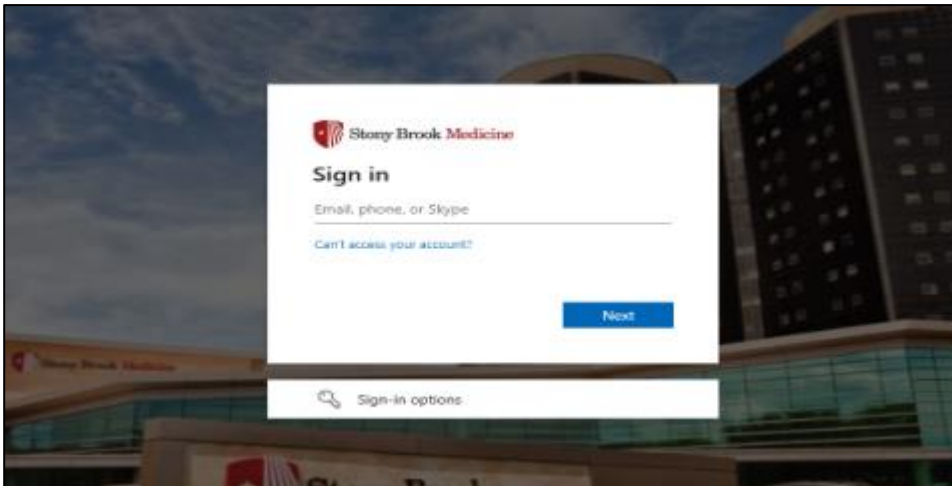

3. Enter your Stony Brook Medicine password:

Please Note: If you are a vendor or consultant and do not have a Stony Brook Medicine email address, please use your UHMC username in the format below as the sign in username. (e.g. jdoe@stonybrookmedicine.edu)

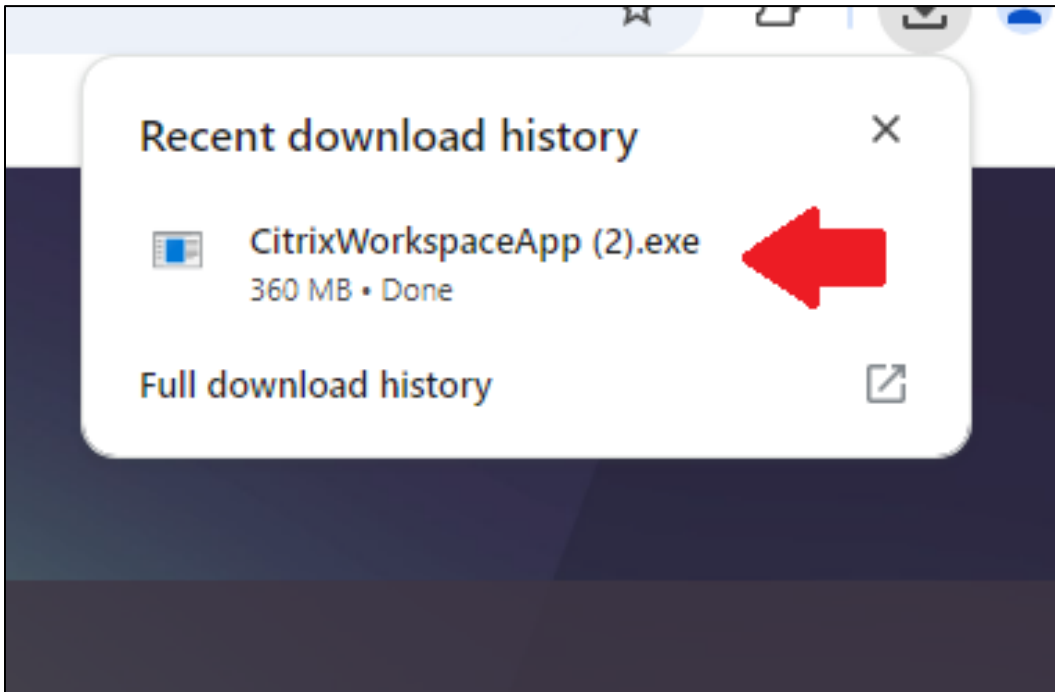4: Click the button for Detect Citrix Workspace app:

5: Check the box next to "I agree with the Citrix license agreement" and then click the button for Download:
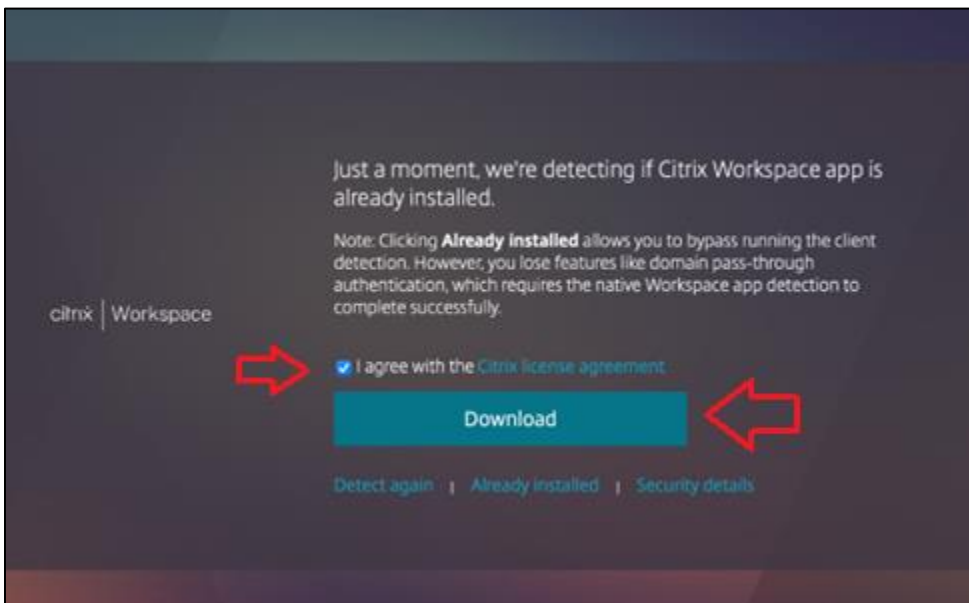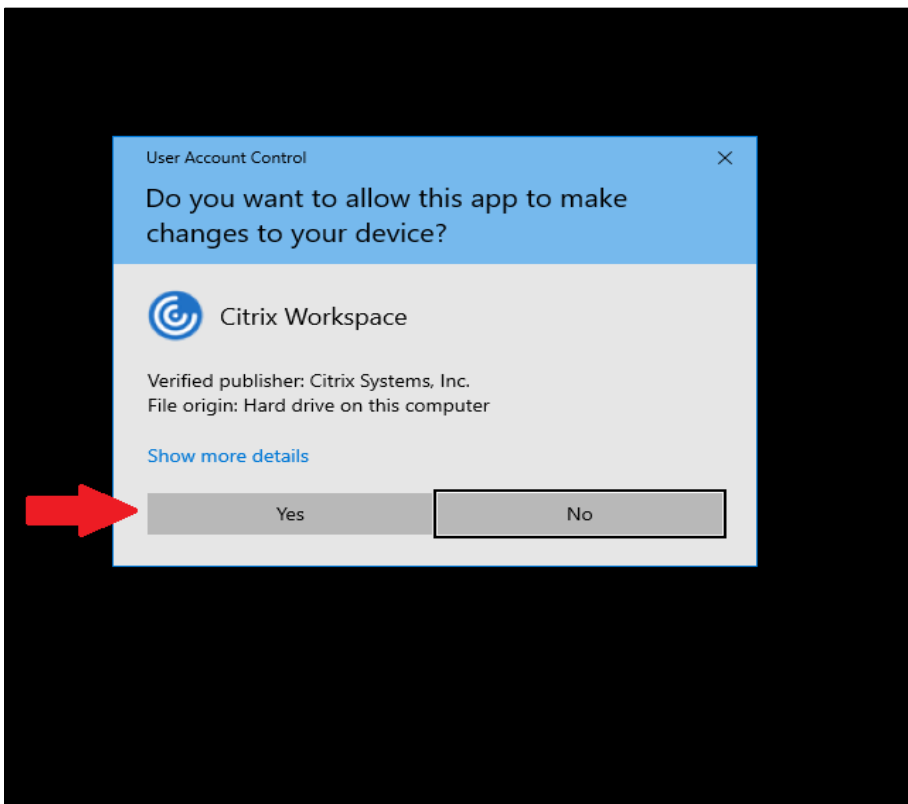

NOTE: This download and installation is only required the first time.

6: Click the download icon to open the installer and run the exe for Citrix Workspace App:
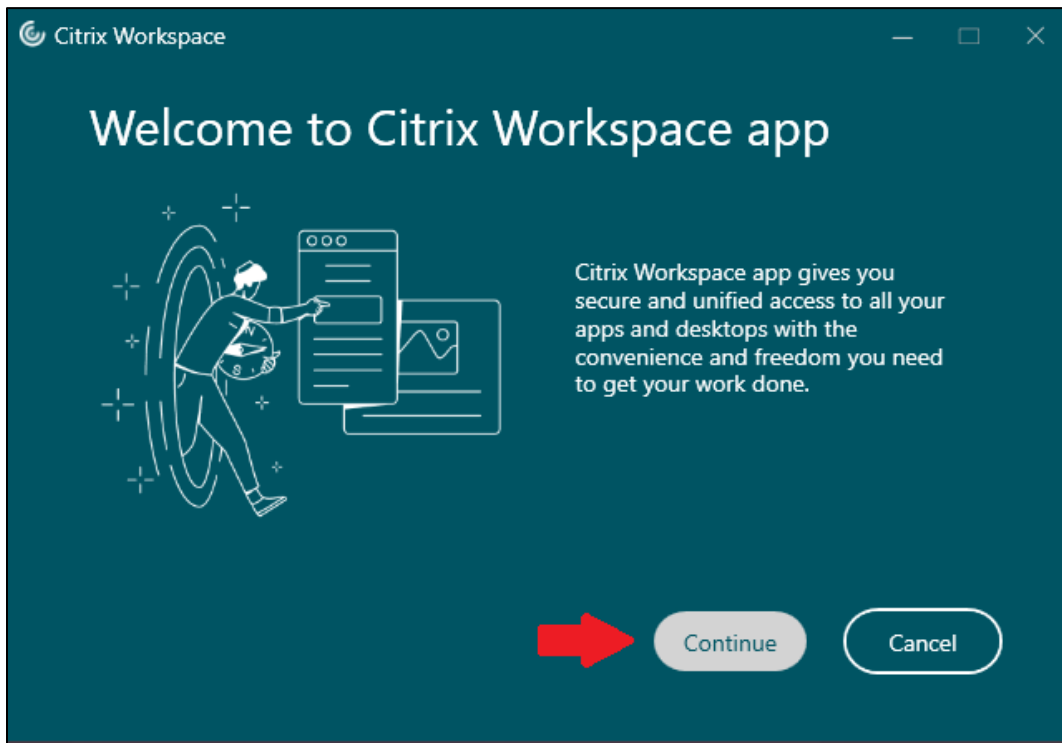

Please Note: If the download does not start, navigate to the Citrix website here and download the file directly. (Workspace Version 2402 LTSR)

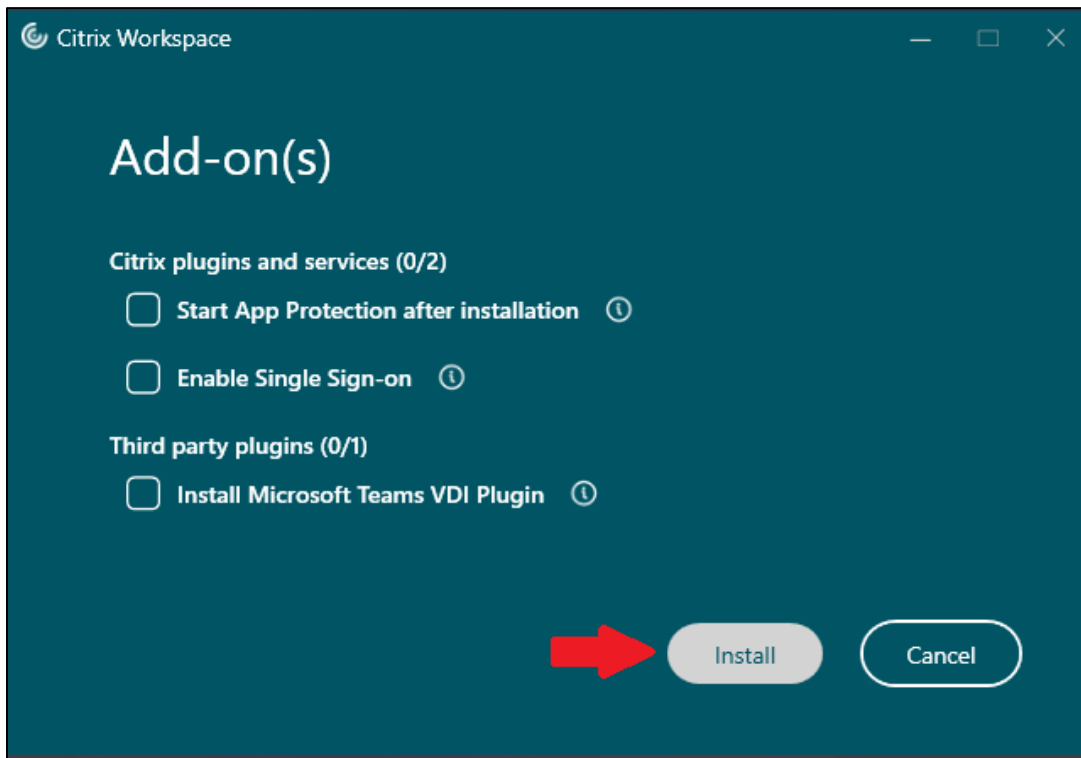7: Click Yes on the user account control screen that appears:

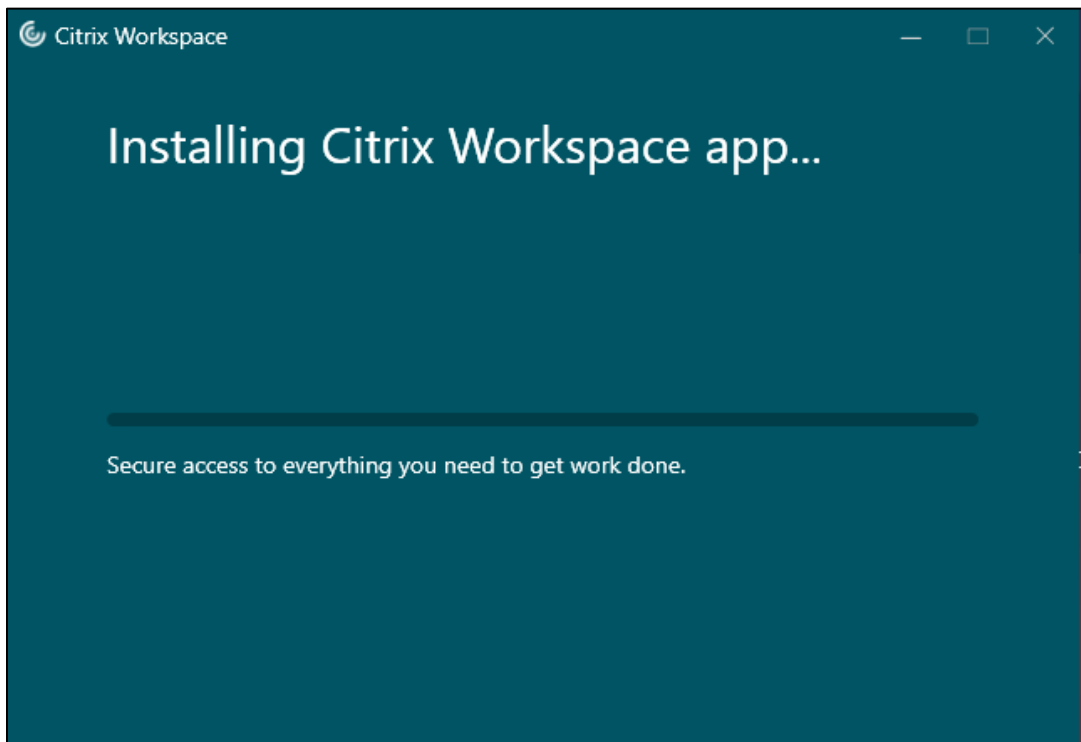8: On the Citrix welcome screen click continue.

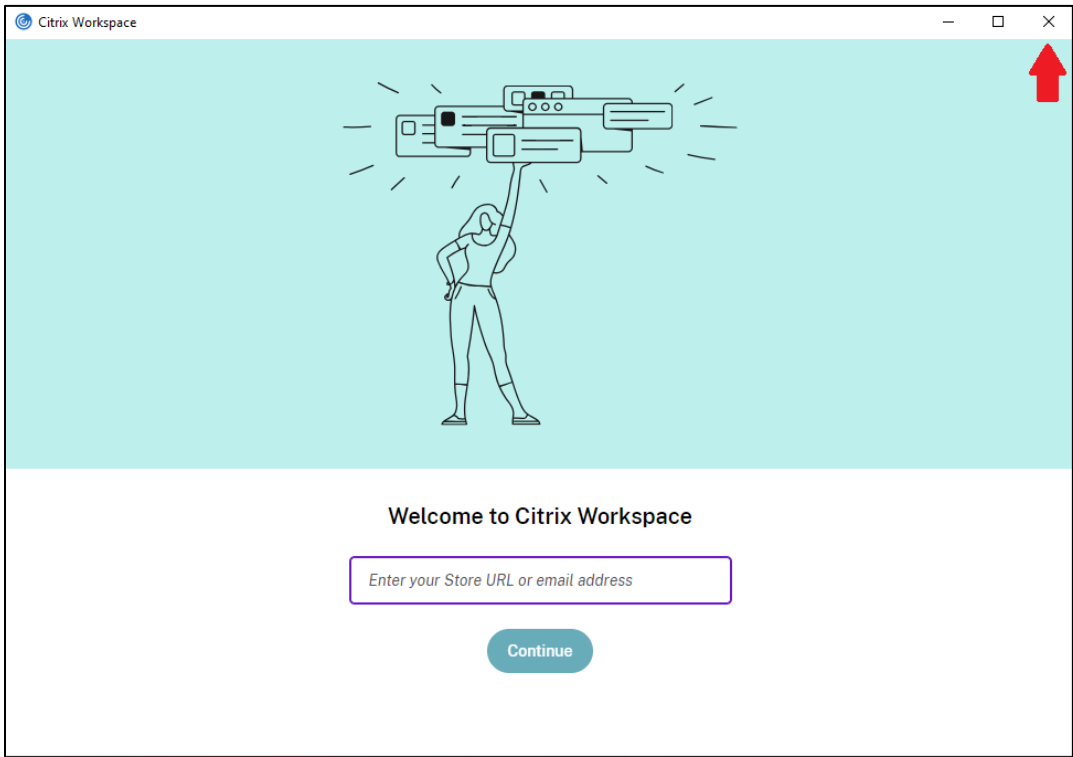9: On the Citrix license agreement screen click I agree then continue

10: On the add-ons screen do not select any check boxes. Click the install button.
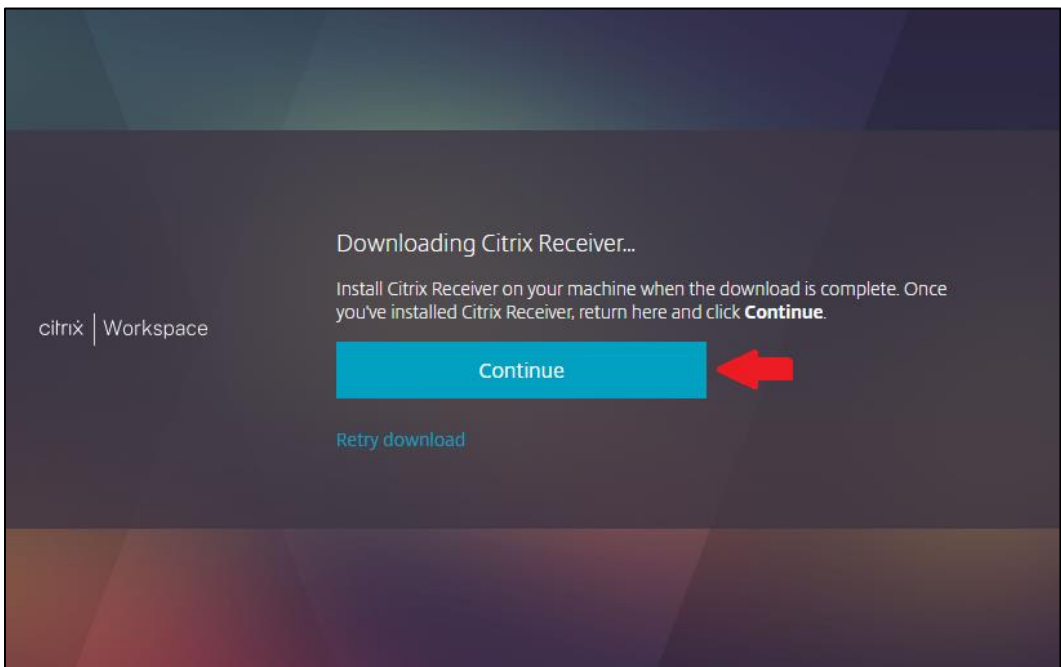

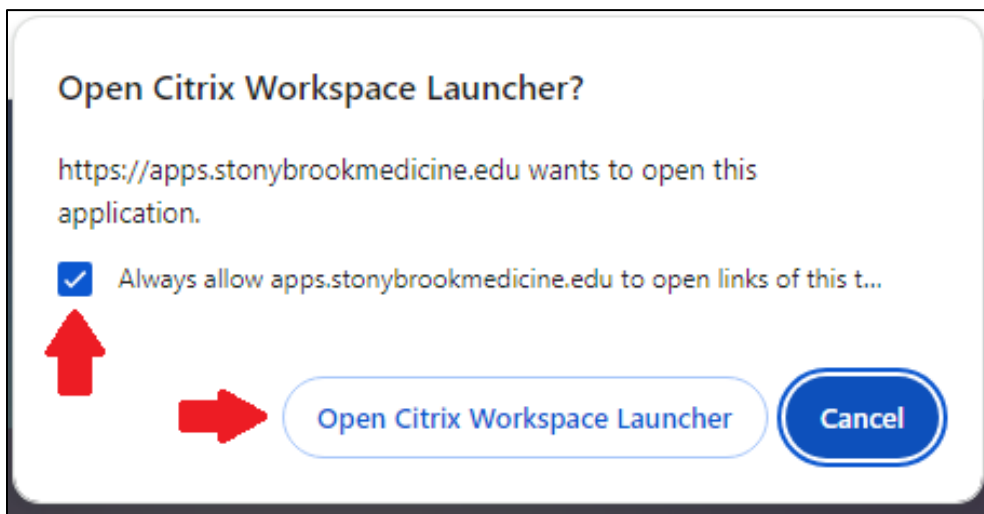11: Citrix Workspace installation will now begin.

12: After installing a page will open asking for a store URL. This page can be closed with the X in the top right corner.
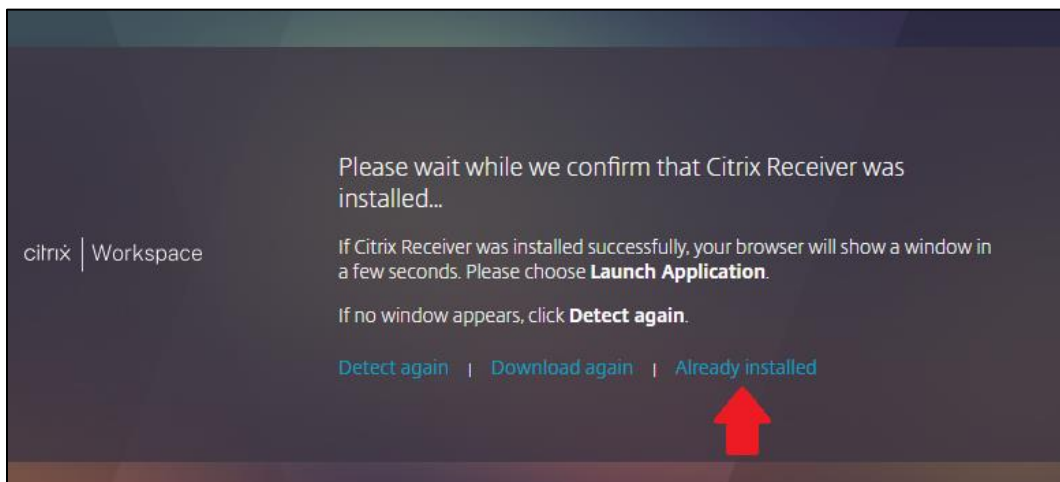

13: Click the continue button on webpage or navigate back to https://apps.stonybrookmedicine.edu/
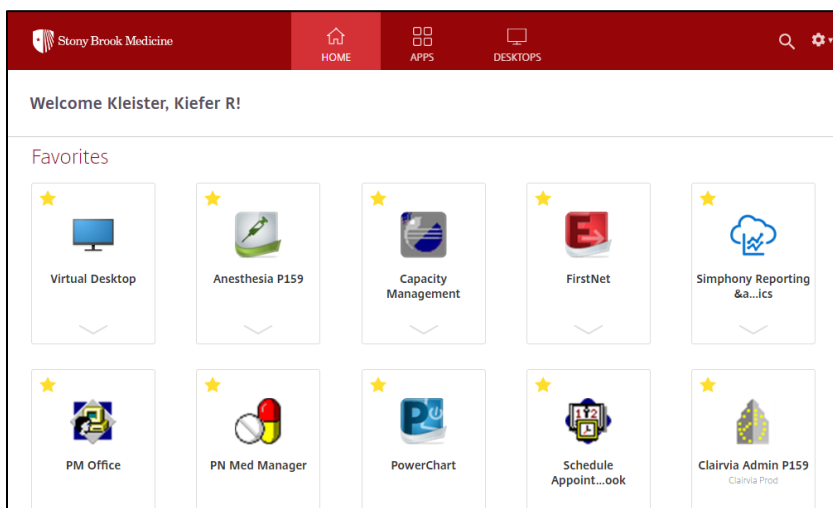
14: Click the check box to always allow, and then click Open Citrix Workspace Launcher:

15: If the screen does not change to show the Citrix apps choose Already Installed:

16: After completing the previous steps, the Citrix portal home page will now be available to you.
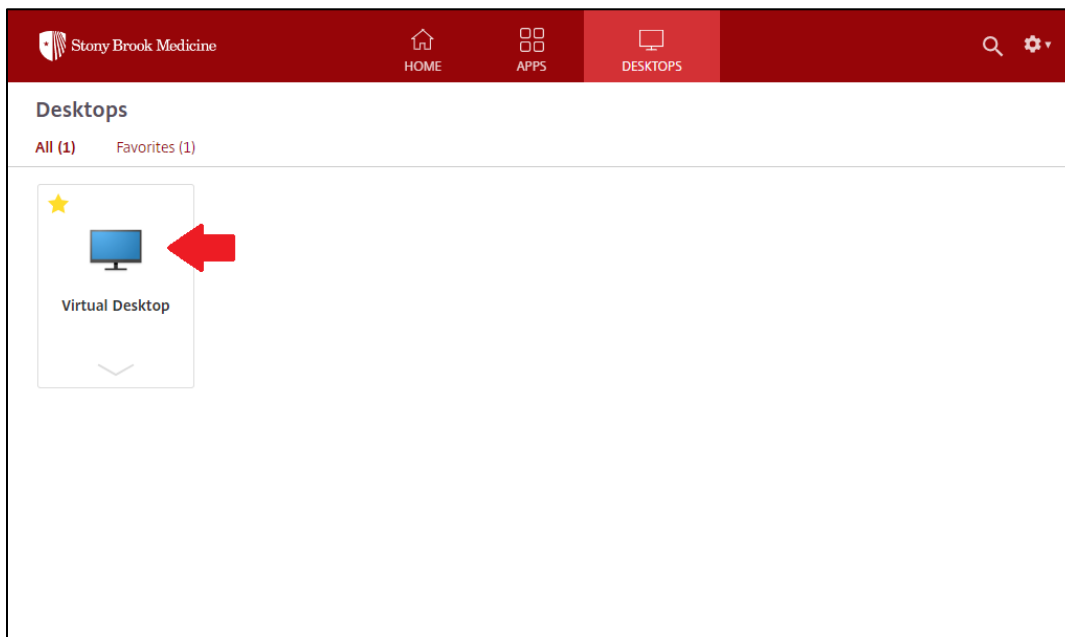
Tip 1: From the Citrix portal, the virtual desktop can be used to access the share drive and other resources that can be accessed while onsite. Follow the steps below to access the virtual desktop.
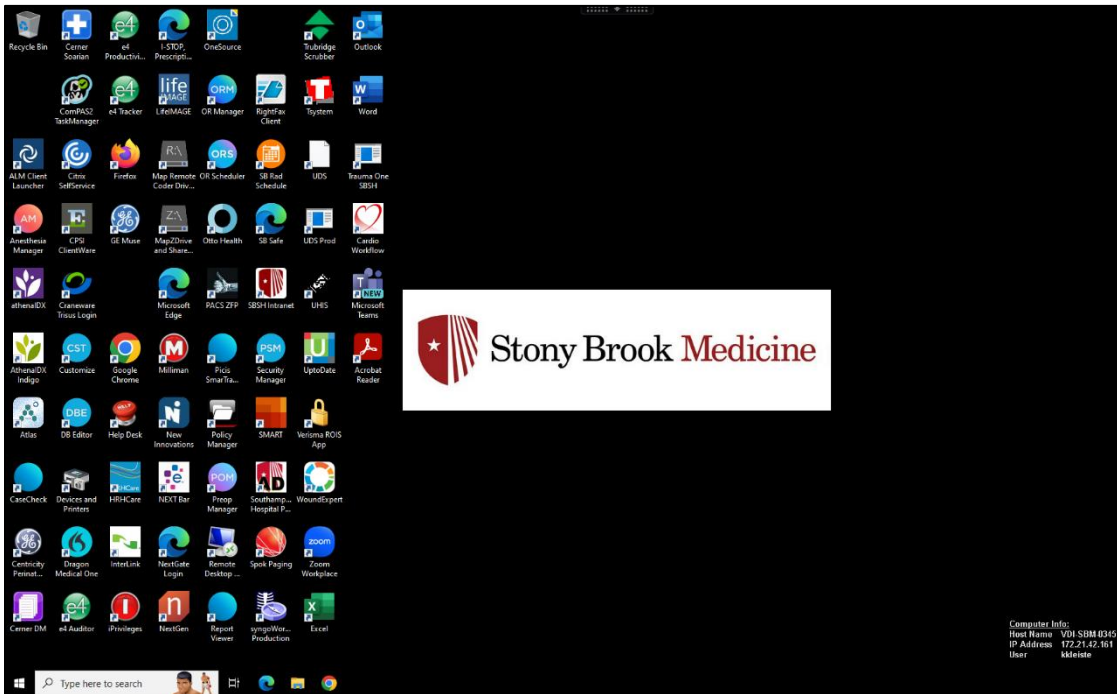
Step 1: Click the Desktops tab:
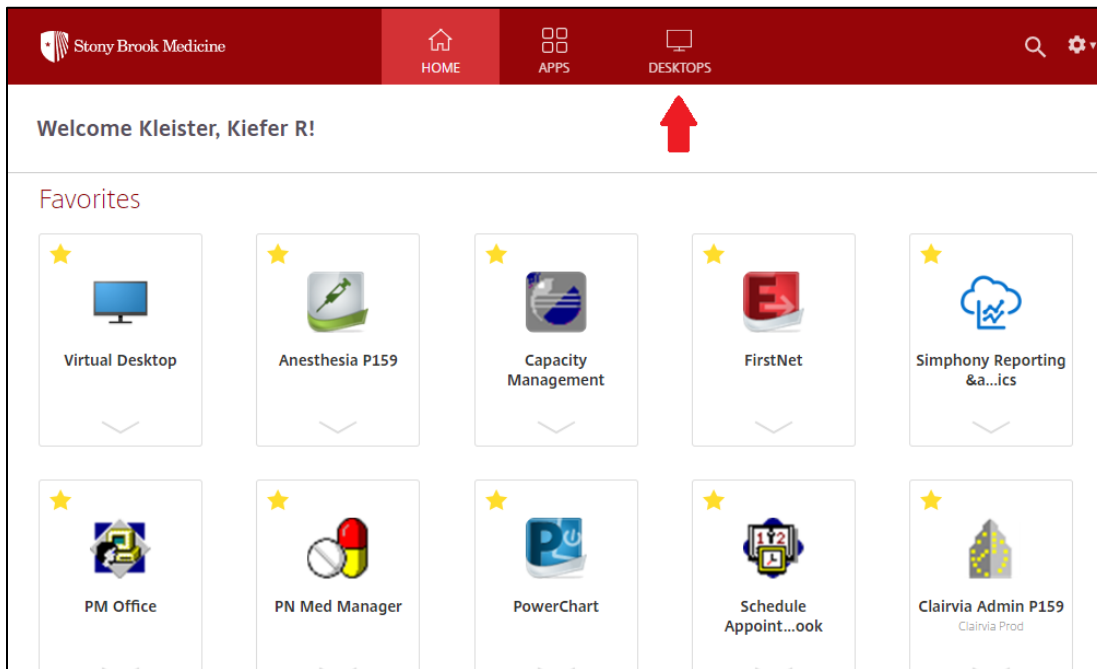
Step 2: Click on the monitor icon above where it says virtual desktop:

Step 3: You will now be able to access resources such as Office apps, Outlook, and the share drive from the virtual desktop:
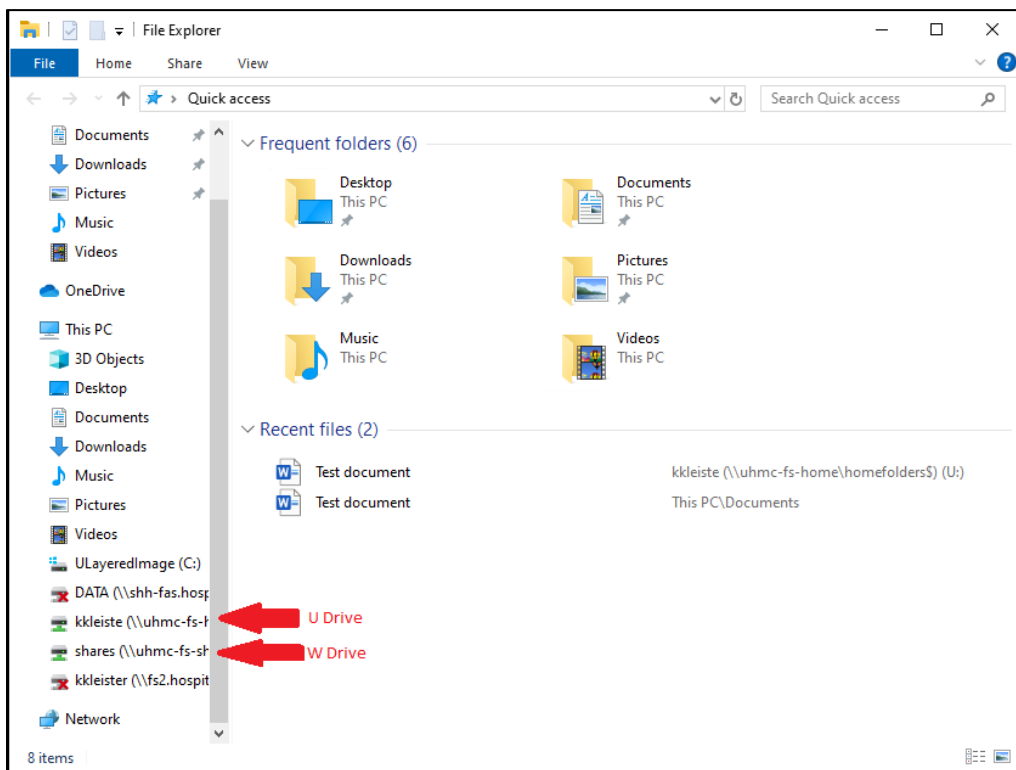

Tip 2: Your share drives can be accessed from the virtual desktop using the steps below:

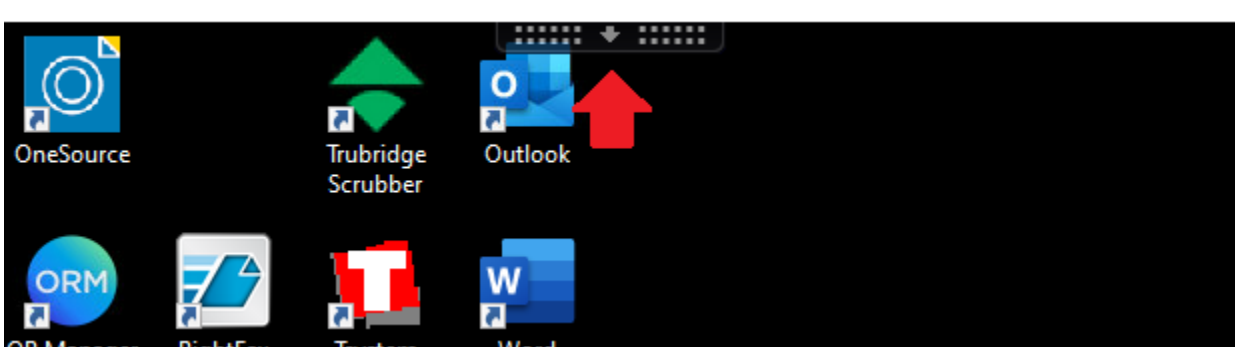Step 1: From the virtual desktop, open the file explorer:

Step 2: The U and W drives will be on the left side of the file explorer screen that opens:
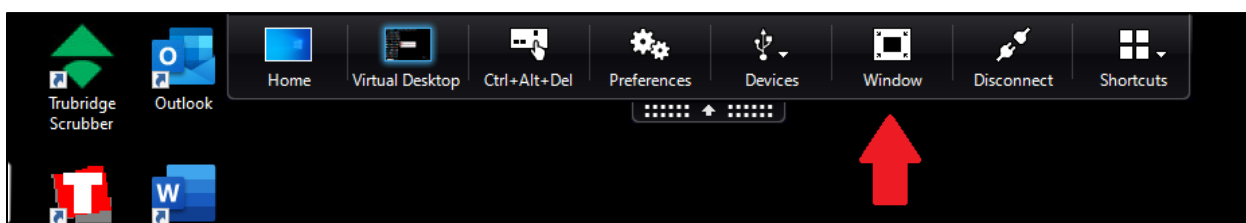

**Tip 3: The virtual desktop can be used on multiple monitors.**

Step 1: Open the drop-down menu from the top of the virtual desktop by clicking the arrow that is pointing down.
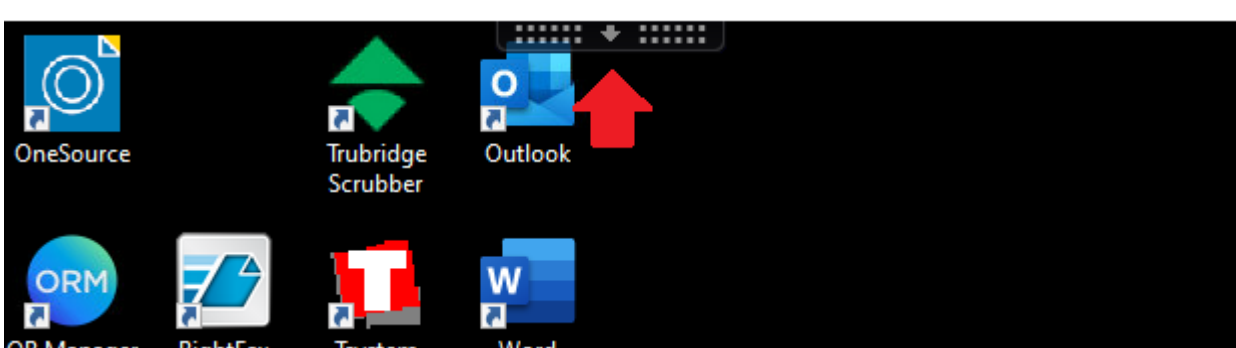

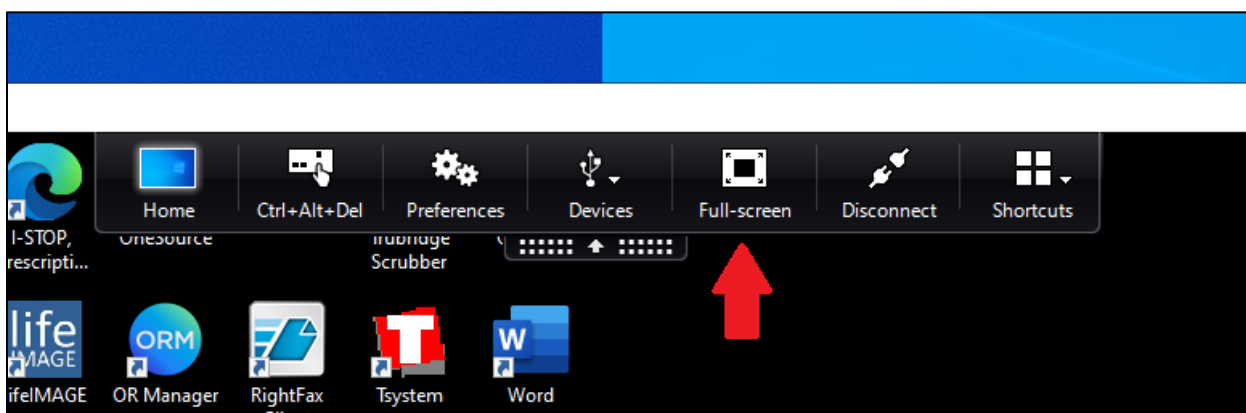Step 2: From the drop-down menu select window.

Step 3: Drag the virtual desktop window by clicking and holding in the top left corner where it says Virtual Desktop – Desktop viewer. Place the window between the two screens that you want it to show on.
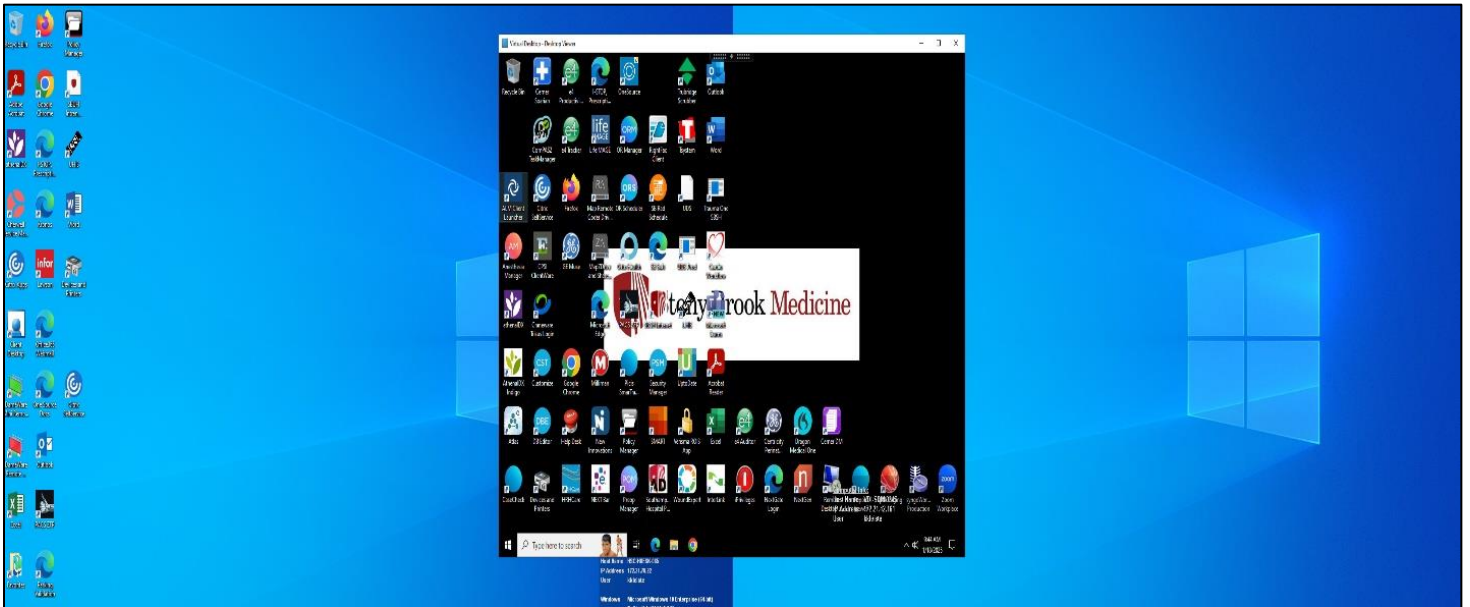
Step 4: Click the down arrow to open the drop-down menu once again:


Step 5: Click the Full-screen option:

The virtual desktop will fit to both screens. If the screen needs to be minimized at any time repeat steps 2 and 3.

Tip 4: The virtual desktop can also access Outlook. The following steps can be used to view Outlook e-mail.
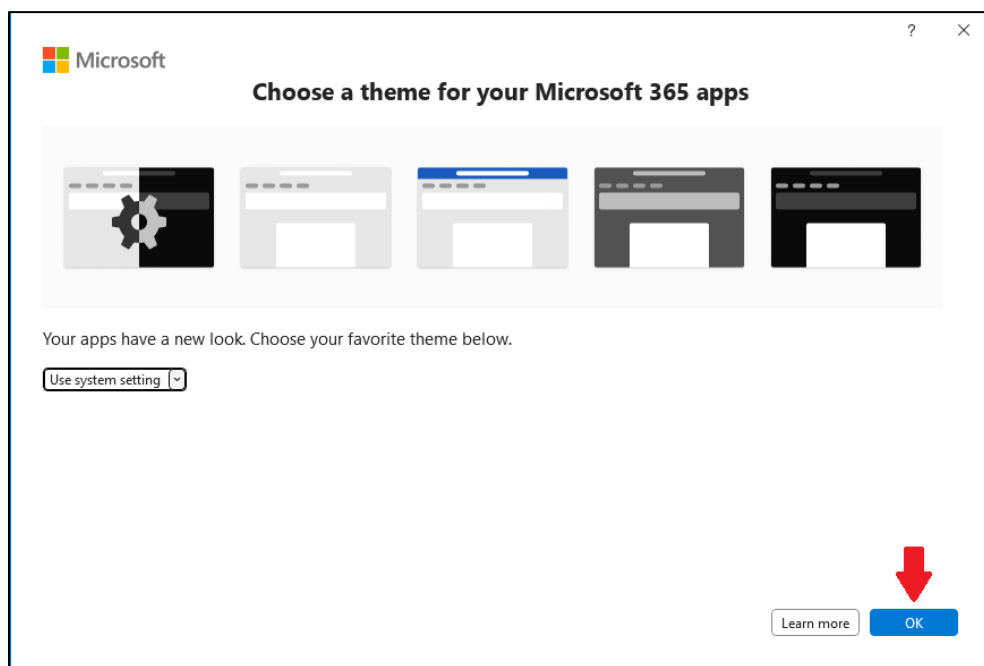
Step 1: Double click on the Outlook icon:

Step 2: Enter your password for your Stony Brook Medicine email and complete the multi factor authentication.
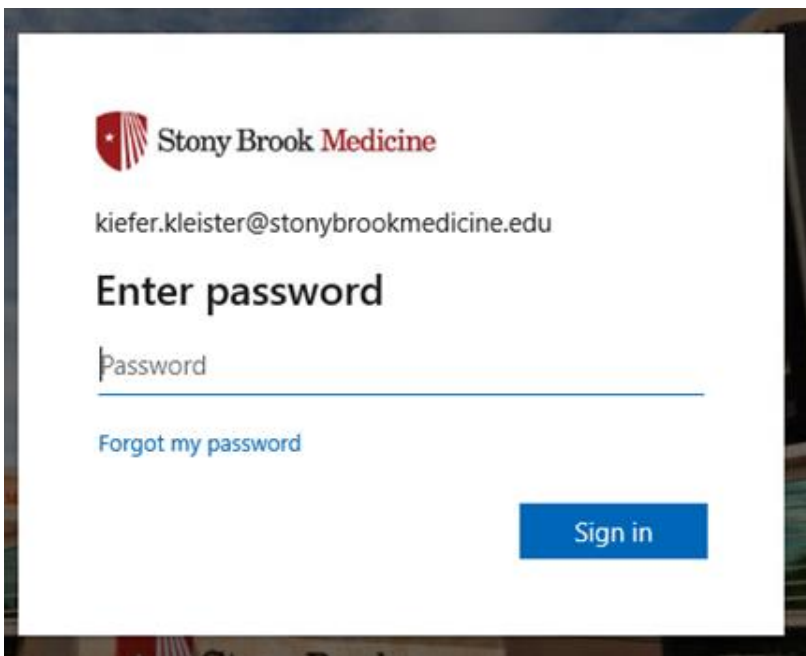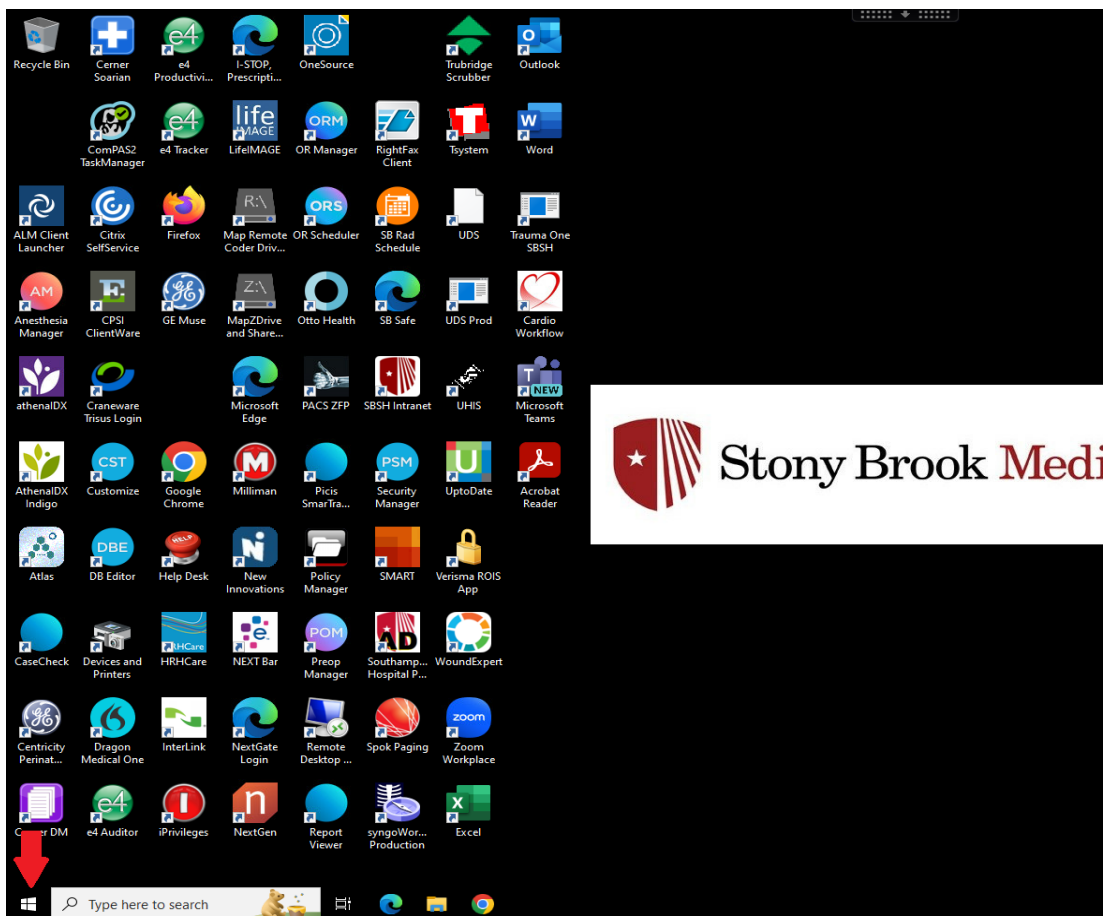

If you receive a message that the folders could not be opened, close the window and double click the Outlook icon again.

Step 3: Click ok to choose a theme and then the email will load:

Tip 5: When closing the virtual desktop, it is best practice to sign out.

Step 1: Click the Start icon:

Step 2: Hover over the person icon and choose Sign out: