citrix

User Guide

Citrix Virtual Apps and Desktops User Guide

Welcome to the simple, secure way to connect on any device, anywhere.

Contents

Welcome 3

Before you start 3

Installing Citrix Workspace app (full version) 3

Launching apps and desktops 6

Saving files to shared or network folder 6

Using the light version of Citrix Workspace app 7

Welcome

This guide shows you how to use Citrix Workspace app to connect to your apps and desktops—without compromising quality or speed. Now, whether you're working in the office, from home or while traveling, you can get work done from any device, anytime.

Before you start

Get your credentials

Make sure you have your user name and password from your system administrator.

Example:
Username: [LindaHam]
Password: [Terminator2]

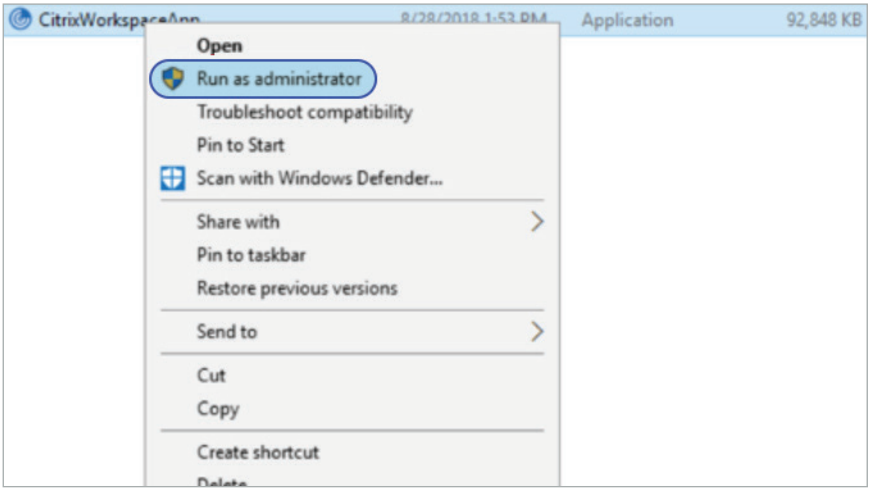
The address of your Workspace for Citrix Virtual Apps and Desktops and your Citrix Workspace app is: [**https://companyX.cloud.com**]

Now you're ready to use Citrix Workspace app to access your apps and desktops.

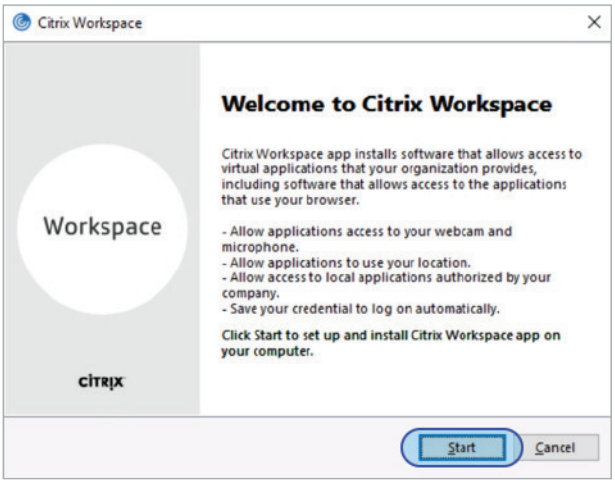
Installing Citrix Workspace app (full version)

1. Open your web browser and navigate to https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html.
2. Click on **Download Citrix Workspace App for Windows**.

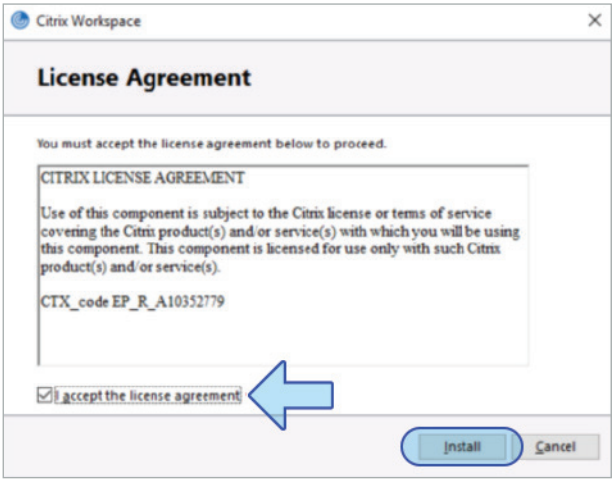
3. Right-click the **Citrix Workspace App executable** and select **Run as Administrator.**



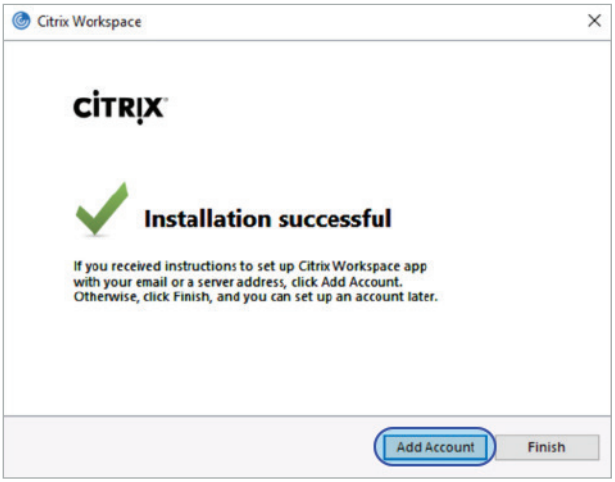
4. On the **Welcome to Citrix Workspace** window, click **Start.**



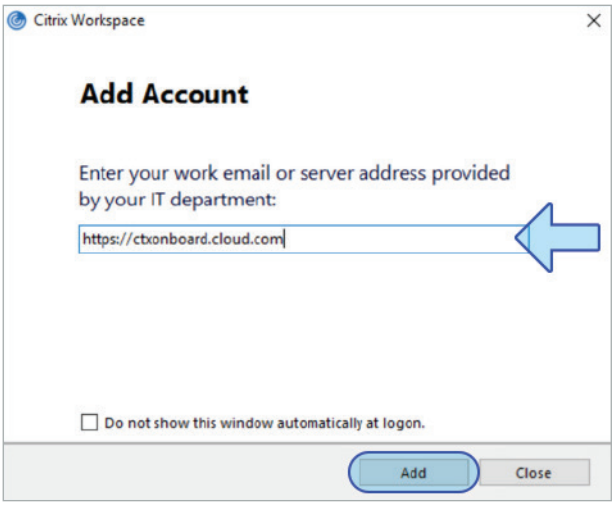
5. On the **License Agreement** screen, check the box next to **I accept the license agreement** and click **Install.**



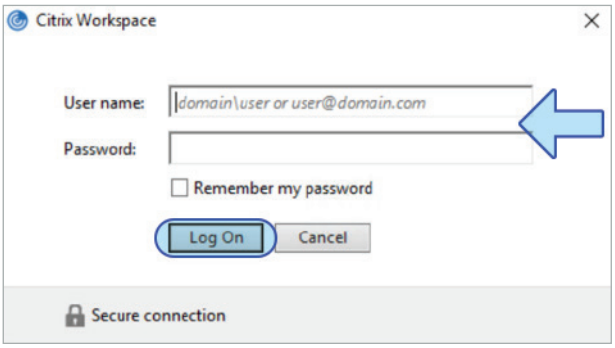
6. On the **Installation Successful** window, click **Add Account**.



7. On the **Add Account** window, enter your **Workspace URL** and click **Add**.

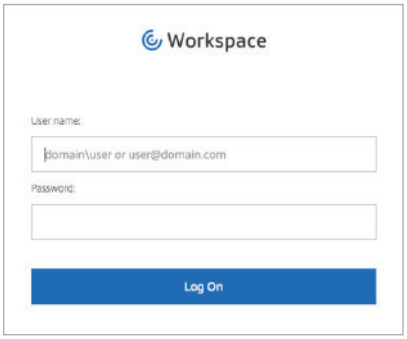


8. On the **Log On** screen, enter your **User Name and Password**, and click **Log On**.

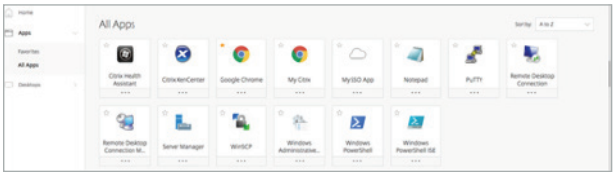


Launching apps and desktops

Enter your credentials to sign in.



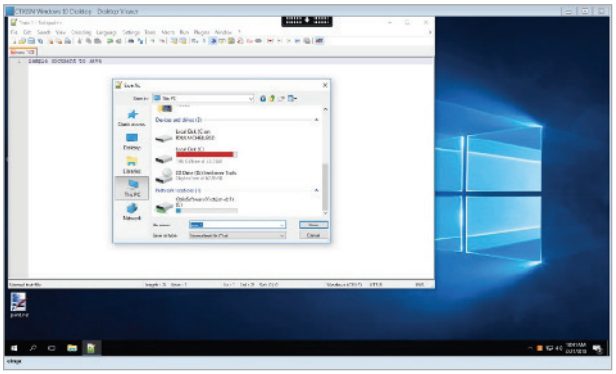
Apps Tab: This is where you will access all of the apps your administrator has installed. If you click on the arrow, you will see the app description. To launch, simply click on the icon.



Desktop tab: This is where you will access the virtual desktops your administrator has configured. If you click on the arrow, you will see the desktop description. To launch, simply click on the icon.

Saving files to a shared or network folder

To save a file you are working on in a launched app or desktop, go to the **File** menu, click **Save** or **Save as**. Then select **This PC**, and choose the folder where you want to save your file.

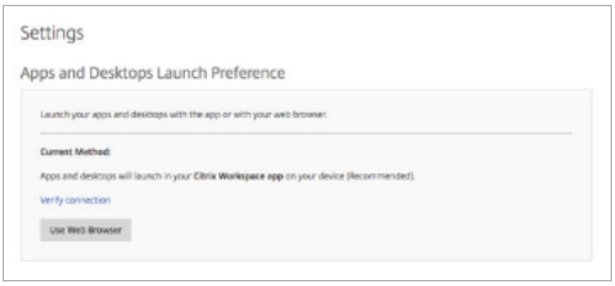


Using the light version of Citrix Workspace

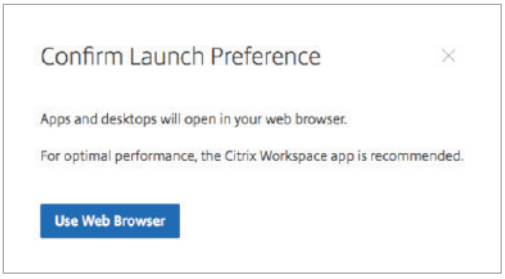
You can use the light version of Citrix Workspace app if you're not using your work computer or don't want to download the Citrix Workspace app software on the computer or device you're using. The light version opens the apps in your browser.

To use the light version:

1. Go to **https://companyX.cloud.com** [enter your company URL here].
2. Under Account Settings > Apps and Desktops Launch Preference, click on **Use Web Browser**.



3. Click **Use web browser.**



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