




Citrix Receiver

Downloading and Accessing the Virtual Workspace via an iPad

OTS PUBLICATION: MAC23 • REVISED 4/2/2012 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

 =Shortcut  =Advice  =Caution

Introduction


The Towson University Virtual Workspace is accessible on the iPad via an app called Citrix Receiver. In this self-help document, you will learn how to locate the Citrix Receiver app from the app store, download it, launch Virtual Workspace via Safari and then open a component of the Virtual Workspace (Towson Desktop, Outlook, Excel etc.) using Citrix Receiver.

Process Summary

- Introduction
- Downloading the App
- Configuring the Virtual Workspace
- Setting Up and Launching Your Apps
- Disconnecting from an App

Downloading the App

1. Launch the **App Store** icon from the iPad **Home Screen** (Fig 1, 1).

 By default, the App Store icon is located on the iPad Home Screen. If you have customized your iPad, the App Store icon may be located elsewhere. Additionally, you can also download this app from within iTunes and then sync iTunes with your iPad.

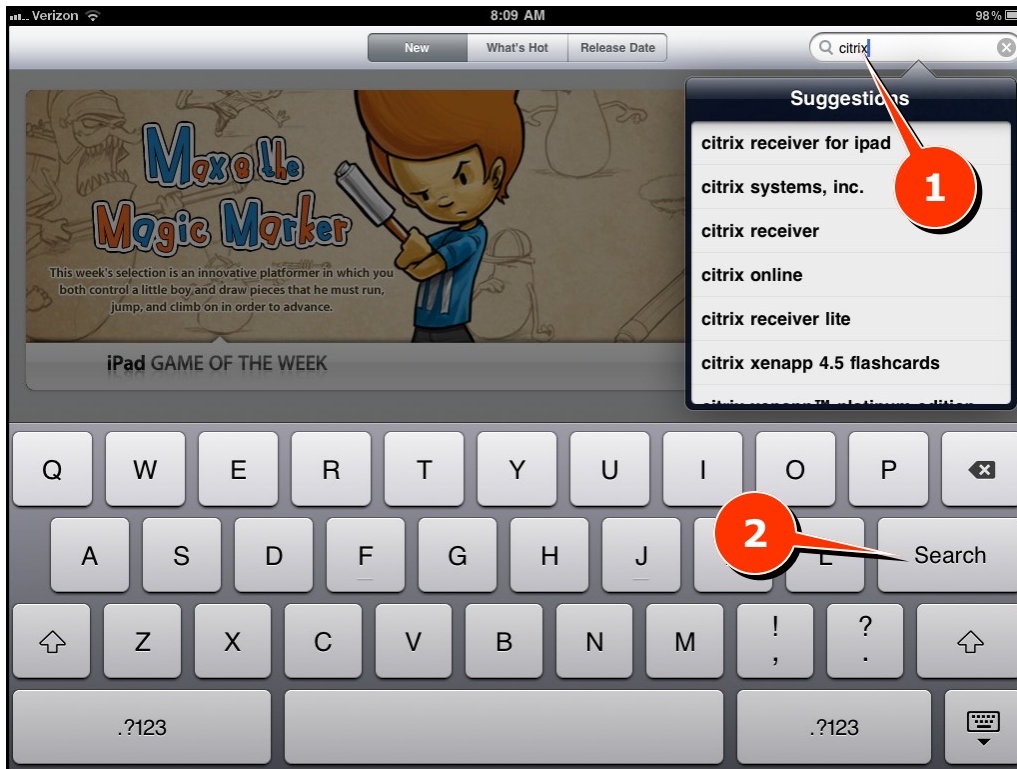
2. The **App Store** will launch. Type in and search for **Citrix Receiver for iPad** in the search panel in the top right hand corner of the screen (Fig 2, 1) and tap the **Search** key (Fig 2, 2).

Figure 1



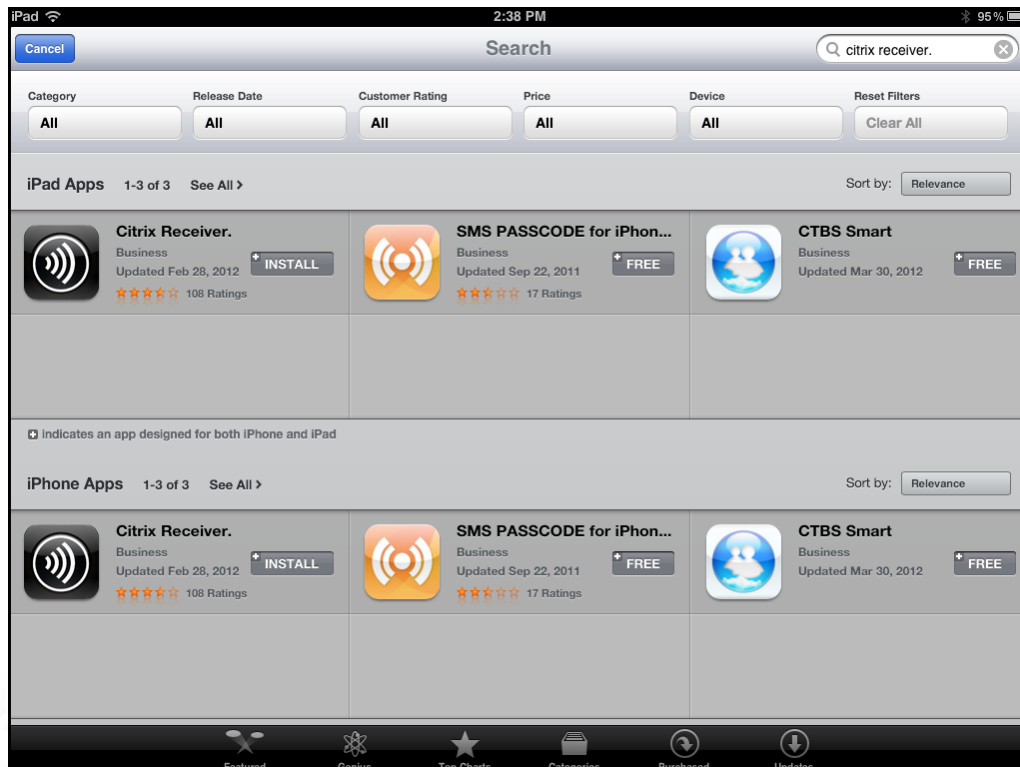
3. A list of available apps will appear (Fig 3). Beside the **Citrix Receiver** app, click the **INSTALL** button (Fig 3, 1).

Figure 2



4. You will be asked to validate the install by providing your **Apple ID Password** (Fig 4). Type the password in the **password** field (Fig 4, 1) and tap **OK** (Fig 4, 2).

Figure 3



- The app will install on the iPad.
- When installed, you will be able to use the app to view any application on the Towson University Virtual Workspace.

Configuring for Virtual Workspace

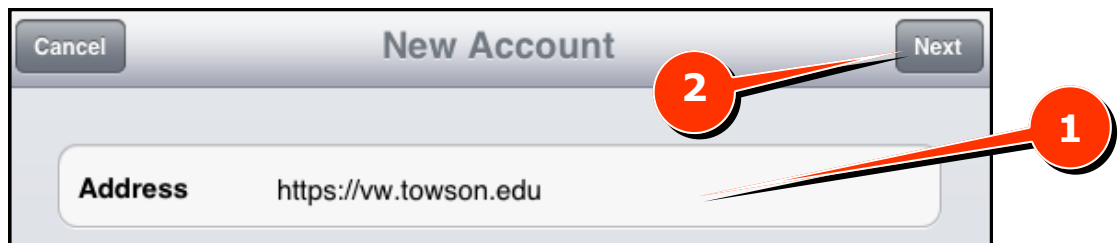
- Locate the Reciever app and tap to open it. The welcome screen will open. Click the **Add Account** button (Fig 5, 1).

Figure 5



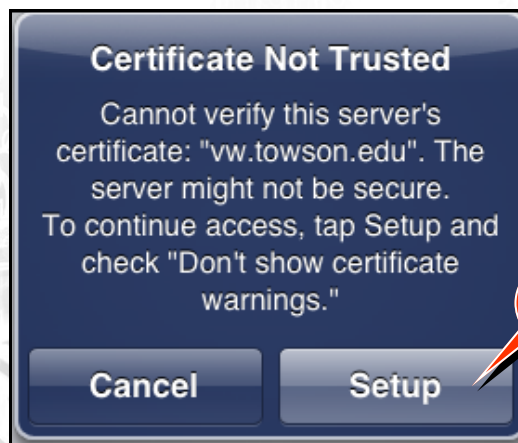
- Type **https://vw.towson.edu** in the **Address** box (Fig 6, 1).

Figure 6



- Tap the **Next** button (Fig 6, 2). The **Certificate Not Trusted** box may appear. Tap the **Setup** button (Fig 7,1)

Figure 7



4. The **New Account** dialog box will appear (Fig 8).
5. In the description box type **VW** (Fig 8, 1).
6. Select **Access Gateway** as the connection type (Fig 8, 2).
7. Select **Enterprise Edition** as the edition type (Fig 8, 3).

Figure 8

New Account

Cancel Save

1 Address https://vw.towson.edu

Description VW

2 Web Interface

XenApp Services

Access Gateway ✓

Storefront

Standard Edition

Advanced Edition

3 Enterprise Edition ✓

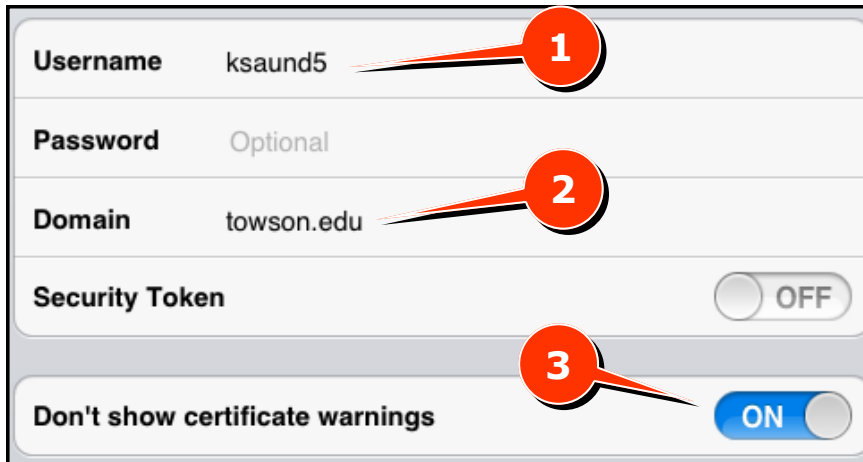
Username Username

Help

8. Scroll down to the third section of the dialog box to enter additional information (Fig 9).

10. Type your **NetID** into the box next to **Username** (Fig 9, 1).
11. In the **Domain** box, type **towson.edu** (Fig 9, 2).
12. Slide the **Don't Show Certificate Warning** to the **ON** position (Fig 9, 3).

Figure 9



A screenshot of a login form with the following fields and controls:

- Username:** ksaund5 (Callout 1 points to the text input field).
- Password:** Optional (text input field).
- Domain:** towson.edu (Callout 2 points to the text input field).
- Security Token:** OFF (toggle switch).
- Don't show certificate warnings:** ON (toggle switch, Callout 3 points to the ON position).

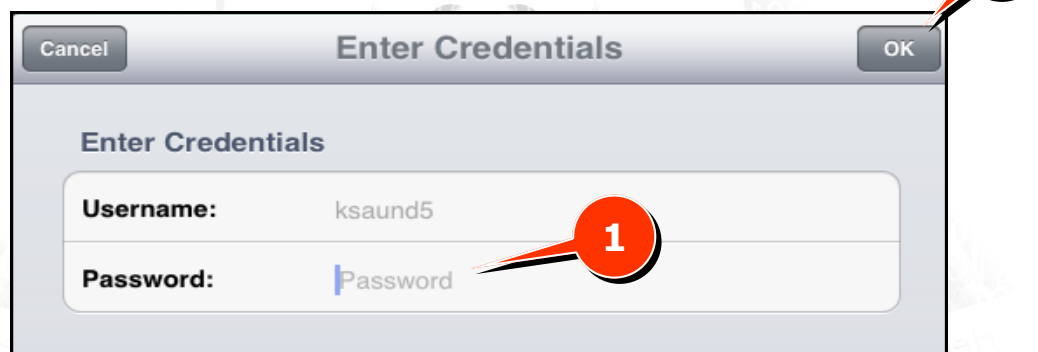
13. You will be prompted with a message asking if you are sure you would like to bypass the certificate security (Fig 10). Tap the **OK** button (Fig 10, 1).

Figure 10



14. When you have finished, tap the **Save** button at the top right corner of the dialog box (Fig 8, 4).
15. The **Enter Credentials** dialog box will appear (Fig 11).
16. Your NetID should already be filled in. Type your Towson University password beside **Password** (Fig 11, 1).
17. Tap the **OK** button at the top right corner of the dialog box (Fig 11, 2).

Figure 11



A dialog box titled "Enter Credentials" with the following fields and controls:

- Username:** ksaund5 (Callout 1 points to the text input field).
- Password:** Password (text input field, Callout 1 points to the text input field).
- Buttons:** Cancel, OK (Callout 2 points to the OK button).

Setting Up and Launching Your Apps

1. The Virtual Workspace Apps Bar will open to the right (Fig 12).
2. Tap the star next to the app that you want to have available for use (Fig 12, 1).
3. An **Add Favorite** tag will appear. Click on the tag.
4. The star will turn yellow beside the selection (Fig 12, 2).
5. The app will appear on your Citrix Receiver Home screen, tap the app to launch it.

Figure 12



The Settings Menu

1. While running an application, click the down arrow at the top of your screen (Fig 13, 1).
2. The settings menu will drop down from the top of the screen (Fig 14). From here you can access options such as the Keyboard display and the Home buttons.

Figure 13

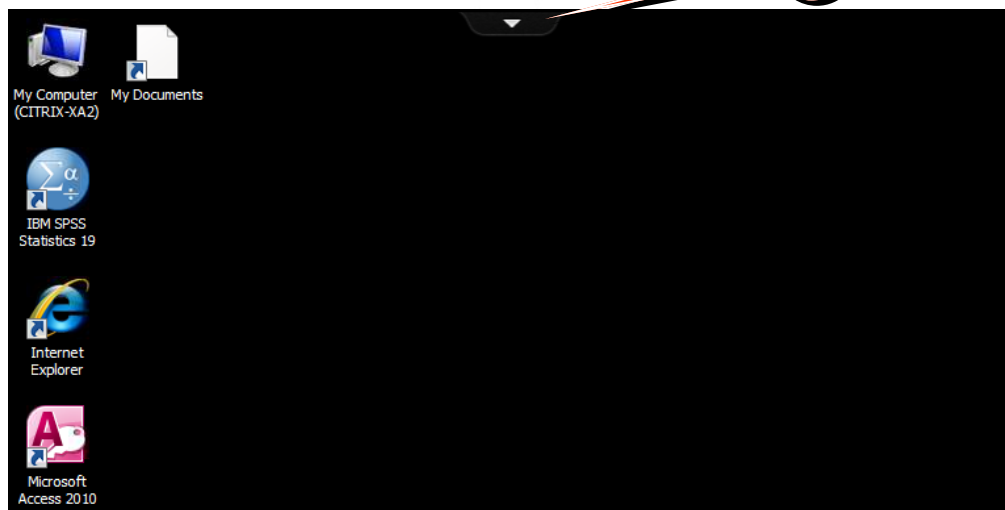
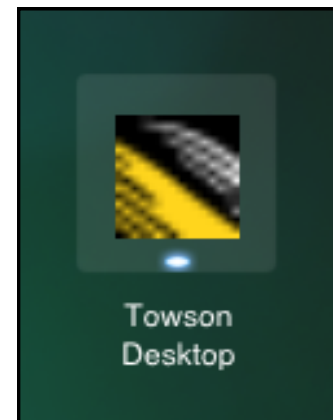


Figure 14

Disconnecting from an App

1. Click the down arrow at the top of the screen (Fig 13, 1).
2. From the app you are using, tap the **Home button** (Fig 14, 1).
3. You will then be returned to the Main screen. To indicate that the app is still connected, you will notice a small blue light on the app icon (Fig 15).
4. Tap on the icon to launch an option menu for the app (Fig 16, 1).
5. To disconnect from the application, tap the red **Disconnect** button (Fig 16, 2).
6. The blue light at the bottom of the application will disappear indicating that the app is no longer connected (Fig 17).
7. To re-launch the application without disconnecting from it, tap application and then tap the **Open** button instead (Fig 16, 3).

Figure 15**Figure 16****Figure 17**