

GETTING CONNECTED

CITRIX FIRST TIME SET UP

The instructions under Private Device or Public Device should be followed if you are using Citrix for the first time, or if you are using it on one of the following devices:

- a new computer, tablet or smartphone
- a borrowed device (such as one belonging to a friend or family member)
- a public computer (such as a hotel work center computer)

Note: If an older version of Citrix has been previously installed, it must first be uninstalled. Refer to: Instructions for New GDL Citrix Access on the gdllaw.com/remotearchive web site.

PRIVATE DEVICE

GETTING READY TO USE CITRIX

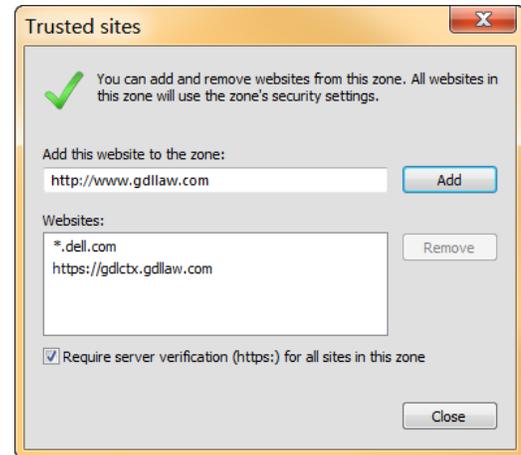
1. Install a client. From a private device, such as your own computer, download and install the Citrix Receiver. Browse to <https://www.citrix.com/downloads/citrix-receiver.html> and click the **DOWNLOAD RECEIVER** button to begin the download. (Below on this page there are also downloads for Mac and other devices).
2. If you do not know how to install the Receiver after the download completes, follow the instructions under [How do I install Receiver?](#) on the download page.
3. Browse to <http://www.gdllaw.com/remotearchive/>.

HINT: Add this site to your Favorites.

For Internet Explorer users only - Add the Remote Access page to your **TRUSTED SITES**.

From **TOOLS/INTERNET OPTIONS** click the **SECURITY** tab then click the green check mark icon for **TRUSTED SITES**. Click the **SITES** button to open the Trusted Sites dialog. The remote access URL will appear in the field below **ADD THIS WEBSITE TO**

THE ZONE. Click the **ADD** button then click **CLOSE**. Click **OK**.



FIRST LOG-IN

1. Browse to the Remote Access site. Click **NEW GDL CITRIX ACCESS**.
2. From the authentication page enter your network credentials, e.g., User Name and Password in the appropriate fields. These are the same credentials that you use in the office. The Citrix home page will appear.
 - o If you are using Internet Explorer, follow the instructions under Step 2 above to add this Citrix page to your Trusted Sites list.
3. Click **GDL APPLICATION DELIVERY GROUP**



to go to your desktop.

When this dialog box comes up, saying that an application is attempting to access

information on a device attached to your computer, select **PERMIT**.

Another similar dialog may follow and select **PERMIT ALL ACCESS**.

Without these settings in place, some functions will not work.

If these settings have previously been blocked, please refer to Instructions for New GDL Citrix Access on the gdllaw.com/remotearraccess web site, or 4826-9918-5201.

PUBLIC DEVICE

USE CITRIX FROM A PUBLIC WORK CENTER

1. Verify Java. From a public computer, confirm that a recent version of Java is installed. Browse to <http://www.java.com> then click on the **DO I HAVE JAVA?** link. From the Verify Java Version page, click the **VERIFY JAVA VERSION** button. If Java cannot be verified ask the administrator of the public system you are using if Java is enabled. Java must be enabled to log on to your Citrix desktop.
2. Browse to <http://www.gdllaw.com/remotearraccess/>. Click **NEW GDL CITRIX ACCESS**.
3. From the authentication page enter your network credentials, e.g., **USER NAME** and **PASSWORD** in the appropriate fields. The Citrix home page will appear.
4. Select **GDL APPLICATION DELIVERY GROUP** from the desktop.

ALTERNATIVE LOGIN

If for any reason our web site is down, you can log into Citrix:

<http://gdlddctx7.gdl.gdllaw.com/citrix/storeweb>

Please see document #4826-9918-5201 for more details about working in the Citrix desktop and apps.