



Citrix – Remote Access

Working Remotely with Citrix

Citrix provides a virtual desktop through a web interface from your laptop, home PC, or mobile device.

Logging onto Citrix

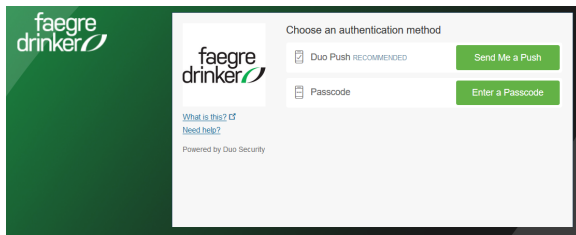
! This procedure is the same for a Windows and Mac computer.

1. Navigate to the remote access page - <http://dbrremote.dbr.com/> via Chrome or Firefox.



2. Select your home office from the drop- down menu, and then click **Go to Login**.
3. At the login screen, enter your network user name and password.

! You may be prompted to install or update your version of Citrix Receiver.



4. Click **Send Me a Push**.
5. On your mobile device, click **Approve** in the Duo notification.



6. Select the **Faegre Drinker Desktop** icon to launch.
7. Begin working as usual. Citrix provides access to core applications such as Outlook, DeskSite and Word.

LOGGING ON TO CITRIX ON AN IPAD OR IPHONE

1. Tap the **Citrix Receiver App** on your device. The Citrix Receiver Home Page displays.
2. Tap the **Plus** button, and then select **Faegre Drinker Desktop** to launch the Citrix session.
3. Enter your network username and password and then enter **DBR** in the Domain field. Tap **Log On**.

LOG OFF OF CITRIX

This procedure is the same for a Windows and Mac computer as well as an iPad and iPhone.

1. Save and close all work and applications on the Citrix Desktop.
2. Click the **Start** menu, and then click **Log Off**.
3. Navigate to Citrix Storefront window.
4. Click your name at the upper right to view the menu, and then click **Log Off**.



Logging off on the Citrix Storefront window does not apply to iPad and iPhone.

5. For security purposes, close the web browser.

CITRIX STOREFRONT DESKTOP DIFFERENCES

- **Taskbar** – The Taskbar does not reflect any customizations made on your office desktop. It contains only the default icons for Outlook, Word, and Windows Explorer. You can customize the Taskbar as needed within the Citrix environment.
- **Quick Access Toolbars (QAT)** – Any customization made on your office desktop QAT's display in Citrix.

NOTES

- To switch between your local computer and the Citrix session, press Shift + F2.
- If idle for 2 hours, the session is disconnected. Be sure to save often while working remotely.
- You may receive a prompt requesting access to resources on the local PC. Check **Do Not Prompt Again** and click **Permit All**. This is by design, alerting you that the remote session is attempting to access resources on your local PC.
- You may receive the HDX Microphone and Webcam prompt. If so, select the **Do not ask me again** checkbox for this site and then click **Permit Use**.
- The Citrix Storefront Desktop browser page may indicate you have been logged off the web site due to inactivity. This does not affect your remote session.