

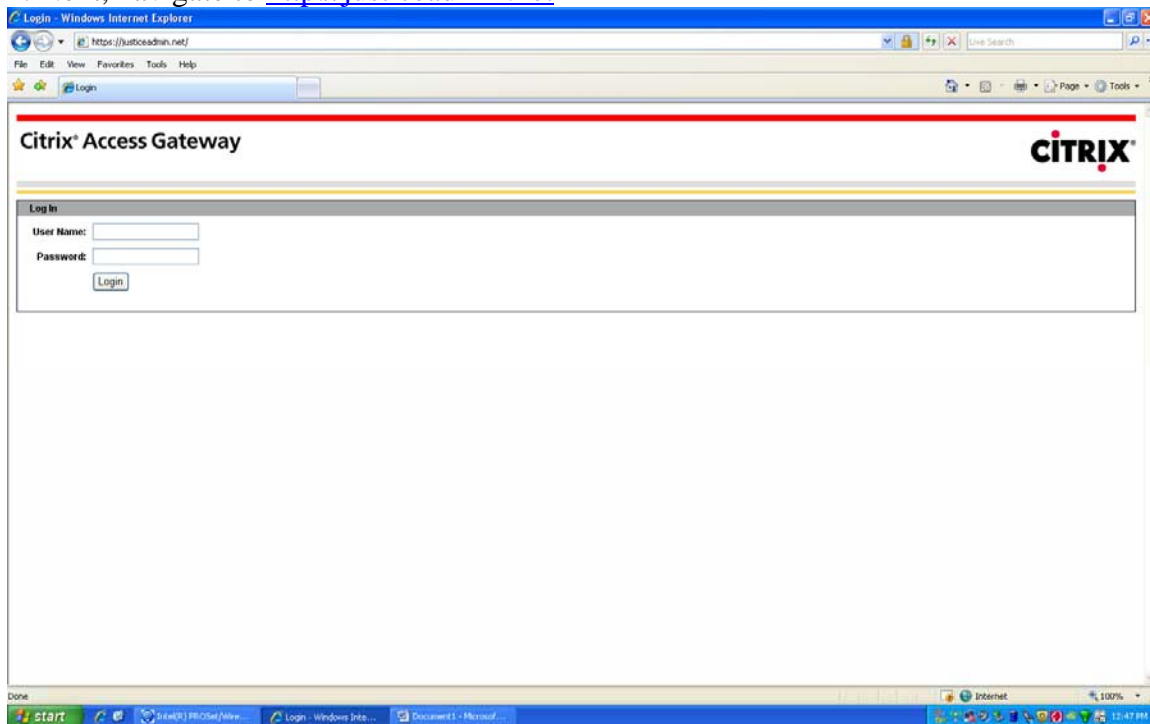
Citrix Client Instructions

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1. First, you must have an active connection to the internet via Verizon Aircard wireless, Wi-Fi network, hard-line connection to DSL/Cable network, etc.

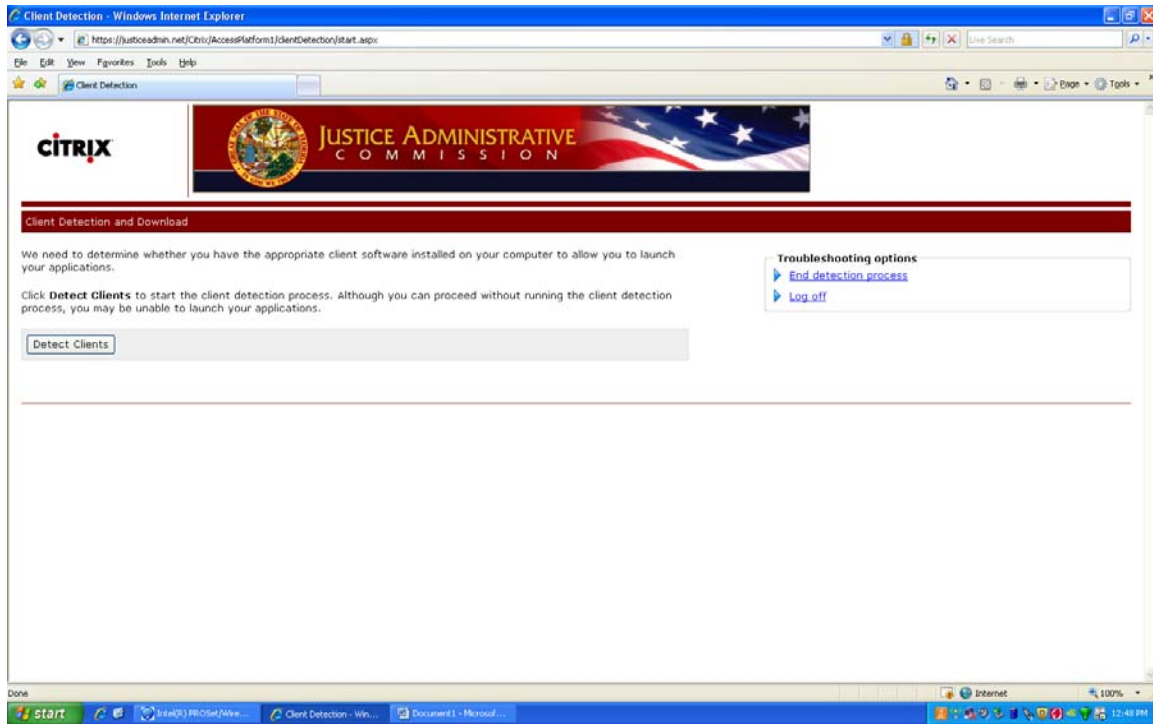
2. Next, navigate to <http://justiceadmin.net>



3. Log-in using your JAC network username and password (e.g. “SmithJ_RC1” and, if you have never logged into JAC’s network until now, use “password” for the password field)

4. Next, after your initial log-in, you will be presented with a one-time screen in which the server detects whether or not you have the Citrix client installed. Click the button that says “Detect Clients”

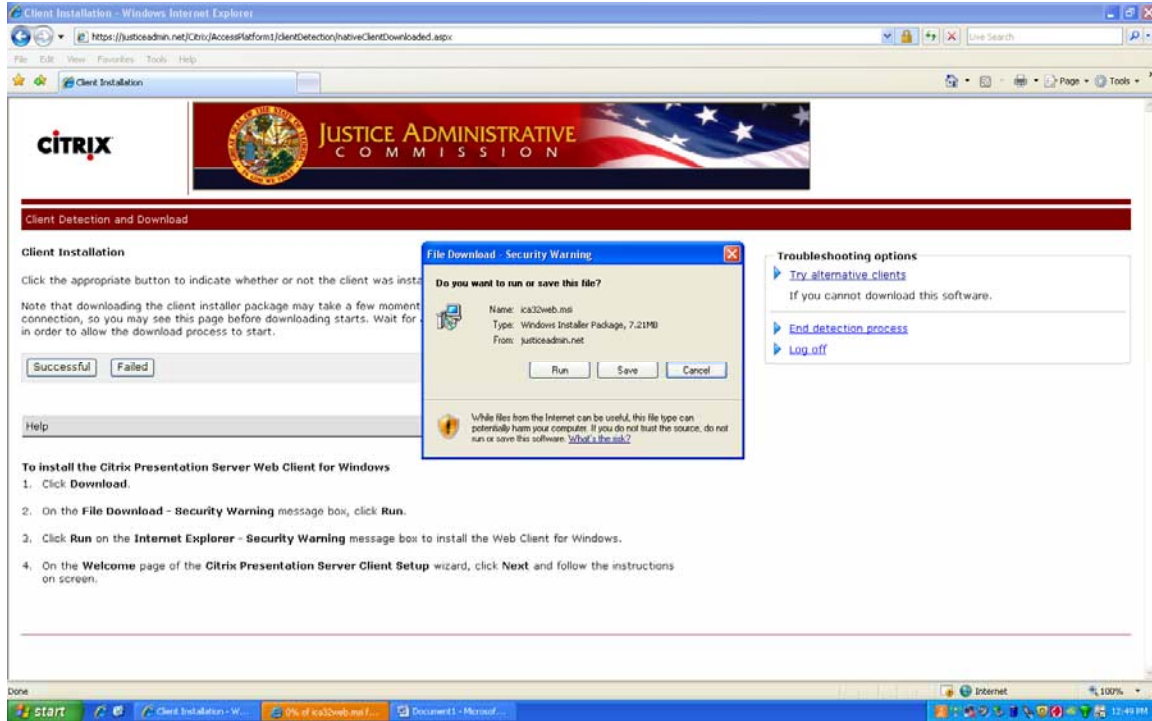
NOTE: You may initially receive a message prompting you to change your initial, temporary password of “password” to something else (must be at least seven characters).



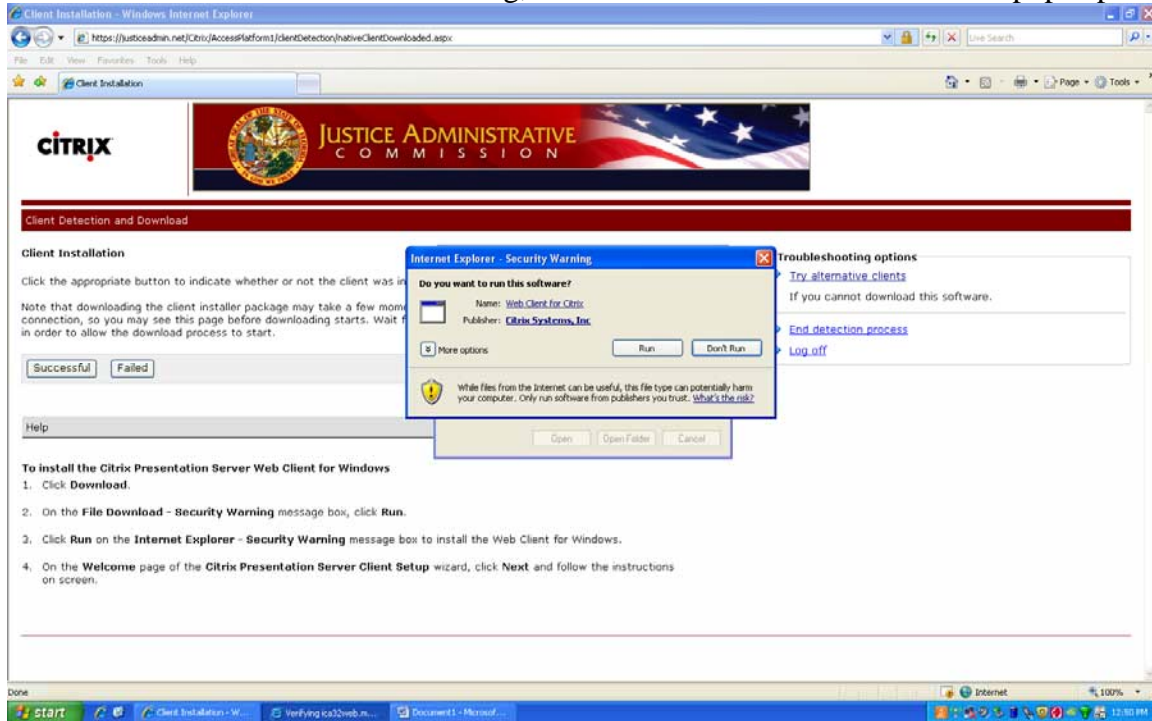
5. It will then detect that you need to download and install a client, so click the button that says “Download”



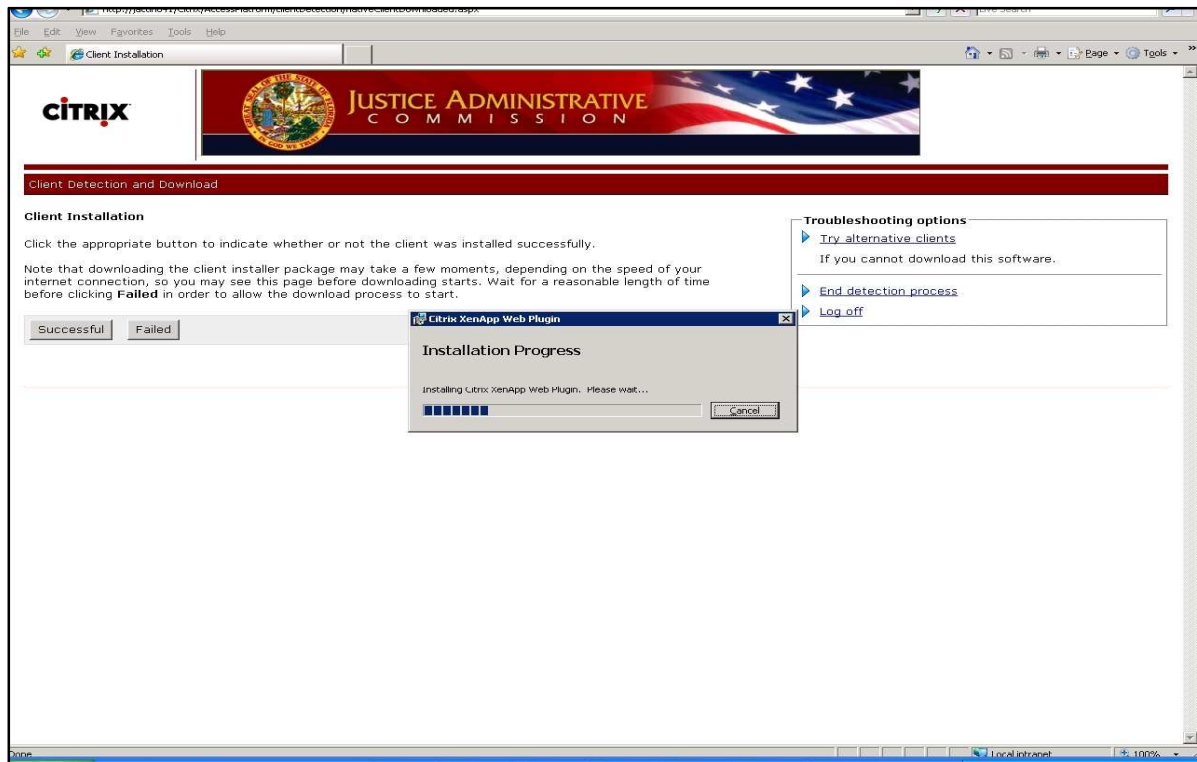
6. After a moment, you will be presented with a window asking if you want to download and run the installer. Click the “Run” button



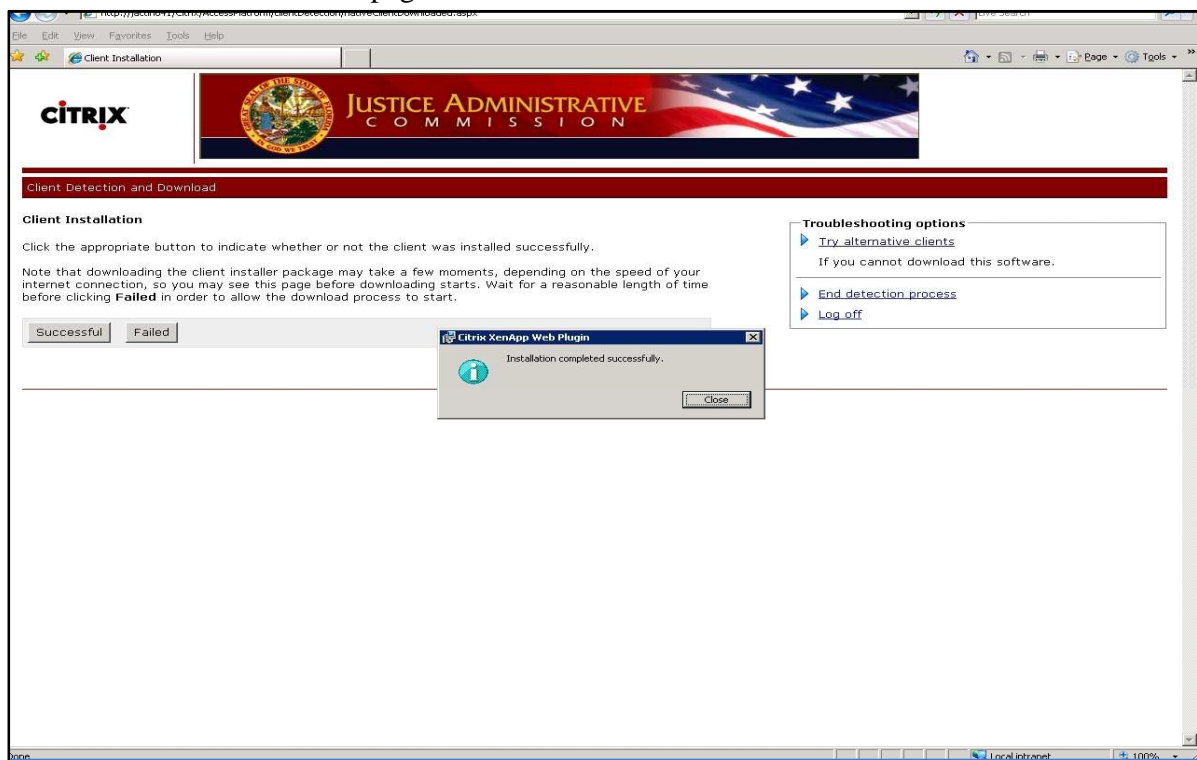
7. Once the file is finished downloading, click “Run” on the next window that pops up



8. The Citrix XenApp Web Plugin will install automatically, and a progress bar will be shown



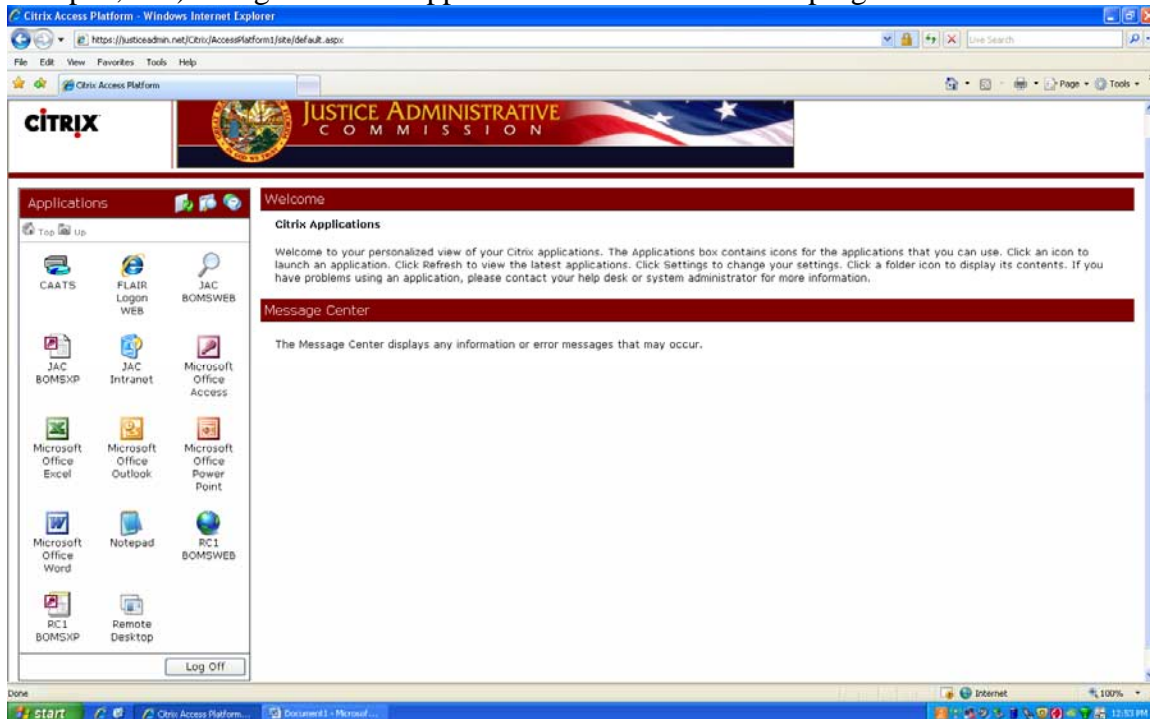
9. When the Citrix client installer completes successfully, click the Close button, then click the Successful button on the webpage



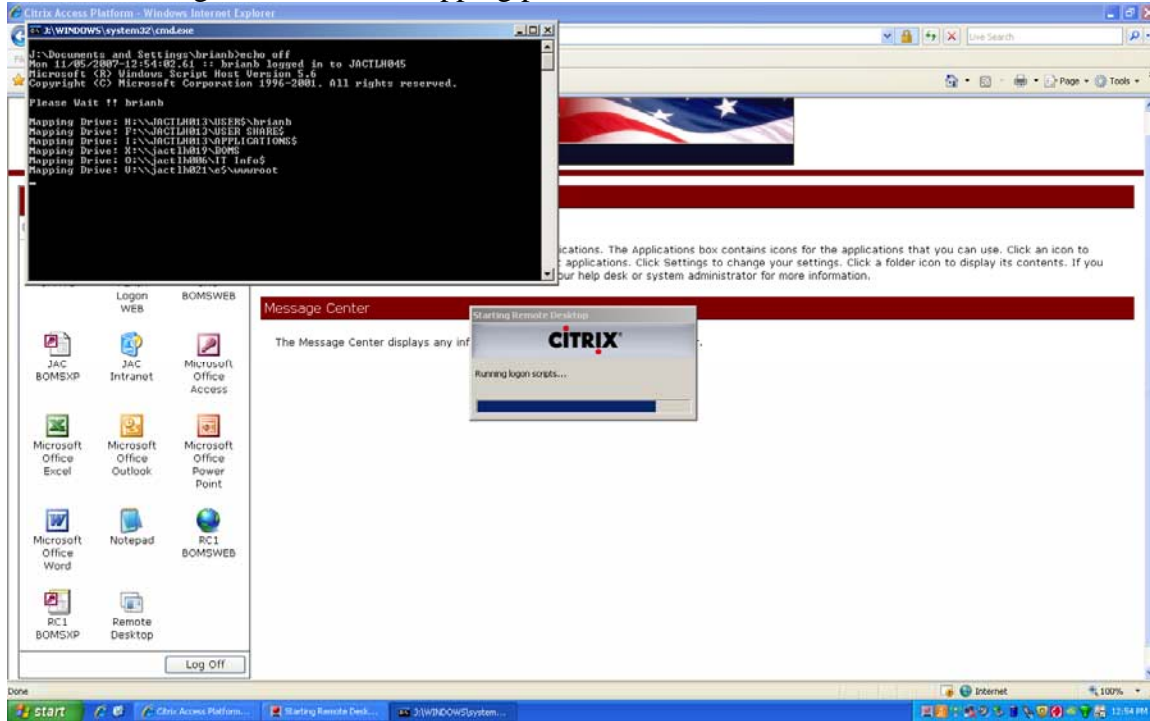
14. You may receive a one-time security warning window asking to run the program. Select the “Run” button



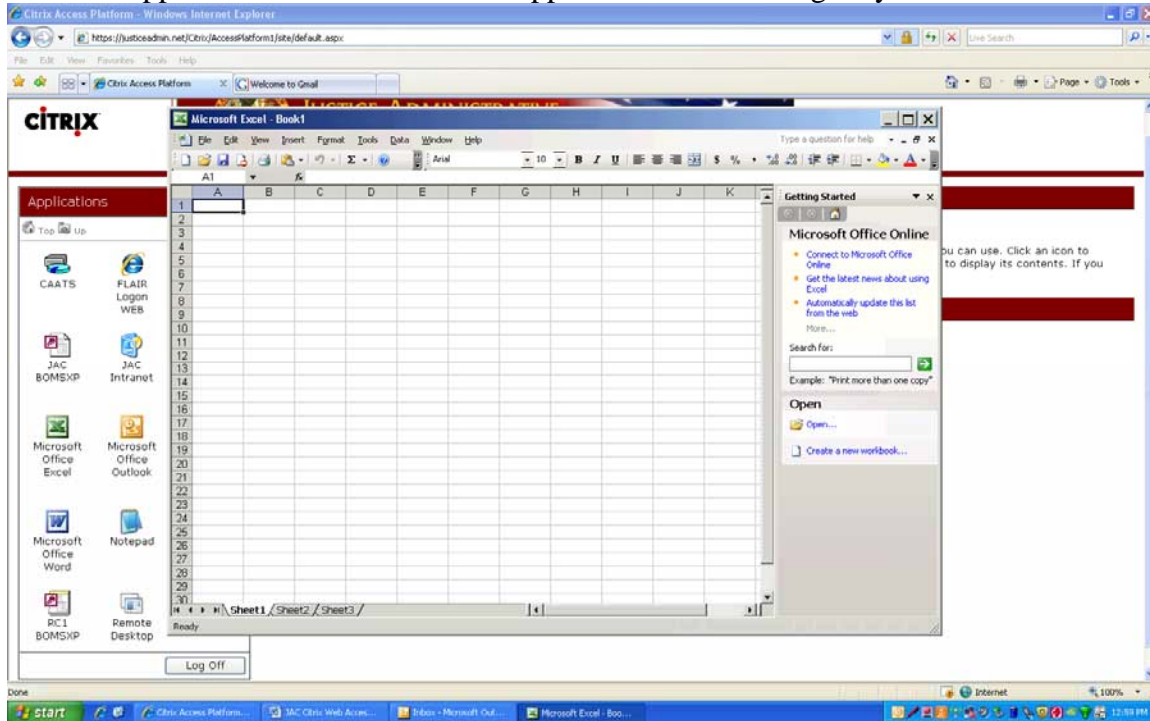
15. Once the page loads, you should see a list of your published applications (MS Office Suite, Notepad, etc.). Single-click an application icon to launch that program



16. When you launch the first application after log-in, you will see a black login script window that runs through a short drive mapping process



17. Your application will then load and appear as if it is running on your local machine



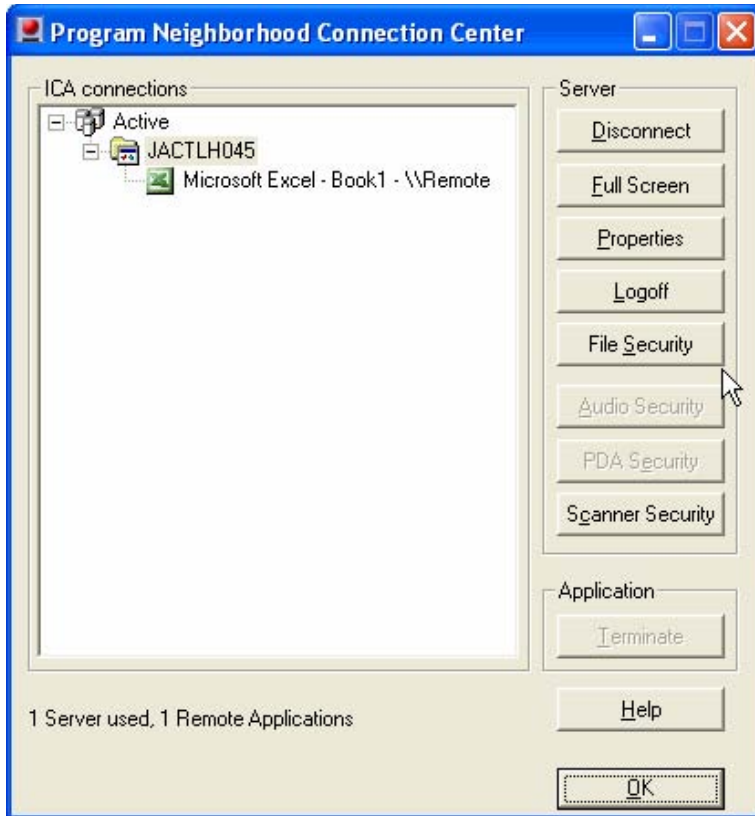
18. To ensure you can save/open files on your local hard drive through Citrix, check the Citrix file security settings by right-clicking the Citrix icon in your system tray and selecting Open Connection Center



Note Your Citrix icon may also look like this:



19. In the next window, select the File Security button

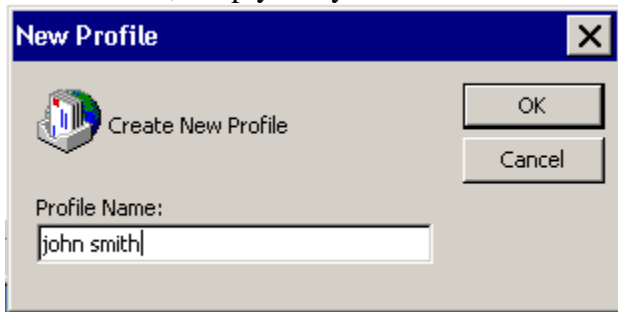


20. Select the radio buttons “Full Access” and “Never ask me again”

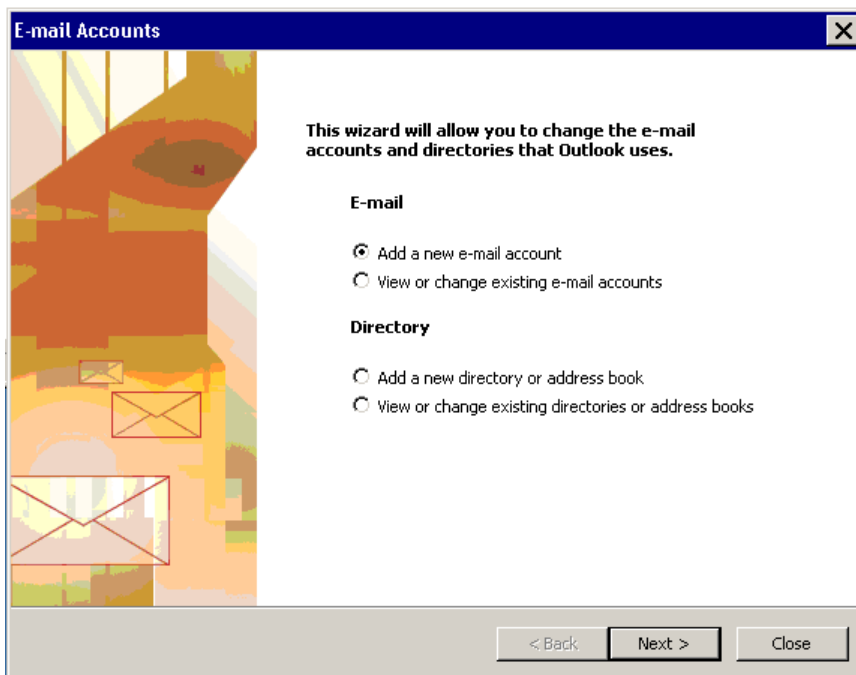


Launching and Configuring the Outlook E-mail Client for the First Time

1. Single-click the Outlook icon from your list of Citrix applications. When asked to Create a New Profile name, simply use your first and last name, and click the OK Button.



2. Select the Add a New E-mail Account radio button and click NEXT Button.



Continued on Next Page...

3. Choose the Microsoft Exchange Server radio button and click NEXT

The screenshot shows the 'E-mail Accounts' dialog box with the title bar 'E-mail Accounts' and a close button. Below the title bar is the section 'Server Type' with the instruction 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server' (selected), 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. Each option has a brief description of its functionality. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

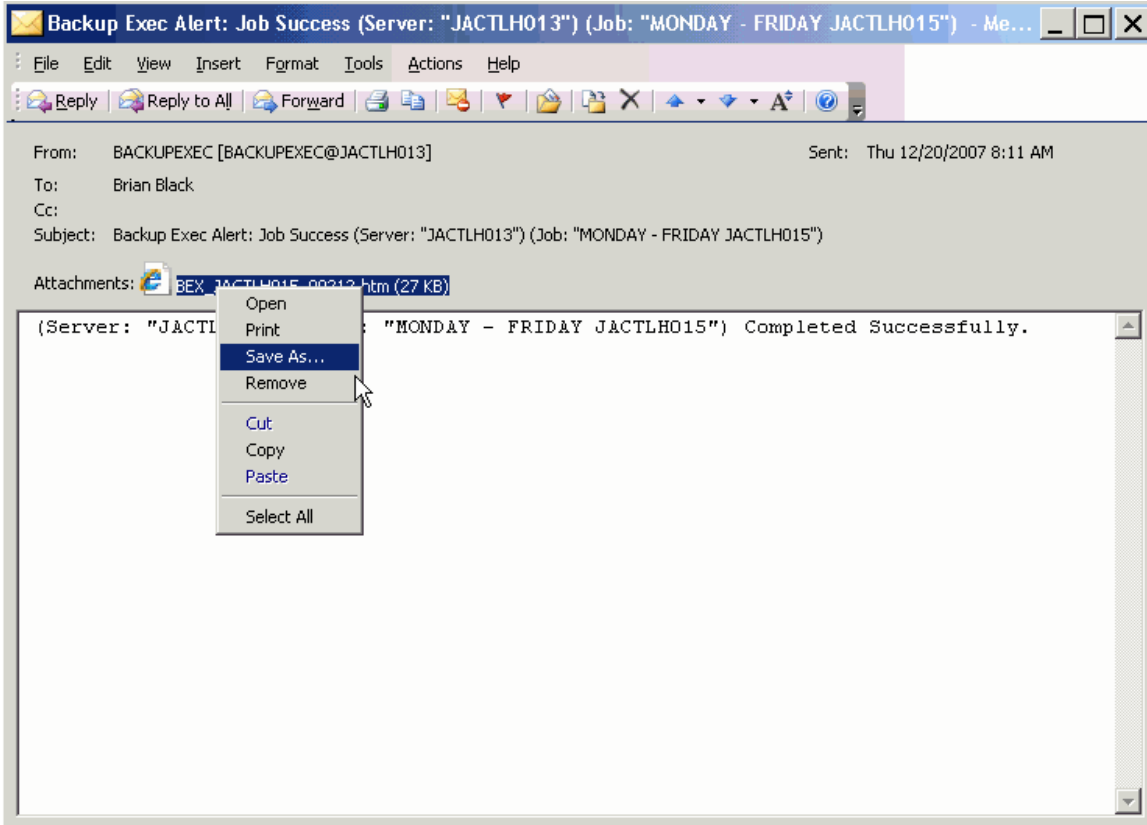
4. Type “jactlh010” (without the quotes) in the first text field box, type in your name in the second text field box, and click the Check Name button. If you’ve done everything correctly, both text fields should now be underlined. If so, click NEXT then click FINISH.

The screenshot shows the 'E-mail Accounts' dialog box with the title bar 'E-mail Accounts' and a close button. Below the title bar is the section 'Exchange Server Settings' with the instruction 'You can enter the required information to connect to your Exchange server.' There are two text input fields: 'Microsoft Exchange Server:' containing 'exchange2' and 'User Name:' containing 'john smith'. A checkbox 'Use Cached Exchange Mode' is unchecked. A 'Check Name' button is positioned to the right of the 'User Name' field, with a mouse cursor hovering over it. A 'More Settings ...' button is located below the text fields. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

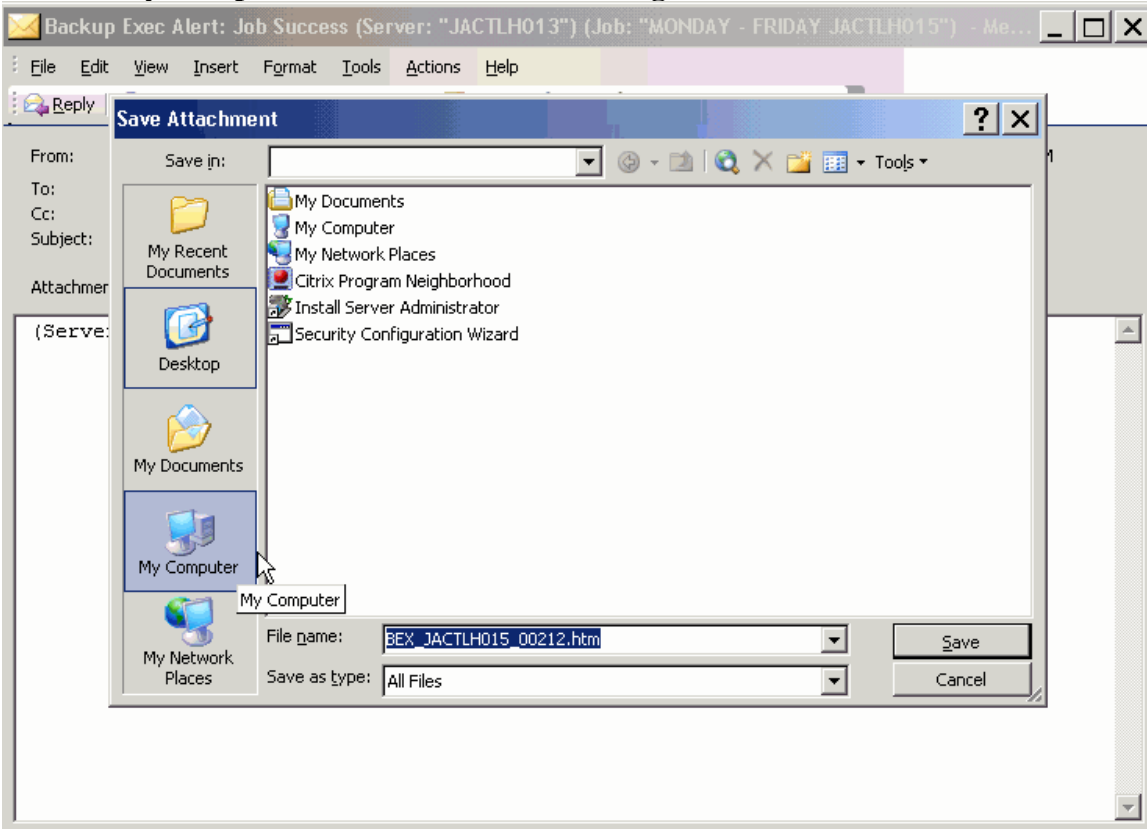
5. If the text fields do not underline when you click the Check Name button, please call JAC for assistance.

Saving/Opening Documents from Citrix Applications to Your Local Workstation/Laptop

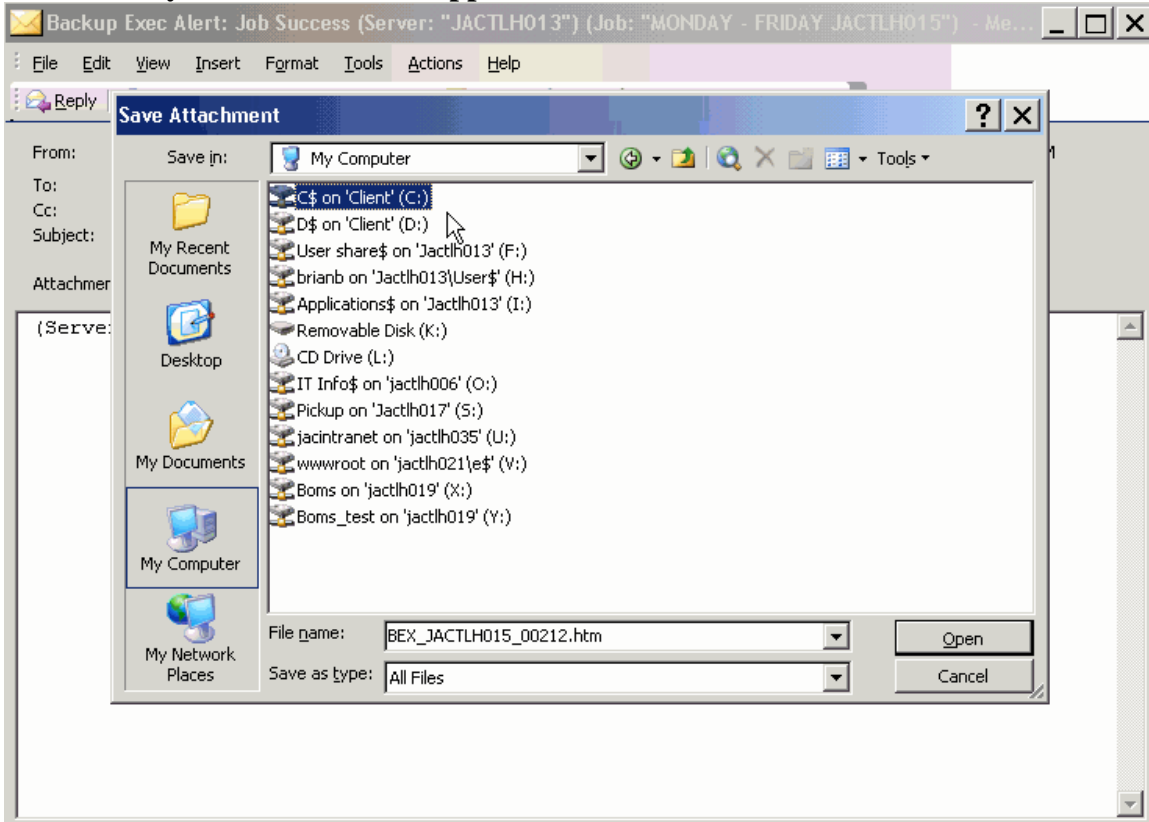
1. Bring up the Save dialog box in application (in this case, right-click attachment in Outlook and select Save As...or, click File in menu bar and then Save)



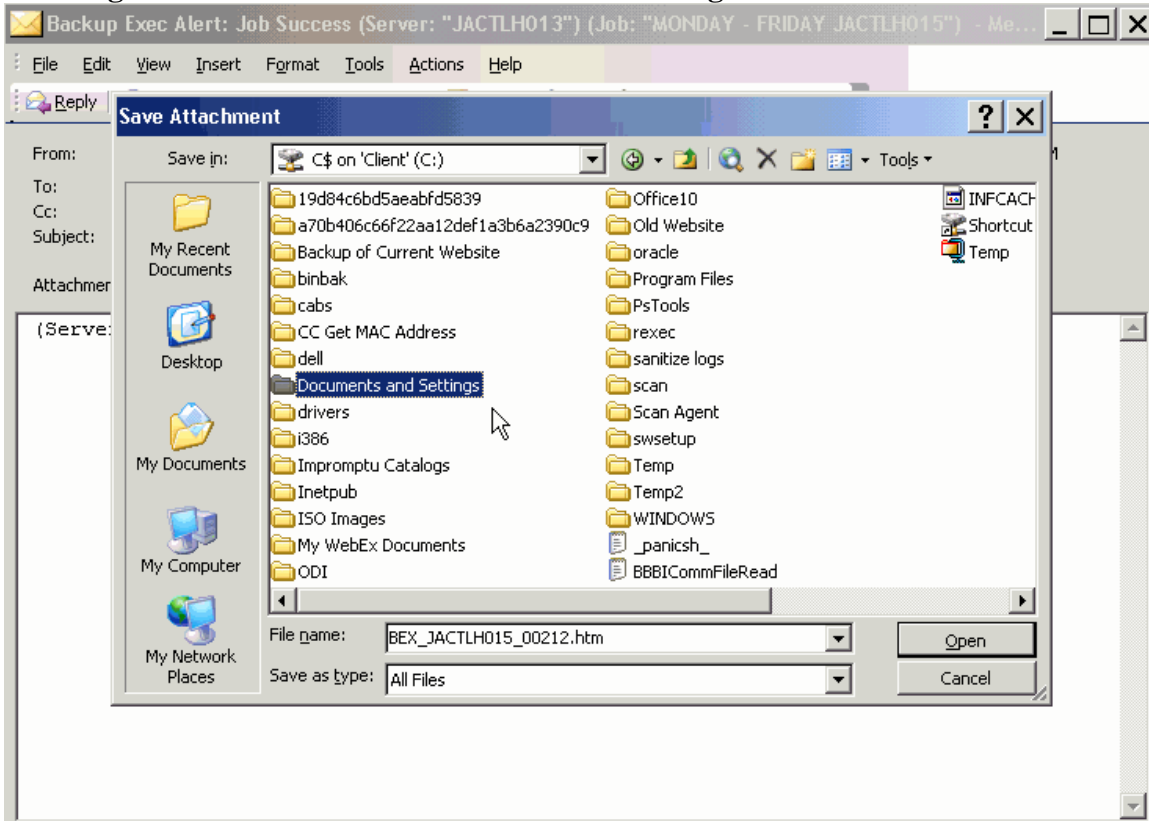
2. Click My Computer icon on left of Save dialog box



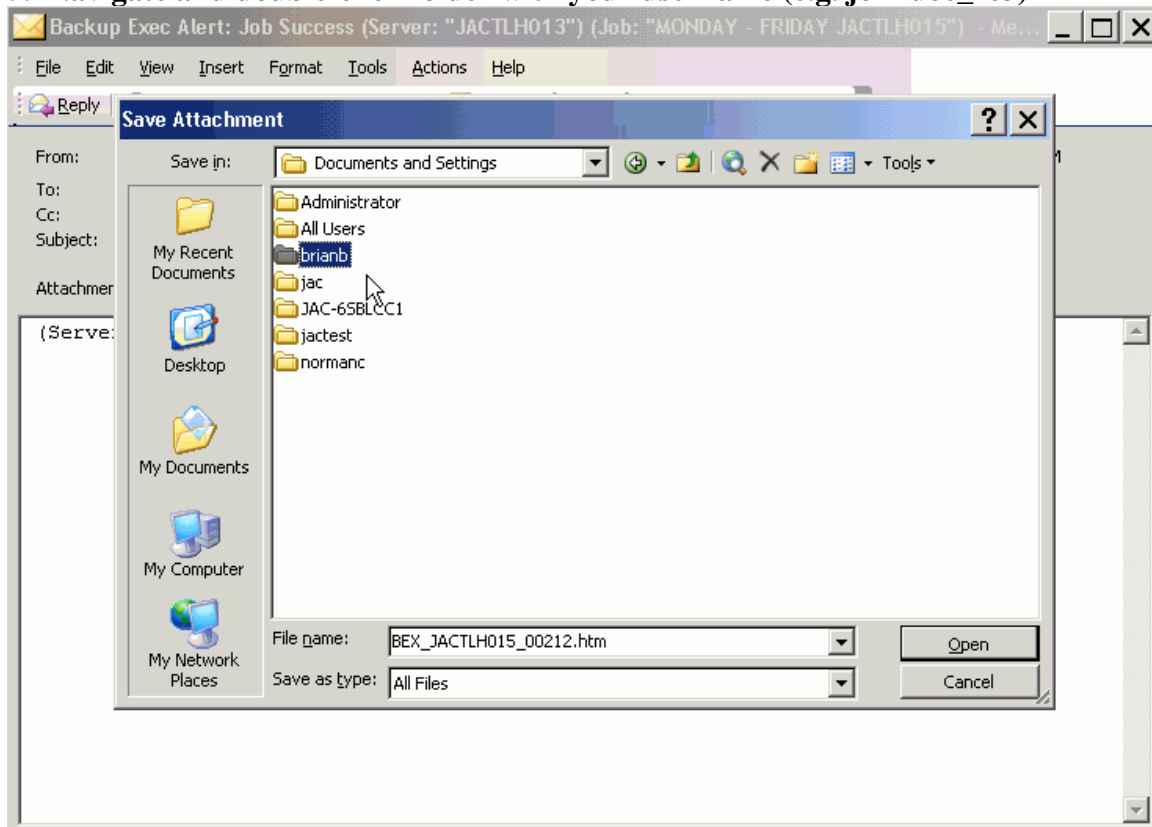
3. Navigate and double-click drive named C\$ on 'Client' (C:) [this verbiage may vary slightly, but it should always be whatever is mapped to the C: drive]



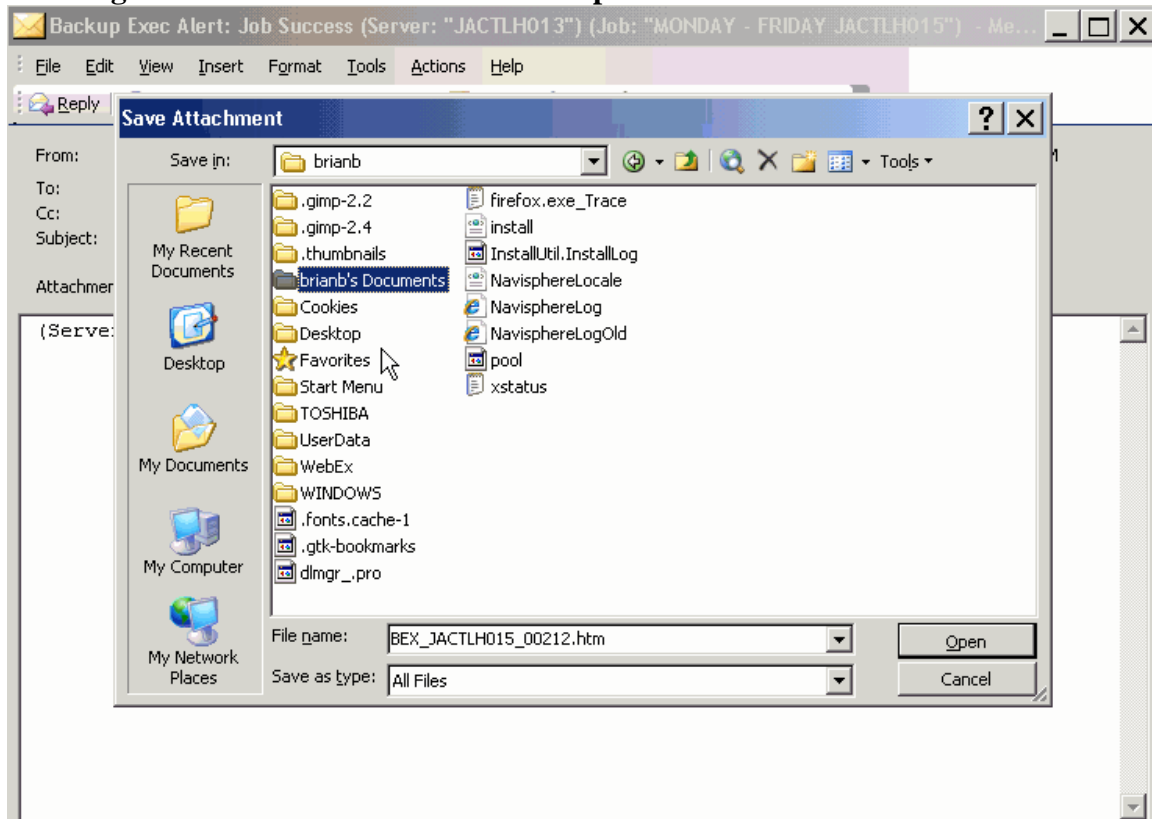
4. Navigate and double-click Documents and Settings folder



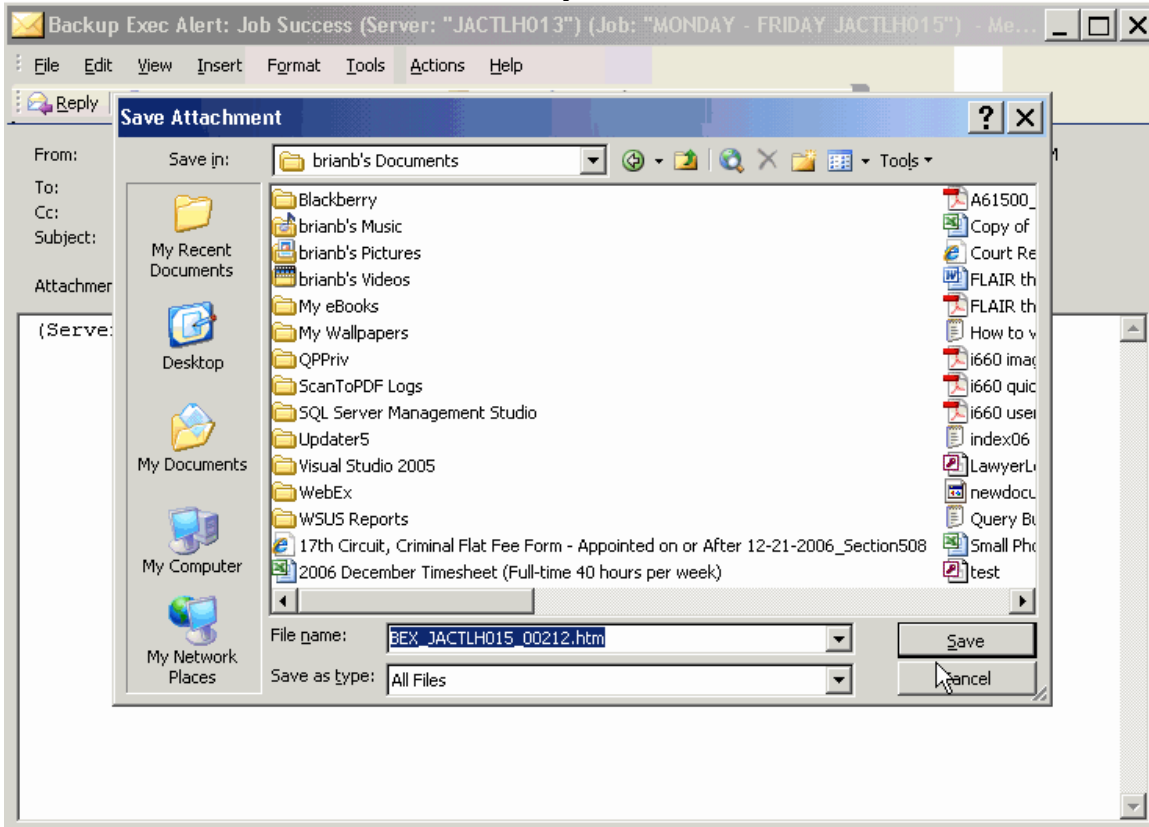
5. Navigate and double-click folder with your username (e.g. johndoe_rc3)




6. Navigate and double-click either Desktop or "username's" Documents folder



7. You can now rename the document if you choose to and hit Save button



How to Change Your JAC Network Citrix Password

1. Once logged into Citrix, click the yellow key icon  at the top of your applications window.



2. At the next screen, simply enter your existing password, a new password, twice, and click OK. The new password must be at least seven characters.



The screenshot shows the "Change Password" dialog box. It has a red title bar with the text "Change Password" and a help icon. The dialog contains three text input fields: "Old password:", "New password:", and "Confirm password:". At the bottom, there are two buttons: "OK" and "Cancel".