

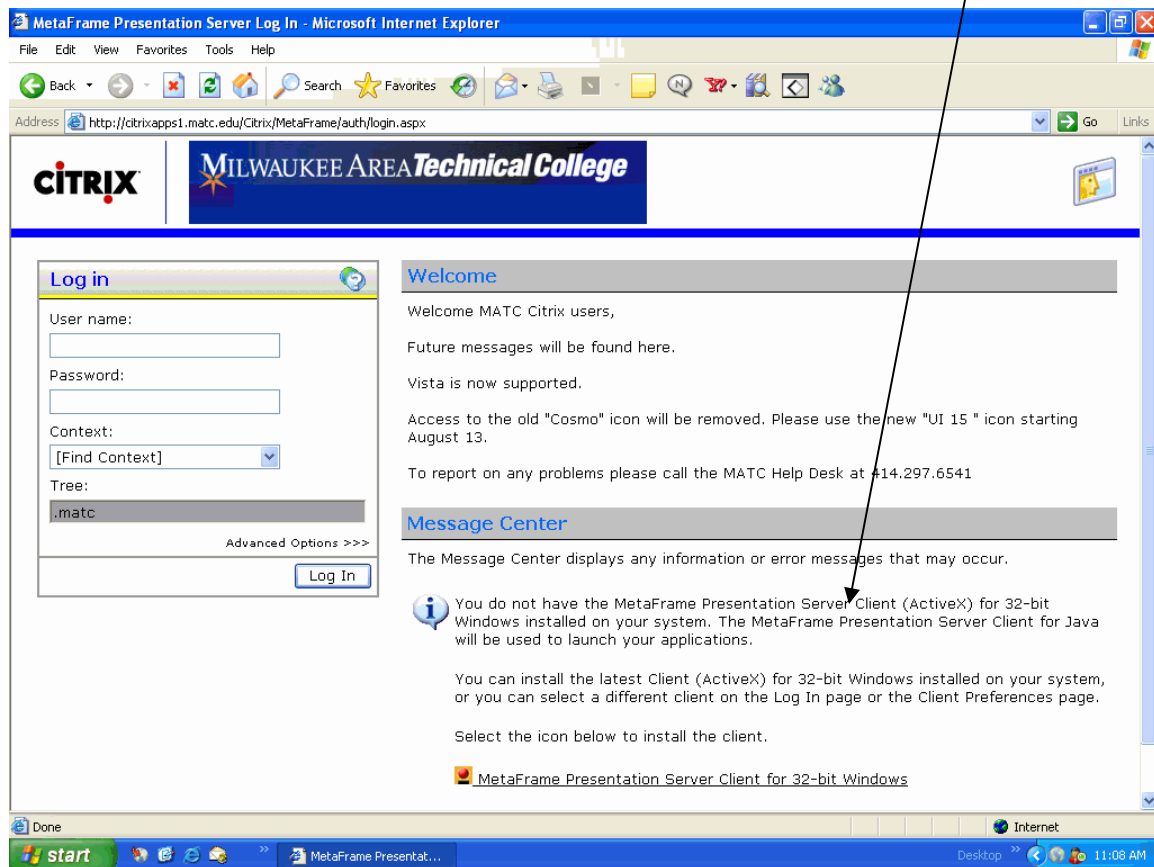
CITRIX: Accessing Your Files From Home

08/21/07

Citrix is a web based application that allows employees to access various college resources from off site. Citrix is available to all MATC employees that have a valid Novell login.

To access Citrix you can go directly to <http://citrixapps1.matc.edu> or you can follow the Tech Help link from the MATC homepage and then follow the link for Faculty/Staff Support.

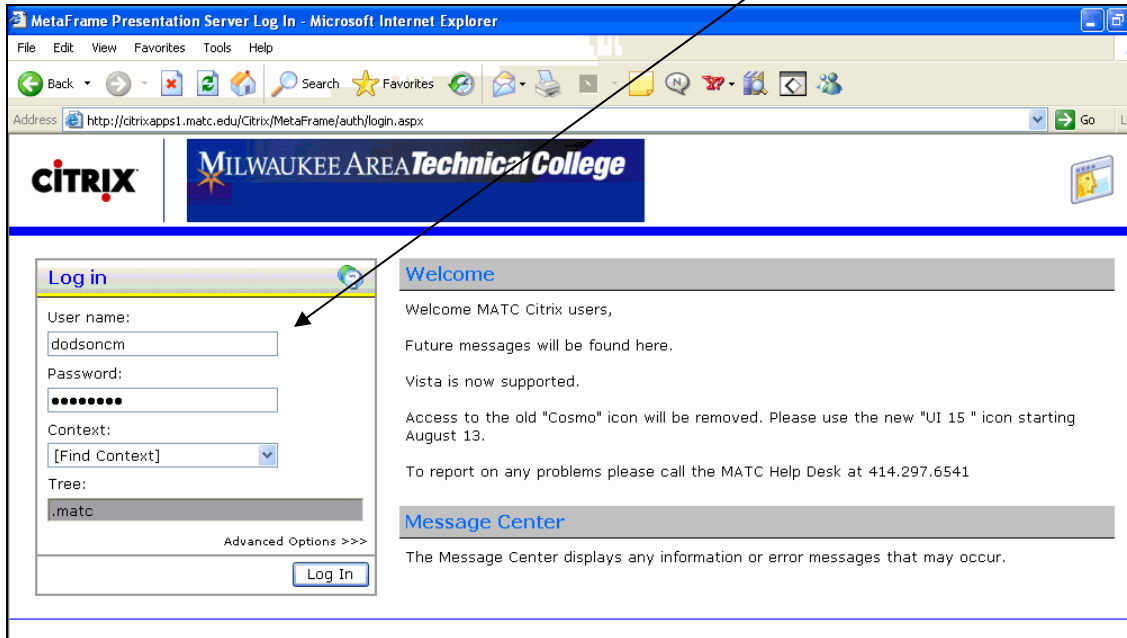
If you haven't already done so, you will be prompted to install the Citrix software.



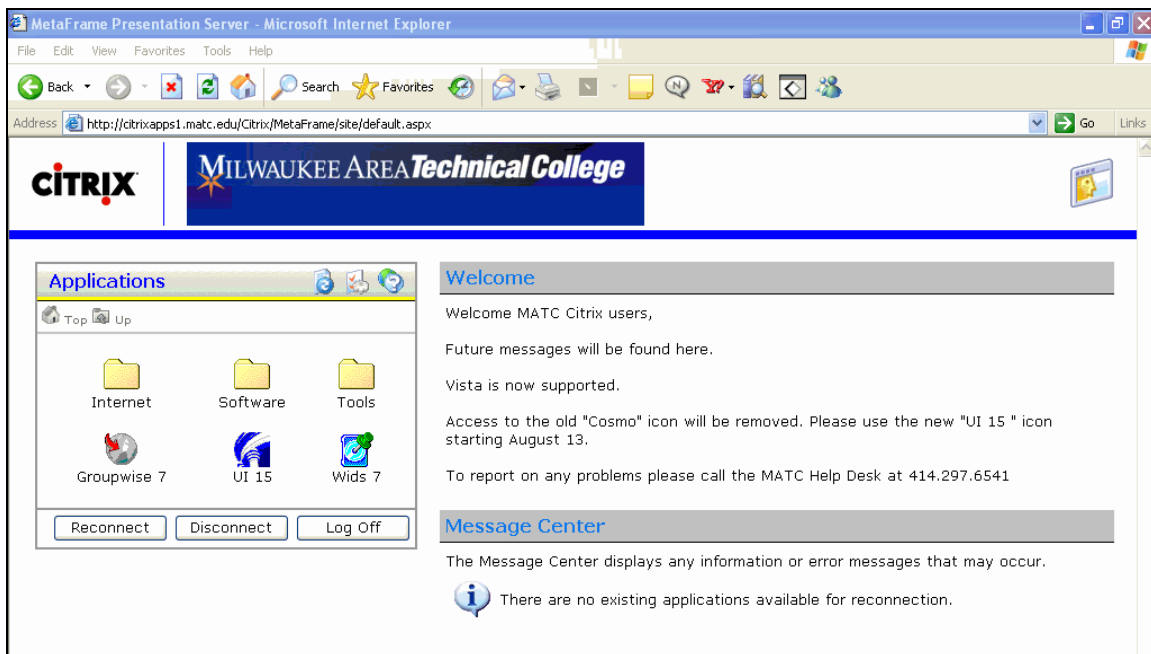
Click the link to install the software and then follow the prompts. Once the install has been completed you will need to close your web browser and then reopen it and go back to Citrix.

You should now see the same window as above, but there will be no message in the **Message Center**

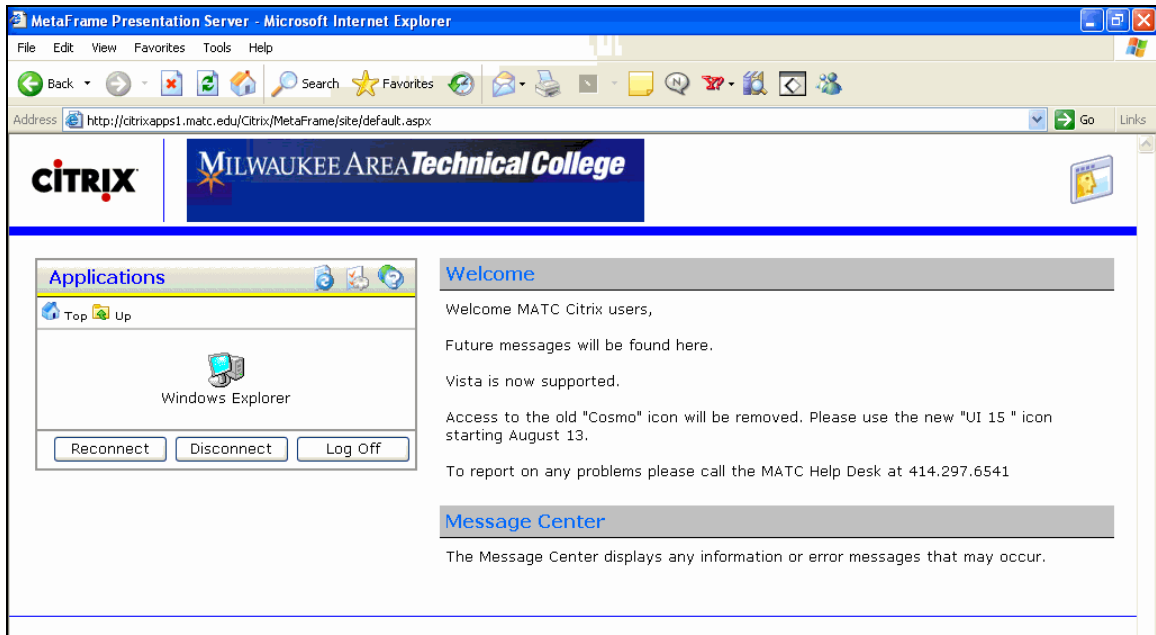
To login, enter your Novell username and password in the fields provided and click the LOGIN button.



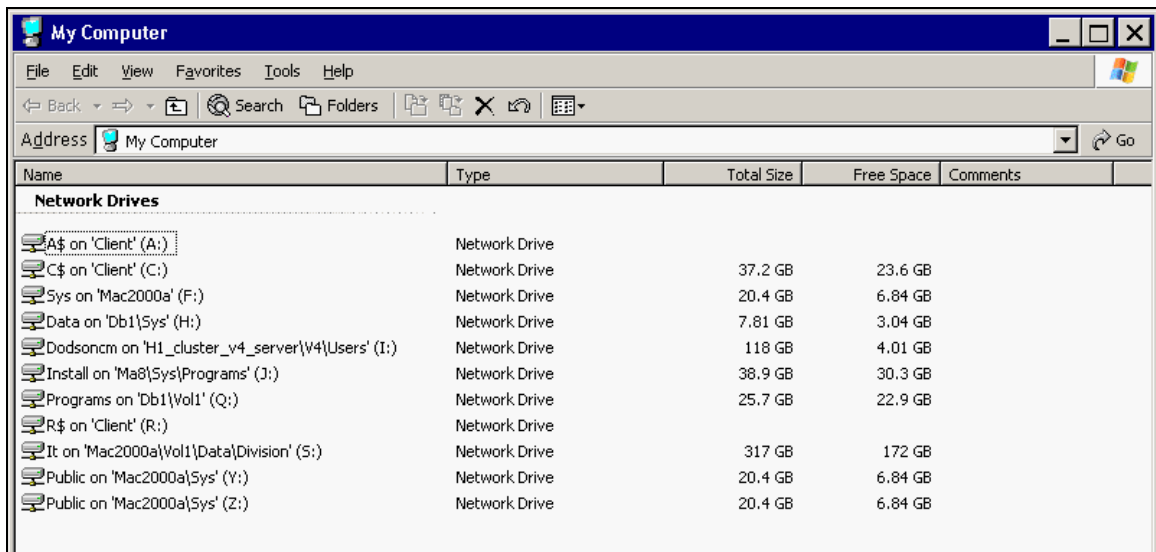
Once you're logged in to Citrix you will see a window that will show the different items that you have access to.



To access the files that you have saved to your 'I' drive and your departmental 'S' drive are available by opening the **TOOLS** folder and using **WINDOWS EXPLORER**



It will take a moment or two to open **WINDOWS EXPLORER**, but when it does it will look similar to the window below. To access the drive that you need, simply double click on it.



****Only files saved to your network drives are available through Citrix. Any files that you save to the 'C' drive are ONLY available on that computer.*