

User Manual Remote Workplace on Mac OS





Version: 1.1

NUWS Remote Workplace

Date: 7-10-2013

Logging into the NUWS Remote Workplace

The NUWS Remote Workplace allows you to make use of most of the programs available at your workplace. In addition, you can easily access your personal documents on the University network, including the workgroup and department shares for which you have right of access.

1) Go to <u>https://remote.campus.leidenuniv.nl</u> and enter your ULCN user name and password and click "**Log On**"

	NUWD Remote Werkplek	
THE REPORT OF TH	Log on User name: Password: Log On	Universiteit Leiden

2) If the required Citrix Receiver is already installed on your computer, the NUWS Remote Workplace will appear. You find below an example of how it may appear on your screen.

The example below may differ from your screen depending on your right of access to various programs.

Applications C	ontent					
Main						Select view: 💌
MS Office 2010	7-Zip File Manager	Adobe Reader	Internet Explorer 9	Printers	Verkenner	

- The "Verkenner" allows you to access your own files in the University domain (P and J drive) and also your own local stored files on your own computer.
- You can for instance use Internet Explorer to access from home the SAP Self Service, which is not otherwise accessible outside the University domain.

Installing the Citrix Receiver

1) If the required Citrix software is not available, the screen below will appear. Select "INSTALL".



2) Your computer will now detect which Citrix Receiver you need. Select "**Download Receiver for Mac**".



3) The download of the Citrix Receiver will now start.

Downloading Citrix Receiver						
O O Downloads	\varTheta 🔿 🔿 💆 Receiver Installer	😑 🔿 🔿 🔊 Receiver Setup				
CitrixReceiver.dmg		Citrix Receiver Do you trust this account?				
Clear 1 Download		Cancel Yes				
1. Open	2. Install	3. Allow access				
Open the Receiver disk image.	Install Receiver.	Add your account to get your apps, docs, and desitions				

4) When the download has completed, please select "Install Citrix Receiver.pkg"



5) Select "**Continue**" and accept all the following messages.

	Welcome to the Citrix Receiver Installer
lntroduction	To install Citrix Receiver for Mac, click Continue. You will be guided through the steps necessary to install Receiver on your Mac.
License	
Destination Select	
Installation Type	
Installation	
• Summary	
	Go Back Continue

6) Enter your Mac password when asked and then select "Install Software"

your passw	ur password to allow this.		
Name:	Alexander		
Password:			

Use the NUWS Remote Workplace

1) Once you log in to <u>https://remote.campus.leidenuniv.nl</u> you will see the screen below. Note that the applications you see may vary from person to person.

Applications Co	ontent					
Main						Select view: 💌
MS Office 2020	7-Zip File Manager	Adobe Reader	Internet Explorer 9	Printers	Verkenner	
•						

2) If you select the "MS Office 2010" folder, and then select "MS Word 2010"

pplications C	ontent					
lain > MS Office 20	10					Select view:
MS Access 2010	MS Excel 2010	MS Outlook 2010	MS Powerpoint 2010	MS Publisher 2010	MS Visio 2010	MS Word 201

3) You will get a to see a Citrix pop-up as shown below for every program you start.



4) You will be presented with the MS Word for Windows program, with on top a Citrix Viewer bar. When you press the "X" and the top right of MS Word, you will close MS Word. (*remember to first save your documents*)

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Knippen IIII Kopiëren ✓ Opmaak kopiëren/plakken Klembord ☞	Calibri (Hoofdi \vee 11 \vee $\mathbf{A}^* \mathbf{A}^*$ $\mathbf{A}\mathbf{a}^*$ $\overset{\otimes}{\rightarrow}$ B \mathbf{I} $\underline{\mathbf{U}}$ $\overset{\otimes}{\rightarrow}$ abe \mathbf{x}_2 \mathbf{x}^2 $\overset{\otimes}{\rightarrow}$ $\overset{\otimes}{\rightarrow}$ $\overset{\otimes}{\rightarrow}$ $\overset{\otimes}{\rightarrow}$ $\overset{\otimes}{\rightarrow}$ Lettertype	E * E * 伝* 達 使 2↓ ¶ ■ 書 書 ■ 話* 逸 * 田 * Alinea	bCCDC AaBbCCDC AaBbC AaBbC AaBbC AaBbC AaBbC AaBbC AaBbC AaBbC Titel	AaBbCc. AaBbCcDt Ondertitel Subtiele b = Wijzigen * Bew	eken * vangen ecteren * rerken
- 0 -	· 2 · 1 · 1 · 1 · 2 · 1	• 3 • 1 • 4 • 1 • 5 • 1 • 6 • 1 • 7 • 1 • 8 • 1	· 9 · 1 · 10 · 1 · 11 · 1 · 12 · 1 · 13 · 1 · 14 · 1 · 15 · 1 ·	<u>له ۱۰۰۱۶۰</u>	

5) In the **Dock** of your Mac you will note a Citrix Viewer icon. Every started program will give an extra icon in your Dock.



6) Right click (Ctrl-Click) on the Citrix Viewer icon will give you the screen below. When you select quit, you will be able to close the program or temporary disconnect.



7) By selecting "**Log Off**" and then "**Disconnect**" in the main window of the Remote Workplace, all open Citrix programs will be closed and you will be logged out of the Remote Workplace.

Search P	Logged on as:			🔅 Settings	Log Off -
					Disconnect
Applications Content					
					Click have to pause your resources and log off from
Main					the web site
wan					Select New.
MS Office 2010 7-Zip File M	anager Adobe Reader	Contract Explorer 9	Printers	Verkenner	r
Hint: Click Reconnect to resume any par	used resources. 🗵				

Note: If you only click away the web browser, the programs opened will remain active for a while. If you restart your laptop for example, you will be able to continue to work on the same documents after logging into into the Remote Workplace.