

## VSMS Citrix Instructions

You must first make sure a Citrix account has been created for you. If not, follow the directions on the Citrix home page to request an account:

<http://dii.vermont.gov/application/user-accounts/remote/citrix>

**NEW SITE:** To access our secure Citrix site, go to <https://cag.state.vt.us>  
(Make sure you put in the **s** after http)

A web page will come up requiring you to log in. You just need to use your login name and password. It already knows we're on VSMS.

**\*\*One noteworthy new detail on the logon page is the checkbox -- you must check the box in order to make the "Log On" button clickable (see screenshot below).\*\***



For example:

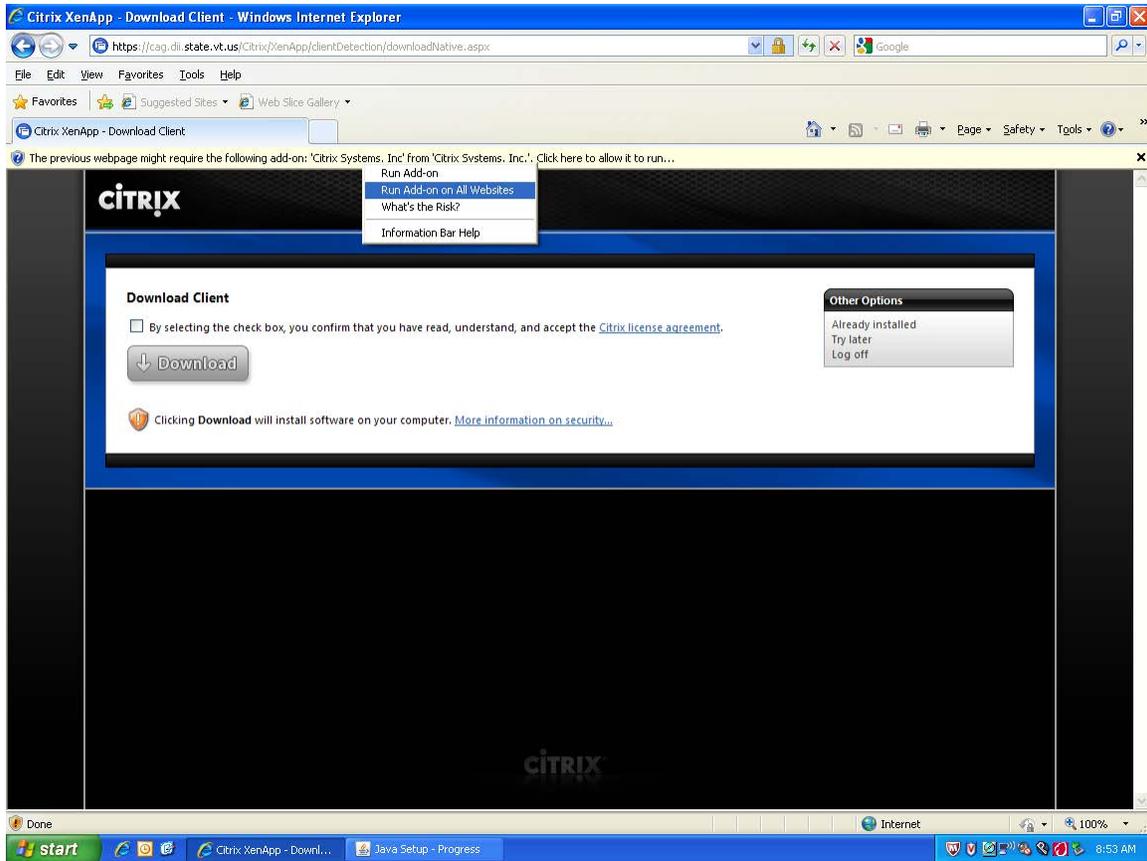
In the username box type your username: john.smith  
In the password box type your password: jspassword  
Click on login.

### **New info as of 5/31/13:**

Existing Citrix users should have no problem launching applications from the new Citrix site using the old client. If you know that you have a client installed, and are presented with a message stating you don't, simply just click on "Skip". If you do not have the client, please follow instructions below.

On the application screen, you'll notice that MS Office is now version 2010. This shouldn't cause any compatibility problems. When launching Outlook for the first time, you will be presented with the "Microsoft Outlook 2010 Startup" wizard. Just click "Next" three times, and "Finish" at the end. Your account name, email address, and mail server will be detected automatically. This should only happen the first time you logon on the new Citrix farm and open Outlook.

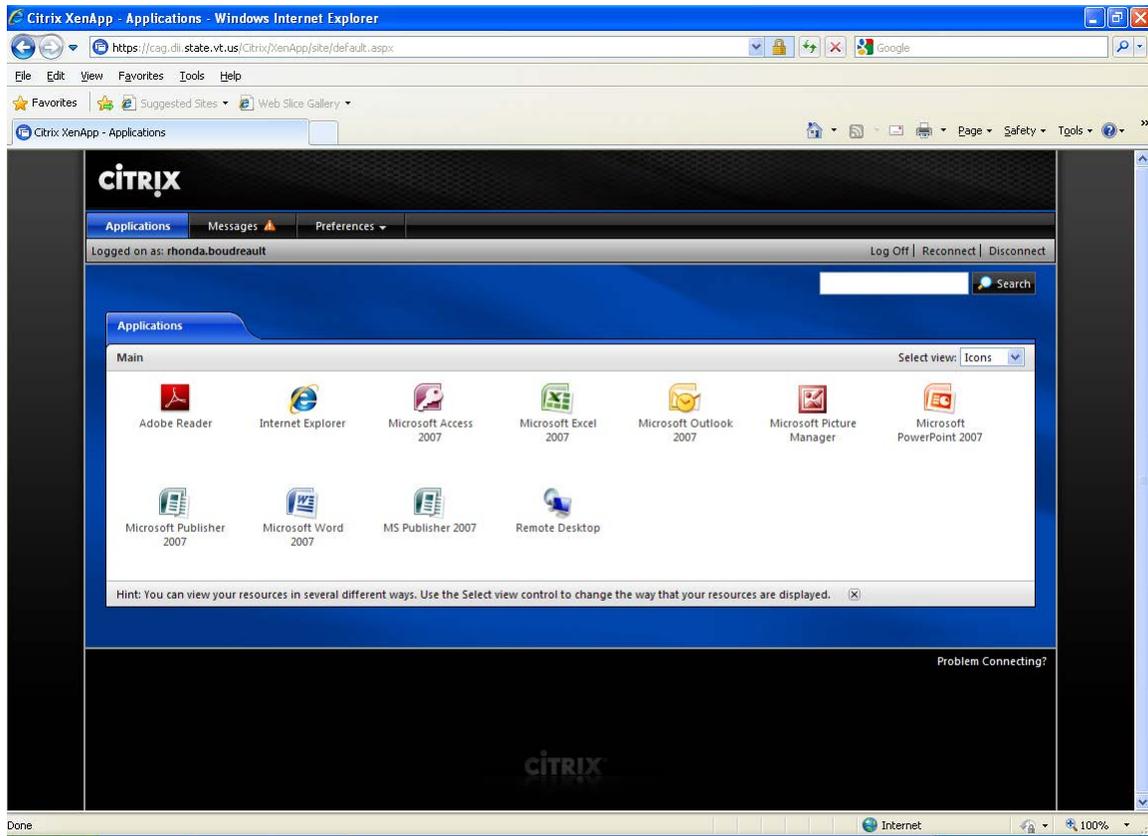
At this screen you will need to right click on the yellow bar at the top and choose “Run Add-on on All Windows”.



Choose “Run”



Depending on the groups you belong to, you will come to a screen with icons – similar to this:



You can click on the application you need to open. Word and Excel will have access to your mapped drives. Outlook can be set up to work as well. Directions for setting up Outlook can be found here: <http://dii.vermont.gov/sites/dii/files/PDF/Support/Outlook-2010-Setup.pdf>