Citrix Access Instructions

Off Campus

Running Citrix via your internet browser
1. Install the **VPN client** from [https://connect.tamu.edu](https://connect.tamu.edu)
   a. Follow these instructions to install the VPN client
   b. For more detailed instructions & guidelines, visit TAMU IT’s [VPN page](https://connect.tamu.edu)
2. Run the **TAMU VPN**--you must be connected to the VPN to access any apps while off campus
3. Visit [https://coexen.engr.tamu.edu](https://coexen.engr.tamu.edu)
4. Log in with your NetID username and password

Running Citrix via the Citrix Receiver Application
1. Follow these instructions to install and run the **Citrix Receiver** Application:
   a. [Mac](https://connect.tamu.edu)
   b. [Windows](https://connect.tamu.edu)

On Campus

Personal Computers
1. Connect to **tamulink-wpa** wireless
2. Visit [https://coexen.engr.tamu.edu](https://coexen.engr.tamu.edu)
3. Log in with your **NetID** username and password

Zero Clients

Logging In
1. Log in with your **NetID** and password

Apps
1. You can choose to either run one or more applications via the citrix desktop, such as matlab and microsoft word, or you can run a Windows 10 VM (**COE General**), which will take you to a virtual Windows 10 desktop that you can use

Adding Apps to Desktop
1. Click the **plus** (+) sign on the left side of the page
2. Select “**all applications**”
3. Select the application you would like to use
4. This application will be added to your citrix desktop until you choose to remove it
Running Apps

1. **Single click** on the app you wish to run, and it will open in a new page.

Switching between apps

1. Use the tabs on the bottom taskbar.
   
   **Side note:** Some apps may be in the same window stacked on top of each other--apps will need to be minimized to access another.

Virtual Machine

1. Add **COE General** to your Citrix desktop (see "Adding Apps to Desktop" above).
2. Click on **COE General** on desktop.
3. The Virtual Machine will open.

Running apps inside Virtual Windows Machine (COE General App)

1. Move your cursor to the **bottom right corner** and double click on the **Citrix Receiver icon** in the taskbar (**this may take a few minutes for the first time user**).
2. Once the Citrix window opens, you can add apps by clicking on the **plus** sign on the left hand side of the window, similar to the way apps are added to the Citrix desktop.
3. To run apps, double click on the app’s icon in the Citrix window, and a new window will pop up with the app you wish to use.

Switching between VM & desktop

1. Move the cursor to the **left edge** of the screen and **left-click** with your mouse.
2. The cursor will move to the middle of the screen in a new small pop up window.
3. **Icons** will appear for your desktop and any other Citrix apps you are running.
4. Click on the icon for the application you wish to open.

Logging off VM

1. Click the **start** button in the bottom left corner.
2. Click **log off**.
3. This will return you to the zero client desktop.

Log off Zero Client

**Please close all apps unless you plan to return to them in the next hour**

1. Return to the **Citrix Desktop** (see above).
2. Click **log off** in the top right corner of the page.