NEW CITRIX PLATFORM USER GUIDE

Version: 1.0

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Citrix Web Portal User Guide

Few things to note before we get started:

o   Please ensure that you have a required Citrix client, which is now called "Citrix Workspace App"

o   This can be download and installed from:

o   https://www.citrix.com/downloads/workspace-app/legacy-workspace-app-for-windows/workspace-app-for-windows-20061.html

Citrix Web Portal User Guide

1. Logging Into The New Platform:

o Browse to the citrix portal page below:

o https://libertyvdi.liberty.co.za/

o The above URL is accessible from any internet connection. You don't have to use Liberty's VPN, APN or #G. Any private ISP connection is allowed.

o Liberty user-id & domain password is applicable.

o One you have successfully logged into the above URL; you see the main dashboard. This will display all the "Published Applications" and[or] the "VDI desktops", that the user has access to.

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Citrix **Receiver**

User name: kep0303

Password:

Log On

2. Adding The Required Environment:

o To add the required applications, to the user dashboard, please choose the **"Apps"** tab below

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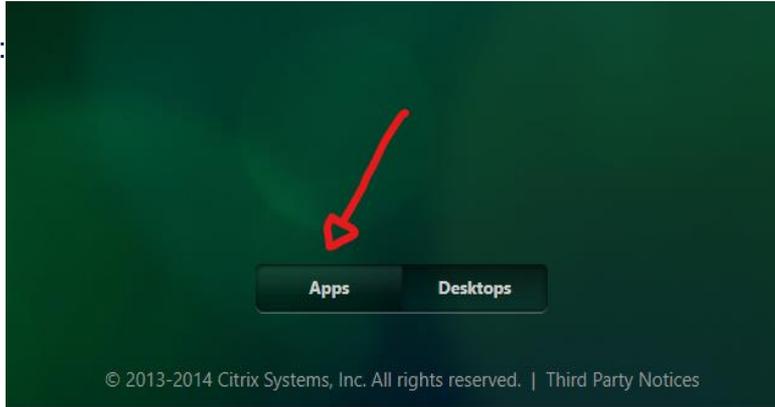
2. Cont. Adding The Required Environment:

o   Then click on the "+" sign below:
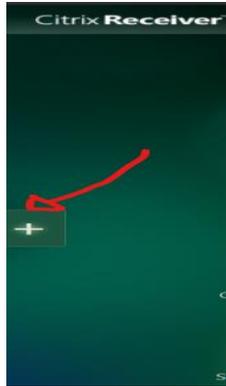
2. Cont. Adding The Required Environment:

- o **Click on "All Apps"** hyperlink

- o You will then see all the application that you have access to:
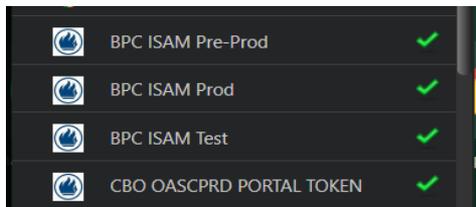
2. Cont. Adding The Required Environment:

o   Once you've clicked on the required application(s), and from that point onwards, they will always appear on your main dashboard screen:

o   You then just need to "click" the application, that you need to connect to.
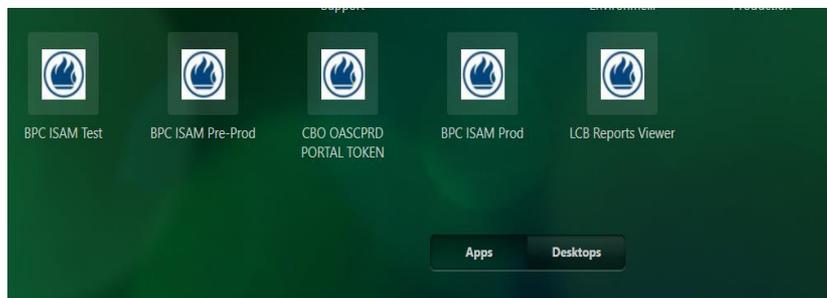
Should you encounter any issues with the process, please contact Liberty Contact Centre on **011 558 2929**.

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THANK YOU

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