

Working from home – A virtual desktop user guide (using Citrix Remote Session)

This user guide has been produced to allow staff to access Trust systems using their own devices, when working from home during the COVID-19 pandemic.

It covers the most available web browsers expected to be found on a PC at home. There is a separate guide for Mac users, please ask the service desk.

First double-click the web browser icon you are using.



Internet Explorer



Microsoft Edge



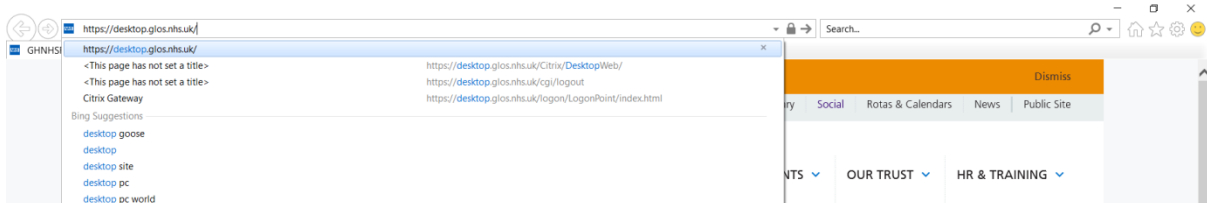
Google Chrome



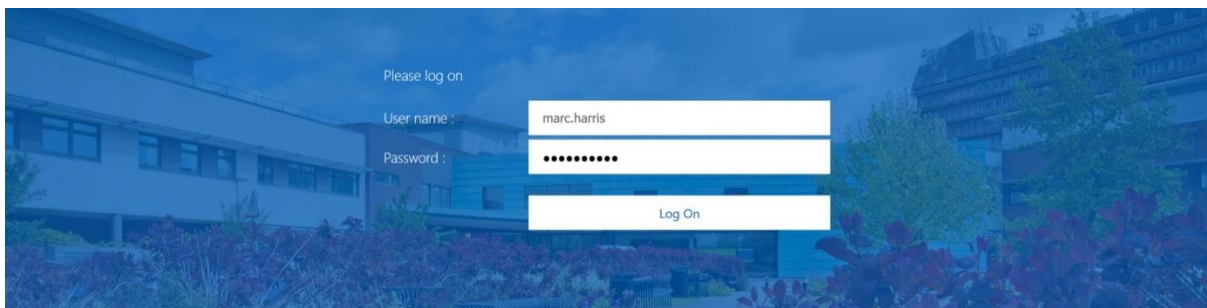
Mozilla Firefox

Internet Explorer

1. Open up **Internet Explorer**
2. Visit the following link <https://desktop.glos.nhs.uk> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

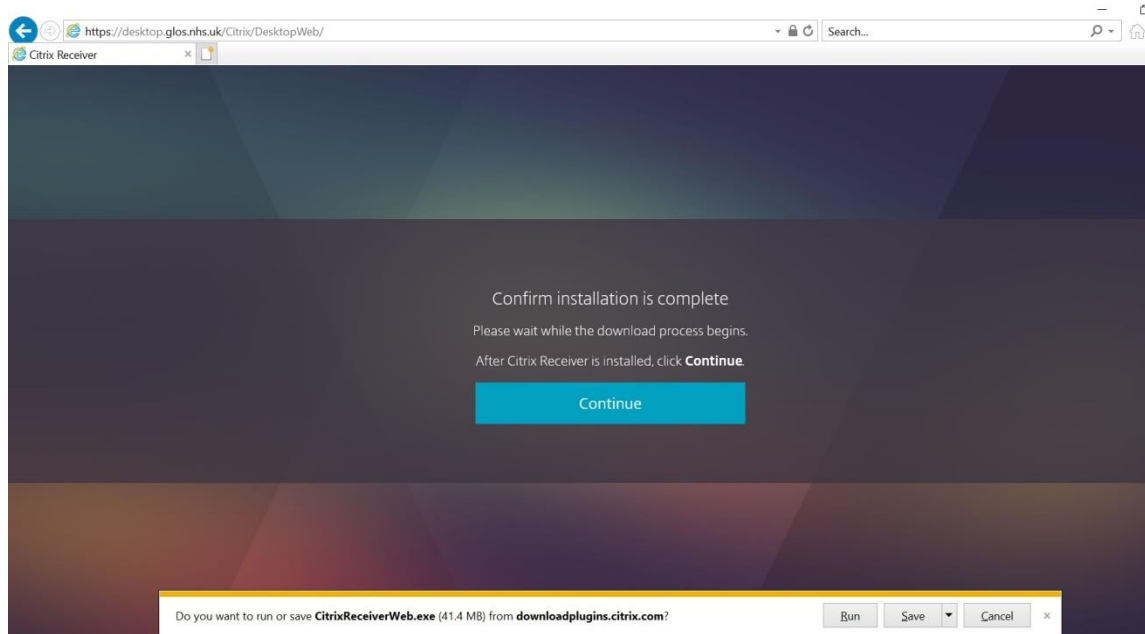
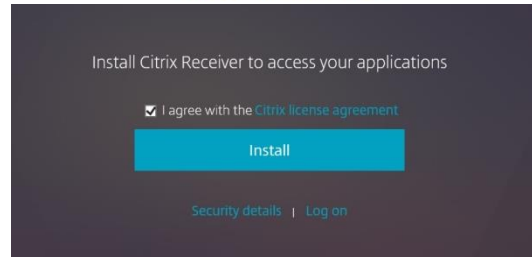


3. You will be presented with the below screen. Here, enter your usual Windows **logon credentials** then hit the **Log On** button

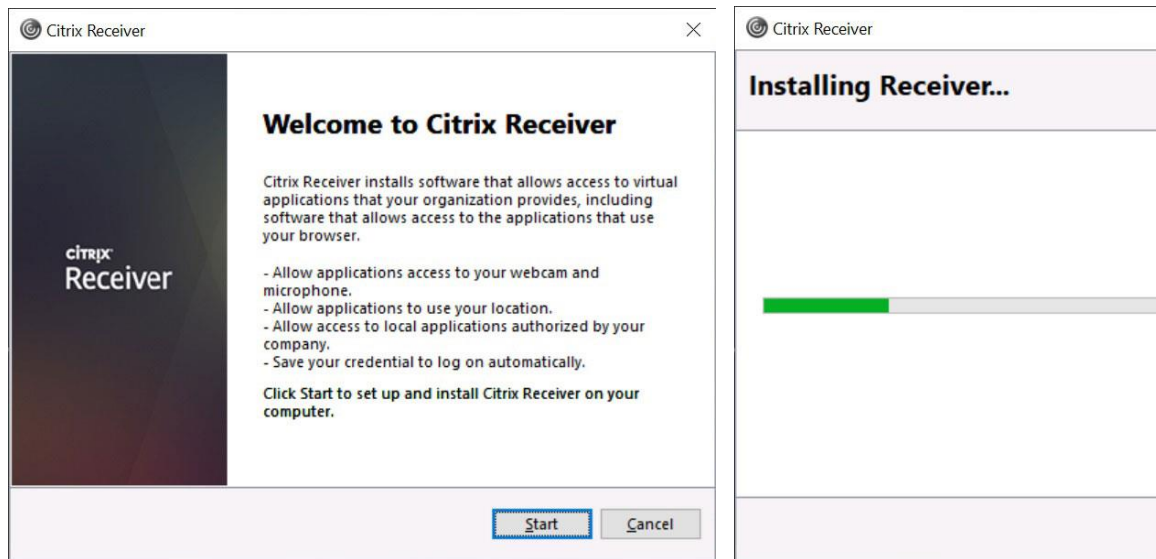


The next steps will be for first use only, as Citrix Receiver will need to be installed. If you already have Citrix Receiver installed, you will not be prompted for it.

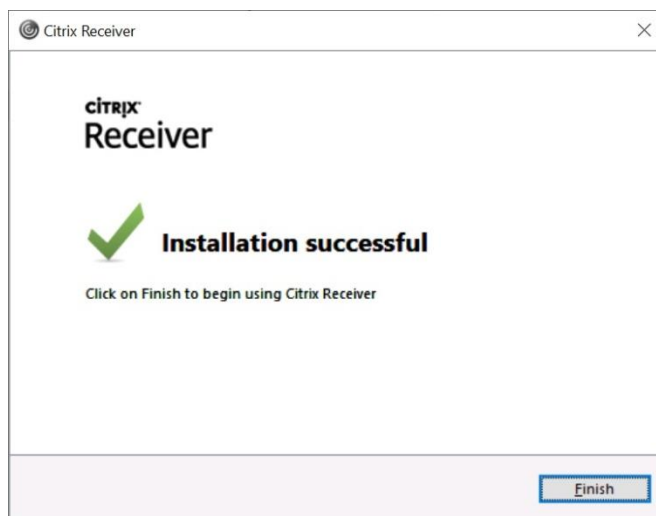
4. Tick (click in the box) **I agree with Citrix License Agreement** followed by clicking **Install**
5. Click **Run** in the box that has appeared at the bottom of the screen
6. After 30 seconds a window will appear, select **Yes**



7. Click **Start**
8. Tick **I accept the license agreement** followed by clicking **Install**

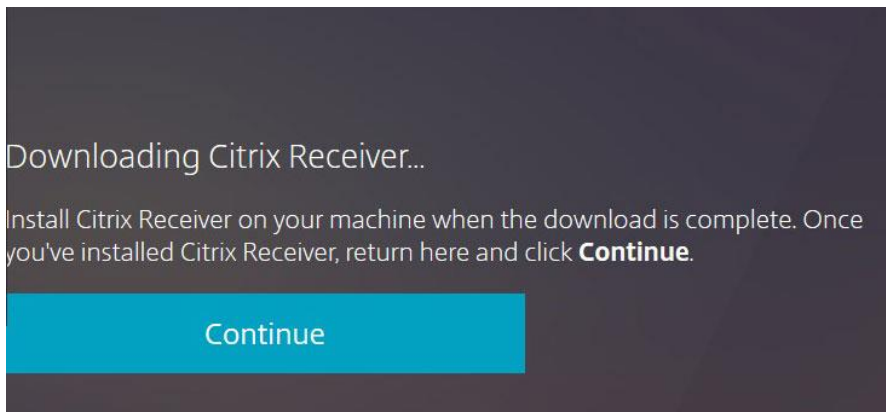


Wait for the Citrix Receiver to finalise the installation. Once finished you will be presented with the below Window.



9. Click **Finish**

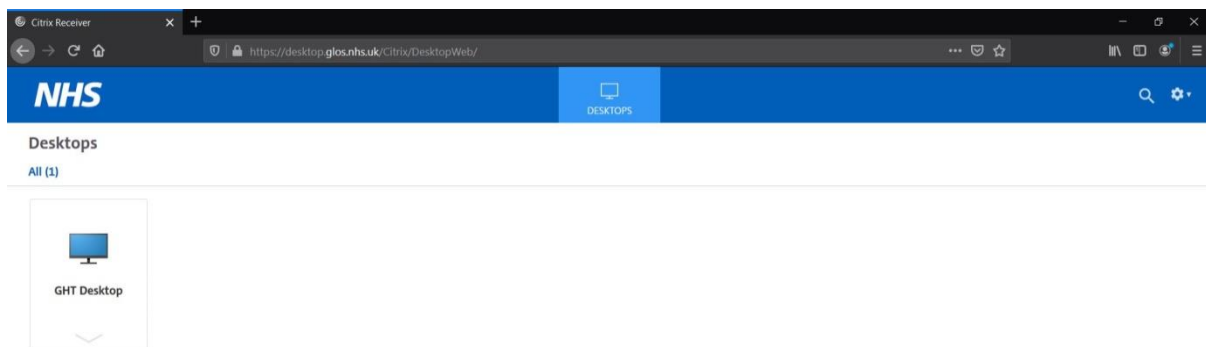
10. Next select **Continue**



The Receiver window will now load, presenting you with the GHT Desktop icon

The GHT Desktop is your virtual workstation. A work PC you can load from anywhere.

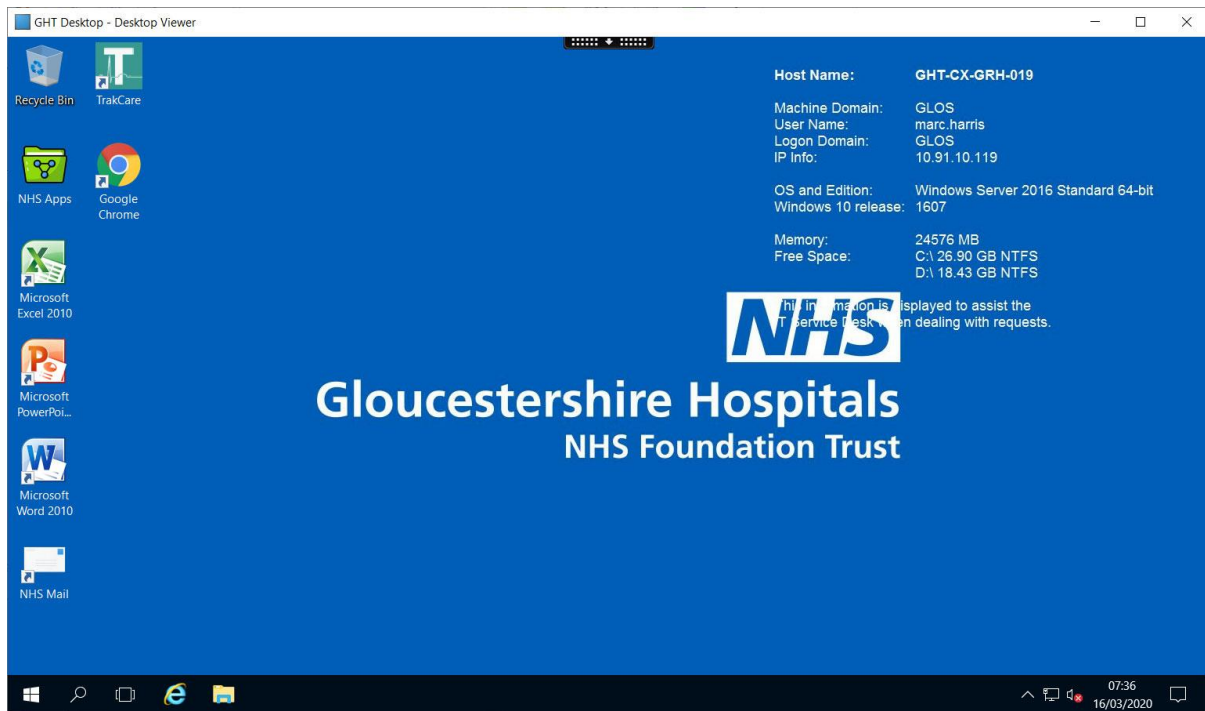
11. To load the **GHT Desktop**, simply click the icon.



Wait for the GHT Desktop to load, in the meantime you will be presented with the below loading screen

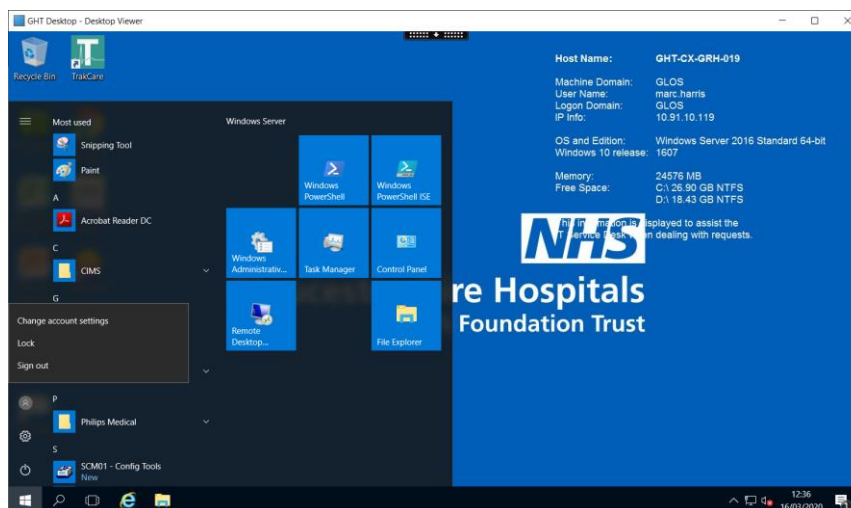


Once the connection has been successful, you will be presented with a Desktop, as shown in the below image.



When you have finished your session

- Click the **windows icon**
- Press on the little icon that looks like a person



- Click **Sign Out**

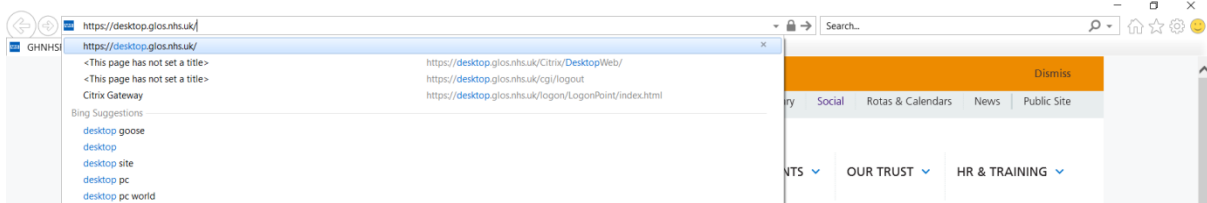
To use this system again, follow steps 1-3 followed by step 15



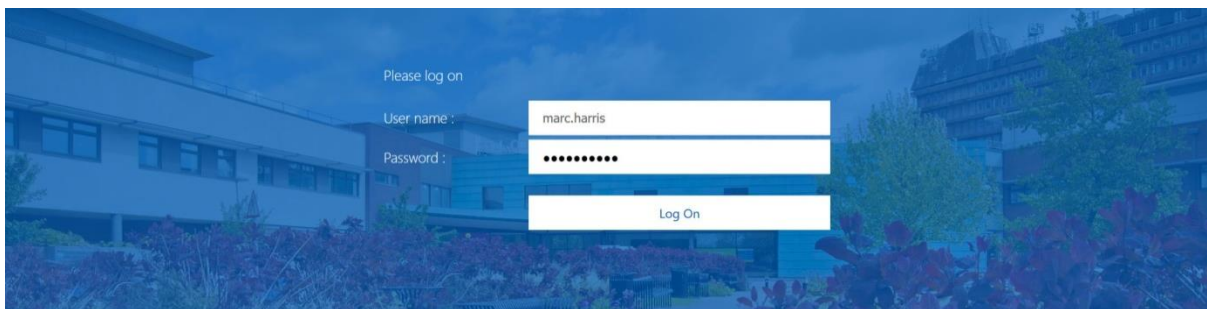
END OF INTERNET EXPLORER GUIDE

Microsoft Edge

1. Open up **Internet Explorer**
2. Visit the following link <https://desktop.glos.nhs.uk> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

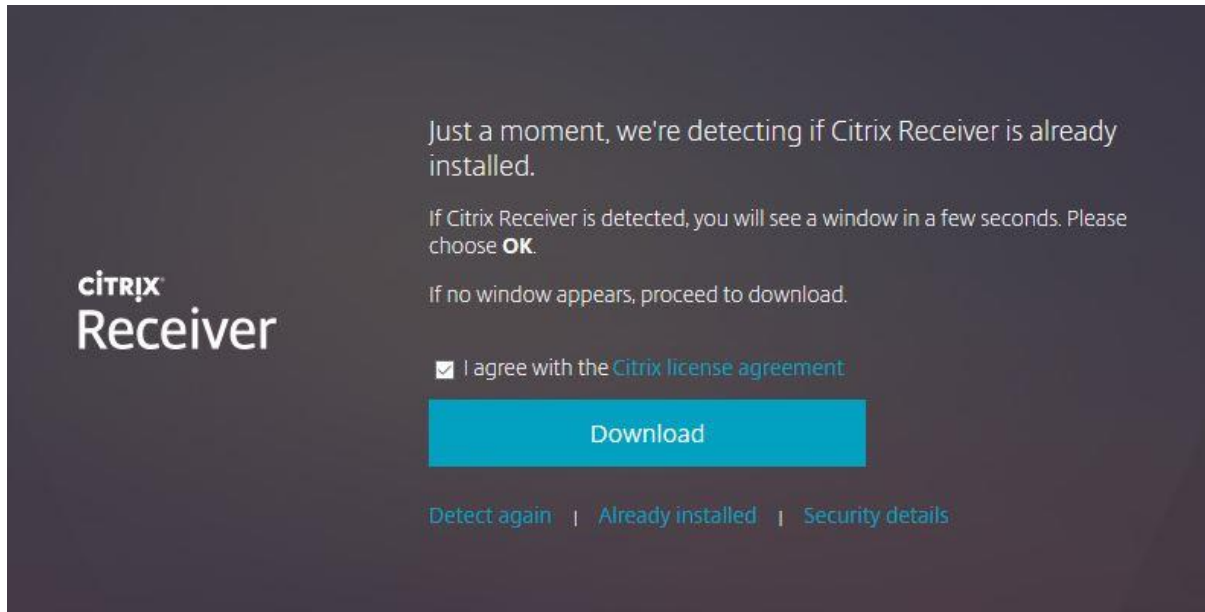
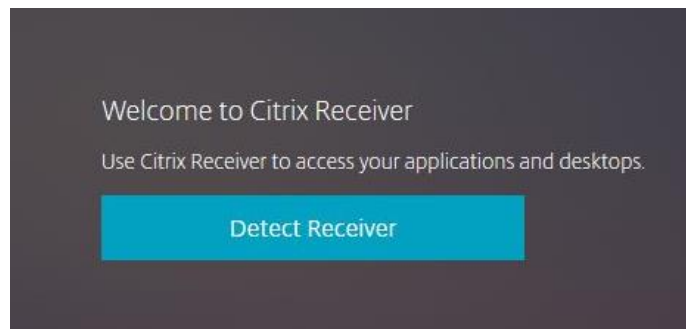


3. You will be presented with the below screen. Here, enter your **logon credentials** then hit the **Log On** button

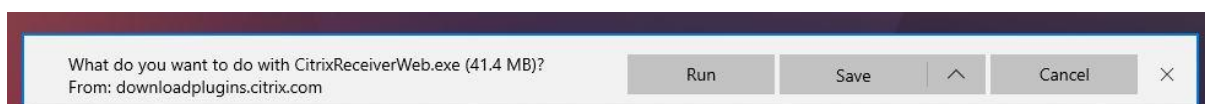


The next steps will be for first use only, as Citrix Receiver will need to be installed. If you already have Citrix Receiver installed, you will not be prompted for it.

4. Click **Detect Receiver**
5. Tick (click the box) I agree with the Citrix Licence Agreement
6. Click **Download**
 - Give it 30 seconds to download the file onto your device

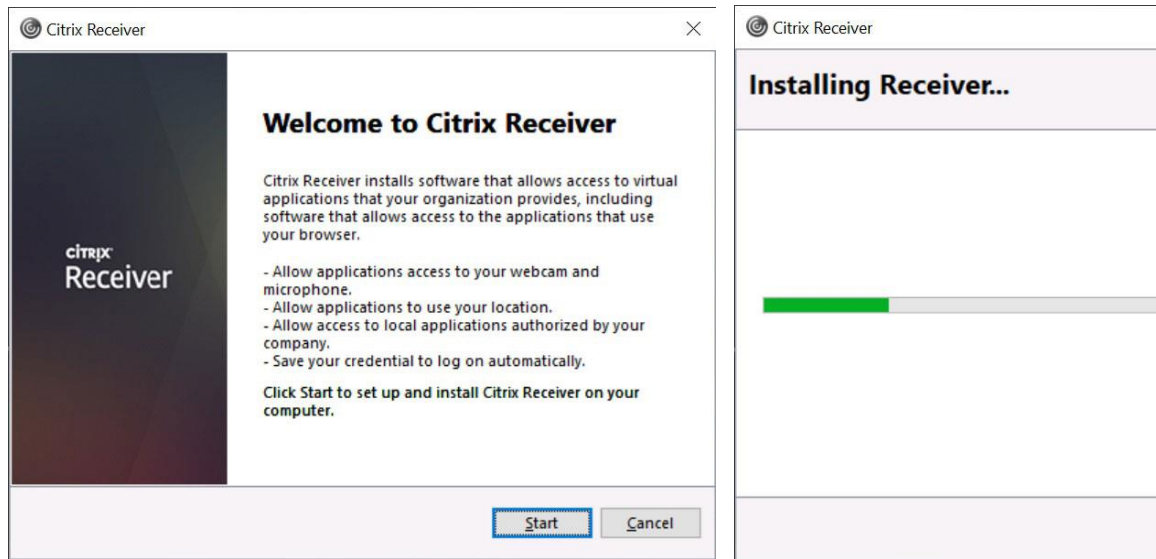


7. Click **Run** in the box that has appeared in the bottom of Chrome

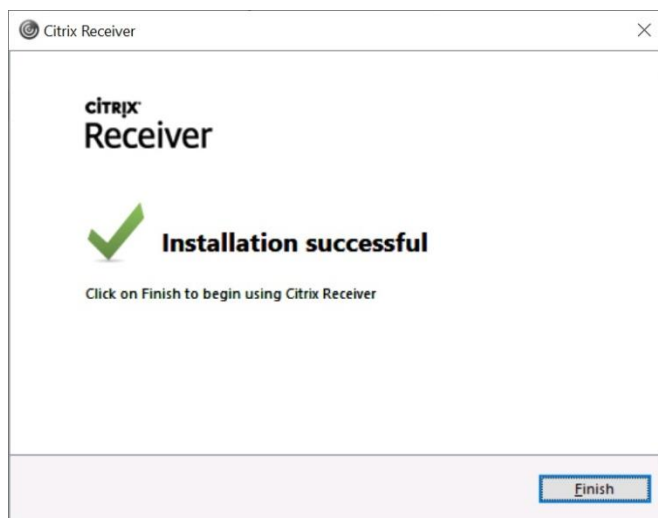


Click **Start**

8. Tick I accept the license agreement followed by clicking Install

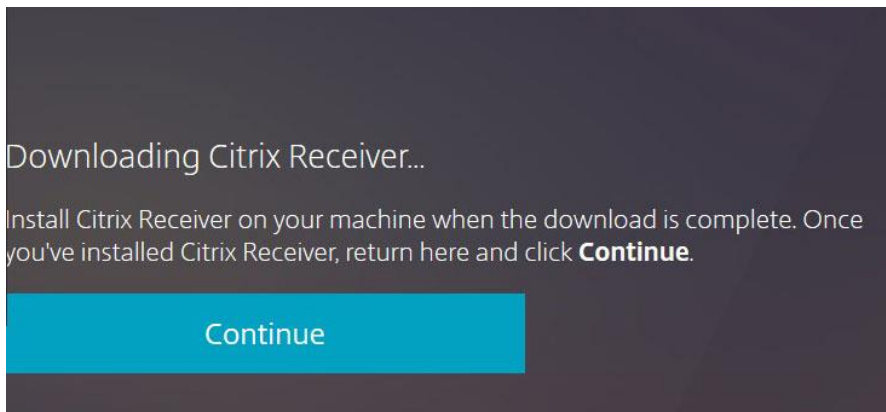


Wait for the Citrix Receiver to finalise the installation. Once finished you will be presented with the below Window.



9. Click Finish

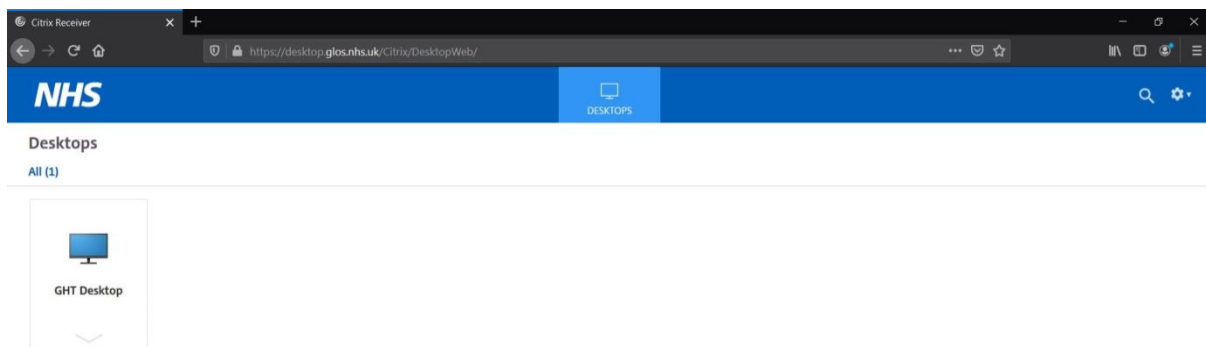
10. Next select **Continue**



The Receiver window will now load, presenting you with the GHT Desktop icon

The GHT Desktop is your virtual workstation. A work PC you can load from anywhere.

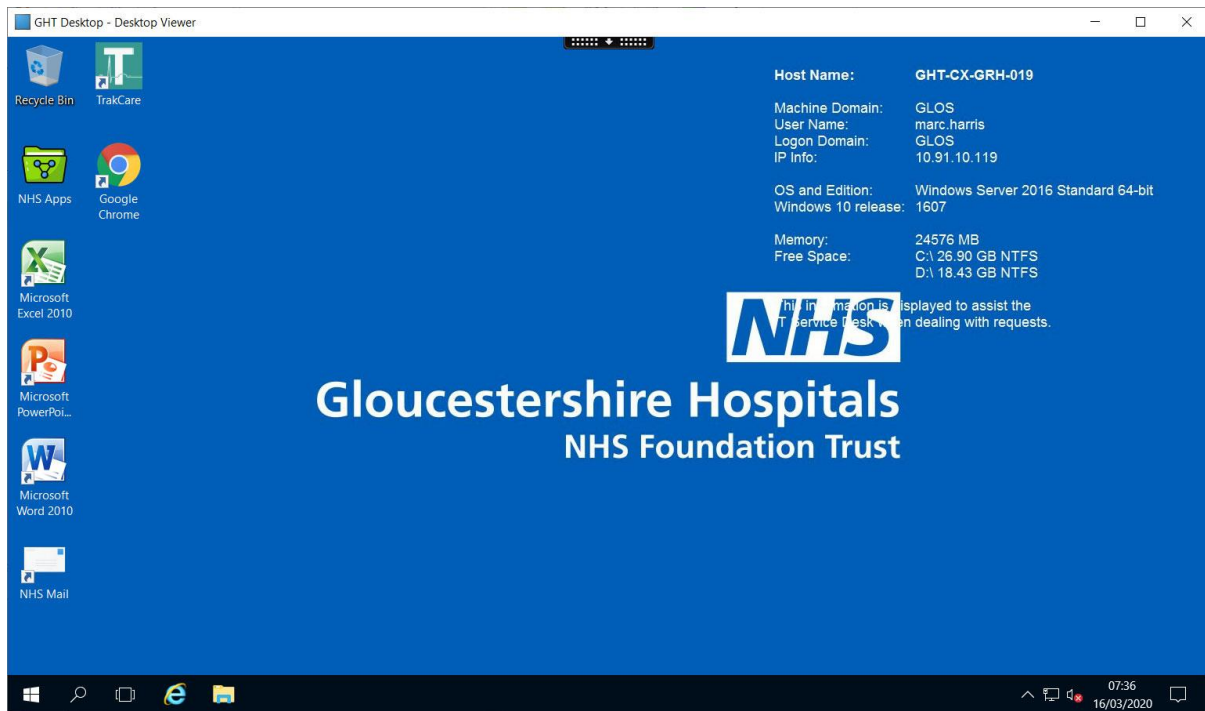
11. To load the **GHT Desktop**, simply click the icon.



Wait for the GHT Desktop to load, in the meantime you will be presented with the below loading screen

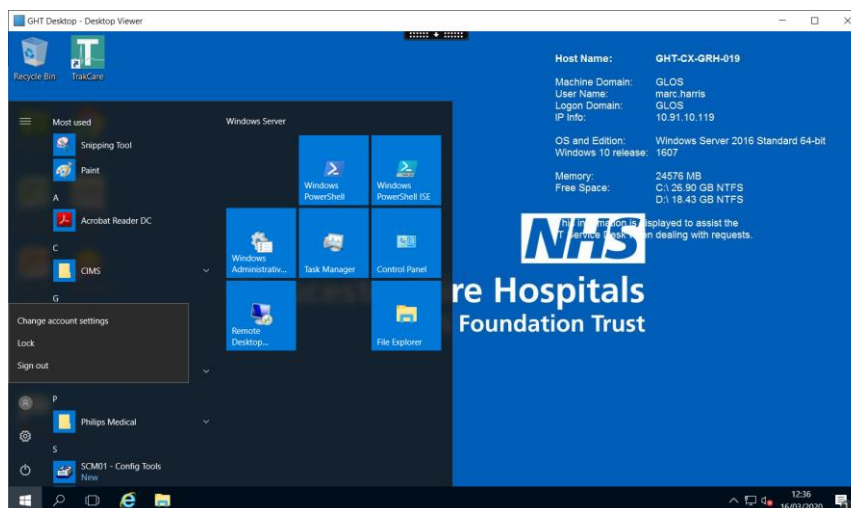


Once the connection has been successful, you will be presented with a Desktop, as shown in the below image.



When you have finished your session

- Click the **windows icon**
- Press on the little icon that looks like a person



- Click **Sign Out**

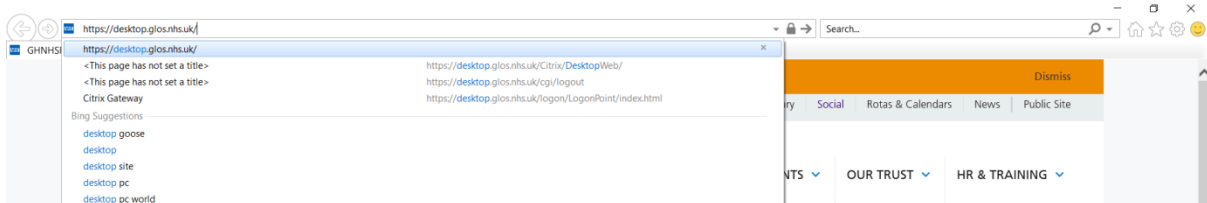
To use this system again, follow steps 1-3 followed by step 15



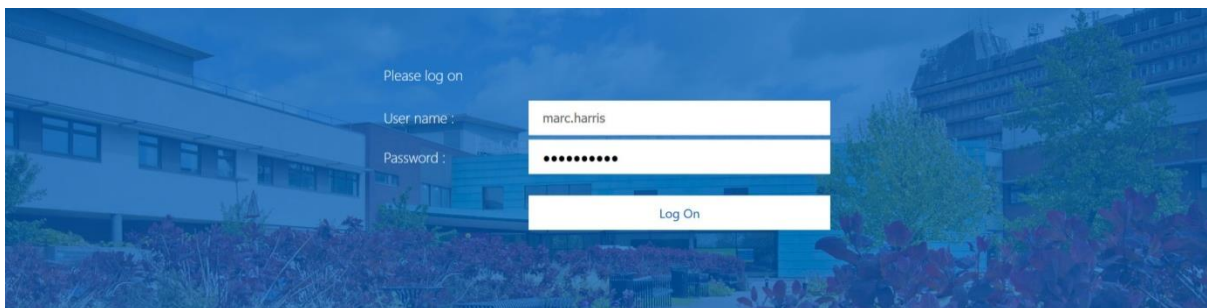
END OF MICROSOFT EDGE GUIDE

Google Chrome

1. Open up **Internet Explorer**
2. Visit the following link <https://desktop.glos.nhs.uk> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

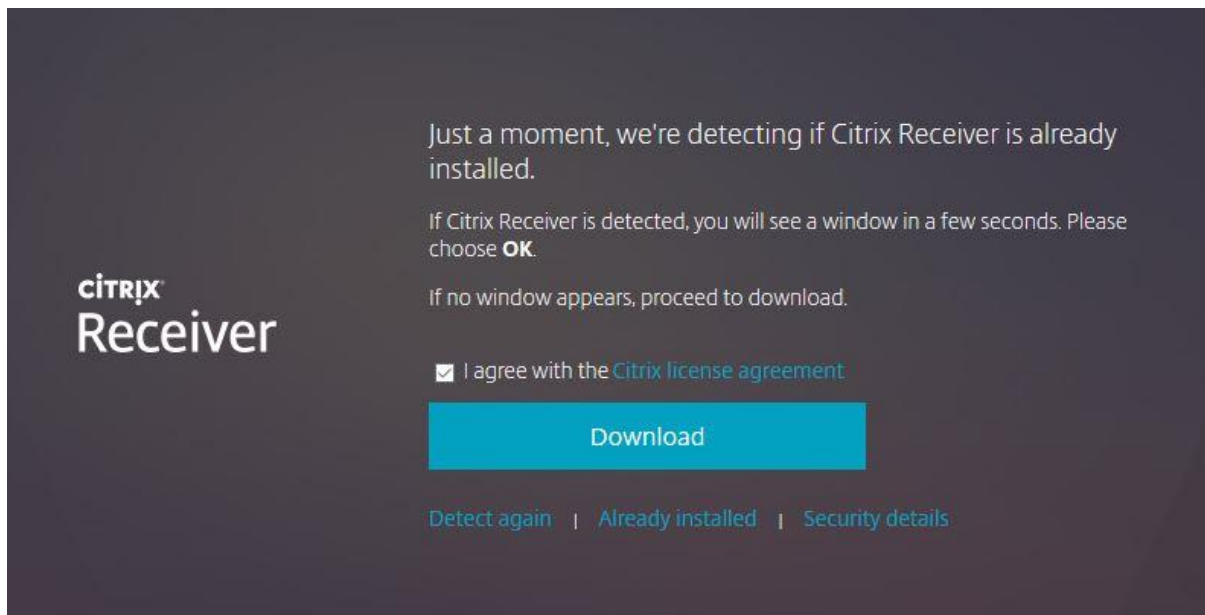
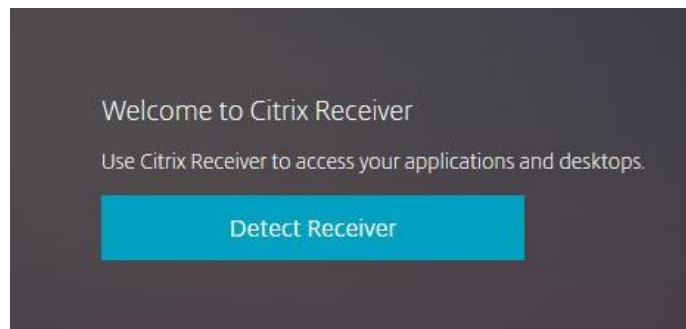


3. You will be presented with the below screen. Here, enter your **logon credentials** then hit the **Log On** button

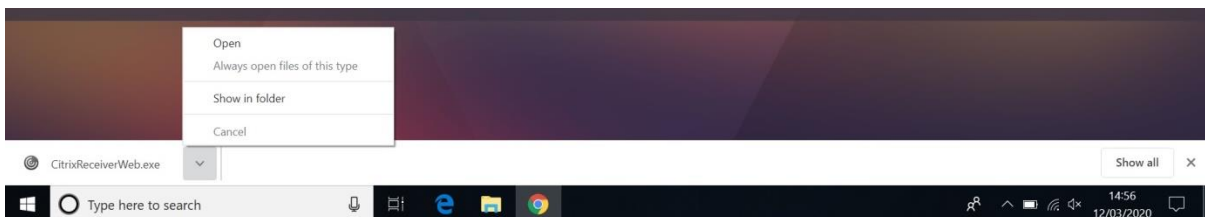


The next steps will be for first use only, as Citrix Receiver will need to be installed. If you already have Citrix Receiver installed, you will not be prompted for it.

4. Click **Detect Receiver**
5. Tick (click the box) I agree with the Citrix Licence Agreement
6. Click **Download**
 - Give it 30 seconds to download the file onto your device

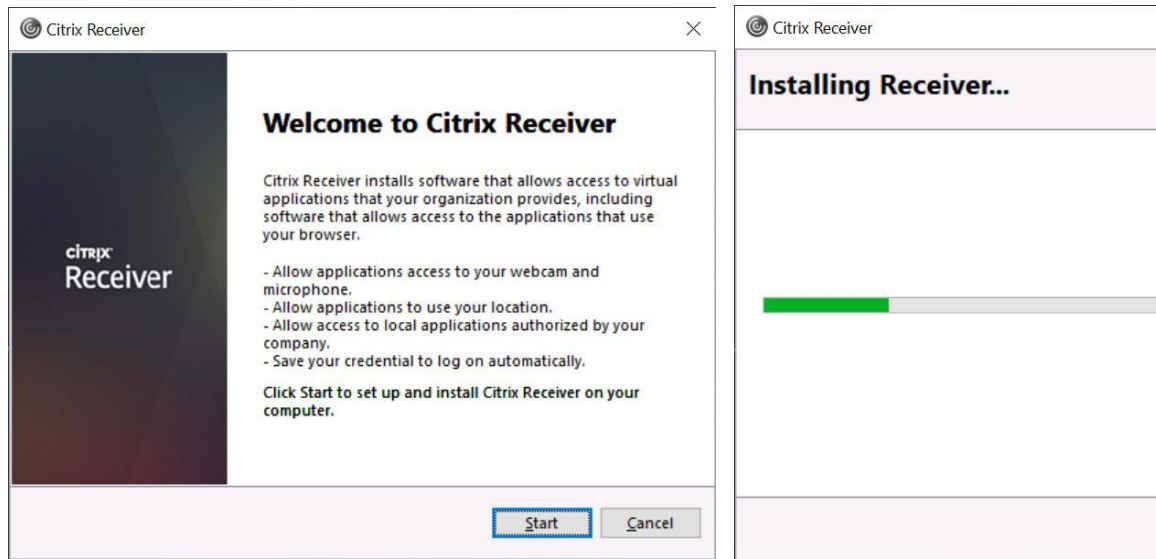


7. Click the **Arrow** on the box that has appeared at the bottom of the window, and select **Open**

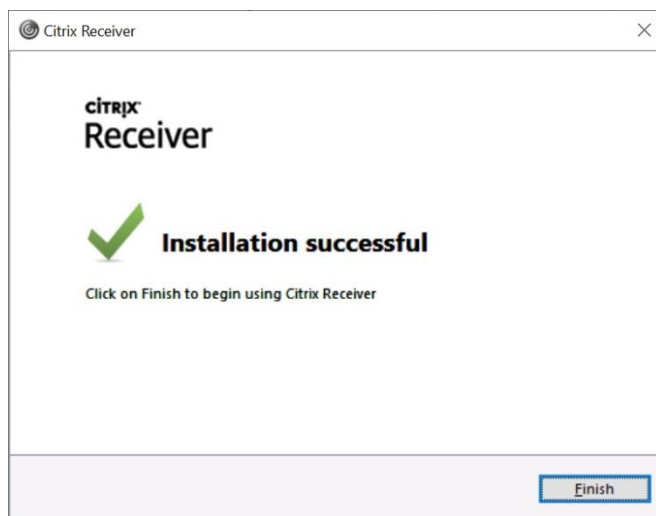


Click **Start**

8. Tick I accept the license agreement followed by clicking Install

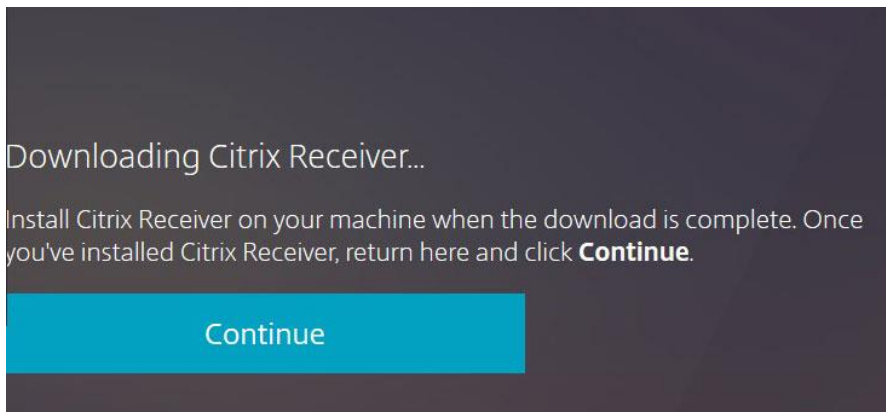


Wait for the Citrix Receiver to finalise the installation. Once finished you will be presented with the below Window.



9. Click Finish

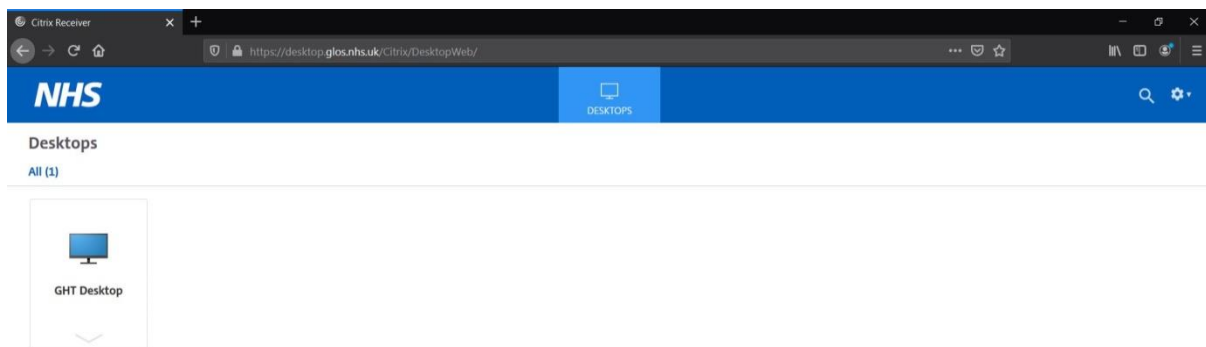
10. Next select **Continue**



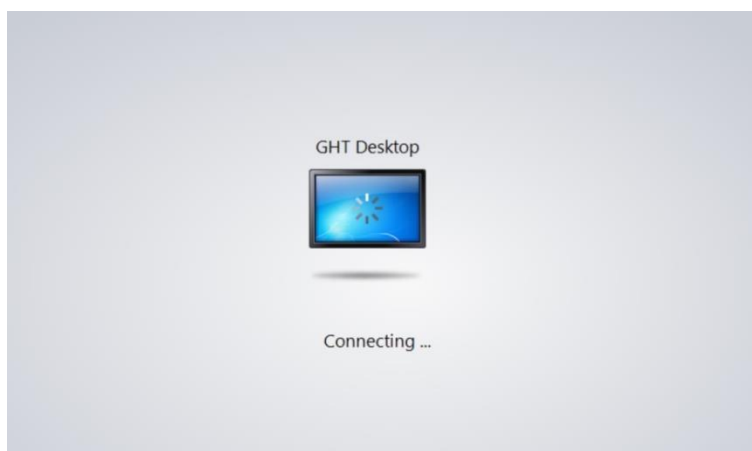
The Receiver window will now load, presenting you with the GHT Desktop icon

The GHT Desktop is your virtual workstation. A work PC you can load from anywhere.

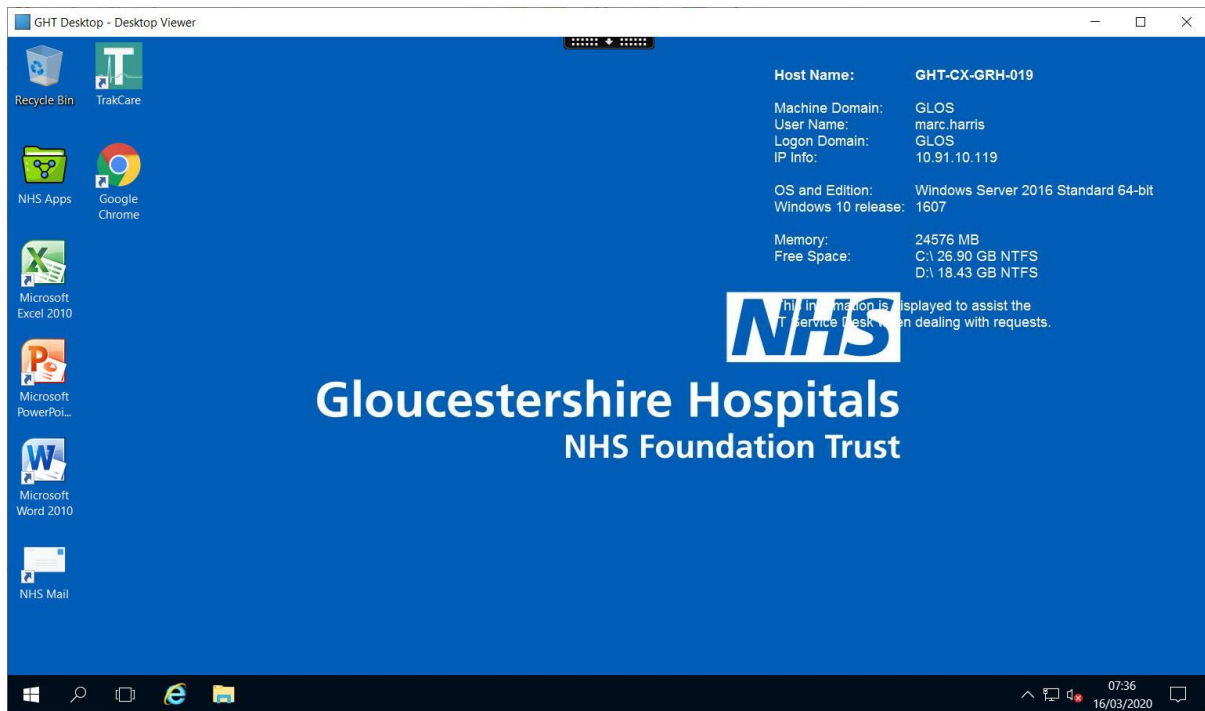
11. To load the **GHT Desktop**, simply click the icon.



Wait for the GHT Desktop to load, in the meantime you will be presented with the below loading screen

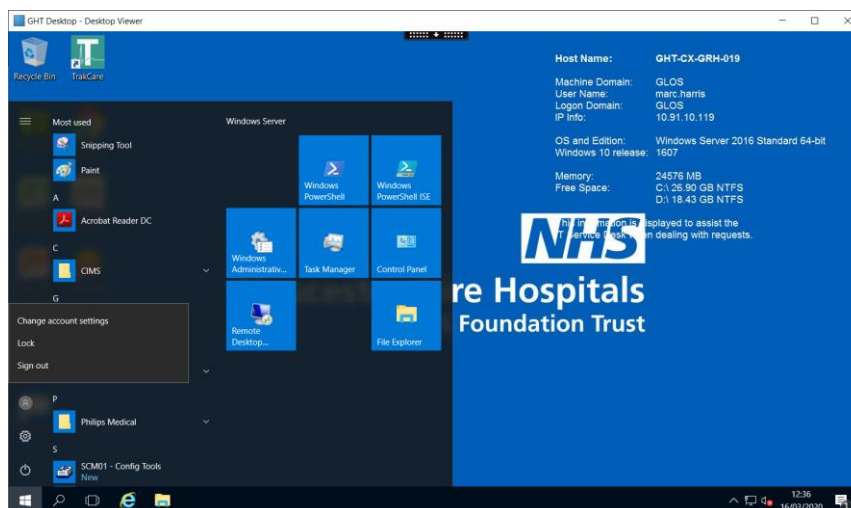


Once the connection has been successful, you will be presented with a Desktop, as shown in the below image.



When you have finished your session

- Click the **windows icon**
- Press on the little icon that looks like a person



- Click **Sign Out**

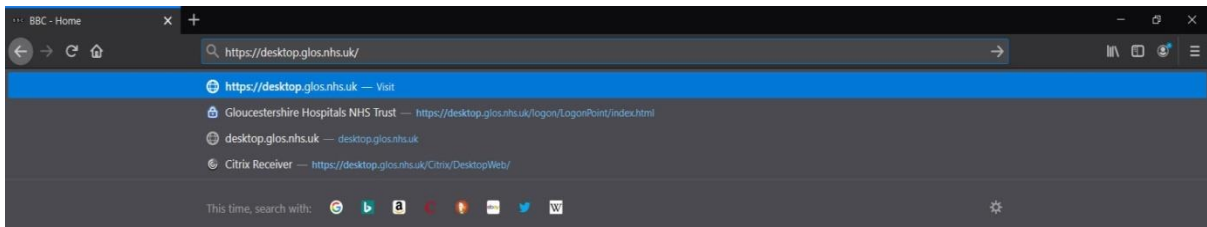
To use this system again, follow steps 1-3 followed by step 15



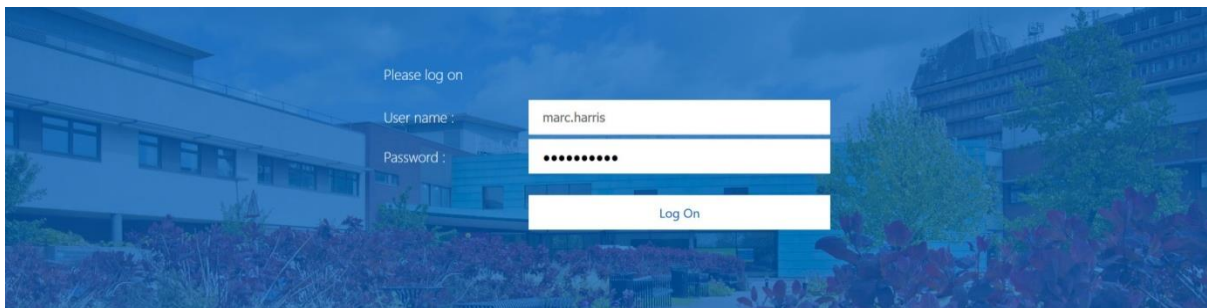
END OF GOOGLE CHROME GUIDE

Mozilla Firefox

1. Open up **Firefox**
2. Visit the following link <https://desktop.glos.nhs.uk> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

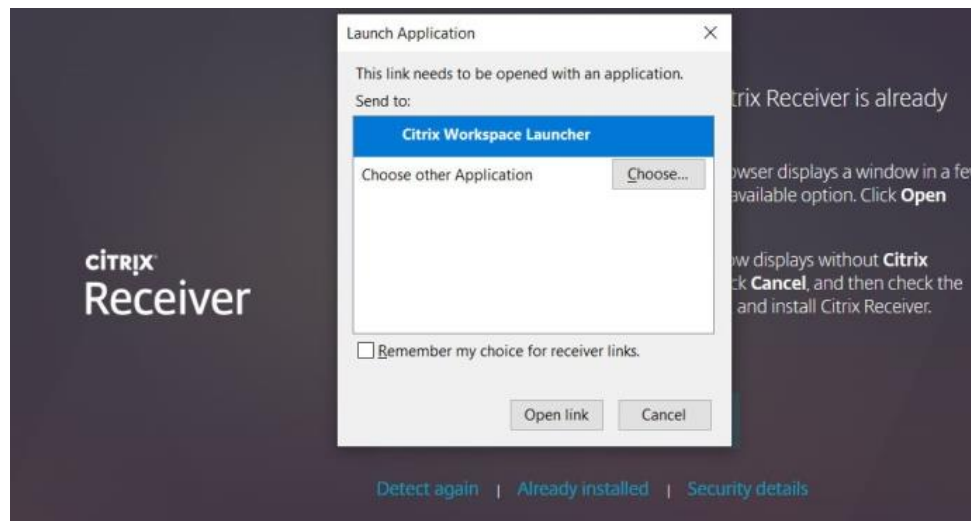
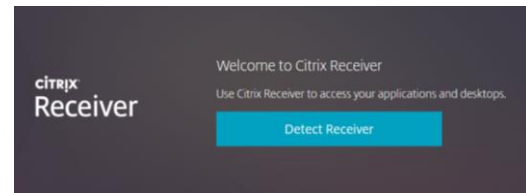


3. You will be presented with the below screen. Here, enter your **logon credentials** then hit the **Log On** button



The next steps will be for first use only, as Citrix Receiver will need to be installed. If you already have Citrix Receiver installed, you will not be prompted for it.

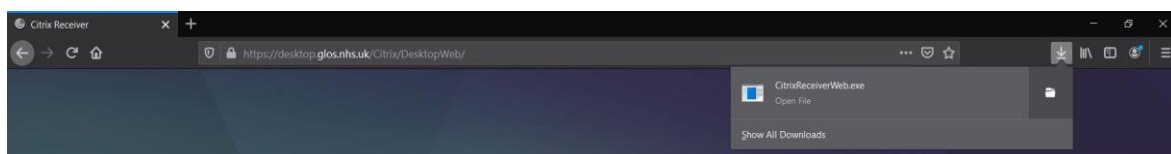
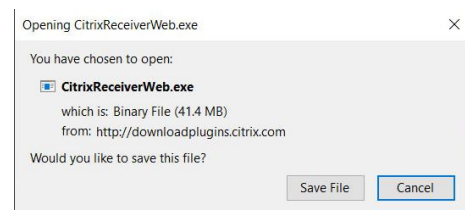
4. Click **Detect Receiver**
 - A **Launch Application** window will appear
5. Select **Citrix Workspace Launcher** then click **Open Link**



6. Tick (click in the box) the **I Agree With the Citrix License Agreement**
7. Click the **Download** button (blue)

Give the software some time to install the Citrix Receiver Application

8. Once the installation has complete, click on **Save File** in the box that has opened.
9. Click **Open File** from the banner at the top of the screen

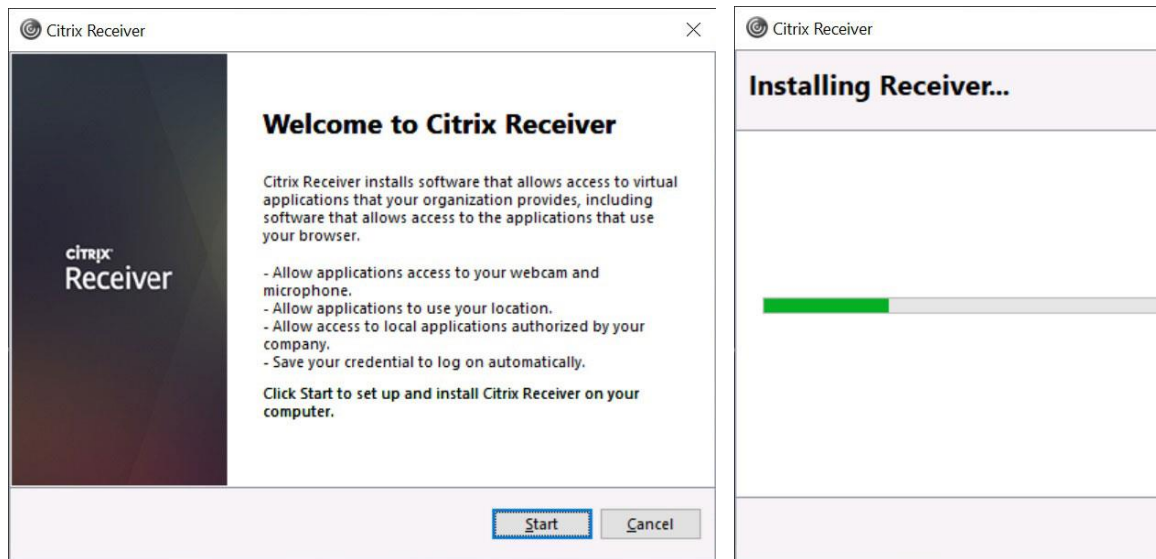


10. The installer will now attempt to load. If your computer prompts you, click **Yes**

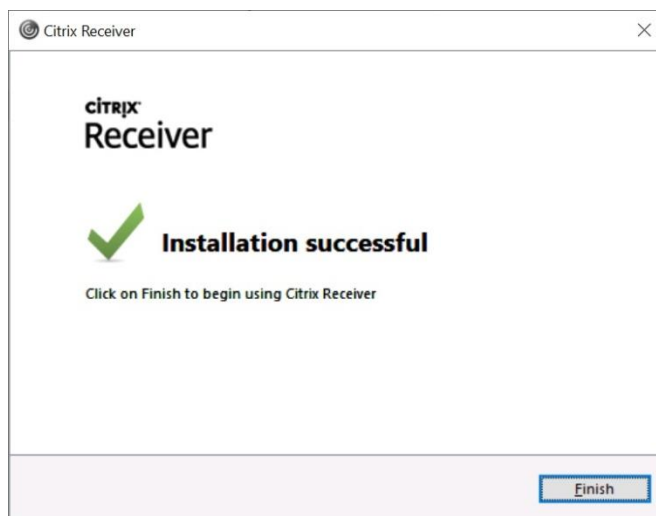
Next you will be presented with a welcome window.

11. Click Start

12. Tick I accept the license agreement followed by clicking Install

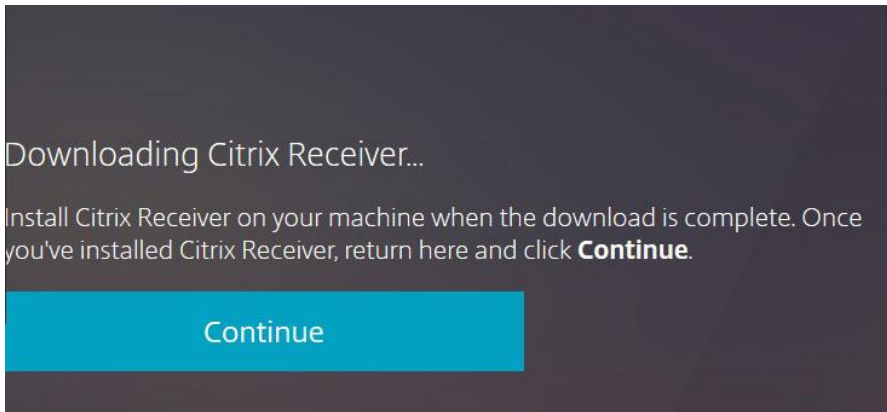


Wait for the Citrix Receiver to finalise the installation. Once finished you will be presented with the below Window.



13. Click Finish

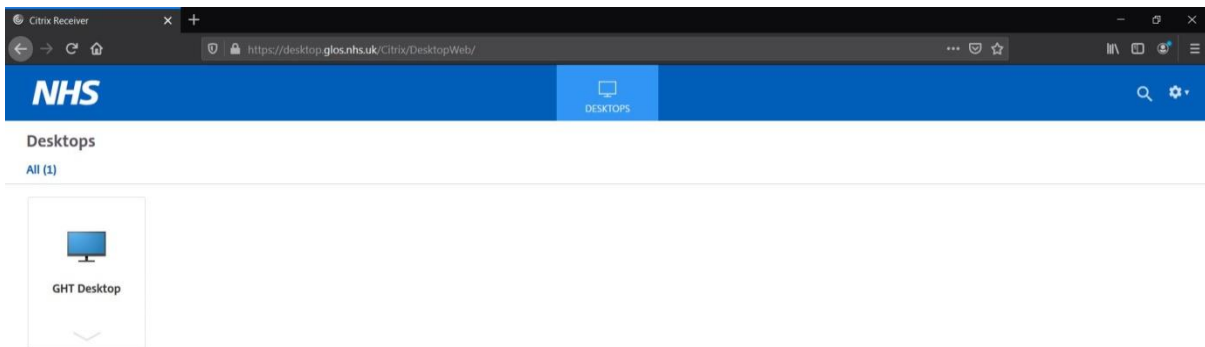
14. Next select **Continue**



The Receiver window will now load, presenting you with the GHT Desktop icon

The GHT Desktop is your virtual workstation. A work PC you can load from anywhere.

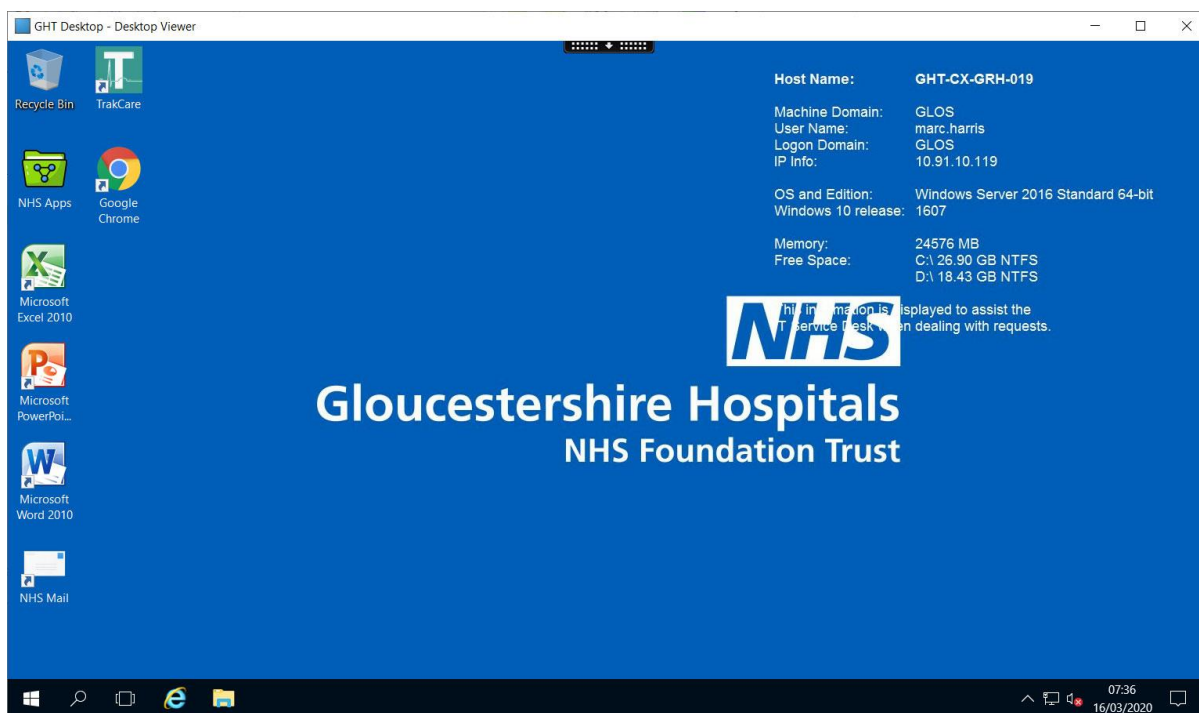
15. To load the **GHT Desktop**, simply click the icon.



Wait for the GHT Desktop to load, in the meantime you will be presented with the below loading screen

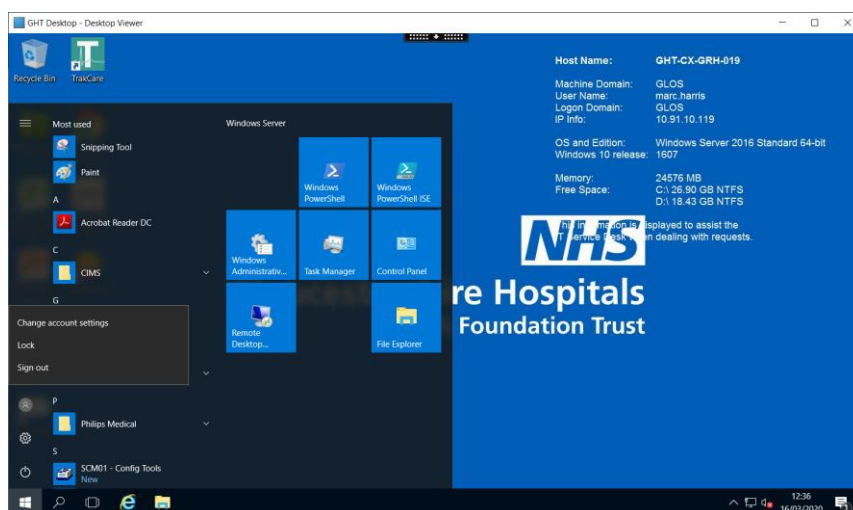


Once the connection has been successful, you will be presented with a Desktop, as shown in the below image.



When you have finished your session

- Click the **windows icon**
- Press on the little icon that looks like a person



- Click **Sign Out**

To use this system again, follow steps 1-3 followed by step 15



END OF MOZILLA FIREFOX GUIDE