

# 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.







Google Chrome



Mozilla Firefox



Microsoft Edge

# **Internet Explorer**

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

( - ) =	https://desktop.glos.nhs.uk/		Ŧ	<b>∂</b> →	Search	- 品☆	× 锁 🙂
GHNHSI	https://desktop.glos.nhs.uk/		×				
	<this a="" has="" not="" page="" set="" title=""></this>	https://desktop.glos.nhs.uk/Citrix/DesktopWeb/					~
	<this a="" has="" not="" page="" set="" title=""></this>	https://desktop.glos.nhs.uk/cgi/logout			Dismiss		
	Citrix Gateway	https://desktop.glos.nhs.uk/logon/LogonPoint/index.html		rv	Social Rotas & Calendars News Public Site		
	Bing Suggestions			.,			
	desktop goose						
	desktop						
	desktop site						
	desktop pc						
	desktop pc world						

**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.

Gloucestershire Hospitals

- 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

Install	l Citrix Receiver to access your applications	
	I agree with the Citrix license agreement	
	Install	

🗧 🕘 🩋 https://desk	top.glos.nhs.uk/Citrix/DesktopWeb/		- 🗎 🖒 Search		<i>р</i> -
Citrix Receiver	×			_	
		Confirm installation is complete			
		Please wait while the download process begins.			
		After Citrix Receiver is installed, click <b>Continue</b>			
		Alter clark feedral is installed, click continue.			
		Continue			
			. <u>/</u>		



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

Citrix Receiver	×	Citrix Receiver
<sup>сітярх:</sup> Receiver	Welcome to Citrix Receiver applications that your organization provides, including software that allows access to the applications that use your browser. - Allow applications access to your webcam and microphone. - Allow applications to use your location. - Allow applications to use your location. - Allow access to local applications authorized by your company. - Save your credential to log on automatically. Click Start to set up and install Citrix Receiver on your computer.	Installing Receiver
	<u>S</u> tart <u>C</u> ancel	

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

Citrix Receiver	×
Receiver	
Installation successful	
Click on Finish to begin using Citrix Receiver	
	<u>F</u> inish

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.

Citrix Receiver	×		- ø ×
↔ ↔ ↔ ↔		A https://desktop.glos.nhs.uk/Citrix/DesktopWeb/	∭\ © ©*   ≡
NHS		ректора	Q 🏕
Desktops All (1)			
GHT Desktop			

*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 <u>https://desktop.glos.nhs.uk</u> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

$( \Rightarrow ) $	https://desktop.glos.nhs.uk/		- A	→	Sear	rch			- G	, ⇔ (	
GHNHSI	https://desktop.glos.nhs.uk/	×									
	<this a="" has="" not="" page="" set="" title=""> <this a="" has="" not="" page="" set="" title=""></this></this>	https://desktop.glos.nhs.uk/Citrix/DesktopWeb/ https://desktop.glos.nhs.uk/cgi/logout						Dismiss			^
	Citrix Gateway Bing Suggestions	https:// <b>desktop.</b> glos.nhs.uk/logon/LogonPoint/index.html	iry	S	Social	Rotas & Calendar	News	Public Site			
	desktop goose desktop desktop site desktop pc world		NTS	s 🗸		OUR TRUST 🗸	HR & TR	aining 🗸			

**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

Welcome to Citrix Receiver

Use Citrix Receiver to access your applications and desktops.

Detect Receiver



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

What do you want to do with CitrixReceiverWeb.exe (41.4 MB)? From: downloadblugins.citrix.com	Run	Save		Cancel	>
--	-----	------	--	--------	---



# Click Start

Citrix Receiver	×	Citrix Receiver
сітких Receiver	Welcome to Citrix Receiver Citrix Receiver installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser. Allow applications access to your webcam and microphone. Allow applications to use your location. Allow applications to use your location. Allow applications to use your location. Save your credential to log on automatically. Click Start to set up and install Citrix Receiver on your computer.	Installing Receiver
	<u>Start</u> <u>Cancel</u>	

# 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.* 

Citrix Receiver	×
citrex Receiver	
Installation successful	
Click on Finish to begin using Citrix Receiver	
	<u> </u>

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.

Citrix Receiver	×		- ø ×
↔ ↔ ↔ ↔		A https://desktop.glos.nhs.uk/Citrix/DesktopWeb/	∭\ © ©*   ≡
NHS		ректора	Q 🏕
Desktops All (1)			
GHT Desktop			

*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 <u>https://desktop.glos.nhs.uk</u> by typing it into the address bar at the top of the screen, where you would normally type to visit a webpage.

( )	https://desktop.glos.nhs.uk/		*	<b>∂</b> →	Search	- D	× - 谷 🙂	,
GHNHSI	https://desktop.glos.nhs.uk/	\$	ĸ					
	<this a="" has="" not="" page="" set="" title=""> <this a="" has="" not="" page="" set="" title=""></this></this>	https://desktop.glos.nhs.uk/Citrix/DesktopWeb/ https://desktop.glos.nhs.uk/cgi/logout			Dismiss		^	•
1	Citix Sateway https://desktop.gios.nns.uk/iogon/LogonPoint/Index.html Bing Suggestions	nttps://desktop.glos.nns.uk/logon/LogonPoint/index.ntmi	-	ry	Social Rotas & Calendars News Public Site			
	desktop goose desktop desktop site							
	desktop pc desktop pc world			its 🥆	✓ OUR TRUST ✓ HR & TRAINING ✓			

**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

Welcome to Citrix Receiver

Use Citrix Receiver to access your applications and desktops.

Detect Receiver



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





# Click Start

Citrix Receiver	×	Citrix Receiver
сітких Receiver	Welcome to Citrix Receiver Citrix Receiver installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser. Allow applications access to your webcam and microphone. Allow applications to use your location. Allow applications to use your location. Allow applications to use your location. Save your credential to log on automatically. Click Start to set up and install Citrix Receiver on your computer.	Installing Receiver
	<u>Start</u> <u>Cancel</u>	

# 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.* 

Citrix Receiver	×
citrix Receiver	
Installation successful	
Click on Finish to begin using Citrix Receiver	
	<u> </u>

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.

Citrix Receiver	+			- ø ×
← → ♂ ☆	0 A https://desktop.glos.nhs.uk/Citrix/DesktopWeb/		⊠ ☆	li\ ⊡ 📽 =
NHS		DESKTOPS		Q 🗘
Desktops				
All (1)				
GHT Desktop				

*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 <u>https://desktop.glos.nhs.uk</u> 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

	Welcome to Citrix Receiver Use Citrix Receiver to access your applications and desktop
Receiver	



- 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	Opening CitrixReceiverWeb.exe			×	
9.	File in the Click Oper screen	box that has opened. n File from the banner at the top of the	You have chosen to open: CitrixReceiverWeb.exe which is: Binary File (41.4 MB) from: http://downloadplugins.citrix.com Would you like to save this file?	Save File	Cancel		
Citrix F	Receiver ×	+			: <del>-</del>	Ø	×
$\leftarrow$ $\rightarrow$	୯ ଜ	🛛 🔓 https://desktop.glos.nhs.uk/Citrix/DesktopWeb/		¥	lii\ 🗊	۲	
			CitrusReceiverWeb.exe Open File Show All Downloads	•			

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 ad	cept the	license	agreement	followed b	ov clicking	Install
<b>+-</b> .	TICK I UK	cept the	neense .	agreentent	10110 WCG K	Jy Cheking	motan

Citrix Receiver	×	Citrix Receiver
citre/x Receiver	Welcome to Citrix Receiver Citrix Receiver installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser.  Allow applications access to your webcam and microphone.  Allow applications to use your location.  Allow applications to use your location.  Allow access to local applications authorized by your company.  Save your credential to log on automatically.  Click Start to set up and install Citrix Receiver on your computer.	Installing Receiver
	<u>Start</u> <u>C</u> ancel	

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

Citrix Receiver	×
citrix Receiver	
Installation successful	
Click on Finish to begin using Citrix Receiver	
	<u> </u>

#### 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.

Citrix Receiver X			
← → ♂ ŵ	0 🔒 https://desktop.glos.nhs.uk/Citrix/DesktopWeb/		⊎☆ ⊪\© © ≡
NHS		DESKTOPS	ର୍ ≎∙
Desktops			
All (1)			
GHT Desktop			

*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