

# How to configure Citrix Workspace on Windows PCs

KB0011388

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If you wish to use Citrix Workspace on a Windows PC or laptop you will need to download and install the application. If you are using a Managed Windows Service (MWS) PC then you will need to [access admin rights \(https://liverpool.service-now.com/kb\\_view.do?sysparm\\_article=KB0011107\)](https://liverpool.service-now.com/kb_view.do?sysparm_article=KB0011107) to allow this.

Please follow the steps below to install and set up the Citrix Workspace app.

## 1. Download the client

Visit <https://www.citrix.com/en-gb/downloads/workspace-app/windows/workspace-app-for-windows-latest.html> (<https://www.citrix.com/en-gb/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>), and then click the **Download Citrix Workspace app for Windows** button:

Download Citrix Workspace app for Windows

## 2. Run the installation file

You may see a message asking if you would like to run or save the installation file (this is dependent on your browser: click on **Run** to begin the installation (Internet Explorer).



Other browsers may require running the downloaded .exe file.

## 3. Start Citrix Workspace setup

If prompted, click **Yes** to **Allow this app to make changes to your device**.

Click **Start** on the Install button to begin the installation of Citrix Workspace.



Tick the box to accept the license agreement and click **Next**.



Leave the single sign-on box unticked and then click **Install**.



The application should then tell you the installation was successful; click **Finish**.



You should then click **Yes** to restart your PC. If you are using an MWS PC, after the restart you will lose your admin rights and the PC will go back to its normal state (you will not require admin rights after this step).



#### 4. Set up Citrix Workspace

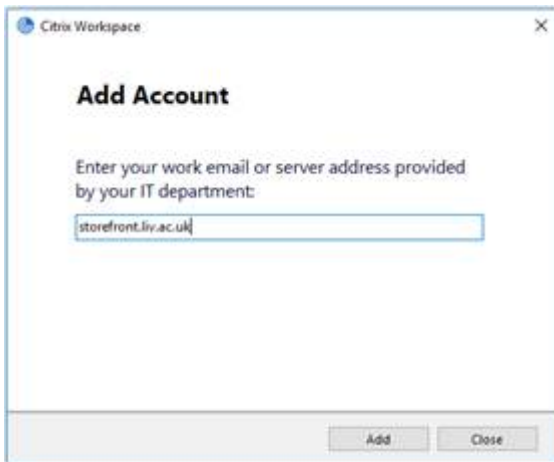
When the application has been installed, an icon will appear in the taskbar; right click on this and select **Open** from the menu options.



*TIP: If you aren't sure which icon relates to Citrix Workspace, hover the mouse over each icon and the name of the application will appear.*

## 5. Enter the server address

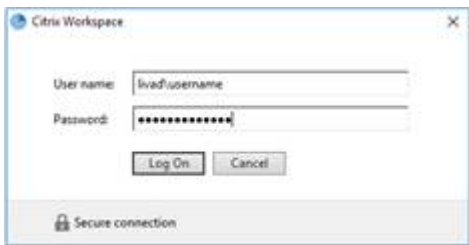
Enter the server address which is **storefront.liv.ac.uk** and then click **Add** to proceed.



## 6. Enter your details

Enter your MWS username prefixed by livad\ - for example: *livad\username*.

Enter your MWS password and then click the **Log On** button to proceed.

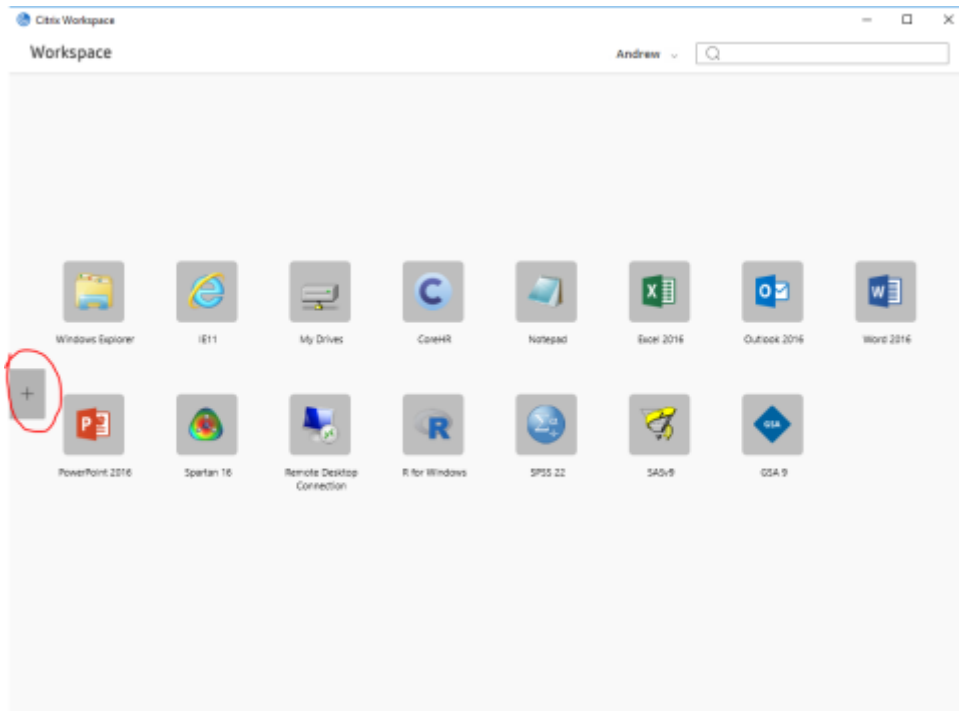


You may need to authenticate again when the app opens; this time tick the **Remember my password** box and then click **Log On**.



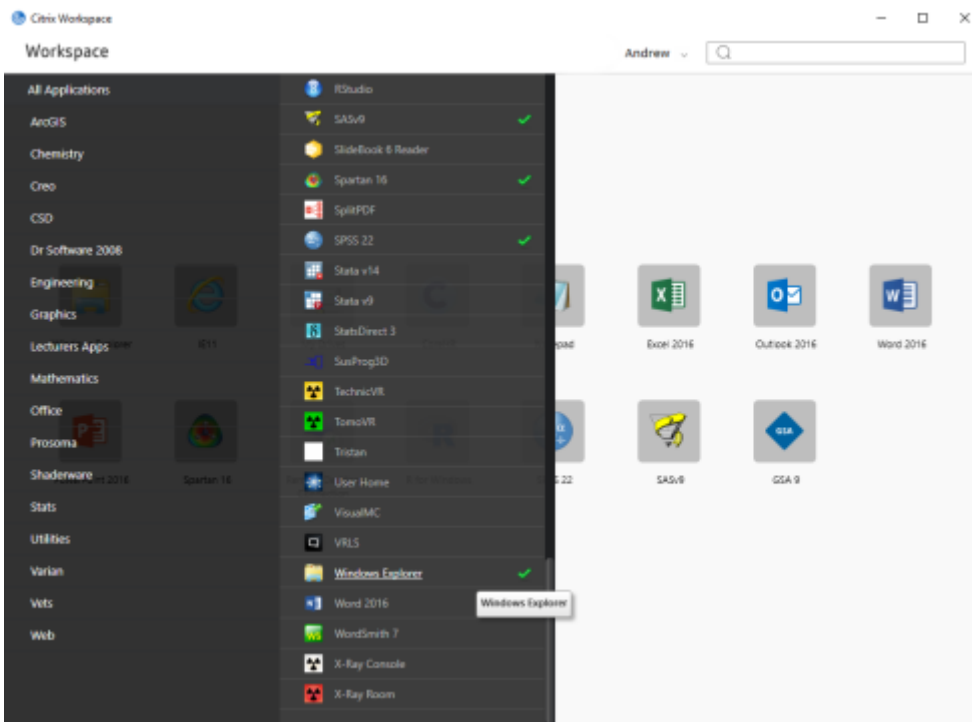
## 7. Open Apps Anywhere

Once you have logged in, click on the + icon to open the lists of applications in Apps Anywhere.



## 8. Select the application or utility you wish to use

Applications which are available for you to use are organised in categories. Browse through these categories to find the application you wish to use. For example, if you wish to look at files on your M Drive browse to Utilities > Windows Explorer.



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