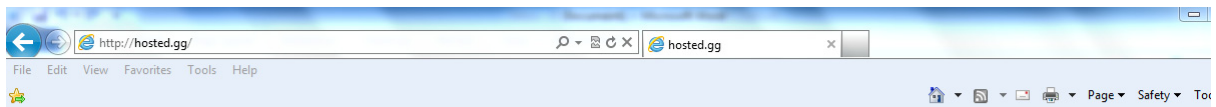


## HOWTO Make an Initial Connection to the Office Anywhere Desktop using a Windows 7 based PC v1

1. Web browse to the Office Anywhere Portal: <http://hosted.gg> (as shown below)



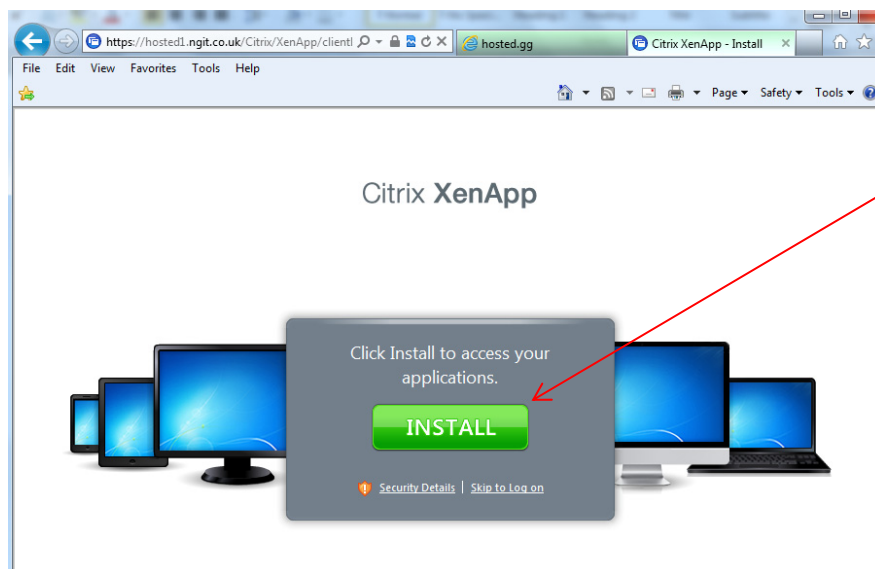
**Access  
Office  
Anywhere**

**Outlook  
Web Email  
Access**

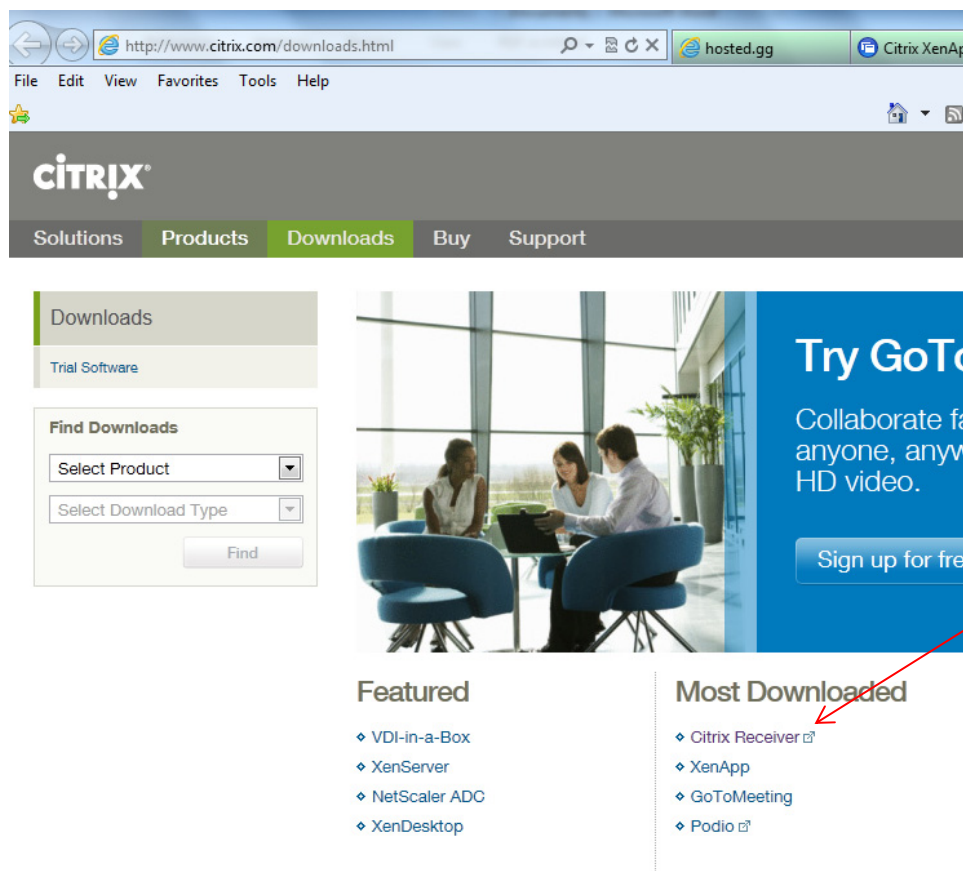
**Log an NGIT  
Helpdesk  
Ticket**

**Office  
Anywhere  
Help**

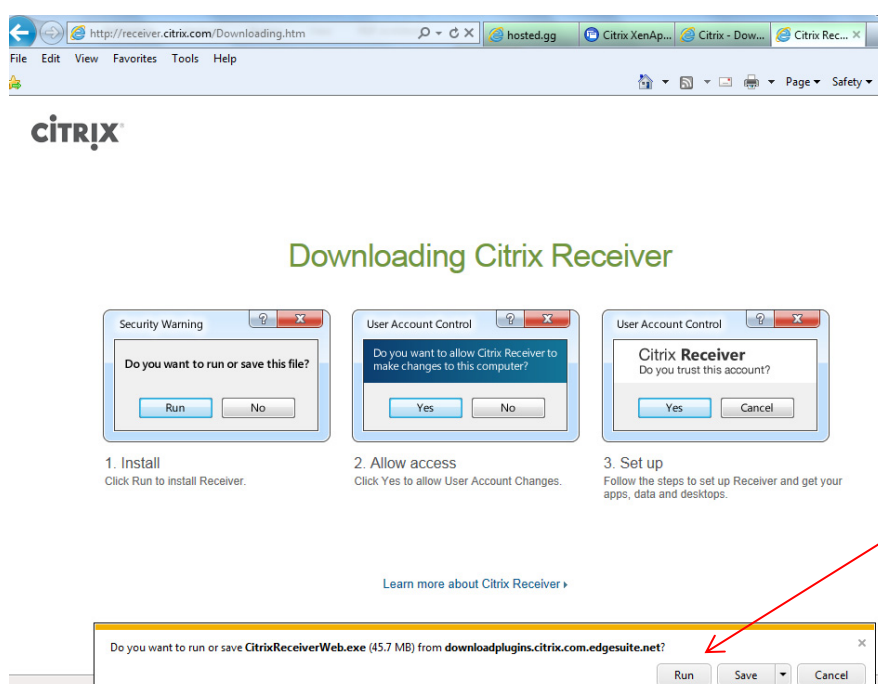
2. Click the "Access Office Anywhere" button (indicated above)
3. This will take you to the following screen, click the "Install" button shown in the centre of the screen (as shown below):



4. This should take you to the Citrix website, from here you need to click on the “Citrix Receiver” software download (usually there is a direct download link on this website from the page you are taken to, as indicated below):



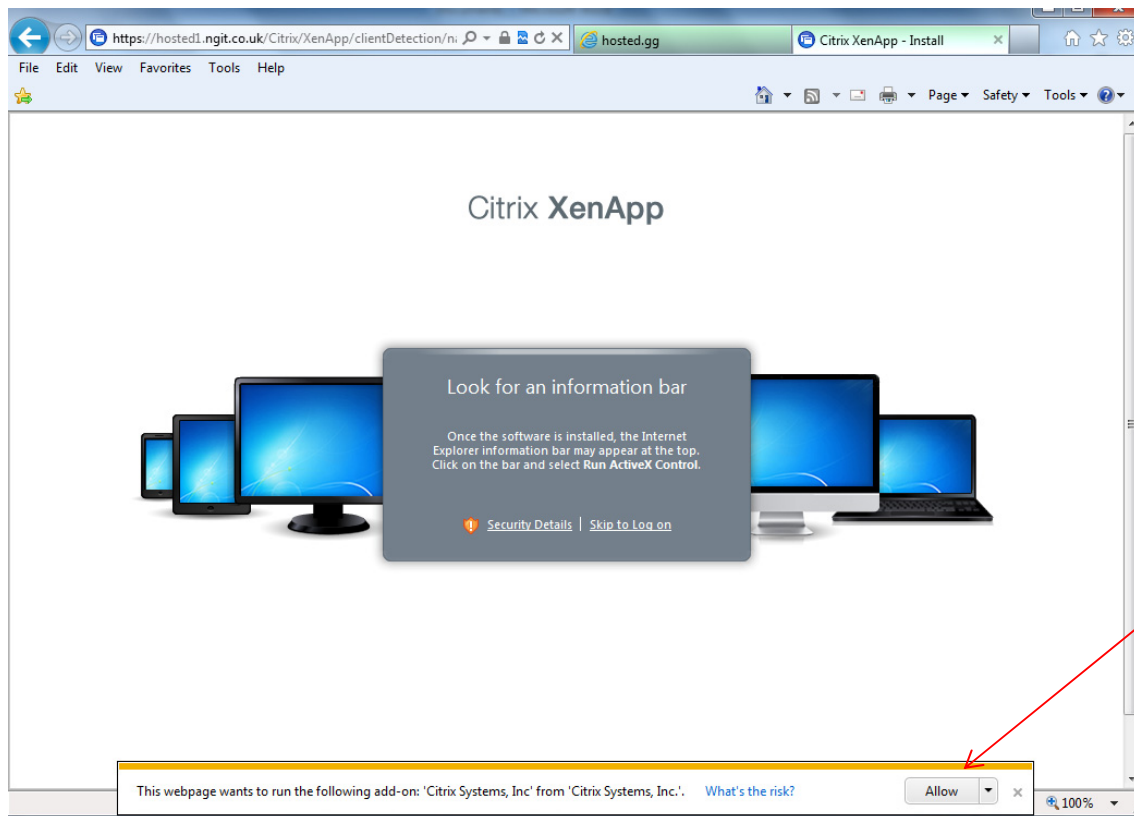
5. After this click on the Download button and accept the terms and conditions, this should then take you to the download page and after a short wait the following popup (at the bottom of your screen) should appear, select the “Run” option, the software should then download and run once finished:



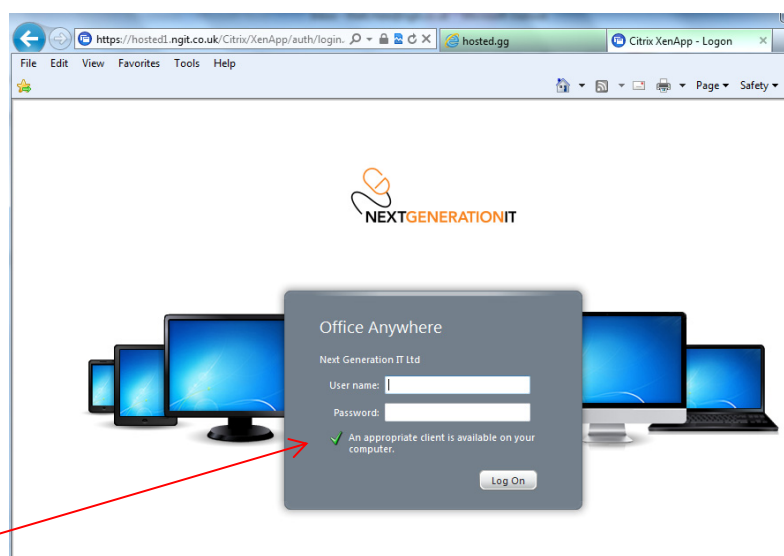
6. Once the software has run, it should take you into the Citrix install wizard, from here click the “Install” button and the software should install itself onto your computer, once installed you should see a Black Citrix Icon in your desktop task tray (on the right hand corner of your screen) as shown below:



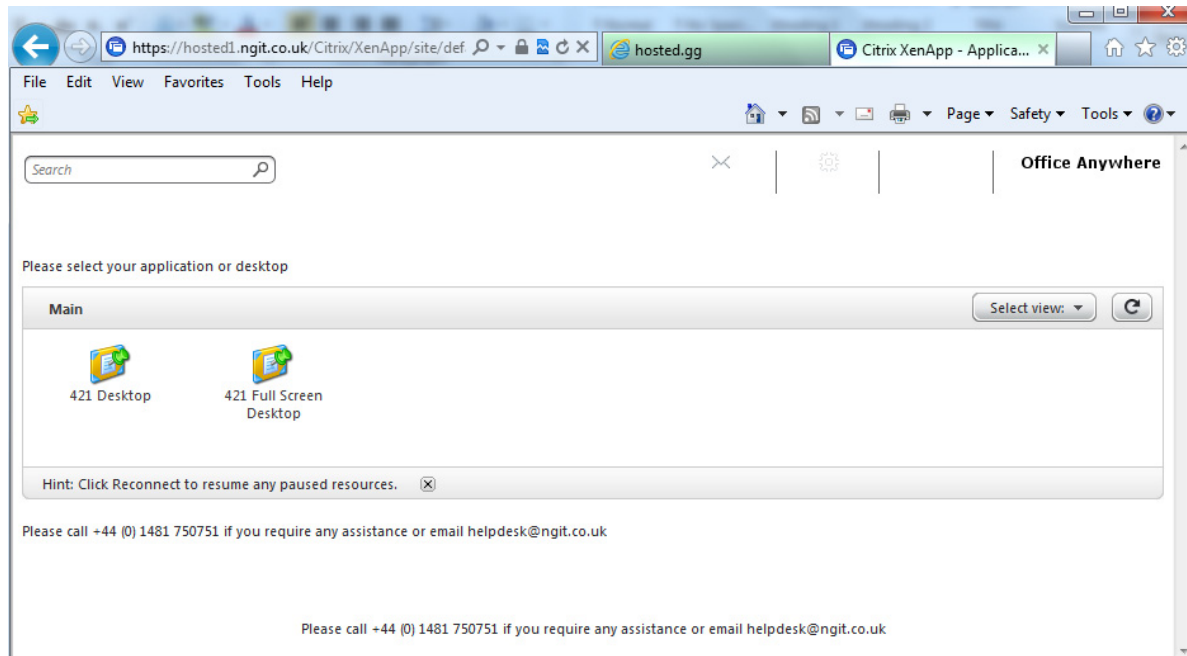
7. After this, go back to your web browser window for the portal and click on the “Allow” option as shown below:



8. This should then take you to the login screen, if you see the below screen with the green tick you have successfully completed the Citrix Software setup on your computer:



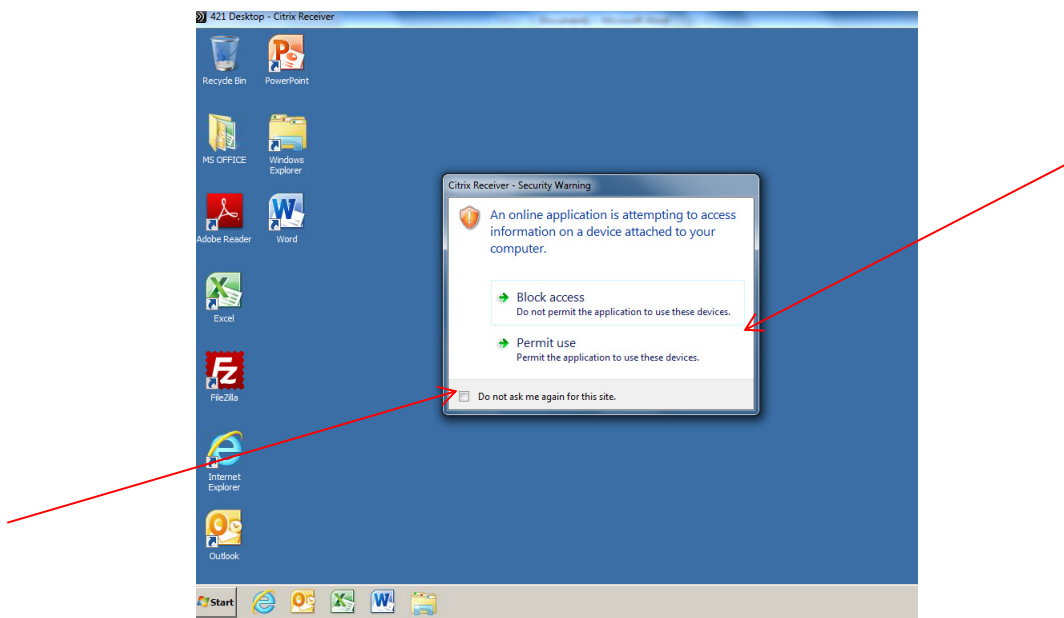
9. At this point you can put in your full email address as your User name and then your password to login, if successful it should then take you to the screen shown below, if not please check your login and password is correct (and check your caps lock and num lock keys are correctly set), if you do need assistance at this point please call the NGIT helpdesk on 01481 750751:



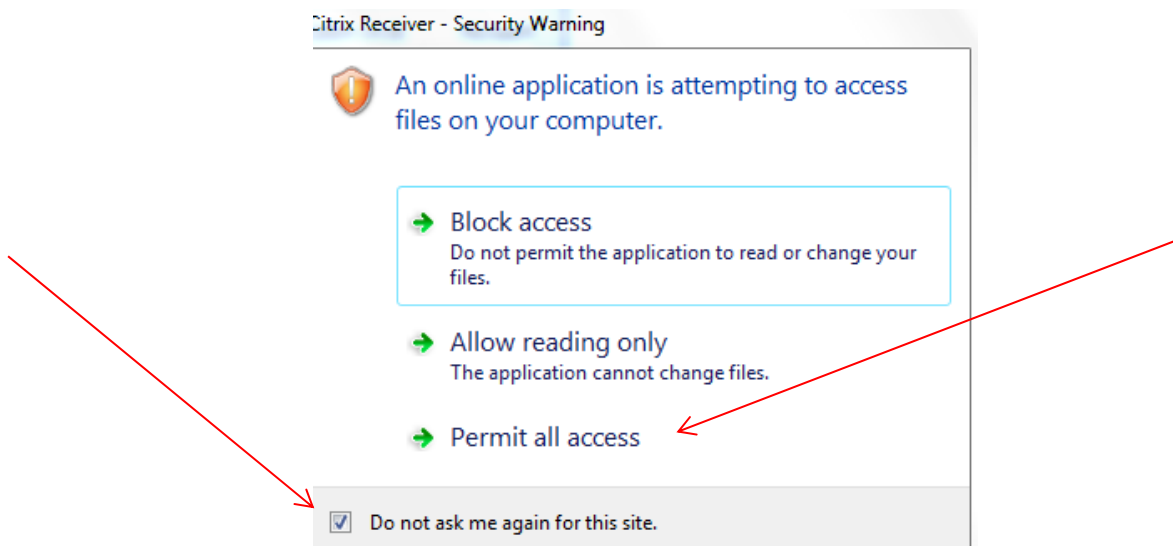
10. Once at the above screen, click on the appropriate type of desktop you require, “Desktop” is a desktop session in a Window and “Full Screen Desktop” is a Full screen desktop session encompassing the whole of your computer screen (or both of your screens if you have a dual screen setup).

**NOTE:** If you do run the “Full Screen Desktop” option you will need to press the SHIFT-F2 key combination to exit full screen mode if you need to get back to your underlying PC’s desktop.

11. Selecting one of the above desktop options should then take you to your Office Anywhere desktop, if this is the first time you have logged in from your computer or you have not accepted the following Security Warning message please take a moment to review this, this message is asking if you would like to allow the Citrix software to see your resources on your underlying Computer, this can be useful to allow files to be transferred to and from your Computer and the remote Office Anywhere system, also if you no longer wish to be prompted about this select the box “Do not ask me again....”. If you would like to use this feature click the “Permit Use” option (as shown in the screen on the next page), after this you should now be at your desktop and can use the system.



The same applies to the following screen which may also pop-up, if you are ok with the remote software accessing your PC then select the “Do not ask me again...” and “Permit all access” options as shown below:



12. Remote printing should auto connect to the printer you are using on your underlying Computer, however, there are some makes/models of printers that are not compatible with the system, if you are in doubt and your printer is not appearing on the list of available printers in your Office Anywhere Desktop please contact the NGIT Helpdesk on 01481 750751.
13. Once you are finished using the system to Logout click the Start button (in the left hand corner of your remote desktop) and click the “Log Off” button, this should log you off and take you back to your Citrix browser window, from here close any browser windows or tabs to fully exit the system.

**PLEASE NOTE:** If you are accessing the Office Anywhere system from a public or shared access Computer please ensure that you have fully logged out and closed down all screens/browser windows before leaving.