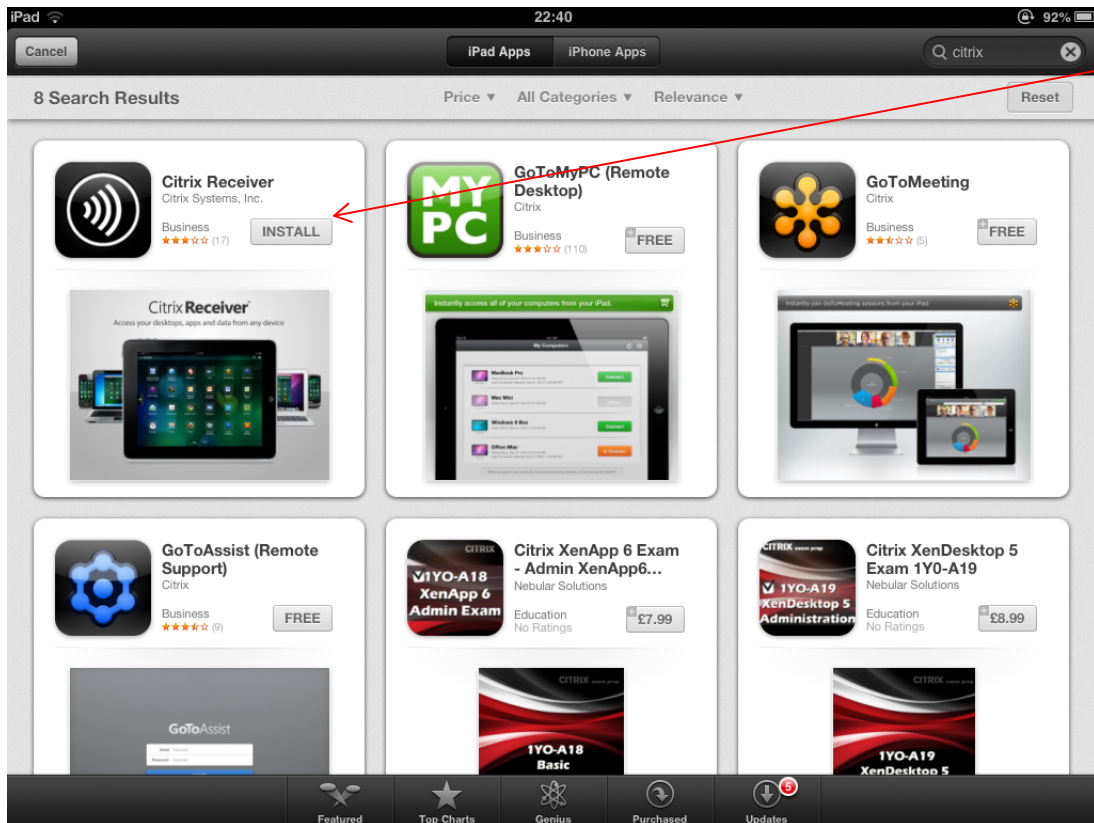# HOWTO Make an Initial Connection to the Office Anywhere Desktop using an Apple iPad v1

1. Go to the App Store on your iPad and search for the word: Citrix   and then click on the "Install" button next to it to install the free "Citrix Receiver" software onto your iPpad
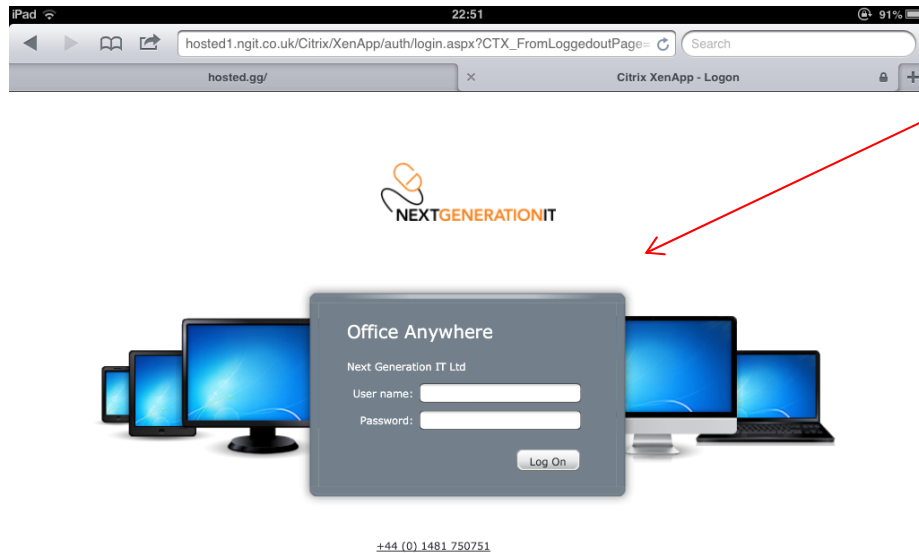

2. Once the App has installed go into the iPad Safari Web browser: and browse to the Office Anywhere Portal shown below:
   http://hosted.gg

3. Next, tap on the "Access Office Anywhere" button (the orange one on the far left)

4. This should then take you to the main login screen, if you see the below screen you have successfully completed the Citrix Software setup on your iPad:


5. At this point you can put in your full email address as your User name and 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, if you do need assistance at this point please call the NGIT helpdesk on 01481 750751:
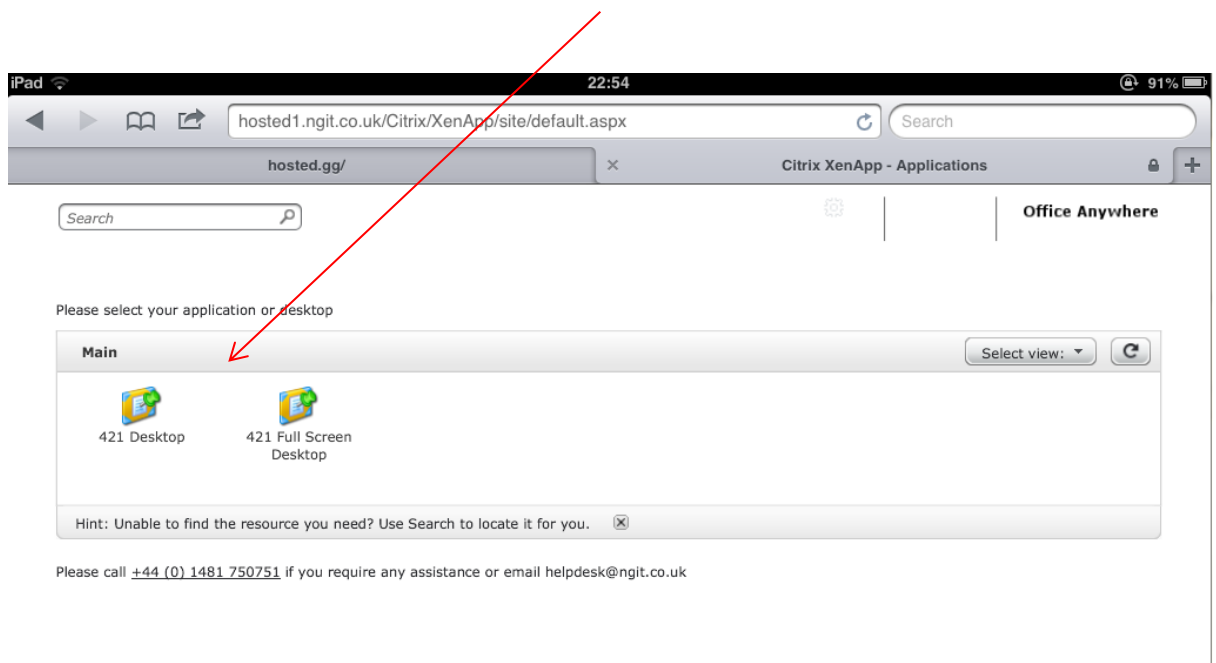
6. Once at the above screen, click on either "Desktop" or "Full Screen Desktop", on the iPad these will take you to a mandatory full screen session that will encompass the whole screen of your iPad.

   NOTE: At this point you use your finger as a mouse pointer, to get extra options or help tap on the black down arrow indicated at the top centre of the screen, as indicated in the screen below:
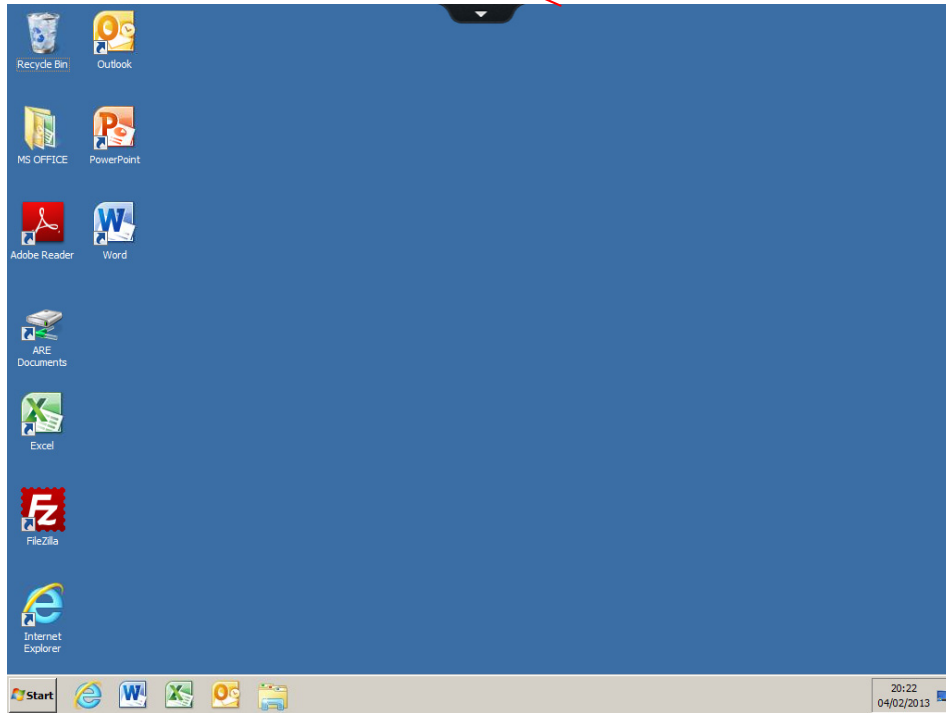
   This will then give you the following options, such as onscreen keyboard and magnifying the pointer etc.
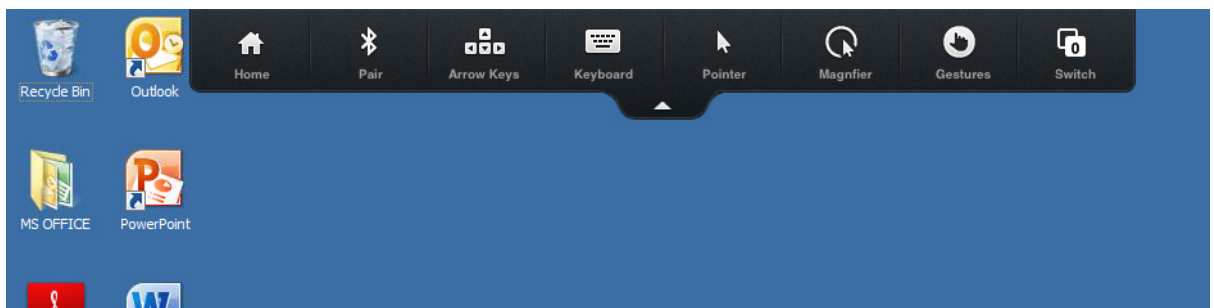
7. Once you are finished using the system, to Logout, click the Start button (in the left hand corner of your remote desktop) and click the "Log Off" button, this should log you off and take you back to the Citrix iPad App screen, from here press the iPad home button to take you out of the software.

PLEASE NOTE: If you are accessing the Office Anywhere system from a public or shared device please ensure that you have fully logged out and closed down the Citrix software before leaving the device unattended.