



LAUNCHING MOSES DESKTOP

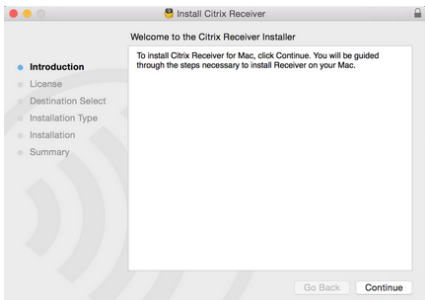
INSTALLING THE CITRIX RECEIVER

Download the latest version as follows:

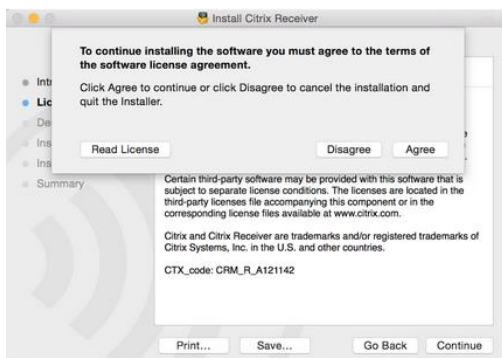
1. Open Safari and type receiver.citrix.com in the address bar.
2. Click [Download Receiver 11.9.15 for Mac](#) on the web page.
3. Click the **DOWNLOADS** icon  on the **MENU BAR**, then click the download icon  next to `CitrixReceiverWeb.dmg`.
4. Double-click the **INSTALL CITRIX RECEIVER** command in the following diagram:



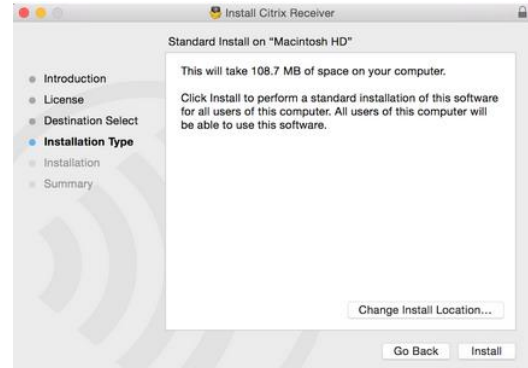
5. Follow the steps in the **INSTALL CITRIX RECEIVER** dialog box:



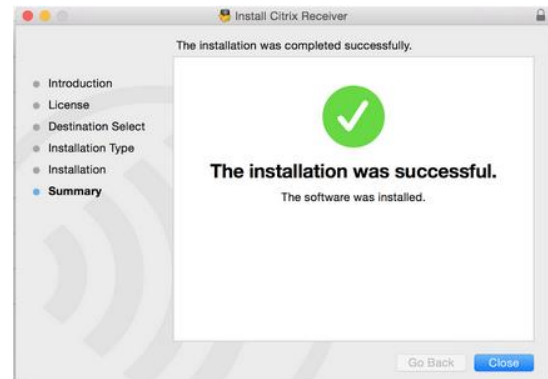
- a) Click the **CONTINUE** button at the **INTRODUCTION** screen.
- b) Click the **CONTINUE** button in the **LICENSE** screen, then click the **AGREE** button to continue the installation:



- c) Click the **INSTALL** button to install the Citrix Receiver or click the **CHANGE INSTALL LOCATION** to browse for a desired installation location:

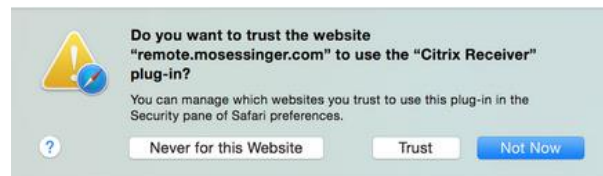


- d) Wait for the installation to complete and click the **CLOSE** button:

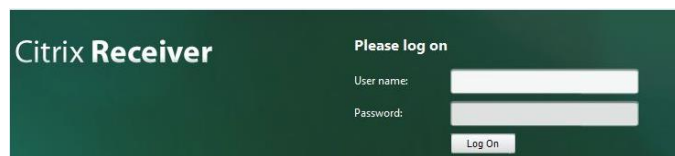


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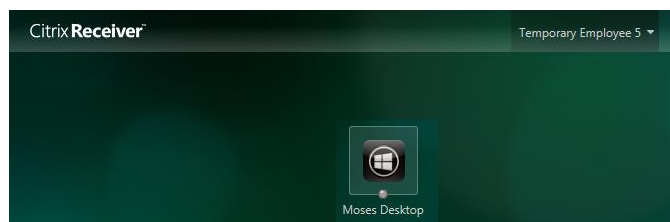
1. Open Safari.
2. Type the following Moses remote access URL verbatim in the Address bar: <https://remote.mosesinger.com>, then press the **ENTER** key.
3. Click to choose a password option when asked to save the password.
4. Click the **TRUST** button when prompted in the following screen:



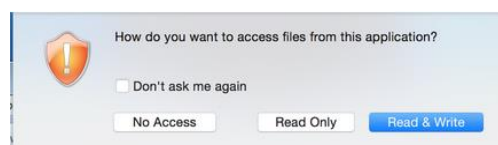
5. Enter your Moses **USER NAME** and **PASSWORD** in the following **CITRIX RECEIVER** screen, then click the **LOG ON** button:



6. Click the **MOSES DESKTOP** icon in the Citrix Desktop screen and the Virtual Desktop will launch. Notice the green light above "Moses Desktop" when the icon is clicked:



7. Click the **READ & WRITE** button when prompted with the Citrix Receiver access message:



THE VIRTUAL DESKTOP

The Virtual Desktop is the exact same desktop that appears on the physical desktops in the office.

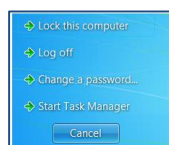
THE XENDESKTOP TOOLBAR

The **XENDESKTOP TOOLBAR** that manages the Virtual Desktop session is minimized by default. Click the down arrow to show the toolbar:

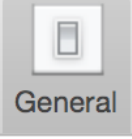




Note The toolbar automatically minimizes itself after 10 seconds of idling.

- **CTRL+ALT+DEL**: performs one of the commands shown below:




- **PREFERENCES**: changes preferences on the virtual desktop, if necessary:

Items	Preferences
 <p>General</p>	<input checked="" type="checkbox"/> Reconnect apps when I start or refresh apps <input checked="" type="checkbox"/> Show Receiver in menu bar
 <p>Devices</p>	<input checked="" type="radio"/> Read and write
 <p>Mic & Webcam</p>	<input checked="" type="radio"/> Ask me each time


Caution: *Please contact the IT Department before making any changes to the default preference options as they are already configured for optimal performance.*

- **DISCONNECT**: disconnects from the virtual desktop.

Note Click **DISCONNECT** only if the same session is expected to be connected again. Simply log back into the virtual desktop within three hours to resume working from the same point that the session disconnected.

- : collapses/expands the XenDesktop Toolbar.

LOGGING OFF

1. Close all the programs that are open on the virtual desktop.
2. Click the Windows **START** button , then click **LOG OFF**.

Note The Citrix session automatically disconnects after **60 minutes** of idling and the virtual desktop reboots after **3 hours** of idling. It is considered a best practice to always save your documents before stepping away from a virtual desktop session.