




# Citrix

## Installing the ICA Client

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 =Shortcut  =Advice  =Caution

### Installing the Client

1. Go to <http://www.towson.edu/ots> and choose the **Services for Faculty and Staff** link.
2. Choose the **Support, Training & Documentation** link.
3. Click on **Software Downloads**.
4. Click on For **Faculty and Staff Only**.
5. Sign in with your TowsonU username and password.
6. Choose the **Citrix ICA Client** link for your computers operating system.
7. Choose **Open** or **Run** and the client wizard will start to install. (If prompted with "Are you sure you want to run this software?" click **Run**.)
8. Click **Next** on the Welcome screen.
9. Select **I accept the license agreement** and click **Next**.
10. If you are upgrading from a previous click **Next** twice accepting the wizard's defaults to start the install. Click **Finish** when the install is complete, and if prompted restart your computer. After this proceed to step 10.
11. If this is a new installation:
  1. Click the drop-down icon to the left of the **Program Neighborhood Agent**, select "**Entire feature will be unavailable**" and click **Next**.
  2. Click **Next** to accept the default program folder.
  3. Click **Next** to accept the default client name.
  4. Click **Next** NOT to use the local name and password.
  5. Click **Next** to install.
  6. Click **Finish** when complete; if prompted, restart your computer.
12. The Citrix Program Neighborhood icon may show up on your desktop. Double click it to open it. If the Citrix Program Neighborhood doesn't show up on your desktop go to **Start/Programs/Citrix ICA Client/Citrix Program Neighborhood**.
13. Double click on the **Application Set Manager**.
14. If this is an **upgrade**, there may be additional icons in this folder. Delete all icons EXCEPT those titled **Find New Application Set** and **Custom ICA Connections**.
15. **Double-click Find New Application Set**.
16. Click **Next**.
17. Under **Enter a description for the New Application set**, type: **Towson Farm**
18. Below the box labeled **Click below to locate the Application set to add**, click on **Server Location**.
19. Make sure the Network Protocol drop-down is **HTTP/HTTPS**.
20. Click the **Add** button. For server location, type: **ica.towson.edu**
21. Click **OK**, then click **OK** again.
22. Click on the down-arrow above Server Location and select **Towson Farm**.
23. Click **Next**, click **Next** again, then click **Finish**.
24. You should now have a new icon under Citrix Program Neighborhood entitled **Towson Farm**.

## Security

The Citrix Client needs to have the following settings applied to become encrypted and secure:

1. Open **Citrix Program Neighborhood**.
2. Highlight **Towson Farm** and choose the **Settings** Menu, (**Figure 1, 1**) if you don't see Towson Farm double click on **Application Set Manager** and then **Towson Farm**.
3. On the **Connection Tab** use the **Network Protocol** drop down arrow to choose **TCP/IP + HTTP** (**Fig 1, 2**).
4. On the **Default Options** tab **uncheck** the **Use Server Default** box (**Fig 1, 3**).
5. Use the Drop down arrow under **Encryption Level** and make sure to choose **128 Bit** not 128 Bit for Login Only.
6. Click **OK**.
7. Click **OK** then double-click the **Towson Farm** icon to start using the Citrix environment.
8. A TowsonU login will appear. Enter your username, your password, and "towsonu" as the domain.
9. Double-Click on the program you want to use or the **WIN** icon to get your to your files.

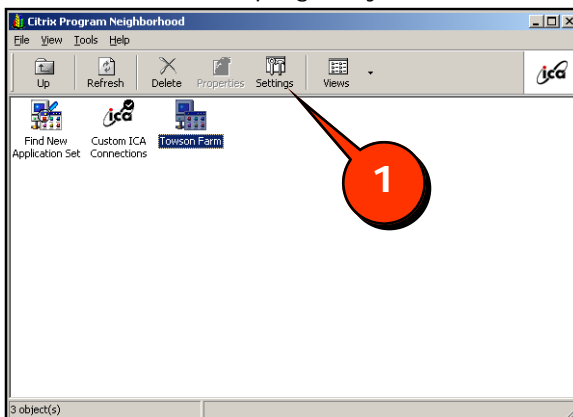
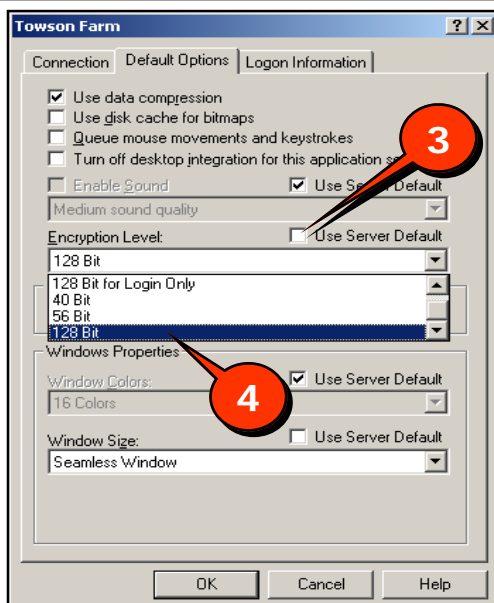
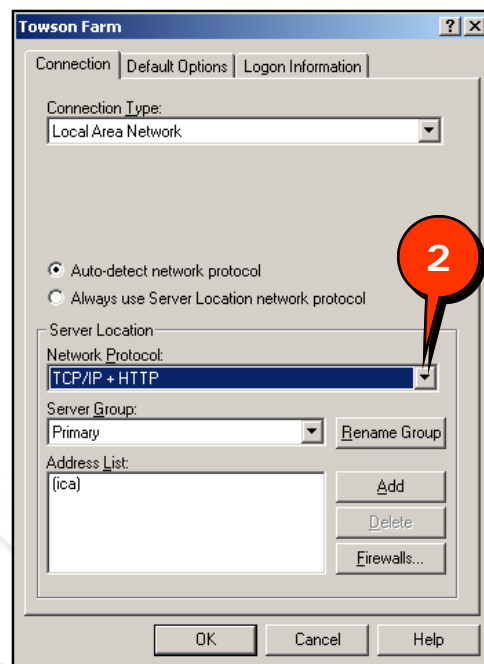


Figure 1



## Configure Outlook

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1. Double-click the **Towson Farm** icon you created.
2. A TowsonU login will appear. Enter your username, your password, and "towsonu" as the domain.
3. You will see an icon for Outlook, the Windows Desktop, and various other applications. (Note: OTS may add other programs to this list.)
4. Double-click **Outlook**.
5. If you get a dialog box disabling "**Show window content while dragging**" click **OK**.



If you receive the ICA Client File Security dialog box while using Outlook, you **MUST** select **Full Access** and you should also select **Never ask me again for any application**. This will allow you to attach and save documents to/from your local computer.

6. From within Outlook, display your Folder list. If you do not see your Personal Folders listed, follow the steps below to add your Personal Folders. If you do not see the Outlook Address Book, follow the steps below to add the Outlook Address Book.

### Adding Personal Folders

1. Click on **Tools**, select **Services**.
2. Click **Add**.
3. Under Available Information Services scroll down and select **Personal Folders**, click **OK**.
4. Next to Look in click on the drop-down list and select the **H drive**.
5. Click on the outlook.pst file, and click **Open**.
6. (Note: if you do not see an outlook.pst file look for your username.pst and select that).
7. Click **OK**. Click **OK** again.

### To Add the Outlook Address Book

1. Click on Tools, select **Services**.
2. Scroll down and select **Outlook Address Book**, click **OK**.
3. You will receive a message explaining that you must *Exit and Log off for this service to work*. Click **OK**.
4. As instructed click on **File**, select **Exit and Log Off**.

When you log back in, you should have your Personal Folder and your Address book.