

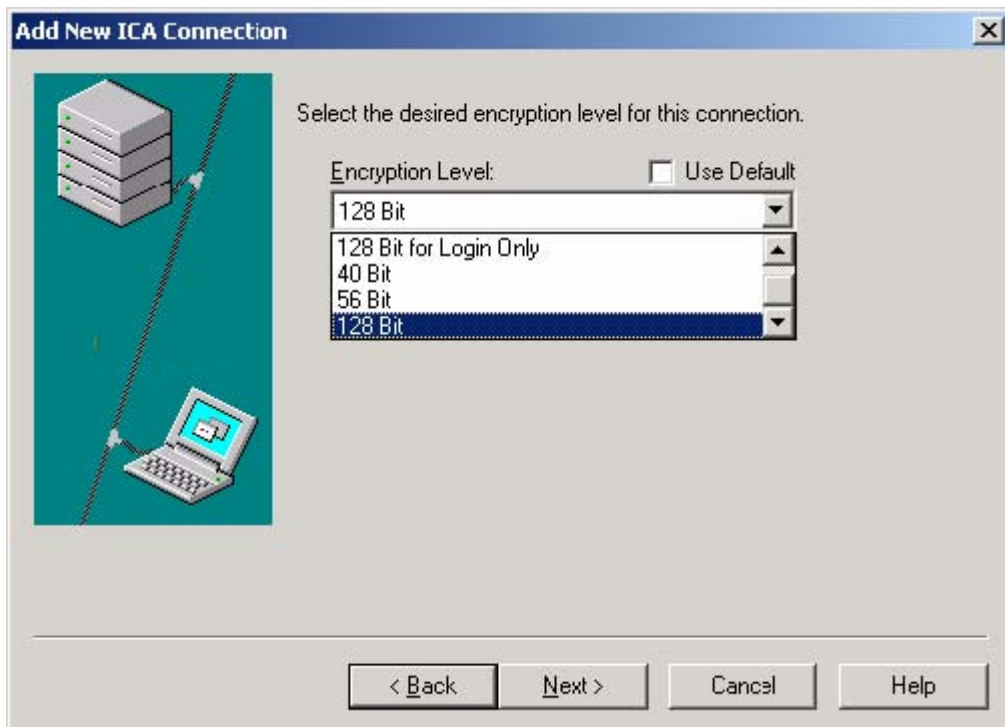
Setting up your Connection to a Citrix server

1. Double click the Citrix Program Neighborhood icon on your Desktop



Citrix Program Neighborhood.Ink2

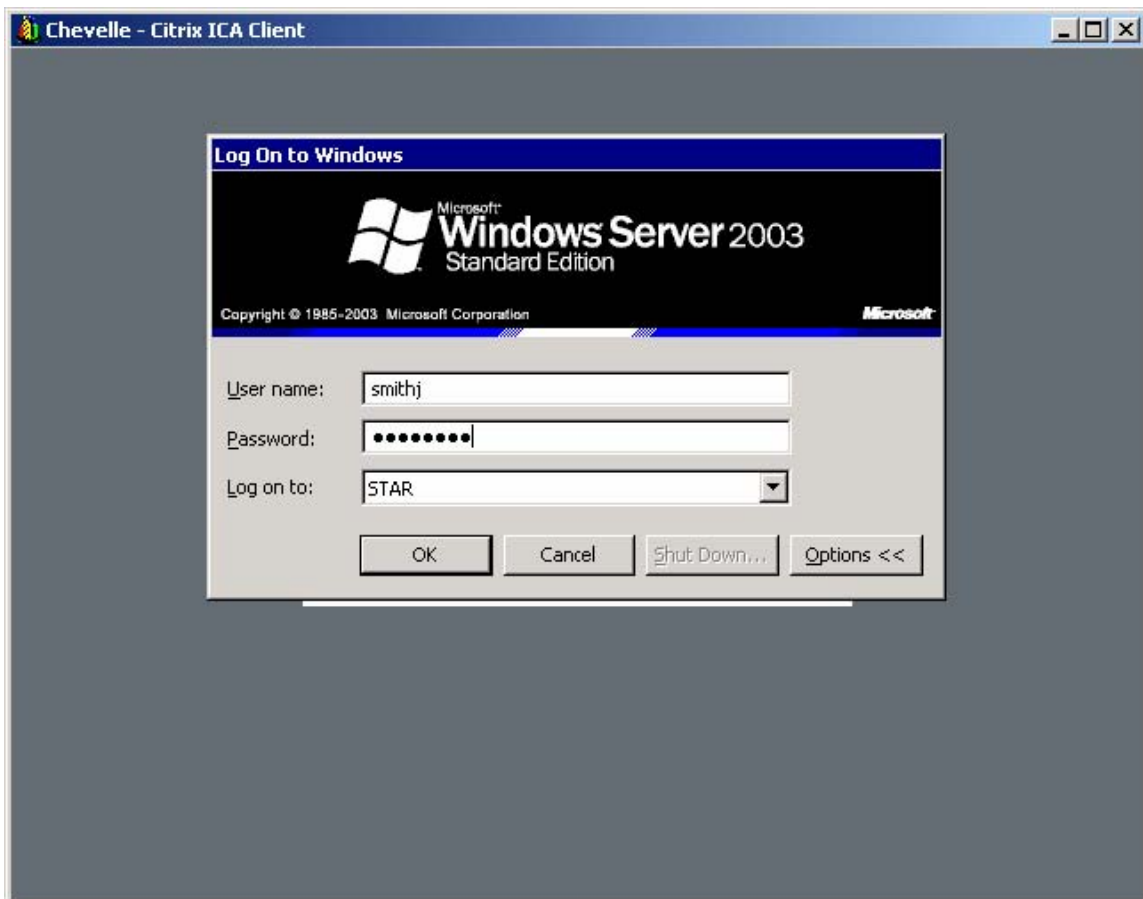
2. Double click on **Add ICA Connection.**
3. Click Next
4. Enter either Civic or Chevelle as the description for your connection (Click [here](#) for a list of what software can be found on each server)
5. Enter civic.lcc.edu or chevelle.lcc.edu in the server textbox (regardless if you are on or off campus)
6. Click next
7. Uncheck Use Default
8. Select 128 bit encryption from the dropdown list.



****DO NOT select 128 bit encryption for logon only.

- Click next
- Change window color to high color 16 bit
- Verify that window size is 1024 X 768
- Accept all other defaults.

You should now be able to logon to Citrix by double clicking the icon for the connection you just made.



When logging onto Citrix you will always want to make sure the 'Log on to:' box is

set to star. Regardless of if you are on off campus. If 'Log on to:' doesn't display on your login window click the options button.


Instructions for logging in and out of Citrix

To log in to Citrix:

1. Double-click the **Citrix Program Neighborhood** icon on your Windows desktop.
2. Double-click the connection you created, such as **Access LCC**.
3. An informational message may appear. Please read the information, and then click **OK**.
4. When the login dialog box appears, enter the following:




Citrix Program Neighborhood.Ink2

- Type your username in the *Username* text box. This name should be the same as your Star Port username. Press the **Tab** key.
 - In the *Password* text box, type your Star Port password (remember the password is case sensitive).
 - Verify "Log on to:" is set to **STAR**.
 - Click **OK**.
5. Please wait while the connection is made. When you see the Citrix desktop screen, you are logged in to Citrix.
 6. To access programs in Citrix, select them from the desktop or use the **Start**  button on the taskbar in the Citrix window.

To log out of Citrix:

Important! Please follow these steps to log out when you are finished using your connection to Citrix:

1. Click the **Start**  button *on the taskbar in the Citrix window*, and click **Logoff**.
2. You will see the message, "Are you sure you want to log off?" Click **Log Off**.