

Accessing Citrix desktop remotely



Your <u>TraineeNumber@propc.ie</u> account give you access to a Citrix Desktop which gives you access to Microsoft Office and Legal Databases

Access to Citrix

To access remotely, you will need to download and install the Citrix Workspace app

On iOS https://apps.apple.com/us/app/citrix-receiver-for-ipad/id363501921

On PC <u>https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html</u>

On Mac <u>https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html</u>

On Android: https://play.google.com/store/apps/details?id=com.citrix.Receiver&hl=en_IE

Once installed, when asked for a work email or server, enter **connect.propc.ie** and click add



You will then be asked for your username and password, enter traineenumber@propc.ie and the password for this

| | Citrix Workspace | |
|--------------------|--|--------|
| 🕝 Citrix Workspace | Add Account Enter your work email or server address provided by your IT department: | Menu 🗸 |
| | Cancel Add | |
| | Citrix Workspace User name: guest2@propc.ie Password: •••••• | |
| | Cancel Sign In | |

Once logged on you should see an icon called Law School Common Desktop, click on this and this will bring you to the Citrix desktop and you can access legal databases from here, there are icons for Lexis Nexis and Westlaw UK and Ireland

Please note that the first time you log onto Citrix, it may take a couple of minutes before you can access the desktop and the app may time out before you can access as your profile is being created on Citrix on first log on. This will not happen on subsequent logons and should only take about 30 seconds

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The desktop will look slightly different if you are accessing from a laptop/desktop or a mobile device

Desktop/Laptop version



Mobile Version

To end your session, click the windows symbol (bottom left on Desktop version, top left on Mobile) and choose disconnect