

## 4—Citrix

Citrix allows you to access your Mayfield H:drive and Outlook from your home computer. If you have any old versions or links, please disregard/delete those and follow these steps:

- 🖥️ Through Internet Explorer, type in [citrix.mayfieldschools.org](http://citrix.mayfieldschools.org) in the URL address.
- 🖥️ If you have not installed JAVA, you will need to do so at this point. In the Green Message Center area to the right, click on JAVA to begin the free download.
- 🖥️ Pay attention to any PopUps requesting you to give permission to that site or to install ACTIVE X.
- 🖥️ Click **INSTALL** or **YES** when asked do you want to install
- 🖥️ Either click on **ACCEPT** for the License Agreement - We recommend you do NOT check to be set up for the Google Toolbar or the Google Desktop
- 🖥️ Click **FINISH**—at this point you may have to log back into citrix
- 🖥️ Click **RUN** to run the software
- 🖥️ A box will appear asking you to allow access—click **YES—OR—** if available, Click on **FULL ACCESS & NEVER ASK ME AGAIN**, then OK.
- 🖥️ In the **LOGIN** box, type in your **username** (first initial + full last name)
- 🖥️ In the second box, type in your network **password**
- 🖥️ In the **DOMAIN** box, make sure it says **MFCSD** (which stands for Mayfield City School District)
- 🖥️ An applications box should open up with a computer that says **NETWORK DRIVES**. Click on that to open your drives. If you use the **CHiPS** program for IEP's, you should see an icon for CHiPs as well.
- 🖥️ You should see a black script run and a blue bar showing the server is being contacted.
- 🖥️ Your H:drive can be found in **MY COMPUTER**
- 🖥️ Your outlook can be found on **DESKTOP**
- 🖥️ To set up your **Outlook**, double click on the icon
- 🖥️ A box will appear for you to sign-in with your **network password**
- 🖥️ Outlook should appear just as if you were logged onto your main school computer.
- 🖥️ Be sure to log off of Citrix when finished.

***If you experience any problems downloading Citrix, give us a call.***