User Manual
Working with the Remote Workplace (Citrix) on a Mac workplace
NOTE: This user manual is only valid ON CAMPUS, on a regular Mac workplace or any other Mac on the campus, that is connected to the Wireless network ‘NUWD laptop” or to a wired Ethernet-connection. Working with the Remote Workplace from Macs that are connected otherwise, is described in a separate manual.

The Citrix Remote Workplace can be accessed in one of two ways:

1) Via the browser at https://remote.campus.leidenuniv.nl/
2) Via the application ‘Citrix Receiver’. This application is included in the standard software.

**Citrix Remote Workplace via the browser**

1) Open your web browser and go to: https://remote.campus.leidenuniv.nl/
2) Enter your ULCN user name and password and click ‘Log on’.

![Citrix Remote Workplace via the browser](image)

3) The applications that are available within the Remote Workplace will now be displayed.

![Applications available within the Remote Workplace](image)
4) In the example below we will be opening the MS Word 2010 application. Click the folder “MS Office 2010” and then “MS Word 2010”

5) A Citrix pop-up will appear.

6) MS Word for Windows has now been started and a Citrix Viewer bar will appear. By selecting the “X” in the upper right-hand corner in MS Word, you can close MS Word. (Don’t forget to save all your open documents)
Citrix Remote Workplace via the ‘Citrix Receiver’ application

1) In the menu bar at the top of the screen select the option ‘Go’ and then ‘Applications’.

2) Select the option ‘Citrix Receiver’.
3) The ‘Citrix Receiver’ application will now open.

4) Click on the ‘+’ sign on the left to add apps.
5) The menu will open and you can select an app.

6) An example of an app is ‘MS Word 2010’. It can be opened via the menu component ‘MS Office 2010’.
7) Enter your ULCN user name and password. Your user name should be preceded by `vuw\` (as shown in the example below).

8) The box next to the app is checked. This means that the app has been successfully added to the desktop of the `Citrix Receiver`.
9) ‘MS Word 2010’ added successfully. The pictogram will be saved so that the next time you open the ‘Citrix Receiver’ you will not have to add the app again.

10) Click on the ‘MS Word 2010’ app to open it.

11) ‘MS Word 2010’ is now open.