# Installing Citrix Receiver – First Time You Use Citrix

1. The Citrix client needs to be installed on your PC first. This is a one time install. Click on this link to go to Citrix's website and install the client on your PC
https://www.citrix.com/downloads/workspace-app/

2. You will need to select Windows or Mac depending on what you are running. Once installed it may prompt you for email or server address – you can click Cancel on that window.

3. Once the client is installed, you can open Internet Explorer or another browser and go to **www.co.door.wi.gov – in the Upper right click the "How Do I" link and select "Login in to Citrix"**
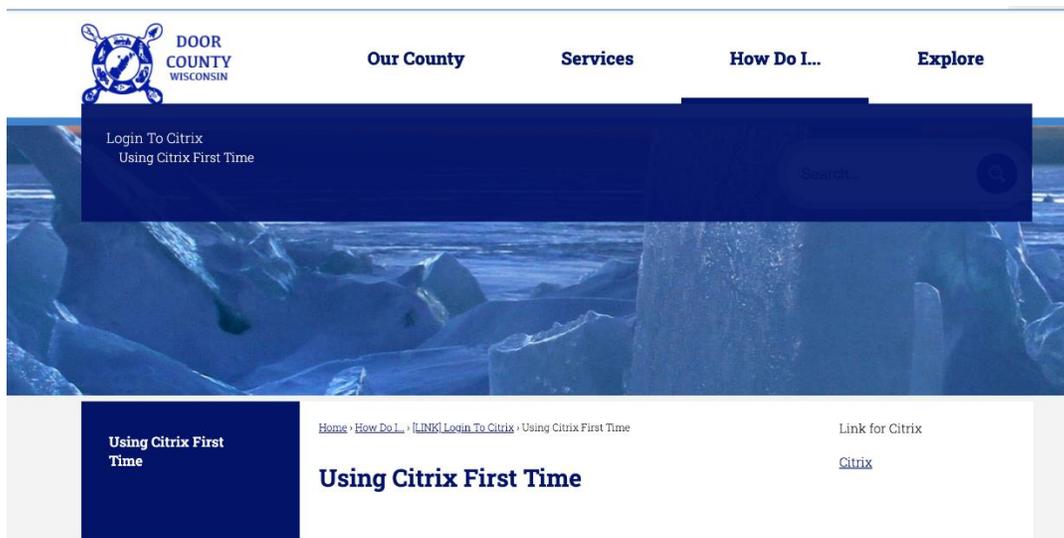
4. Type your **username and password** and click the Log On button.
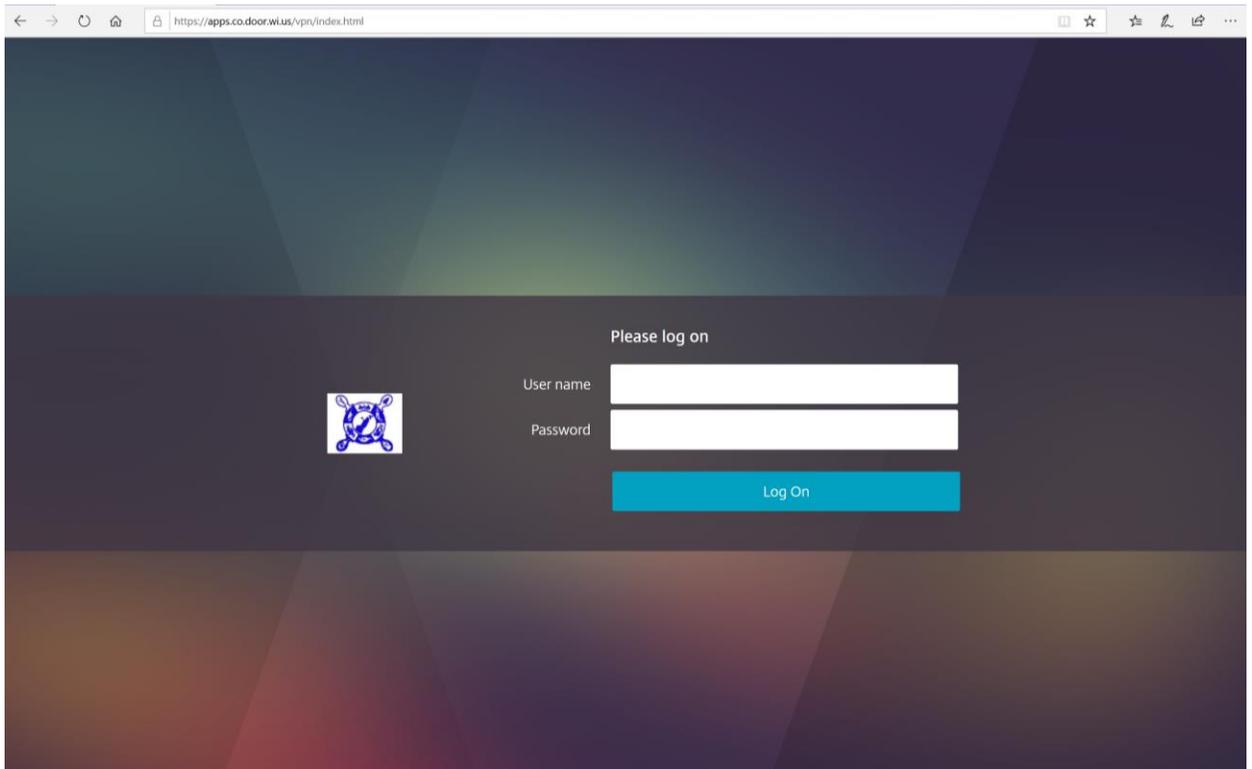
5. When you first connect, you will be brought to the Applications window where you see icons like below.
   You will have to click on the tab across the top that says "**Desktop**".
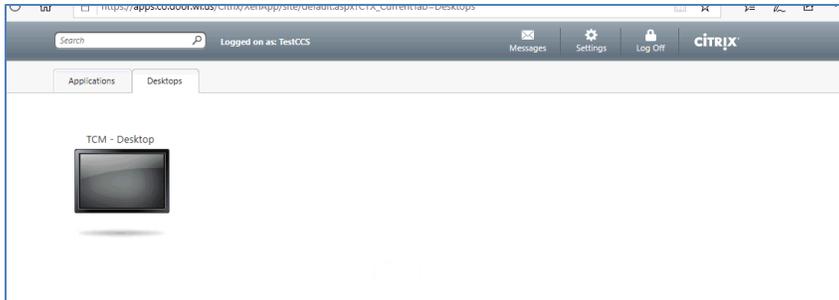
6. By clicking on the Desktop tab, you will be running a virtual PC desktop from our citrix environment.
   Click the desktop icon for your group –
   In your case you would click the "**TCM-Desktop**" icon.

7. When prompted, click **Allow** and then **Open** button (along bottom of screen).

8. This desktop will "take over" your PC once you are connected and take over the full screen.

   Pressing **SHIFT +F2** will bring you back to normal view on your PC and you can see local resources. This puts your virtual desktop in a window, with a title bar across the top. You can minimize if you need to use resources back on your own PC. Otherwise leave it full screen, use TCM and log off when done.
   If on a laptop you may need to press **SHIFT + FN + F2** (or the combination on your laptop that allows function keys to engage)

   Click the Start button and you will see that it will show your citrix login name and a PC name like "DCXENAPP65-2" that is how you know you are on one of our virtual desktops.

9. Double click the TCM icon and use TCM as you normally would.

10. When you are done with TCM, go to the **Start** button and select **LOG OFF**.

11. When you are back at Citrix window where you can see the various desktops, click the **Log Off** button in the upper right corner of the window.