

Welcome to your new *Anywhere* workspace – a better way to work

Getting started for Windows PC
(built on Citrix Workspace app)



UNIVERSITY OF
CAMBRIDGE
Information Services



The new *Anywhere* managed device service from UIS is the easiest way to get work done across all your devices, from wherever you are.

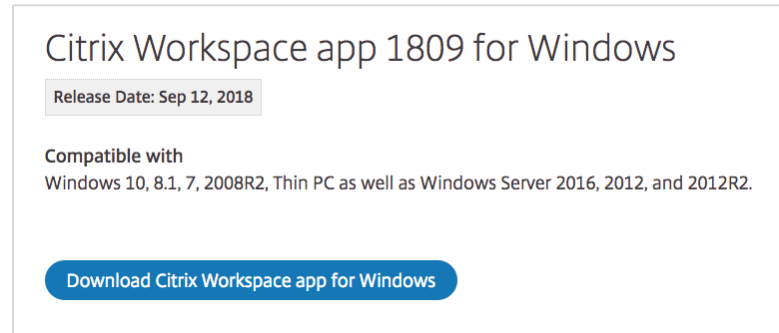
To get started, simply download Citrix Workspace app for instant, secure access to all your apps, desktops, files and University systems.

What's inside

Installing Citrix Workspace app	4
Access your desktop	8
Access your apps	13
Access your files	18
Access your workspace on a mobile device	21

How to install Citrix Workspace app

Steps 1 & 2



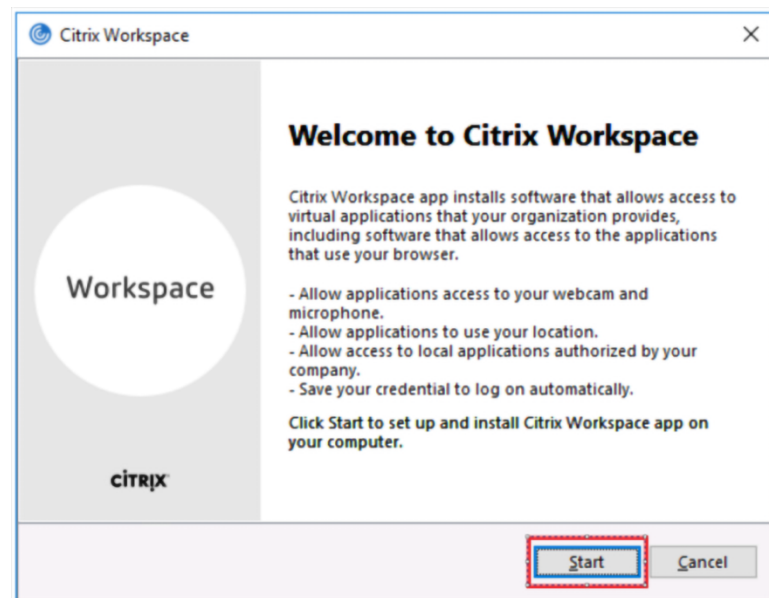
- Open your web browser, and navigate to <http://www.citrix.com/workspaceapp>.
- Click **Download Citrix Workspace app for Windows**.

Step 3



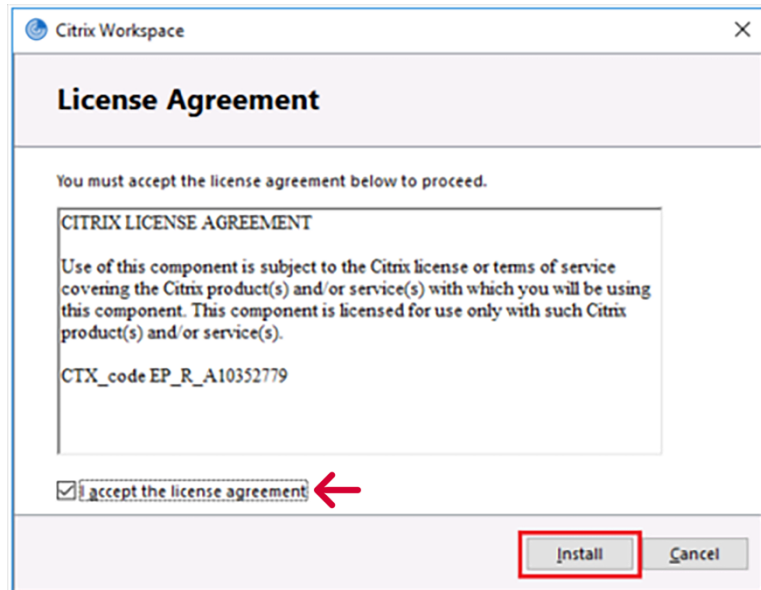
- Right-click the Citrix Workspace App exe file, and select **Run**.

Step 4

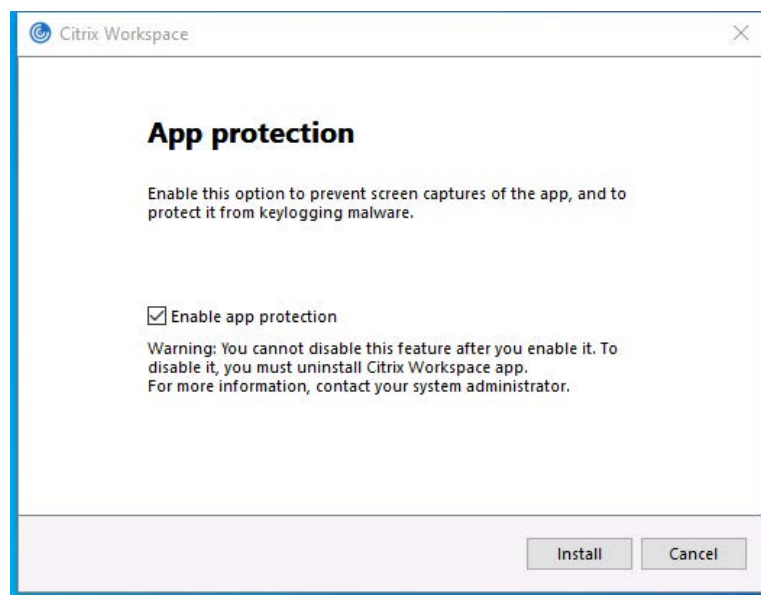


- Click **Start** on the welcome screen.

Step 5



- Select the box next to **I accept the license agreement**, and click **Install**.
- On install, you may be presented with the option to enable **App Protection**. This is not compulsory. Select **Install** or **Cancel**.



Step 6



- Click **Finish**.

Citrix Receiver is now Citrix Workspace app



Citrix Workspace app extends the capabilities of Citrix Receiver, making it even easier for you to stay productive.

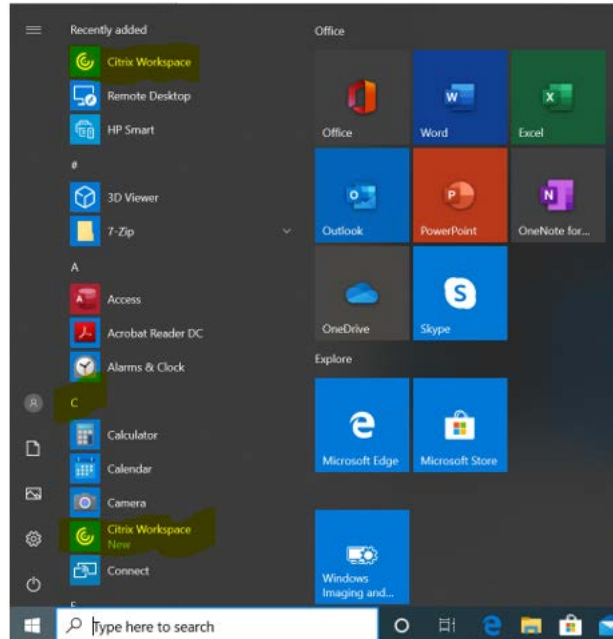


- Click **Got it** to continue or **Learn More**.

Note: If you click **Learn More**, you'll be redirected to the Citrix Workspace app documentation page.

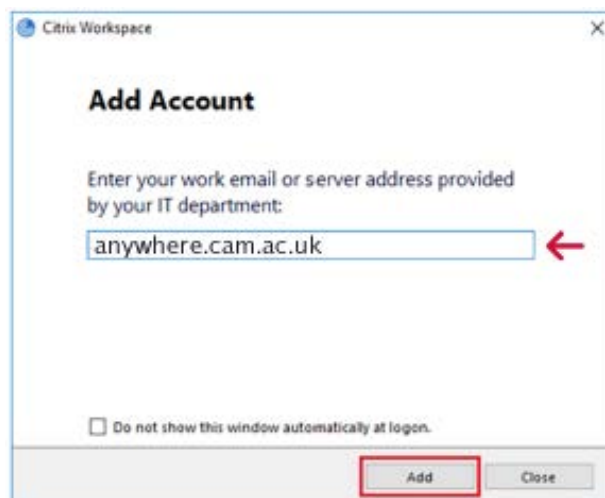
How to access and log in to your workspace

Step 1



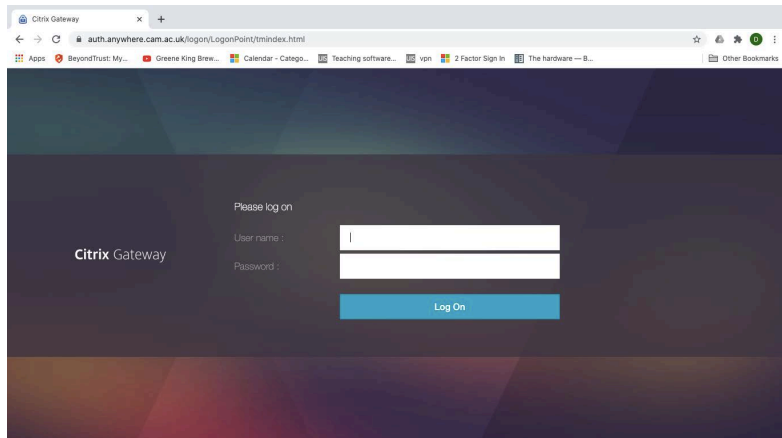
- From the Windows **Start** menu navigate using the a-z to **Citrix Workspace**, double-click to open the app

Step 2



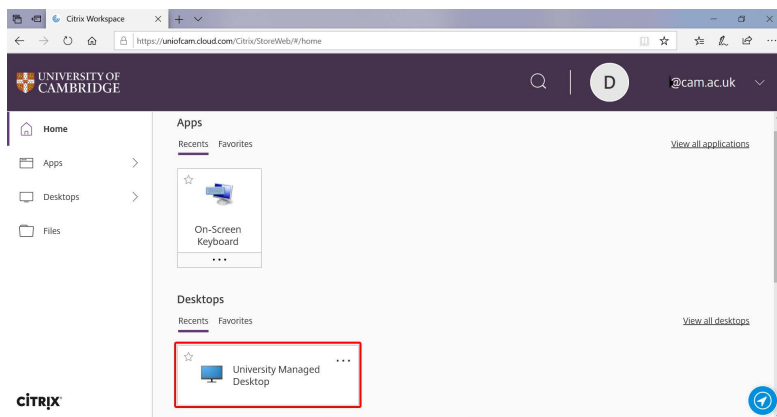
- Enter **anywhere.cam.ac.uk**, and click **Add**.

Step 3



- Enter your **CRSid@cam.ac.uk** and **Raven** password, and click **Log On**.

Step 4

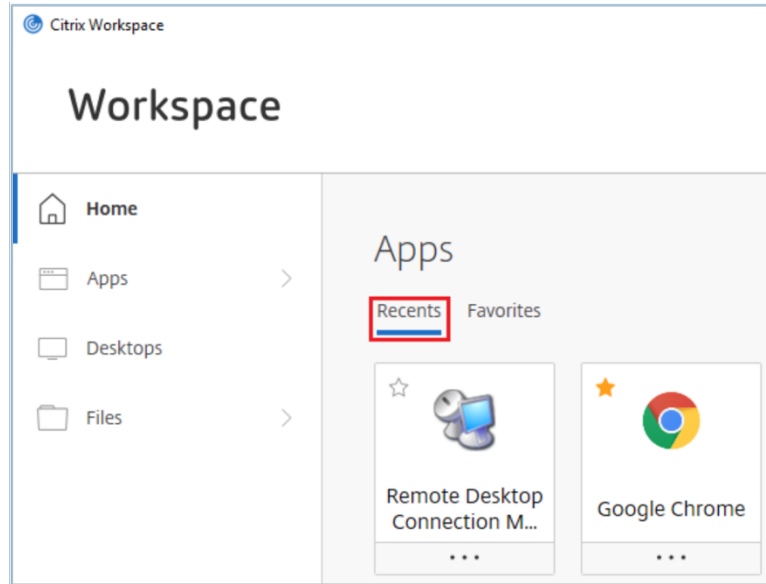


- Select **University Managed Desktop** to access your Windows Virtual desktop.



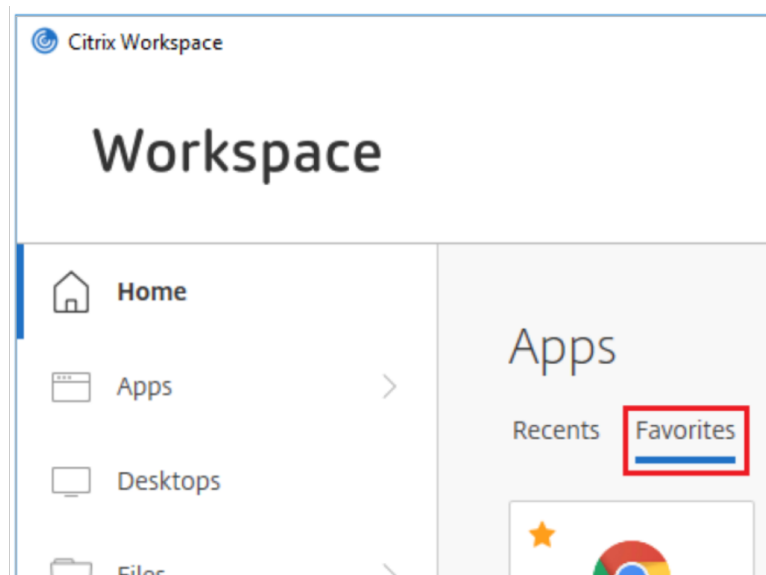
How to access your apps

Step 1



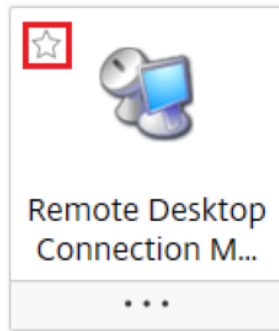
- On the **Home** screen, click **Recents** to see the recent apps you have opened.

Step 2



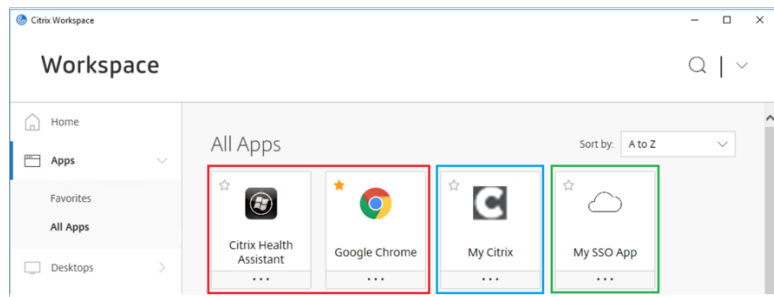
- Click **Favorites** to see the apps you have marked as favorites.

Step 3



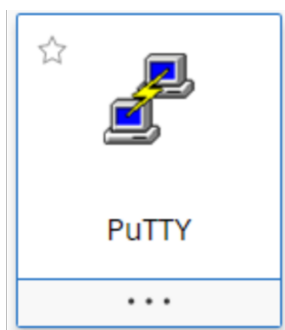
- Select the star to mark an app as a favorite.

Step 4



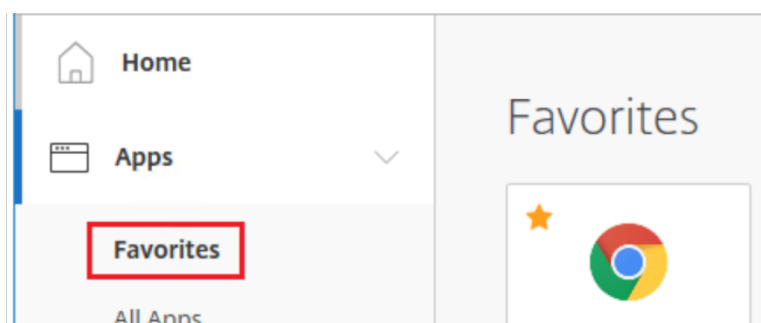
- On the **Apps** screen, click **All Apps** to see all the applications that have been assigned to you.

Step 5



- Click any application card to open it.

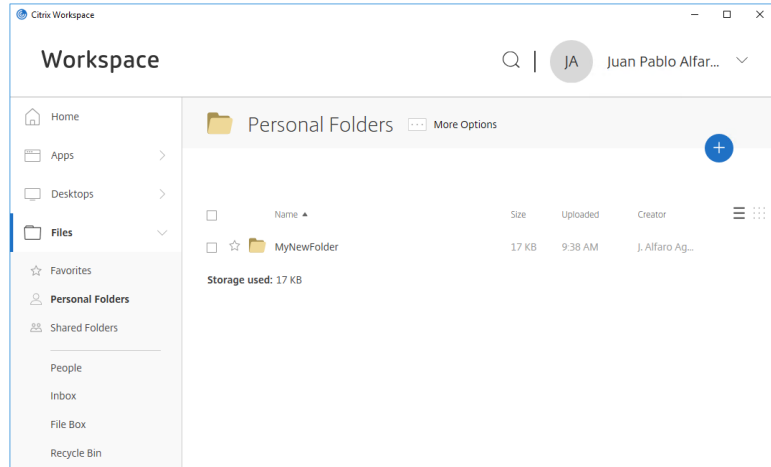
Step 6



- Click **Favorites** to see only the applications you have marked as favorites

How to access your files

Step 1



- On the **Files** screen, you will be able to access all your files.

Step 2



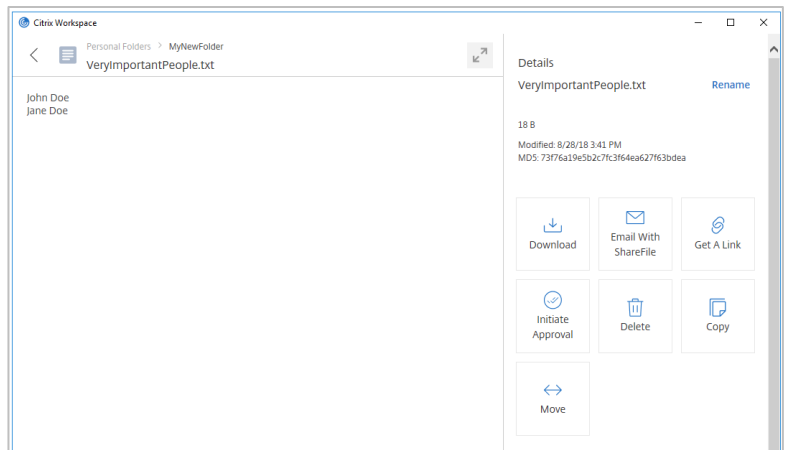
- Select any folder to open it.

Step 3



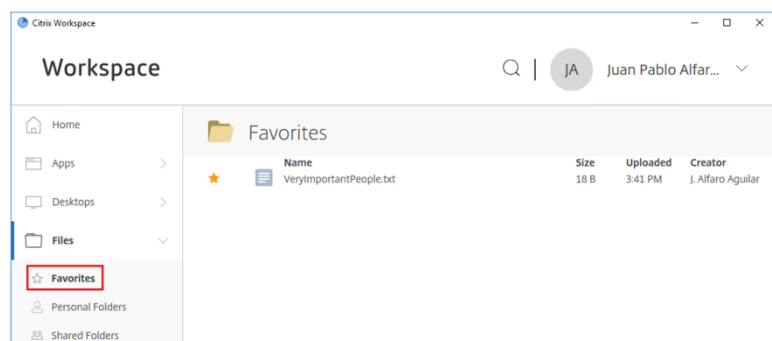
- Click any file to open it.

Step 4



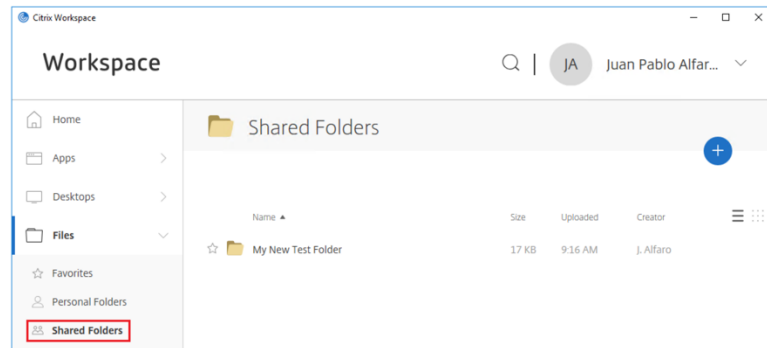
- When you access a file, you'll be able to perform the following actions:
 - Download
 - Email
 - Get a link
 - Initiate approval
 - Delete
 - Copy
 - Move
 - Add notes

Step 5



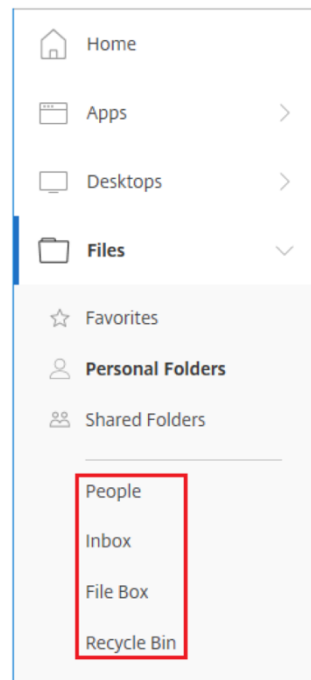
- Click **Favorites** to see only the files you have marked as favorites.

Step 6



- Click **Shared Folders** to see folders that others have shared with you.

Step 7



- Additionally, you can perform the following actions:
 - **People:** Manage users, employees, clients, address books, and distribution groups.
 - **Inbox:** Manage your sent and received files.
 - **File Box:** Store your sent and requested files.
 - **Recycle Bin:** Manage your recently deleted files.

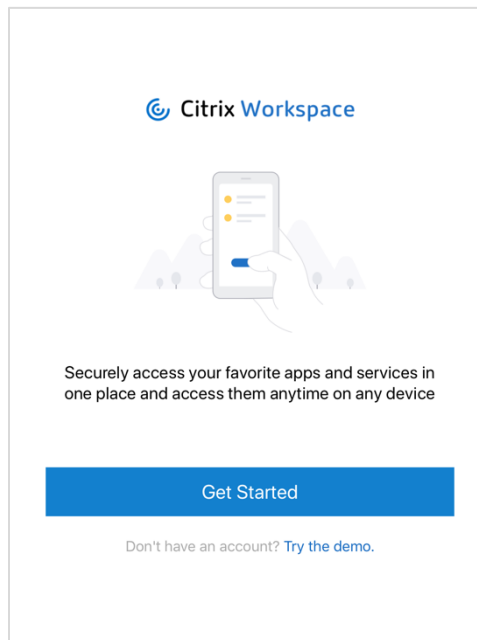
How to access your workspace on your mobile device

Step 1



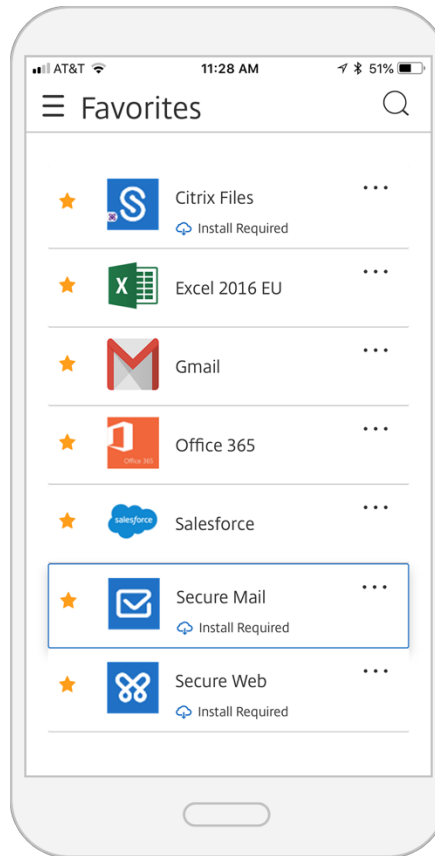
- To download Citrix Workspace app on your mobile device, visit the App Store or Google Play, search for “**Citrix Workspace app.**” Once you download the app, sign in with your CRSid@cam.ac.uk email and Raven password.

Step 2



- Citrix Workspace app will prompt you to then download Citrix Secure Hub for authentication purposes.

Step 3



- On your mobile device, you have access to secure productivity apps, like Secure Mail. For more on how to use Secure Mail, read the [user guides](#).

Need help?

Contact the UIS Service Desk:

servicedesk@uis.cam.ac.uk | <https://www.uis.cam.ac.uk/self-service>