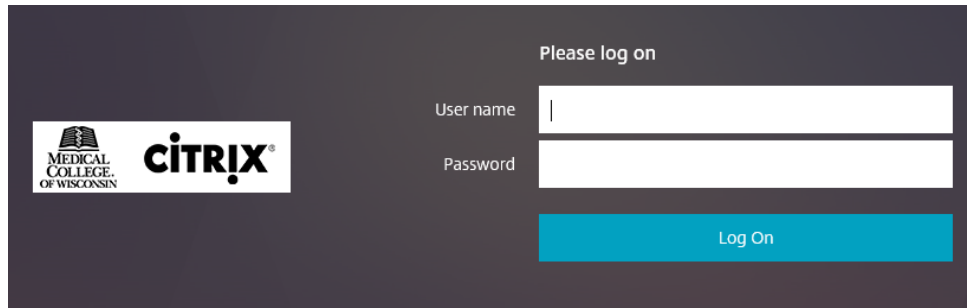# MCW Citrix User Guide
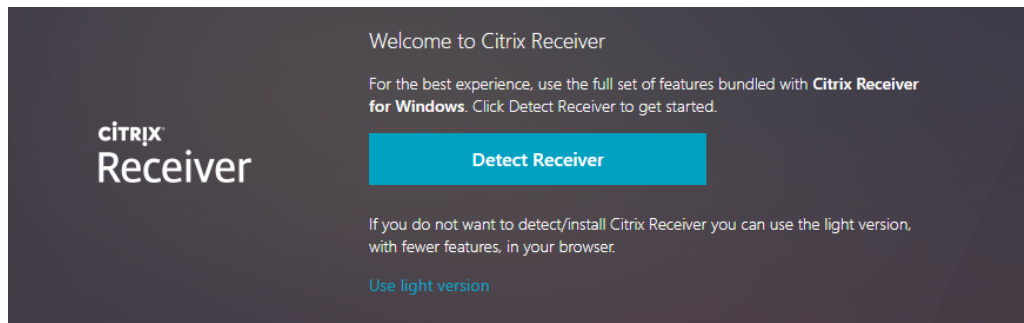
How to Use

MCW Citrix provides you the ability to only display the apps you need.
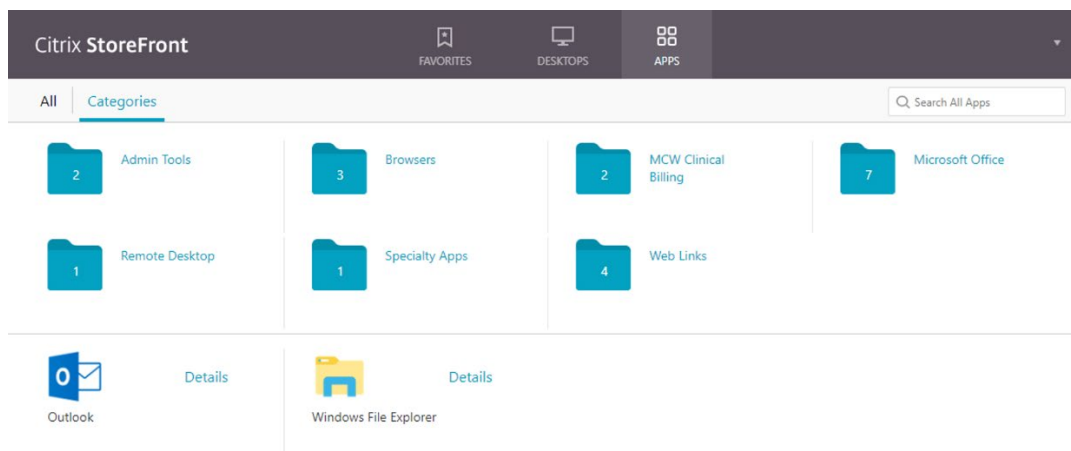
1. In your internet browser, go to mycitrix.mcw.edu.

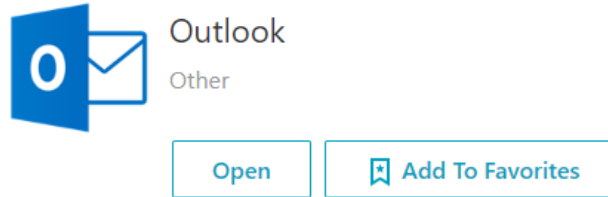2. At the login screen, enter your MCW username and password.

3. If you are connecting from off of the MCW network, you will prompted to authenticate with Duo Security.

4. On your first login, you will be prompted for Citrix Receiver. Click the **Detect Receiver** button and follow the prompts. *Do not click "Use light version" as this set-up is not used for MCW Citrix.*

5. Once logged in, applications you have access to are available under the **Apps** tab.

6. Clicking on an app's **Details** gives you the ability to **Add to Favorites**. Then, you can display only the apps you have indicated as a favorite by clicking the **Favorites** tab.

7. Click the app's icon to launch the app. *Some applications, such as Outlook, will require setup upon their first use*.

8. If you wish to later remove an app from **Favorites,** click **Details** and then Remove.

9. When you are done using Citrix, click the down-arrow that appears next to your name at the top of the page and select **Log Off**.

How to Change Your MCW Password

You can change your MCW password via MCW Citrix. Once logged in, click the down arrow next to your name in the top-right of the page and click **Change password**.

How to Get Support

If you have any questions regarding Citrix, or you have problems installing Citrix Receiver, please contact your department's IT support representative.