

## Citrix Virtual Apps

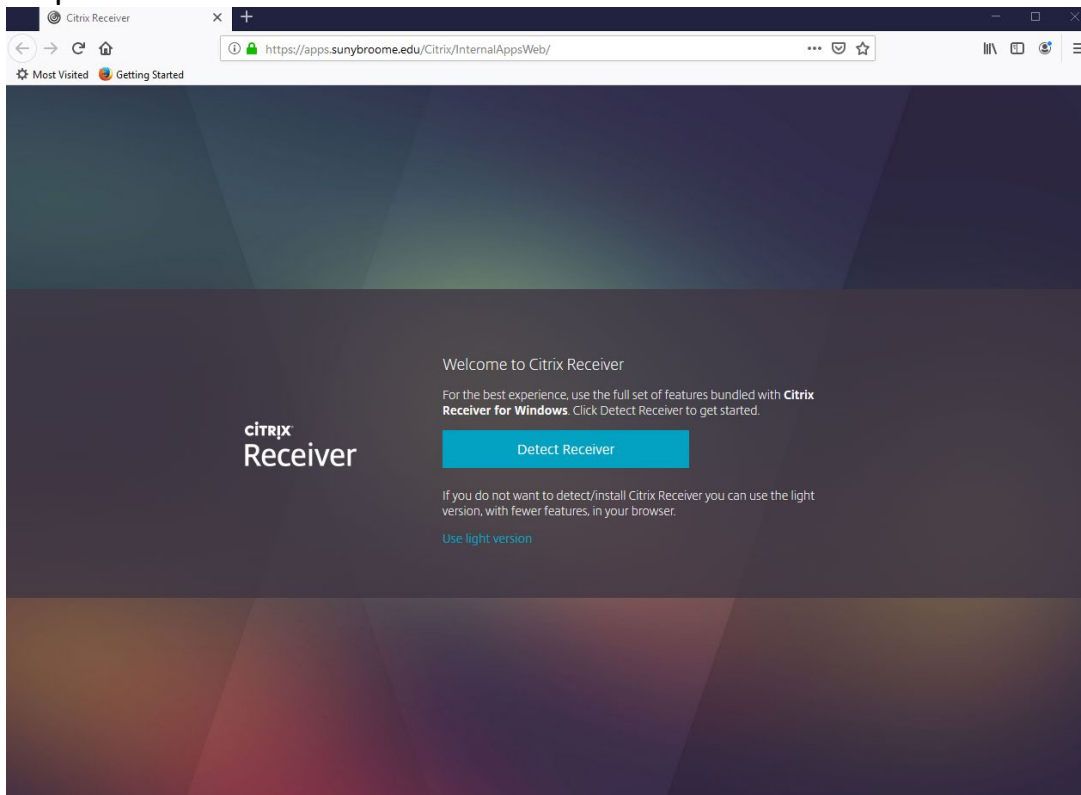
### Instructions for Remote Access to the Application Portal ([apps.sunybroome.edu](https://apps.sunybroome.edu))

SUNY Broome's Application Portal provides remote access to licensed campus software such as Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word), Minitab and many other applications.

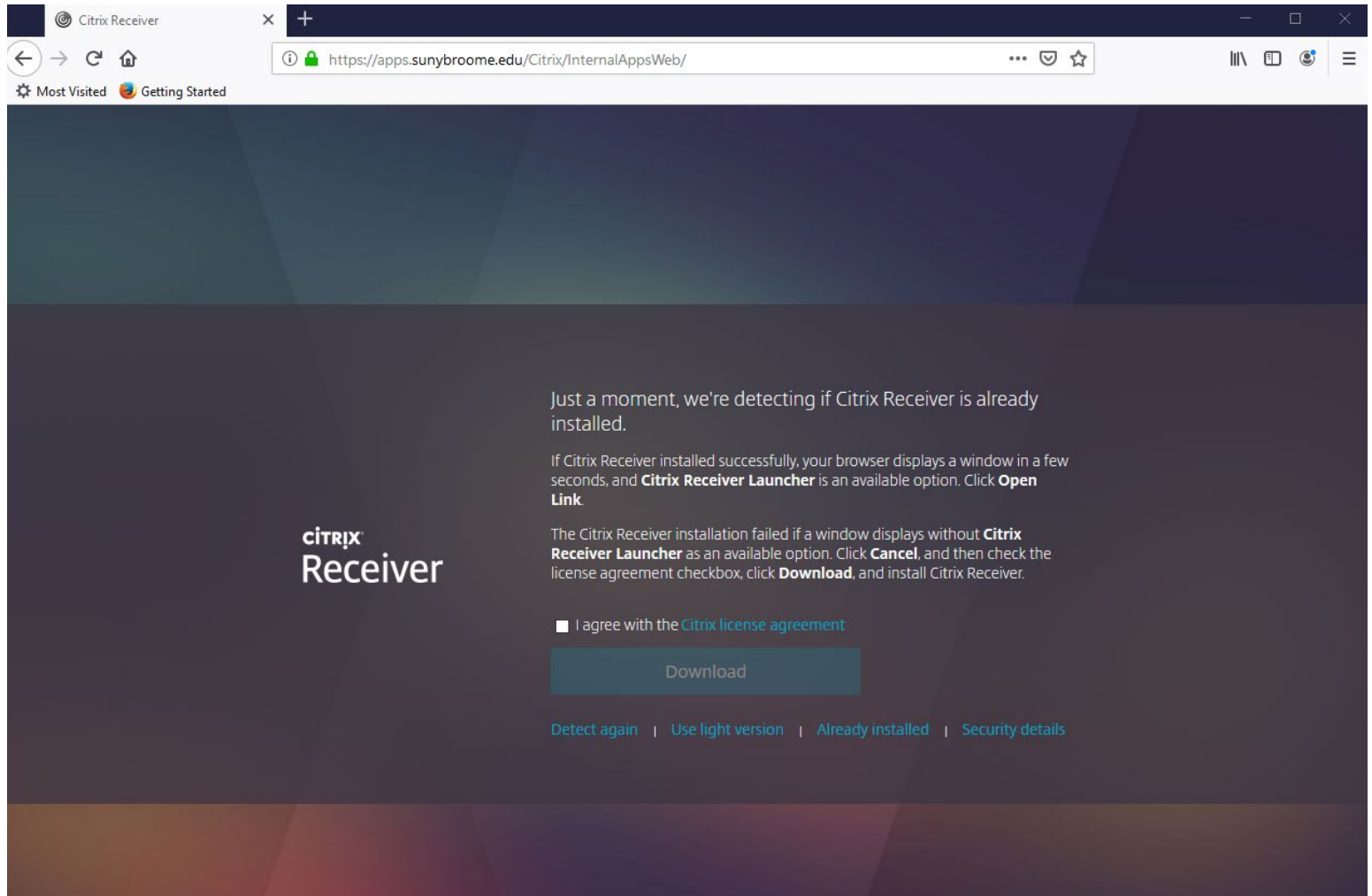
Please note that Citrix is constantly updating their software, so different browsers will often yield different results.

Step 1 - Open the web browser of your choice and go to [apps.sunybroome.edu](https://apps.sunybroome.edu)

Step 2 – Follow the on-screen instructions and click the Detect Receiver button.

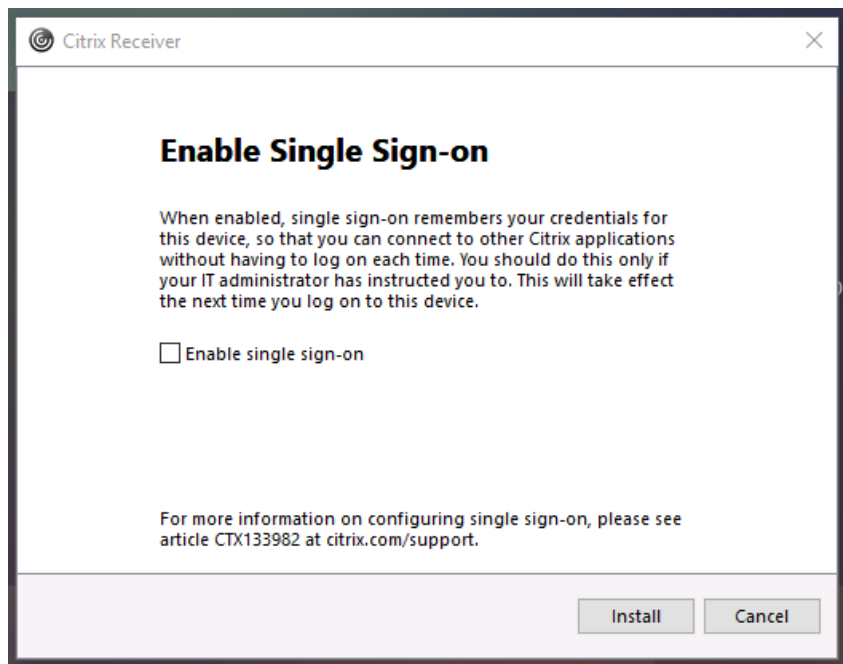


Step 3 – Click the checkbox to agree, click the Download button and save the file.

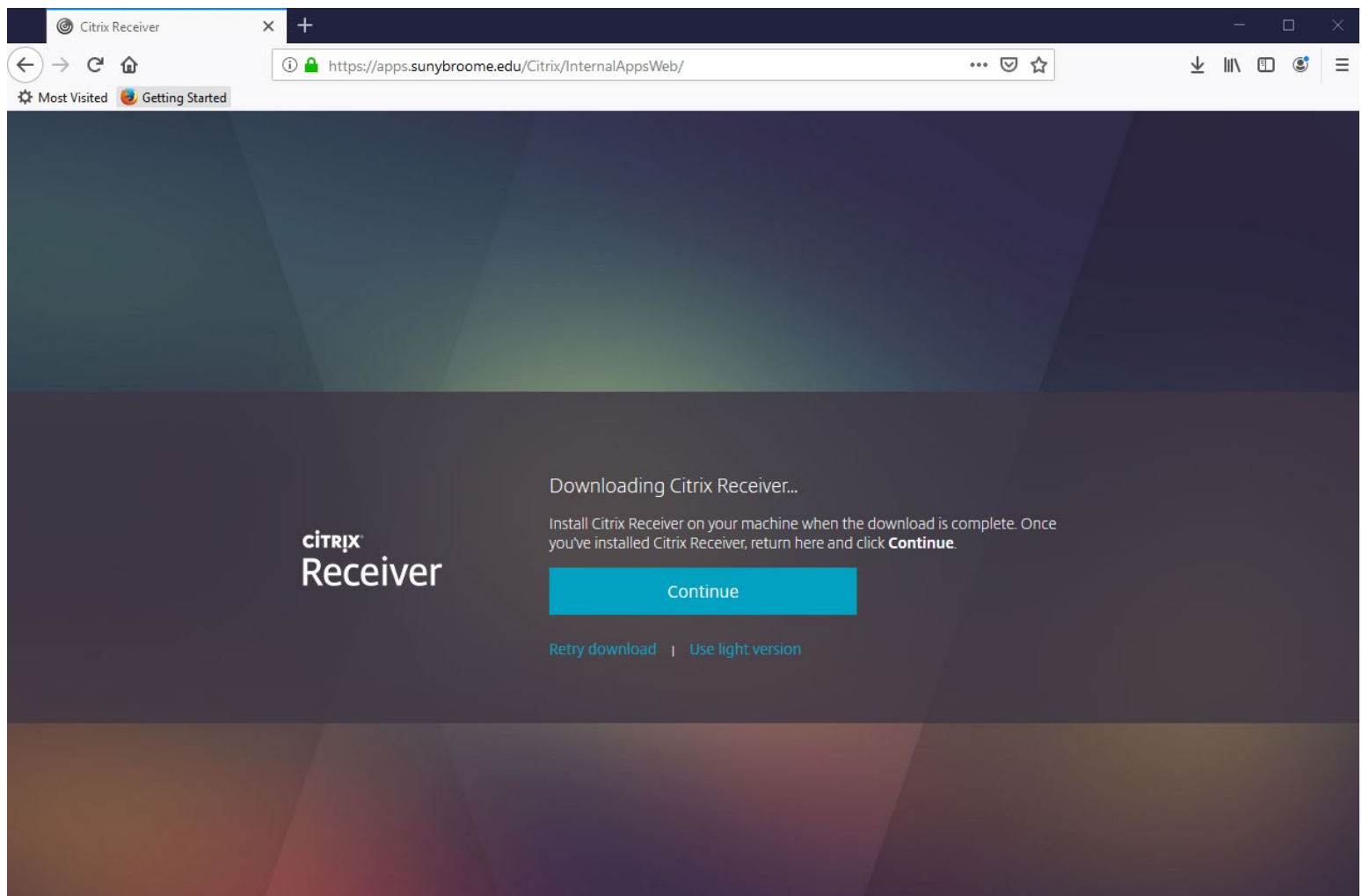


Step 4 – Locate the saved file you just downloaded. Run the installer and DO NOT enable single sign-on. Click Install.

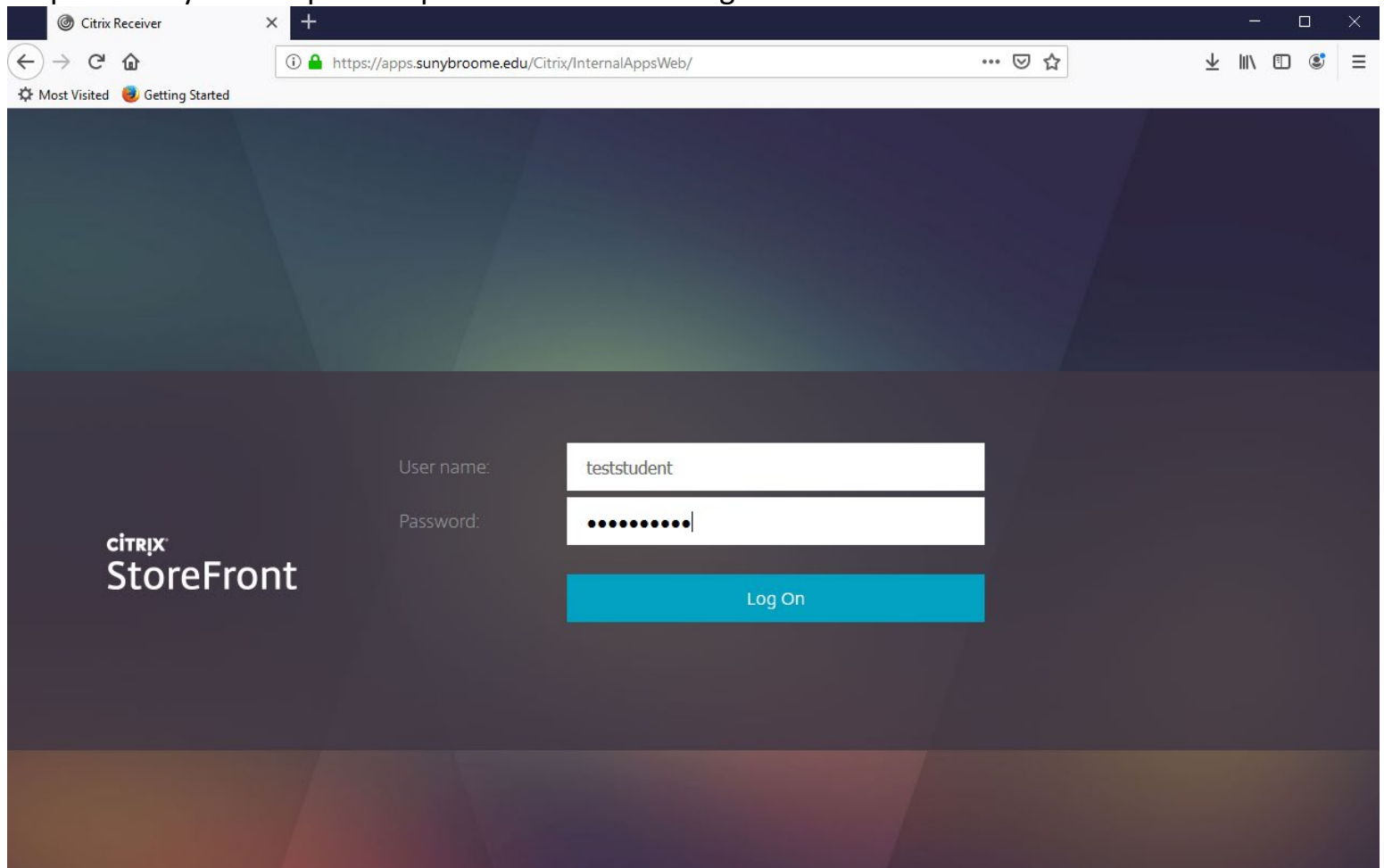




Step 5 – After the installation is complete, return to the open browser window and click the Continue button.



Step 6 – Use your campus computer credentials to log in.



Citrix Receiver

https://apps.sunybroome.edu/Citrix/InternalAppsWeb/

Most Visited Getting Started

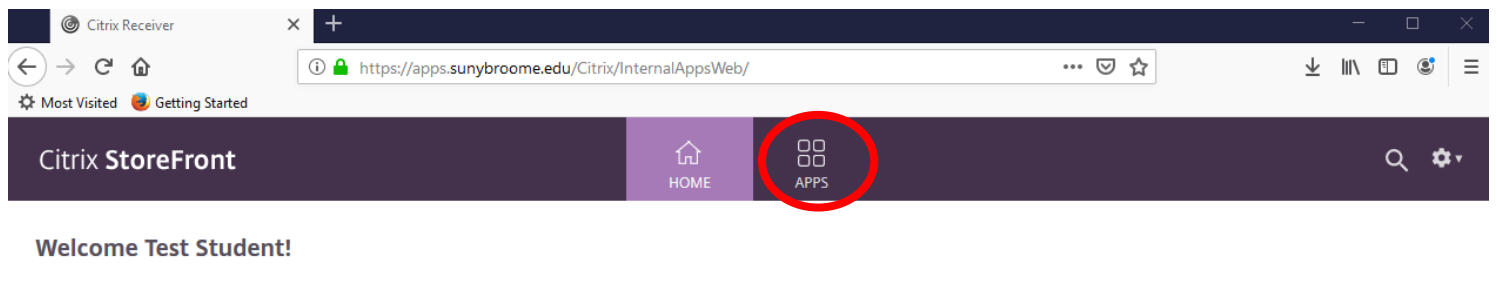
**CITRIX**  
StoreFront

User name: teststudent

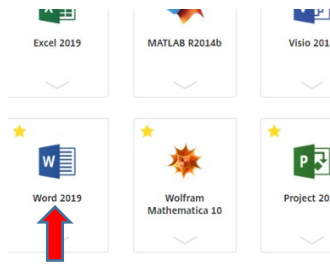
Password: .....

Log On

Step 7 - You will see this page. Click on APPS icon to see all the available applications.



Step 8 – Click once on the icon of the application you need to run.



Step 9 – Remember to save your work to your Z drive.

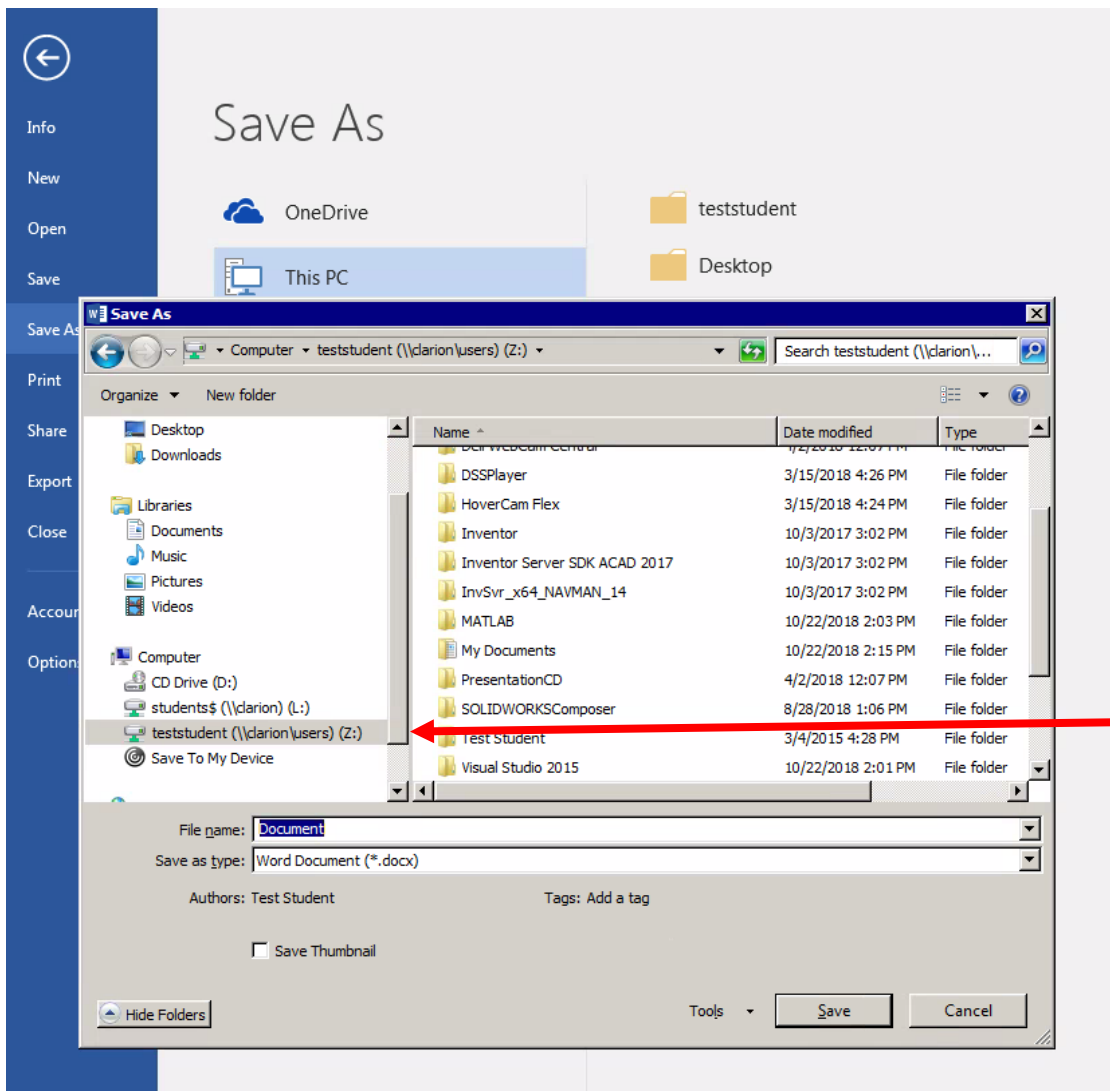
**Important! If you want your data to be available to you from anywhere, and backed-up, always make sure you are saving your work to your campus Z drive.**

**Failure to do so may result in lost data!**

To verify where your data will be saved, choose Save or Save As... from the File menu and make sure you choose your

**Z:** drive location. Example teststudent (\\clarion\users) (Z:)

**Please SAVE here...**



**Z drive on college server -  
SAVE HERE !**

Step 10 – Remember to log off when you are done. Go to the gear icon and choose Log off.

