


# *Connection to The Cloudplaza Citrix portal*

Author	Philippe Wolfs
Approval	
Document	
Version	
Date	09-apr-2019
Distribution	

## Table of Contents



<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. PREREQUISITE.....</b>	<b>3</b>
<b>3. PROCEDURE.....</b>	<b>3</b>
<b>3.1 With the citrix receiver .....</b>	<b>3</b>
<b>3.2 Using an Internet Browser .....</b>	<b>6</b>

## 1. Introduction

Logon to your citrix server is a 2 steps process.

- You logon to the citrix portal using your citrix credentials
- You start your application by clicking the application icon

There are 2 ways to logon to the citrix portal.

- 1.using the citrix receiver application browser
- 2.using an Internet Browser ( Internet Explorer, Chrome , Firefox)

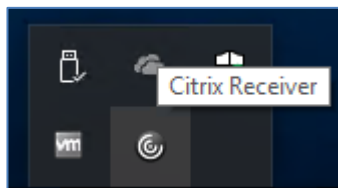
## 2. Prerequisite

Citrix receiver must be installed .

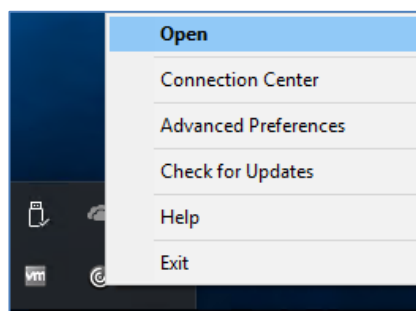
You can download the receiver [here](#)

## 3. Procedure

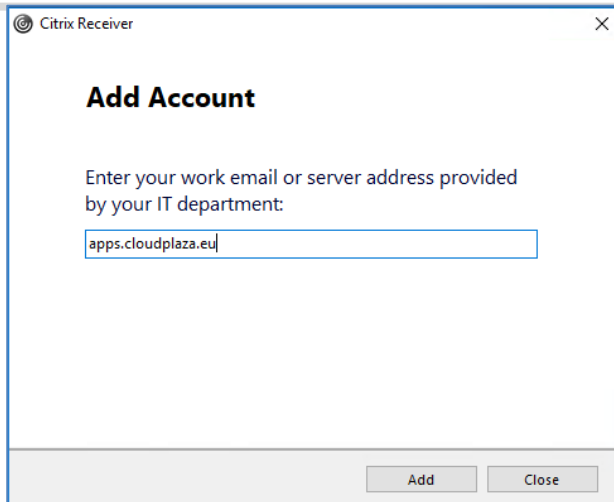
### 3.1 Log on to the portal with the citrix receiver



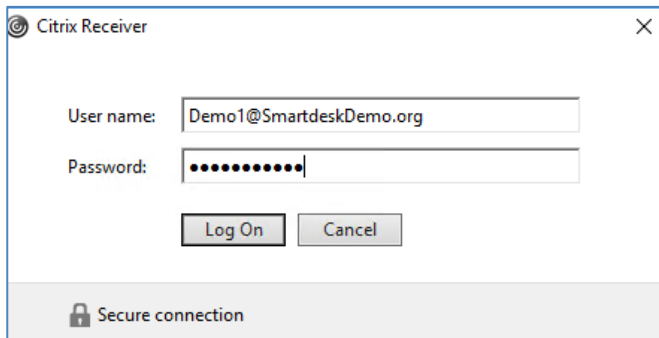
-In the system tray , right-click the receiver icon



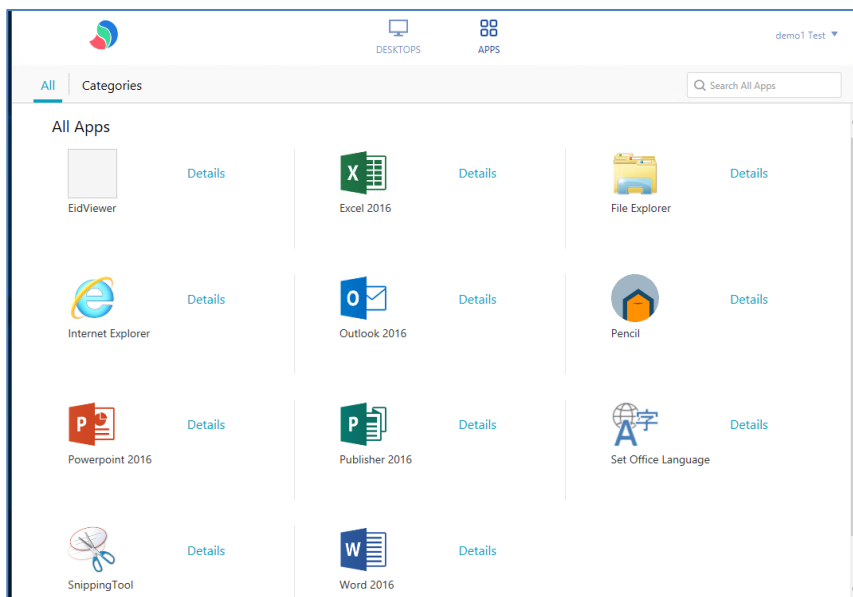
-Click "open"



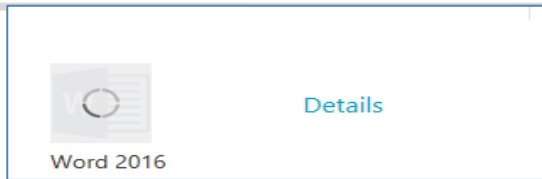
-Type "apps.cloudplaza.eu"  
-click add



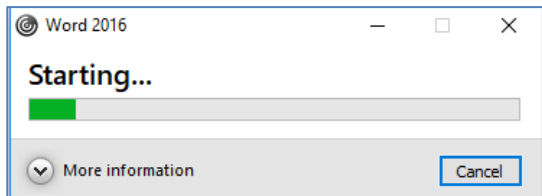
-Enter your Citrix username & password.



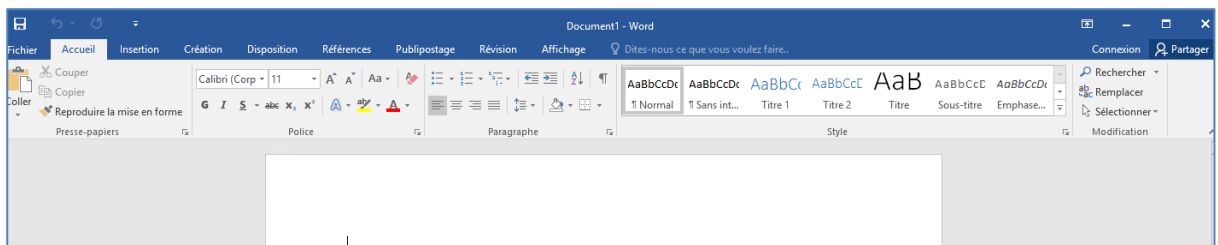
-click on an application icon to launch the application



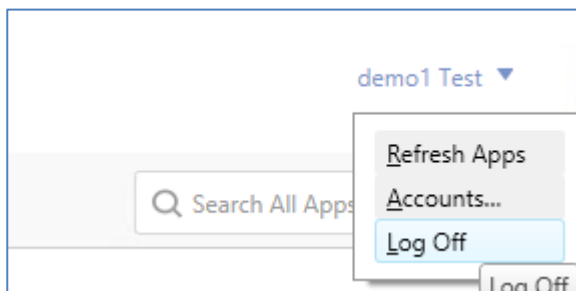
The citrix receiver is connecting to citrix infrastructure.



The receiver is starting the application



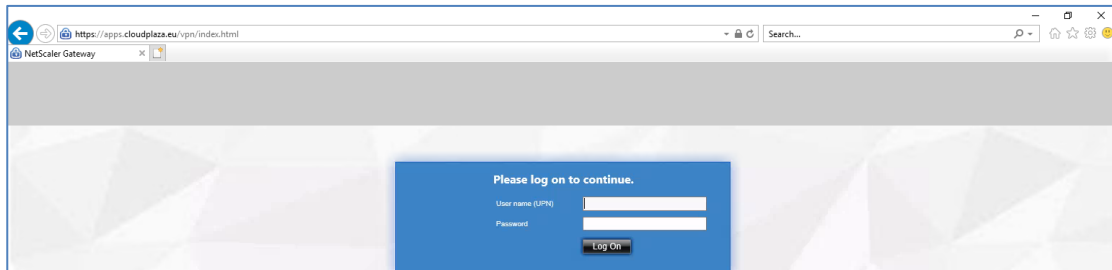
application is started . you can start working !



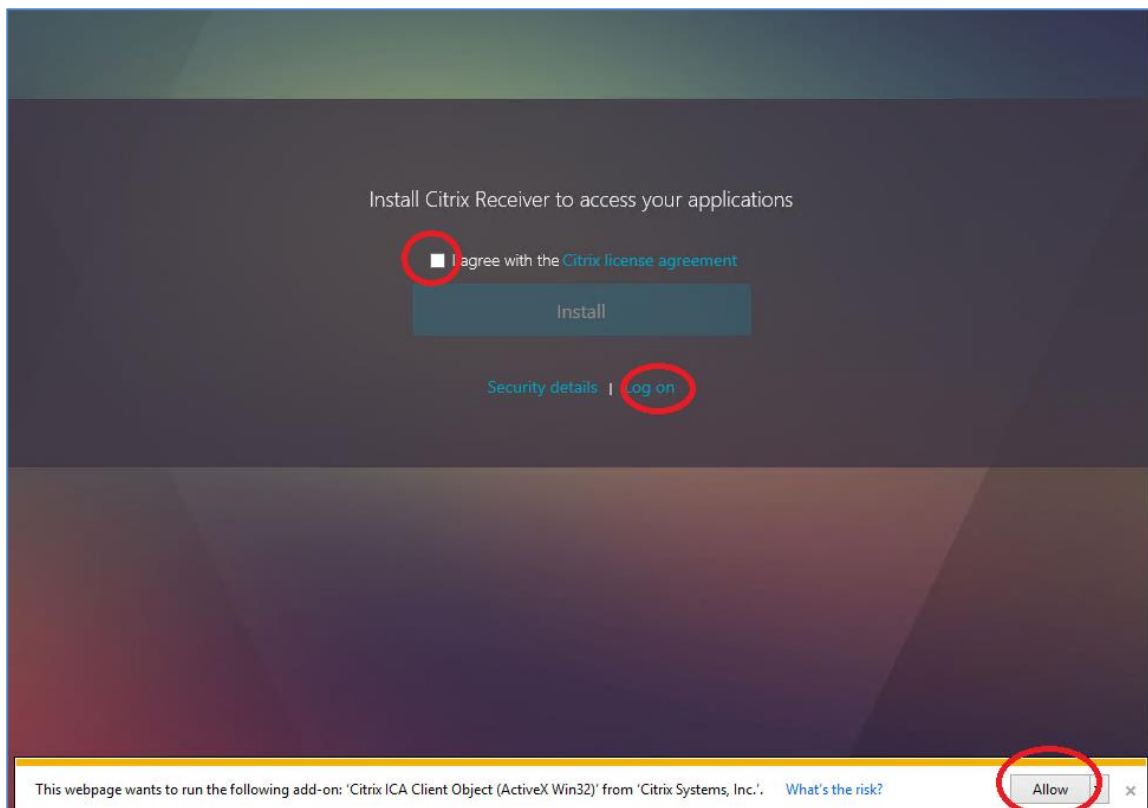
- At the end of the working day ,if you don't need citrix applications anymore
- Close your applications.
- Click logoff in the upper right corner menu on receiver window.

### 3.2 Using an Internet Browser

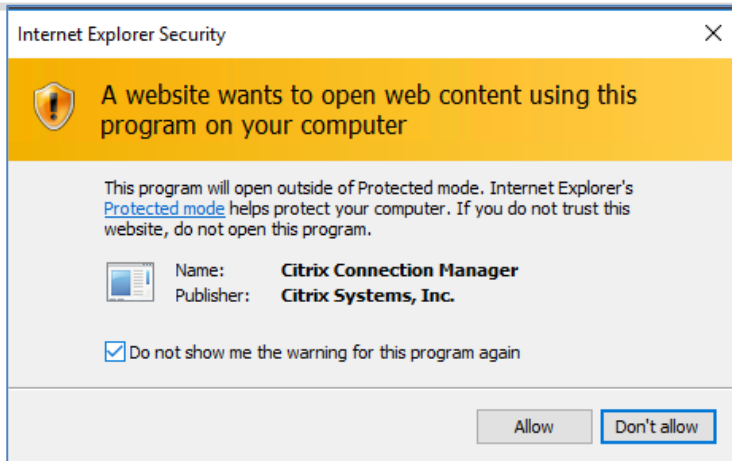
Go to <https://apps.cloudplaza.eu>



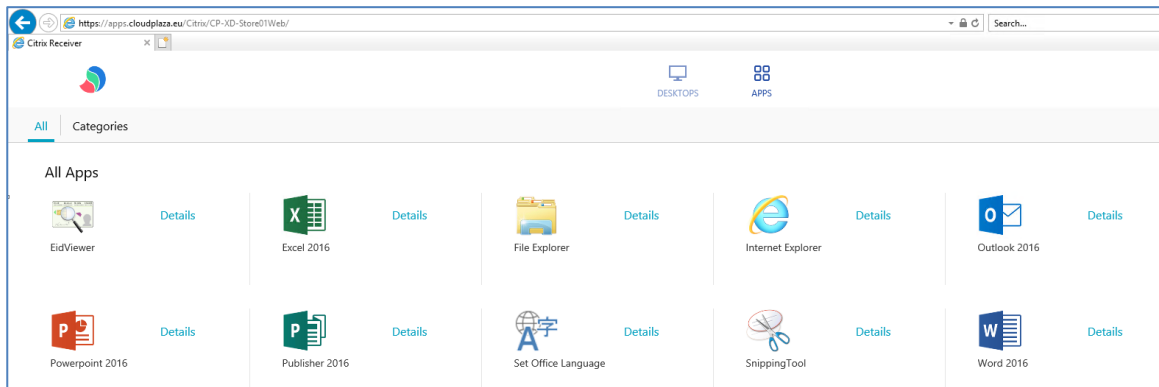
-log on with your citrix username & password



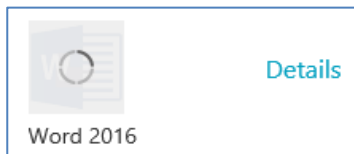
-click on "I agree"  
-click on "Log on"  
-click on "allow"



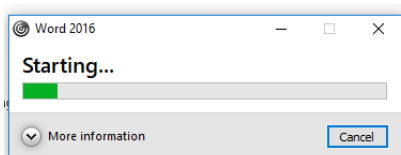
-click on “allow”



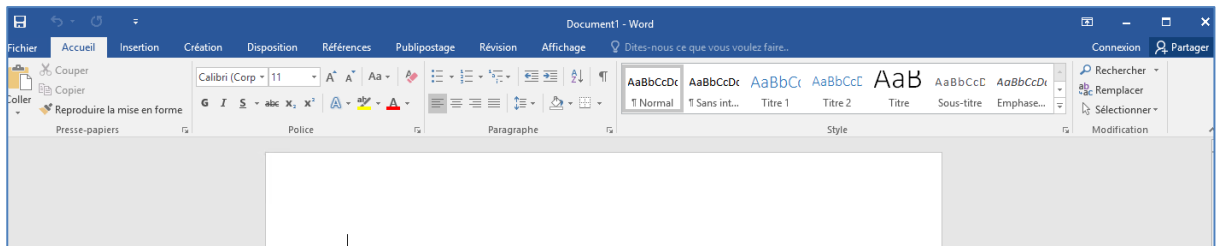
-The application list is displayed in your Browser



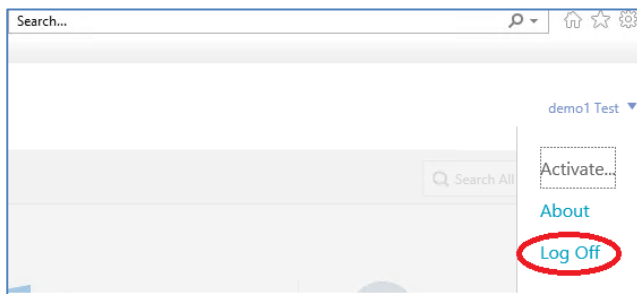
-Click on an application Icon to start it.



Application is connecting to the citrix infrastructure.



-Your application is started



- At the end of the day, if you don't need citrix applications anymore
  - Close your applications
  - Click logoff in the upper right corner menu on the web page