



# Working with Apps @ MTSU

## Apps @ mtsu.edu

Apps @ MTSU allows you to access Windows versions of MS Office applications remotely from any Internet-enabled computer. This is especially helpful for students with Mac versions of MS Office. This way you will have access to the full Windows versions of MS Word, MS Excel, MS Access, and MS PowerPoint.

## Installing Citrix Workspace App on your computer

The first thing you need to do is install the latest Citrix Receiver in your computer.

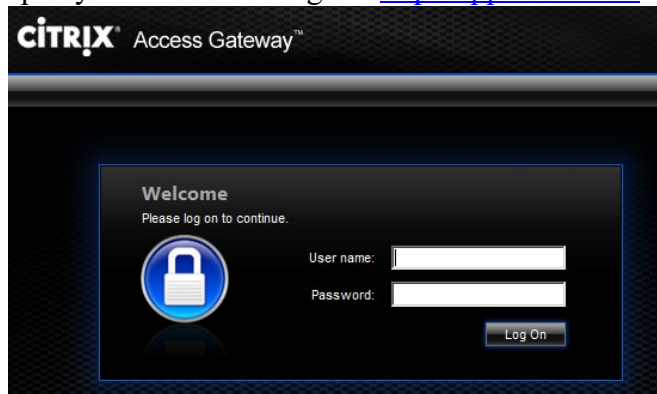
**IMPORTANT:** Download and install the latest “Citrix Workspace App” for your platform [here](#)

## Citrix Login Instructions

Please remember that you must to save all your files to your local hard disk or USB drive. When logged in you will be able to access your local drives. Also, if using a USB drive, you must connect it before logging in to your virtual desktop.

To access the MTSU Student Virtual Desktop service, please follow the instructions below:

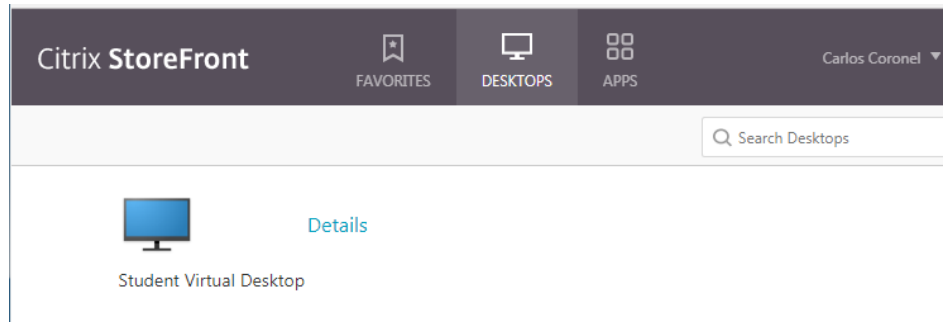
- **First, insert your USB drive in your computer (optional).**
- Open your browser and go to <http://apps.mtsu.edu>



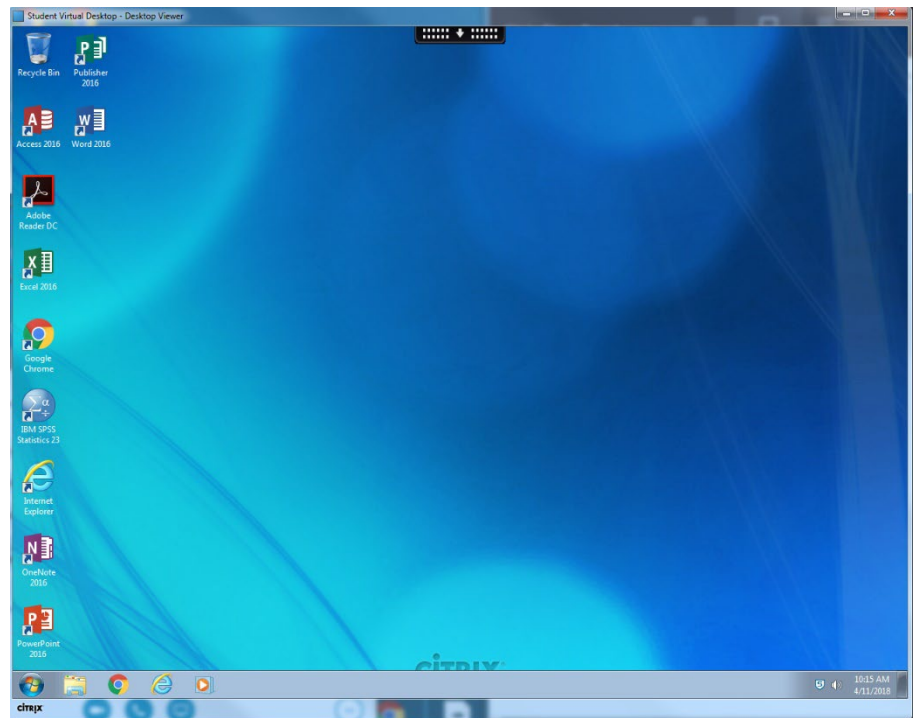
- Log in with your MTMail username
- Password: your MTMail password
- If you can't logon is probably because you have never reset your FSA/email password. You will have to do that in order to proceed. To reset your password, go to <http://www.mtsu.edu/changepw>
- You may be asked to install the “Citrix Receiver” (green Install button on browser page). Just click on “Skip to Log On”. Remember you need to install Citrix Receiver from the link provided in the previous section “Installing Citrix Receiver on your computer” before logging in.

**NOTE:** Sometimes the message to “Install the Citrix Receiver” keeps appearing even after installing it. Just click on “Skip to Log On”.

- Click on the Desktops tab on the page, then click on the **Student Virtual Desktop** icon.



- Depending on your browser, you may see prompts to download and run the **“launch.ica”** file. Make sure you run or open this file. The Citrix Receiver will run and open a virtual Windows desktop window named **“Student Virtual Desktop – Citrix Receiver”**. Log in using your FSA credentials. The Windows desktop will appear. Just click on the application you want to run.



- If presented with the following or similar prompt, check **“Do not ask me again for this site”** and select **Permit Use**. Make sure you give the application **“Full Access”** to your drives.



**NOTE:** This allows Citrix Receiver to save files on your local computer, including local hard disks and USB drives. The application will launch and you will be able to use it. To save your data, make sure you save the files to your local hard disk or USB drive.

## Map USB Drive on Mac

From what I have been able to research, the Mac's will not automatically map a USB drive. You need to perform the following steps:

- Click on the apple logo on the top left of the screen
- Select System Preferences
- Select Citrix Online Plug-in for the "other" section
- Then proceed with the following steps:
- To map client drives
- Click Devices. The Mapped Drives pane lists the disk or path name of every Macintosh folder already mapped to each drive on the server. The Read and Write columns show whether or not you have read and write access. Drives A, B, and C are mapped automatically as follows:

| • Drive | • Mapped to   |
|---------|---|
| • A     | • A Macintosh removable media drive (floppy disk, USB flash drive, or any other item that is removable and can be written to).  |
| • B     | • The Macintosh internal CD or DVD drive, or any other item that is removable and non-writable, such as a disk image .dmg file. |
| • C     | • Permanently mapped to the user's Home folder on the Macintosh hard disk.  |

- Click the + (plus) button.
- Select an available drive letter.
- Click Browse.
- Select the folder on the Macintosh hard drive that you want to map and click Browse.
- Click Create. The Mapped Drives pane now displays the mapped folder.
- Select the level of read and write access for the mapped drive from the Read and Write pop-up menus. (set to always)
- Log off from any open sessions and reconnect to apply the changes.
- Remember, you must insert the USB drive before logging in.

## Mac Problem

- If you are using the Apps @ MTSU service on an Apple computer and get an error trying to logon then, the first thing you need to do is install the latest Citrix Receiver for Mac client from the Citrix website. See instructions in the "Installing Citrix Receiver on your computer" section on the previous page.