How to connect Citrix to your local drives?

Maarten Hijzelendoorn (Humanities) & Jan Just Keijser (RICC/ISSC), September 2023

Disclaimers

- This workflow has been setup and tested under Windows 10 and 11, and under Linux. The steps may slightly differ for other operating systems.

- There is no official support on this workflow; you cannot reach the ISSC helpdesk on this topic.

- Please contact the RICC when the size of the data to be copied is > 100 GB.

Please take notice of the Regulations on ICT and internet use, especially art. 3.11: *"The User who uses his own computer, laptop/notebook, smartphone and such like, for ICT and internet, is required to adequately protect this device or equipment against malware and, as far as is technically possible, install an adequate and up-to-date virus scanner and firewall."*

Install the Citrix Workspace app on your computer

1. Download the Citrix Workspace app from https://www.citrix.com/downloads/workspace-app/
2. Select the version for your operating system, *e.g.,* Windows, Mac or Linux.
3. Download the latest version to your computer.
4. Run the installer program. You need Administrator access to your computer. Follow the instructions.

Connect the Citrix Workspace app to the Remote workplace

5. Start the Citrix Remote workplace via https://remote.campus.leidenuniv.nl/ and log in with your ULCN account.
6. Click on the Settings icon, the gear wheel in the top right corner, and then Account Settings.
7. Under Advanced, click Change Citrix Workspace-app.
8. Click Detect Citrix Workspace app. Wait for the detection. A message pops up asking you to open the receiver link with Citrix Workspace Launcher. ("Receiver" is the old name for the Citrix Workspace app.)
9. Back under Account Settings, the current status says: "Apps and desktops open in your local Citrix Workspace app. "
10. Close the Account Settings page by clicking on "Desktops" at the top.

Create a Basic (Virtual) Desktop with all your drives connected

11. In the Citrix Remote workplace, click on Basic Desktop.
12. Allow opening the receiver link with Citrix Workspace Launcher. You may want to check mark the option "Always allow remote.campus.leidenuniv.nl to open (receiver) links (of this type in the associated app)".
13. A Virtual Desktop, including Windows Explorer starts up. "Your virtual Desktop tries to get access to your local files." Select the appropriate access type, *e.g.,* Read/write access, that is copying from and to your local drives. When you are *only* going to copy files/folders *from* your private computer, select

Read only access. When you are going to copy files/folders _to_ your private computer, you need at least Write access.

14. In Windows Explorer, under Network, Client\, you will find your local drives denoted as "C$" for your local hard disk, and "higher" letters like D$, E$ etc. for external drives. You can copy/move files and folders between your network drives P: and J:, and your local drives with drag & drop, or copy & paste.