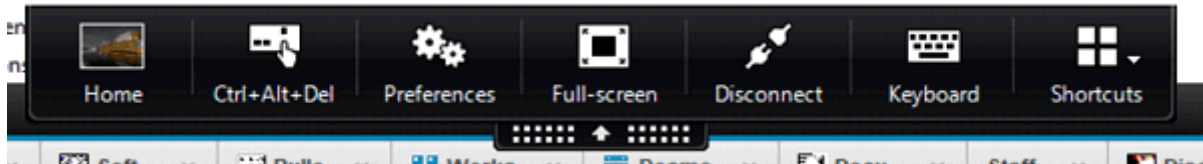


Helpful Hints for Citrix.

A number of options can be views by clicking on the Citrix bar at the top/ middle of your screen:



The ones you'll use most frequently are as follows:



1. Disconnect: Click on this to end your session. **Don't select start > shutdown on your office PC because if you do someone will have to turn it back on for you.** Remember to also log out of the Storefront.
2. Ctrl-Alt-Delete: click on this when you're prompted to change your Windows password.
3. Full-screen: click on this to toggle between full-screen and window modes. Window mode allows you to view the desktop of your personal device.
4. Home: this brings you to the storefront. This is where you should log out (click on your name) after disconnecting.