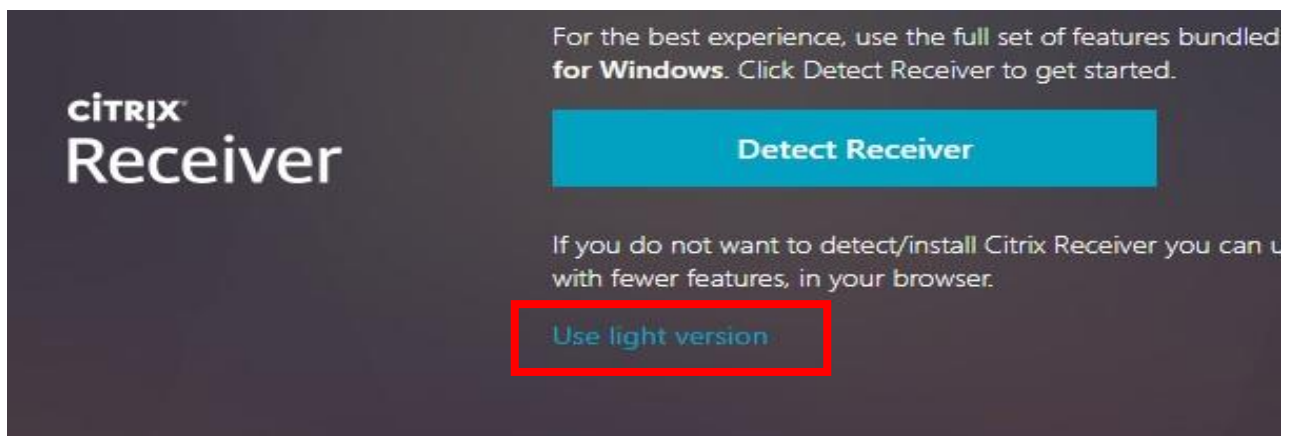
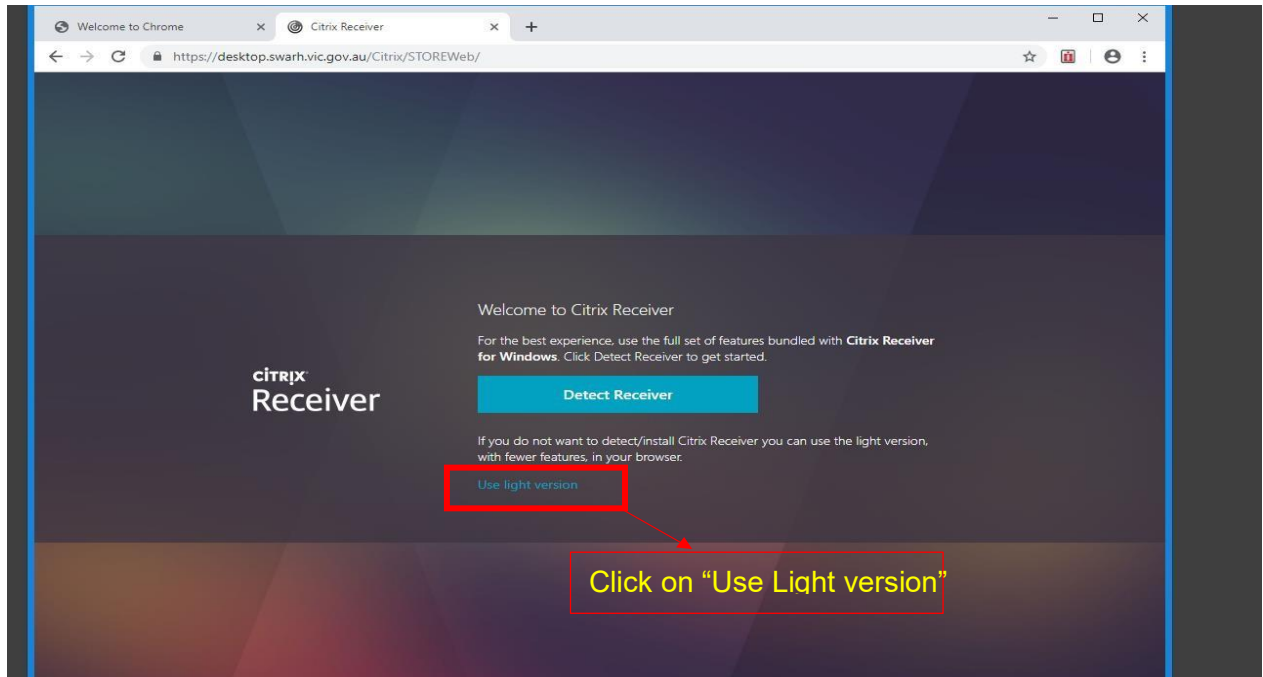


Working from home and accessing your emails via Citrix

Click on <https://desktop.swarh.vic.gov.au> (links on Internet – bottom of screen “Working from home – Open Citrix | Read Citrix access guide” <https://wdhs.net>)

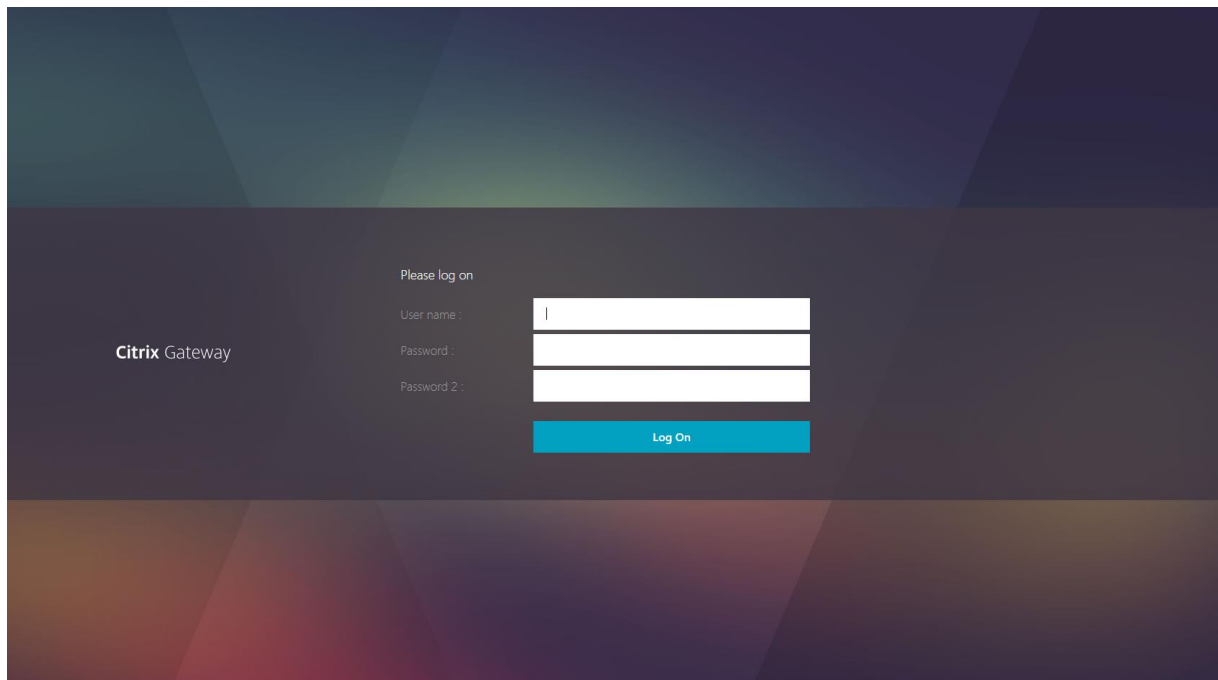
When you see the screen below click on the small text link highlighted below.

Click the link below the main text area that states **“Use Light version”**



Have your email login ready which includes username and passphrase (or password if you have not yet reset your account) and 4 digit pin received from SWARH. SWARH's helpdesk contact number 1800 479 274.

Working from home and accessing your emails via Citrix



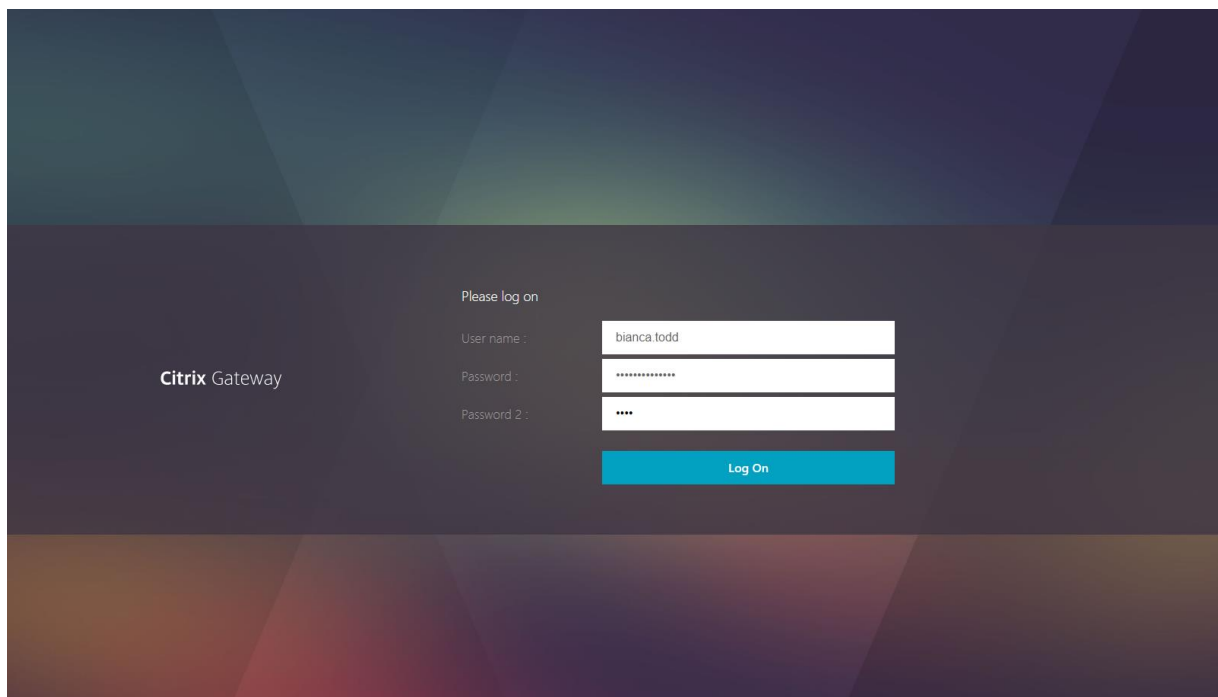
The image shows the Citrix Gateway login interface. On the left, the text "Citrix Gateway" is displayed. To the right, under the heading "Please log on", there are three input fields: "User name :", "Password :", and "Password 2 :". The "User name" field contains a cursor. Below these fields is a blue "Log On" button.

Type in the top text box **your.username**

(Hint: your username is usually the first section of the email before @)

Type your passphrase into the password box 1.

Type your 4 digit pin into the password box 2.

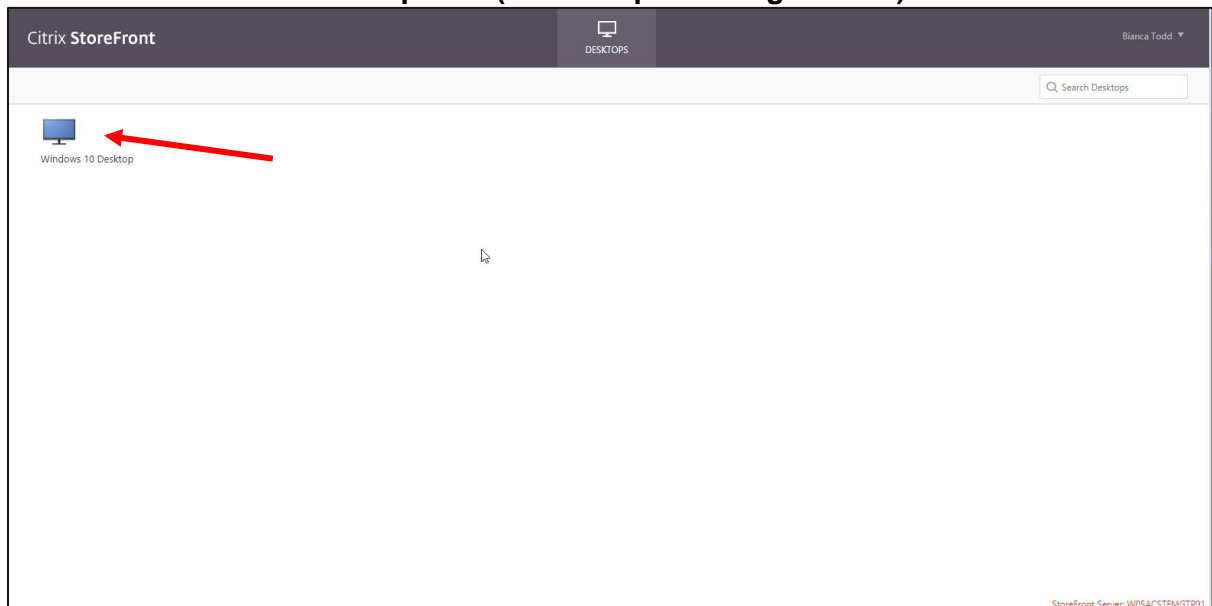


The image shows the Citrix Gateway login interface with the fields filled. The "User name" field contains "bianca.todd", the "Password" field contains a series of asterisks, and the "Password 2" field contains four asterisks. The blue "Log On" button is still visible at the bottom.

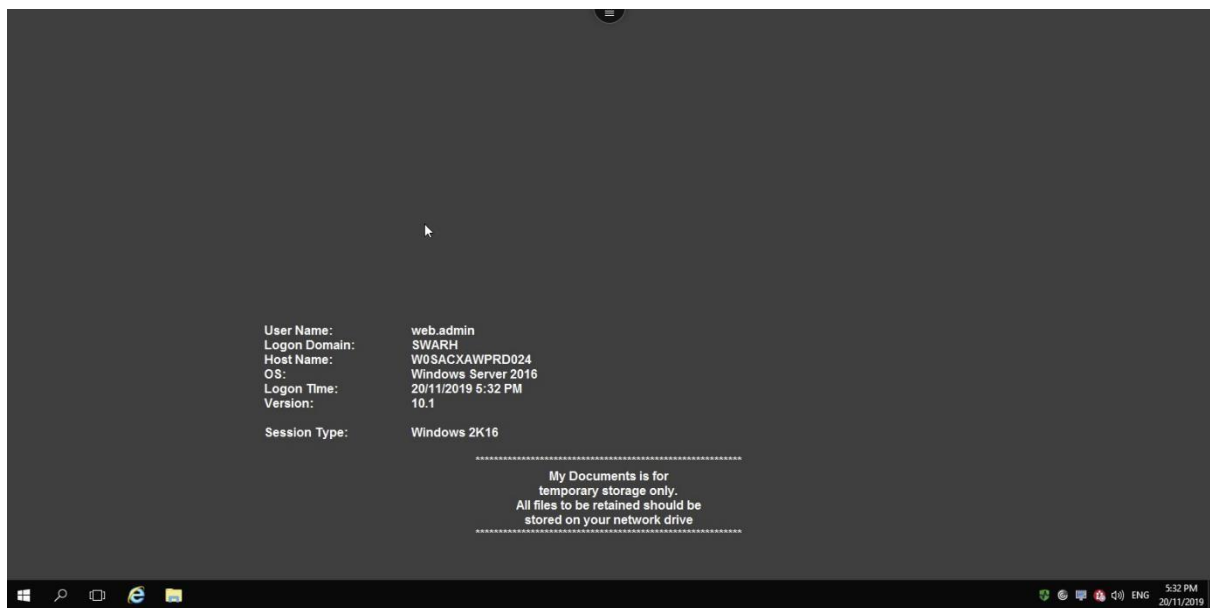
Click **Log On**

Working from home and accessing your emails via Citrix

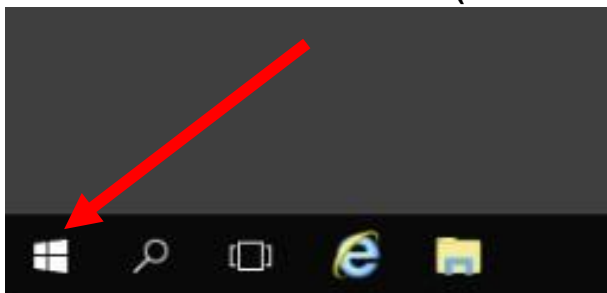
Click on Windows 10 Desktop icon (blue computer image on left)



You should now see a dark grey screen – Windows 10 desktop

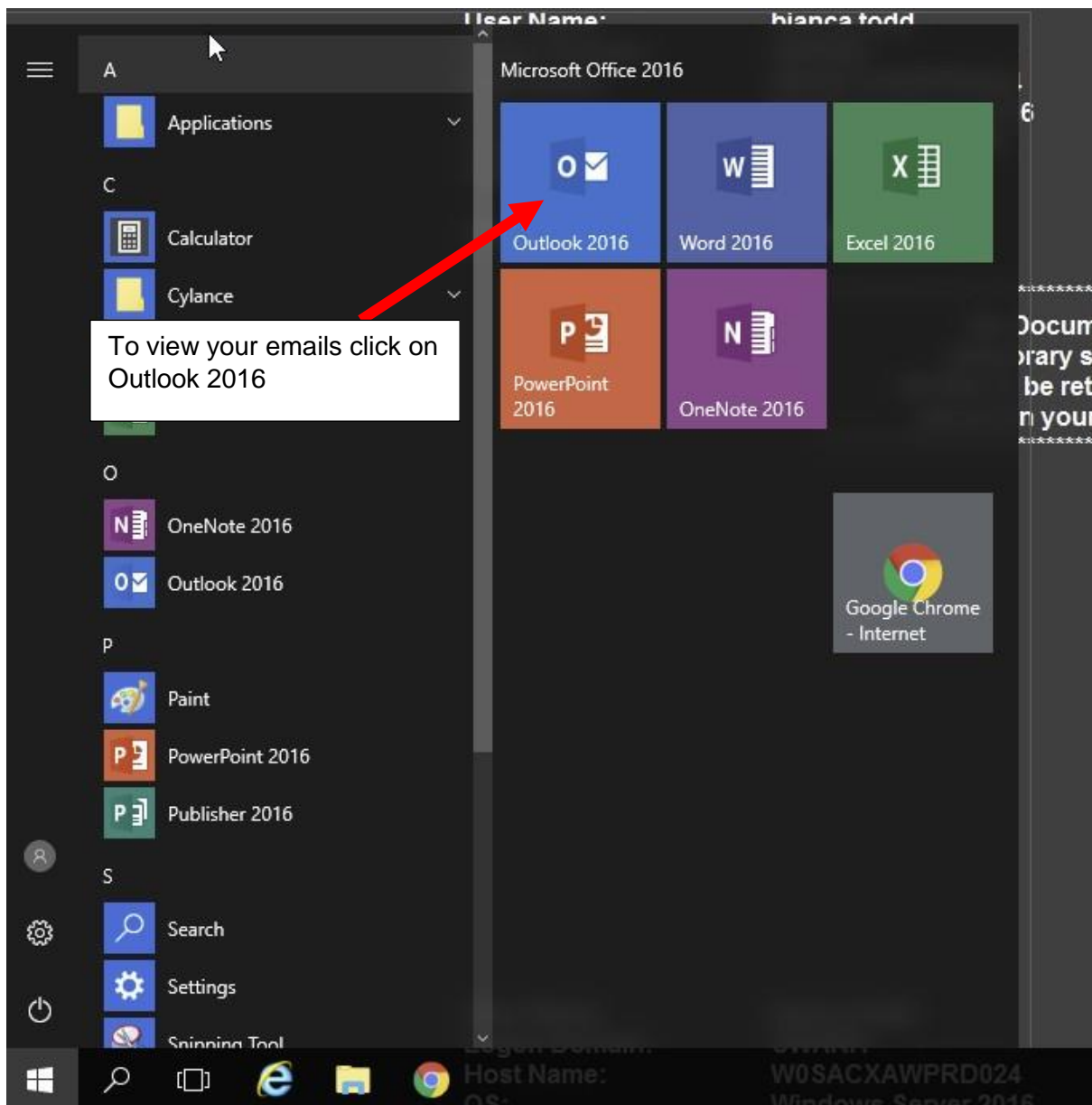


Click on the Windows start icon (Bottom left hand corner of the screen)

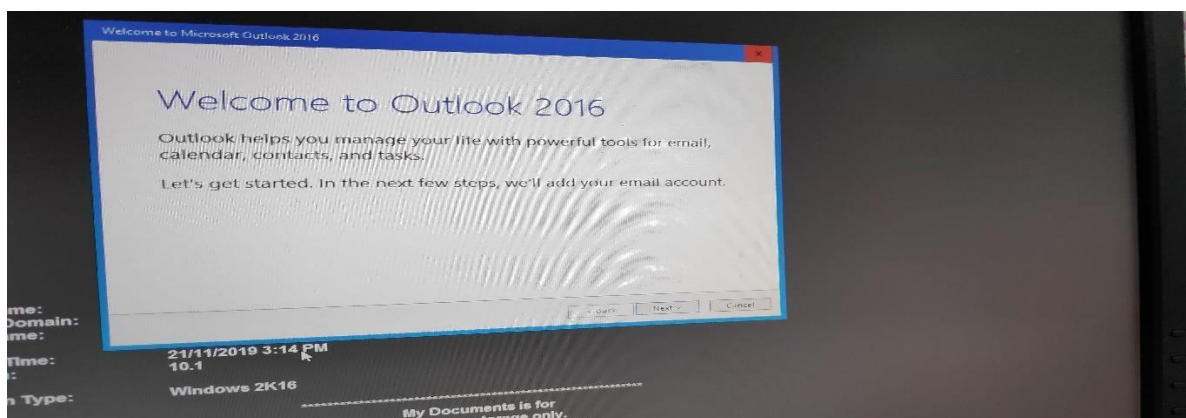


You will need to click on Outlook from the menu. A once off setup will commence.

Working from home and accessing your emails via Citrix

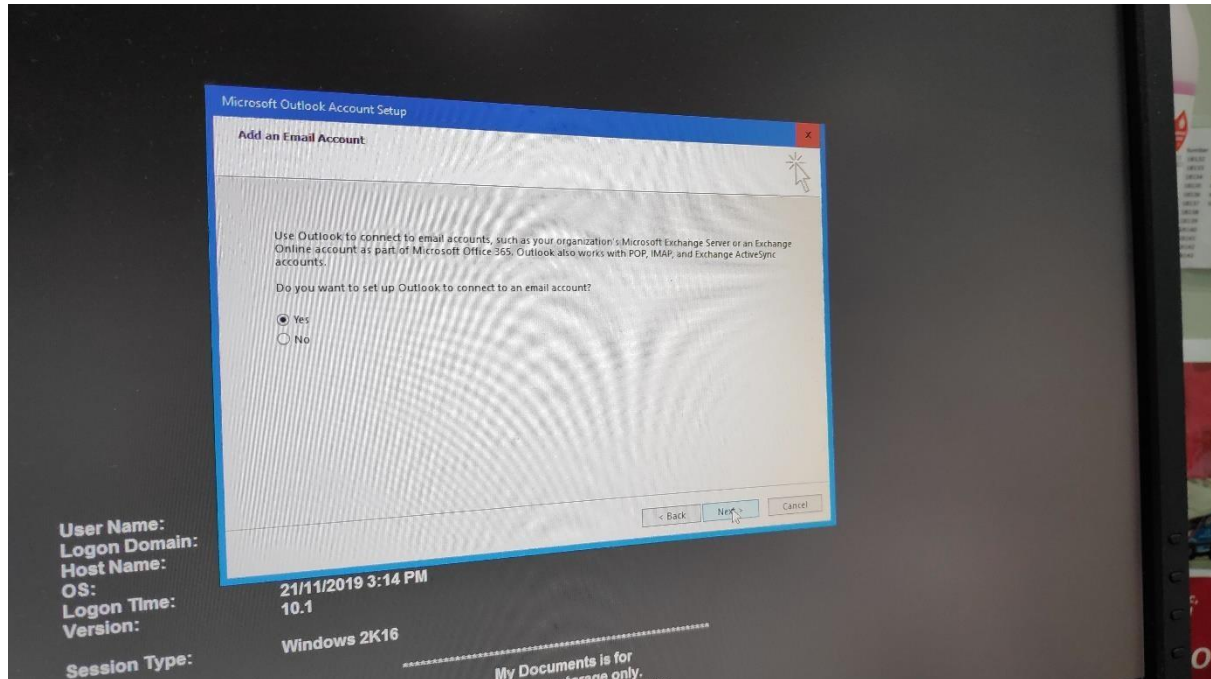


Follow the screen prompts and click on Next > Next > Next > Next & Finish to set it up.

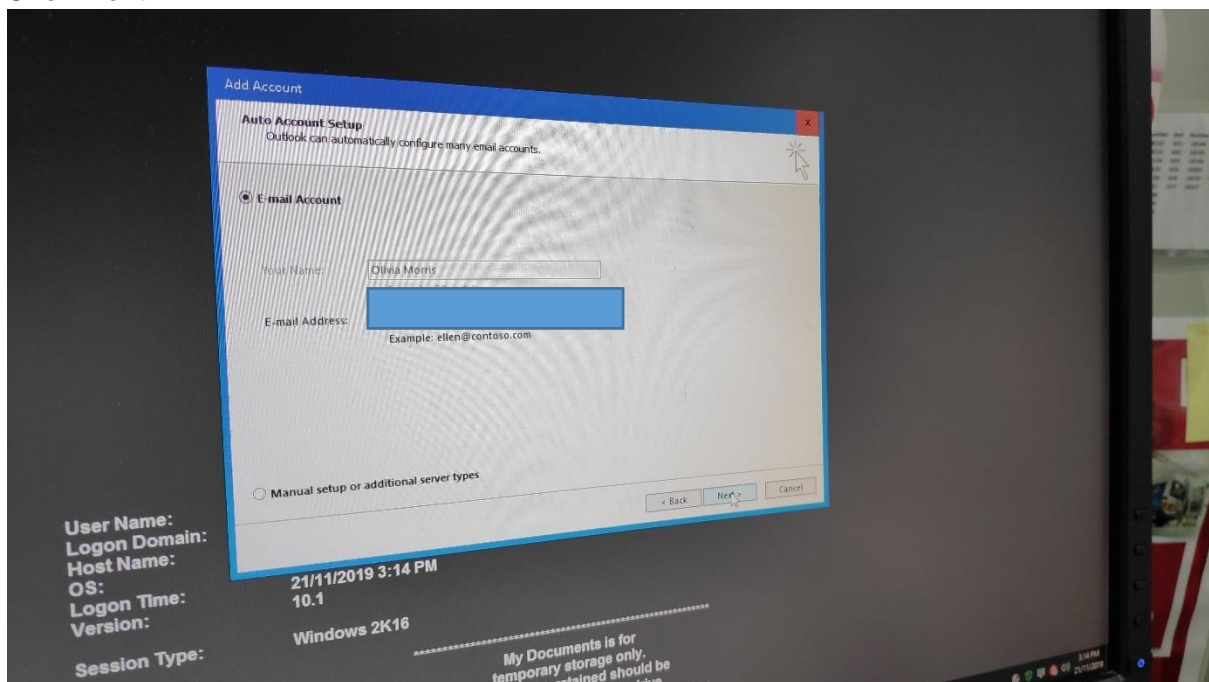


Working from home and accessing your emails via Citrix

Click Next

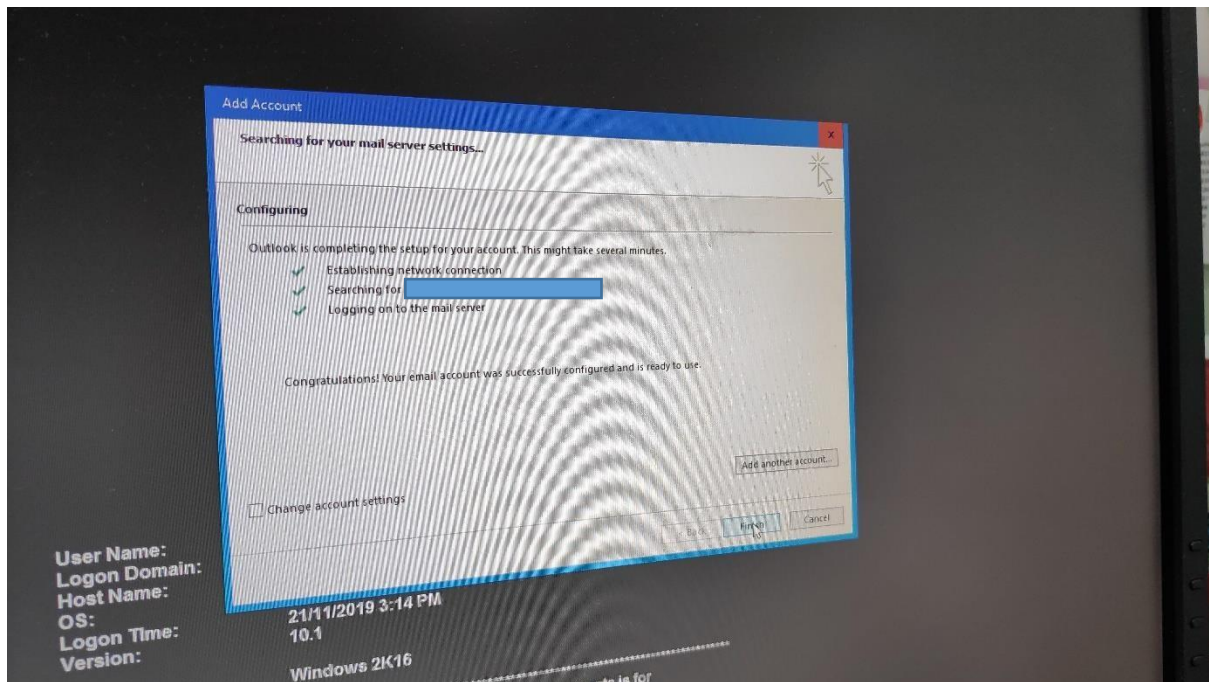


Click Next



Click Next

Working from home and accessing your emails via Citrix



Click Finish

Outlook with your new emails should now be visible.

