



Connecting to the Fund using Citrix (Windows)

Using Citrix

Use Citrix to access Fund resources remotely.
Through Citrix, you have access to:

- A **generic Fund-standard desktop** provides access to the following within a single environment: Fund-standard applications to include, but not limited to, Outlook, Excel, Word, PowerPoint, and the EDMS as well as network drives.
- **Individual Fund-standard applications** and their Fund-custom tools, where relevant. Applications available include, but are not limited to: Outlook, Excel, Word, PowerPoint, and the EDMS.
- **Your Fund computer** provides access to applications and files available only on your Fund computer.

Note: The list of applications available will vary from staff member to staff member given the network groups to which you are assigned.

Connecting to Citrix

1. Establish a connection to the Internet.
2. Open your browser and navigate to **<https://remote.imf.org>**.
3. In the **User name** field, enter your network login.
4. In the **Password** field, enter your network passphrase.
5. In the **SecurID** field, enter your PIN followed by your **SecurID** token.
6. Choose **Log On**.

Figure 1: Citrix Tabs (Desktops & Applications)

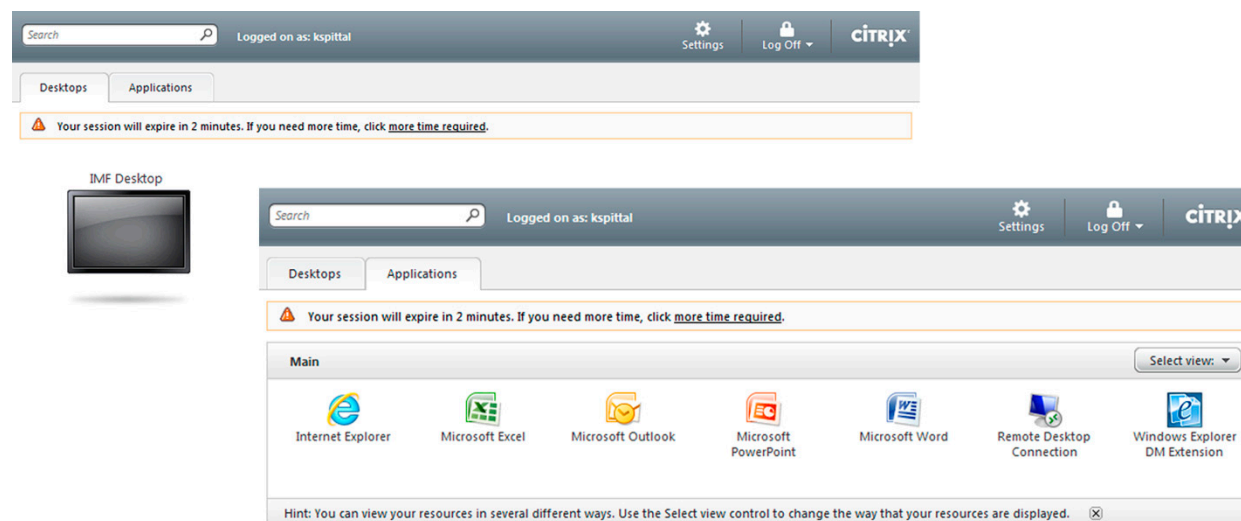


Figure 2: Identifying Remotely Accessed Applications

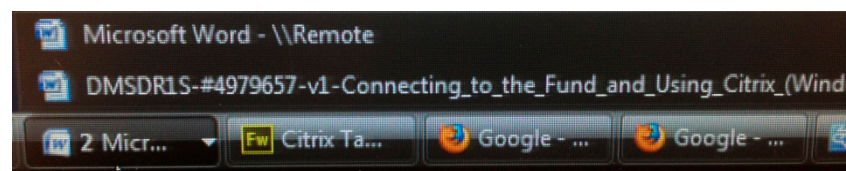
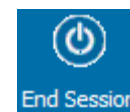


Figure 3: End IMF Desktop Session Icon





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Ensuring You have the Necessary Software (Personal Computer)

To use Citrix on a non-Fund computer, the Citrix client is required on your home computer.

When accessing the Citrix site, the system will detect whether you have the most recent software installed and will prompt you to install it, if needed.

If prompted, follow the on screen steps to install the software.

Understanding Connection Time

The application launch page has a 2 minute time-out. Click on the "More time required" link to extend the 2 minutes. If you wish to launch another application after the 2 minute window has expired, you will be required to reconnect.

It is important to note that if you've opened the IMF Desktop or an individual application, you can continue to work in those environments without losing data. However, you will need to reconnect if you wish to access another resource through Citrix and it has been more than 2 minutes since the last resource was accessed.

To reconnect:

1. Point to the **Log Off** button and choose **Reconnect**
-or-
If the *Due to inactivity* message is displayed, refresh your browser window.
2. Complete the **User name**, **Password**, and **SecurID** fields.

Accessing Individual Applications

The ability to access individual applications is available for those with slower connection speeds. Rather than load an entire desktop that has a lot of un-used overhead, you can load just those applications and files needed.

Accessing Individual Applications (cont.)

1. Click the **Applications** tab to view the available applications. (Figure 1)
2. Click the application you wish to launch and wait for it to open. Note that connection speeds will impact the time it takes for an application to open.
3. Use the application as you would normally and exit the application when done.
4. Disconnect from Citrix.

Note: A \\Remote will display for those applications launched through Citrix. See Figure 2 for a sample of what is displayed.

Accessing a Fund-standard Desktop

Alternatively, you have the ability to access a complete Fund-standard desktop that provides access to the applications within the Applications folders as well as additional applications and network drives.

1. Click the **IMF Desktop** icon.
2. Wait for the desktop to open. Note that connection speeds will impact the time it takes for the desktop to load.
3. Use the applications and access files as you would normally
4. To exit, double-click the **End Session** icon.
5. Disconnect from Citrix.

Note: You will only have access to those applications to which you are assigned access.

Accessing My Fund Computer

If the applications and files you require are available on your Fund computer, you can connect to that computer to access them.

Accessing My Fund Computer (cont.)

What is needed before connecting:

- Your computer's name. To obtain the name, right-click on the **Computer** icon on your desktop and select **Properties**. Make note the **Computer Name** (e.g., VEC123456).
- You computer must be attached to a power source and the power strip must be turned on.

Connecting to your computer:

1. Click the **Applications** tab and then click **Remote Desktop Connection**.
2. When prompted, enter your Computer Name in the **Computer** field and click **Connect**.
3. When prompted, enter your network login credentials to connect to your computer.
4. Wait for the desktop to open. Note that connect speeds will impact the time it takes for the connection to occur.
5. Use the applications and access files as you would normally
6. To exit, click the **X** in the upper right of the window.
7. Disconnect from Citrix.

Note: You can also double-click the Remote Desktop Connection icon on the Citrix IMF Desktop.

Disconnecting from Citrix

1. Close all applications opened through Citrix - and/or-
Double-click the **End Session** icon on the Citrix desktop. (Figure 3)
2. Choose **Log Off** from the Citrix menu bar. (Figure 1)

Printing Documents through the Citrix Desktop

You have the capability of printing to the local printer (i.e., the printer attached to the machine that you are currently using) or to a SecurPrint printer on the Fund's network.