Navigating the Virtual Desktop

Pre-requisites

You will need to have the Citrix Workspace application installed. Please refer to the ‘Install Citrix Workspace’ guides on the VirtualApps page - https://staff.flinders.edu.au/workplace-support/digital-services/virtualapps.

Procedure

1. How do I access the Flinders Virtual Desktop?
   • Load Citrix Workspace then click on Virtual Desktops.

2. How do I switch between my Local Computer and the Flinders Virtual Desktop?

   **Windows 10**
   - You can switch between your local computer and the virtual desktop by using the **Home** and **Virtual Workplace** buttons in the menu bar.
   - Alternatively, the **Window** button on the top menu bar of the Virtual Desktop can be used to go between full screen and windowed modes.

   **macOS**
   - You can switch between your local Mac and the virtual desktop by holding down the **Option** button and pressing the **Tab** key on your keyboard.
3. How do I access my files within the Virtual Desktop?
   - Your personal Desktop and Documents can be accessed from the shortcut on the desktop
   - U:\ (personal), R:\ (research) and S:\ (shares) network drives can be accessed from within Windows Explorer, this is the same way you would access these drives on your desktop computer. From here you can also access files stored on your computers local disk (C:\).

4. How do I access Okta within the Virtual Desktop.
   - Okta can be accessed from a shortcut on the desktop.

*Please note, your customisations including Chrome, Firefox and Internet Explorer bookmarks will not be available in the Virtual Desktop.*