

## Instructions for Accessing the Courts Citrix Virtual App:

Citrix is a web-based portal that allows you to connect remotely to virtual applications. It provides you with access to your court applications and documents. Citrix is accessible at our [Court Remote Access Website](https://iremote.la4th.org) (<https://iremote.la4th.org>) and is available to all members of the court.

### What Software is Available?

- Adobe Acrobat
- Appeals
- Microsoft Office: Outlook, Word, Excel, PowerPoint
- Web browsers: Internet Explorer and Chrome
- Remote Desktop

### How Do I Connect?

**Desktop or Laptop:** Citrix can be accessed either through a web browser or directly using the Citrix Workspace software. Most web browsers will give you the option to use the light version of the Workspace, which doesn't require the installation of additional software. In the light version, the Citrix applications are rendered within the browser. Note that printing is not available in the light version.

**Mobile Device (Android/iOS):** You will need to install the Citrix Workspace client from the App Store or Google Play.

### Connecting Through a Web Browser

- Open your web browser and visit <https://iremote.la4th.org>
- Enter your Court username and password and log on.
- If your browser supports it, you'll have the option to "Use light version," which doesn't require the Citrix Workspace software.
- If you don't have the option or don't want to use the light version, click "Detect Workspace." If you don't yet have Workspace installed, you'll have to agree to the Citrix license agreement to download and install the software.
- Launch Citrix by clicking on the available desktop icon.

## Connecting Through the Citrix Workspace

- If you don't already have the Citrix Workspace installed, download and install the software from:

### **Desktop or Laptop:**

- Download Citrix Workspace for Windows and MAC

<https://www.citrix.com/downloads/workspace-app/>

### **Cell Phone or Tablet Device**

- iOS: App Store (search for Citrix Workspace)
- Android: Google Play (search for Citrix Workspace)
- When prompted to provide a server address, enter **https://iremote.la4th.org**
- Enter your Court Username and Password to connect
- Launch Citrix Workspace by clicking on the available desktop icon.
- Once launched court applications will be made available.