

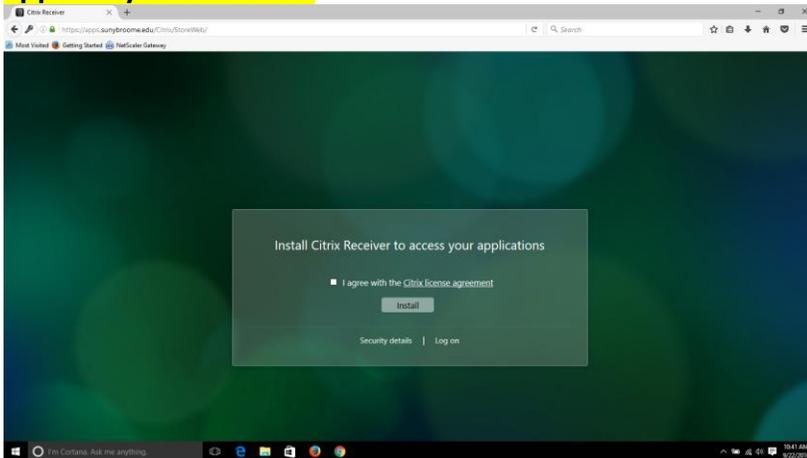


## Off Campus Remote Access Instructions Application Portal Server (APPS)

SUNY Broome’s Application Portal provides remote access to licensed campus software such as Microsoft Office (Access, Excel, Outlook, PowerPoint, Publisher, Word) and other applications. These applications can access campus network storage areas so that you can save your work in the same location you would if you were working on campus. This is accessed by going to [apps.sunybroome.edu](https://apps.sunybroome.edu) from a web browser.

If you would like to access this portal from a **tablet or other smart device**, please go to your appropriate online store and install the **Citrix Receiver** from there. Use the same address, [apps.sunybroome.edu](https://apps.sunybroome.edu).

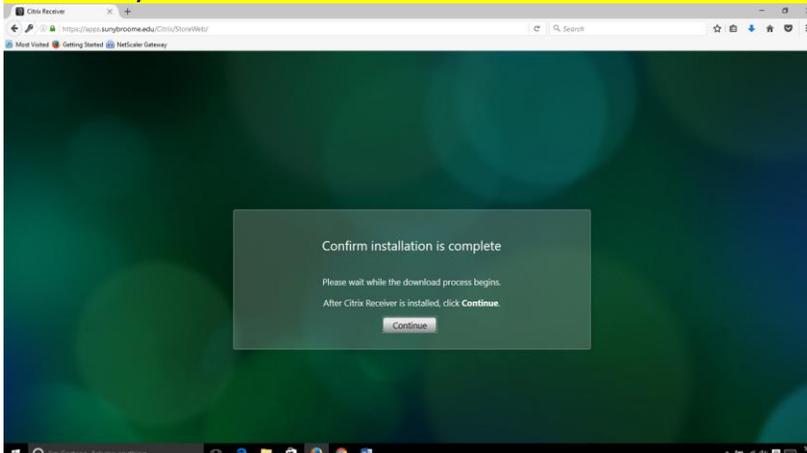
If you do not have the **Citrix Receiver** installed on your computer you should see this window when you go to [apps.sunybroome.edu](https://apps.sunybroome.edu):



Click the check box to agree and click the Install button.

The installer will download and you can save it on your computer. If it does not start automatically, please run the installer.

When the installation has finished, just click the “Finished” button as there is no account to set up. Return to your browser window and click the Continue button.



Please note you can also install the Citrix Receiver first by going to:

<http://www.citrix.com/downloads/citrix-receiver.html>

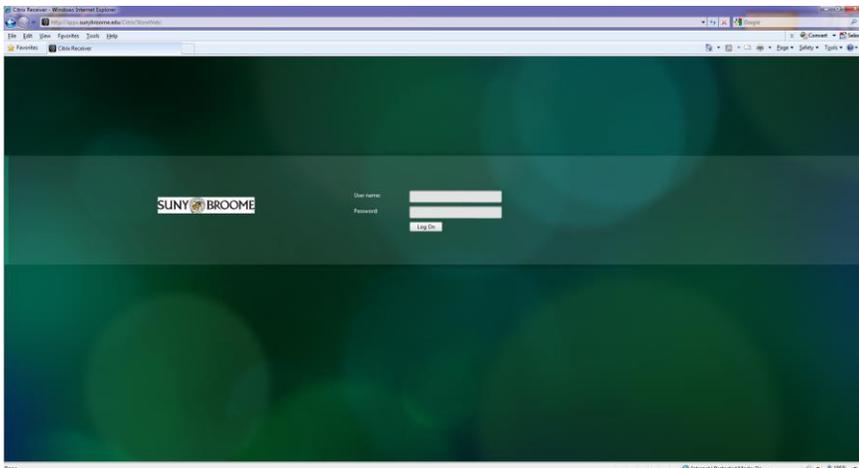
Choose **Receiver** for your operating system and follow the instruction on the next page.

When the installation has finished, just click the “Finished” button as there is no account to set up.

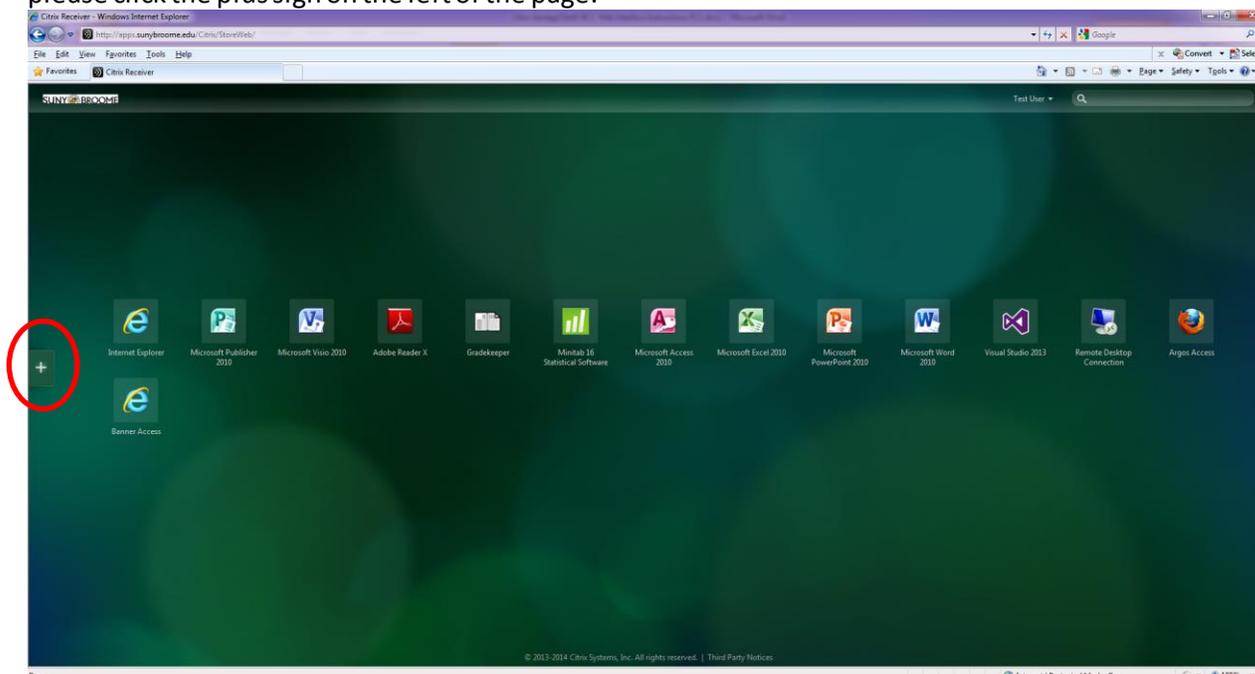
Please note: if you already have a version of the Citrix Receiver on your computer, you should uninstall it before installing a new one.

Also, if you are using a, **Mac** the following screen shots do not directly apply but the general concepts are the same.

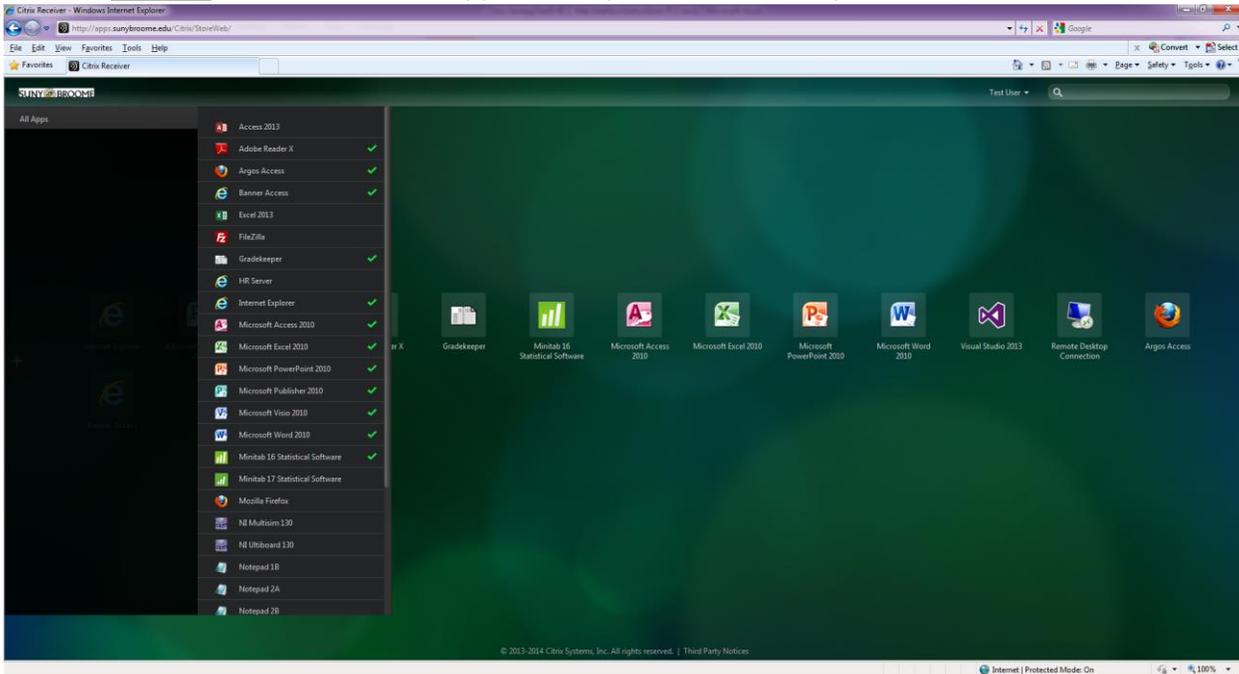
After installation is complete, please go to **apps.sunybroome.edu** and type in your SUNY Broome computer credentials.



A default set of applications will appear on the screen. If you need to use other applications which may be published, please click the plus sign on the left of the page.



Click the All Apps link and choose the applications you want to add to your screen.



If you launch one of the applications, then its window will appear next. **Example:** After clicking once on the Minitab icon the program launches.

You may be prompted with the security windows below. Please click "Allow", the check box at the bottom of the screen, and choose "Permit all access".



Citrix Receiver - Security Warning

 An online application is attempting to access information on a device attached to your computer.

 **Block access**  
Do not permit the application to use these devices.

 **Permit use**  
Permit the application to use these devices.

Do not ask me again for this site.

Minitab - Untitled

File Edit Data Calc Stat Graph Editor Tools Window Help Assistant

Session

9/3/2014 2:28:27 PM

Welcome to Minitab, press F1 for help.

Worksheet1.mtw

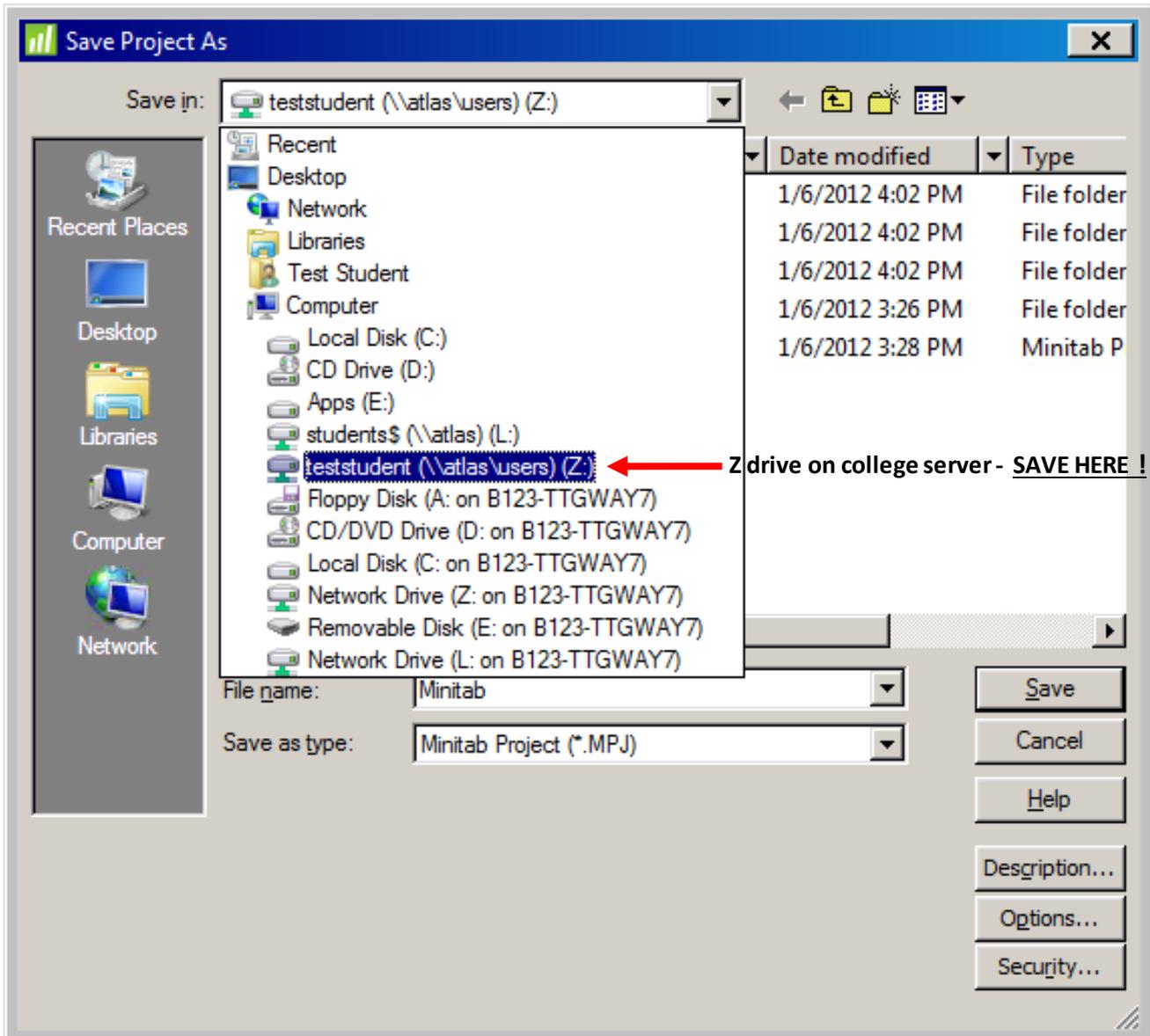
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Save current project Editable

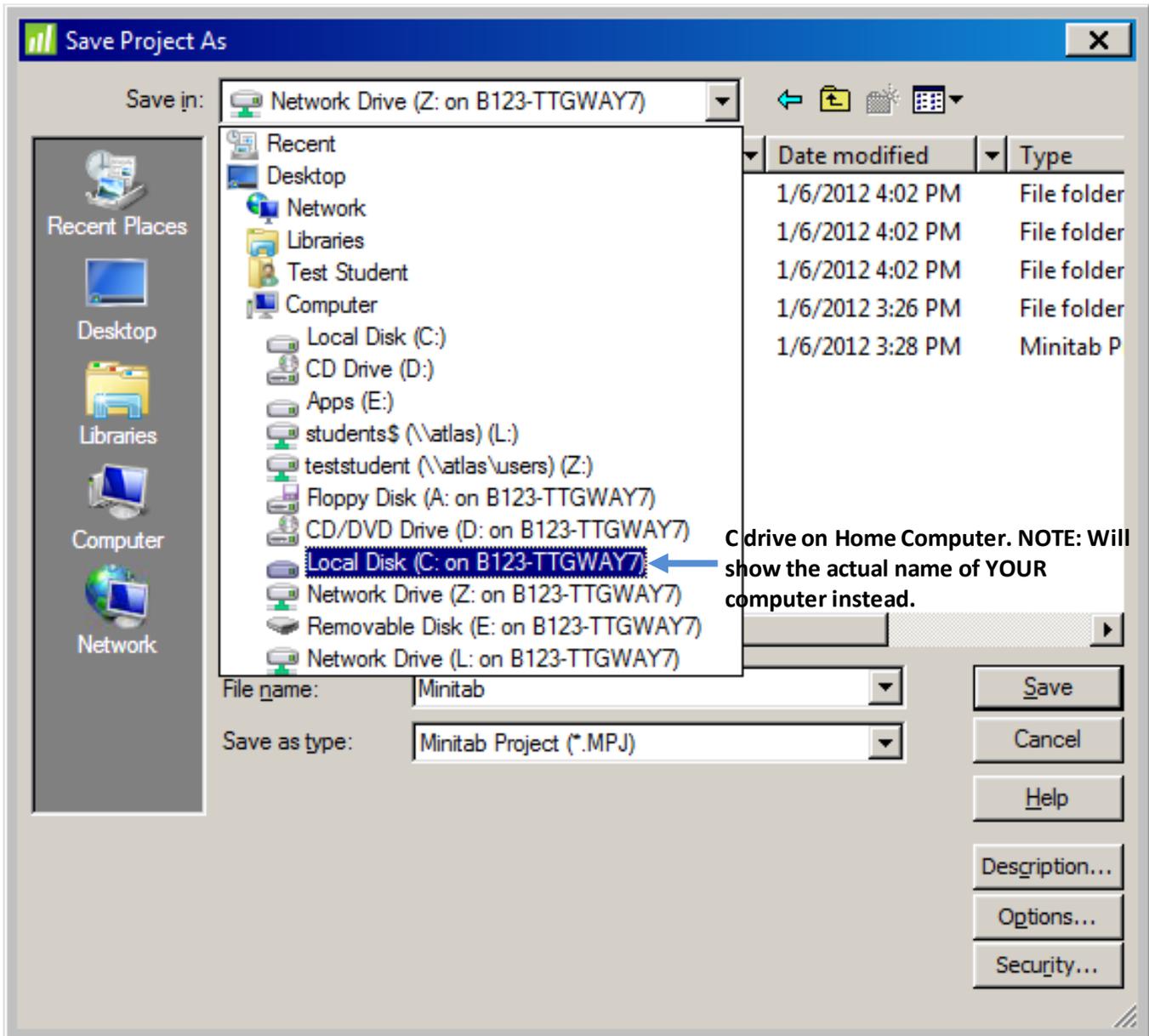
**Important! If you want your data to be available to you from anywhere, and backed-up, always make sure you are saving your work to your campus Z drive. Failure to do so may result in lost data.**

To verify where your data will be saved, choose Save or Save As... from the File menu and make sure you choose your **Z:** drive location. See below.

**Please SAVE here...**



Do not save here...



When finished, quit the program and log off of the Citrix page.

