
REMOTE ACCESS – CITRIX

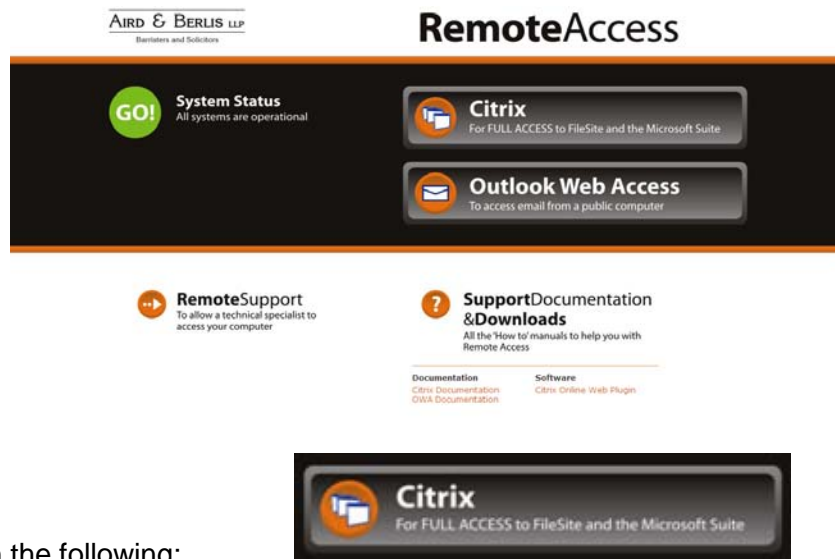
Using Remote Access via Citrix Client

By logging in to the Citrix client, you can access your documents through FileSite, you can check your mail and play voice messages the same as if you were still at the office. You can work in Word, Excel and PowerPoint to create, edit and save new files.

1. Launch Internet Explorer and type the following into the address field: **www.airdberlis.com**
2. Click the **Login** button that appears at the top or the bottom left hand corner of the screen.



The following will now appear:



3. Click on the following:

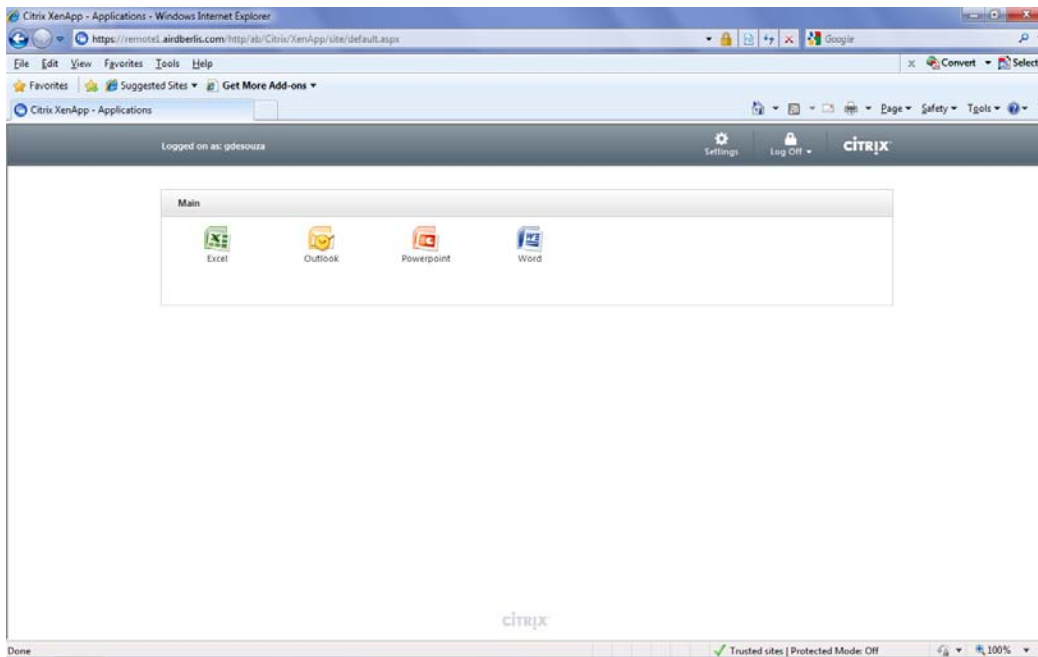
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The following will now appear:



4. To Login, enter your **User name** and **Password** and click on the  button.

The following will appear:



5. Click on the desired program to open it and use all the features as you would in the Office.
6. When you are finished your session, click the **Log Off** button. 