

## Using Southborough High School Virtual Desktops

The school now has a virtual desktop infrastructure (VDI) so that you can experience a school desktop from any device (ie home computer (Windows or Apple Mac, iPad, or other tablet) whether inside or outside school. There are a limited number of desktops at this time so please remember to

- save your work at all times
- log off if not using the desktop (**you will be logged off after 30 minutes of inactivity**)

Staff should report any issues in the normal way. Students can email any problems giving a detailed description to [citrix@southborough.kingston.sch.uk](mailto:citrix@southborough.kingston.sch.uk).

To enable you to use the VDI you need to download and install a free piece of software called **Citrix Receiver**. Citrix Receiver is obtained on different ways depending on the device you are using.

### Windows or Apple Operating System

For a Windows Desktop/Laptop or Apple Mac goto <http://www.citrix.com>, click on **Downloads** and then choose Citrix Receiver from the **Most Downloaded** section (highlighted in yellow below).

Once the software is installed, close any boxes asking you to enter a work email or server address; the VDI is accessed through a website. Open your internet browser and goto

<https://vdi.southborough.kingston.sch.uk>.

Make sure you use the secure website (https **not** http). Once the page loads you should enter your username and password as you would at a school computer. If there is a desktop available a small connection will be downloaded which you should choose to open or run. If there are no desktops available a message will inform you and you need to try again later.

On opening/running the downloaded file Citrix Receiver should then load and begin to log you into your virtual desktop.



## Tablet Devices

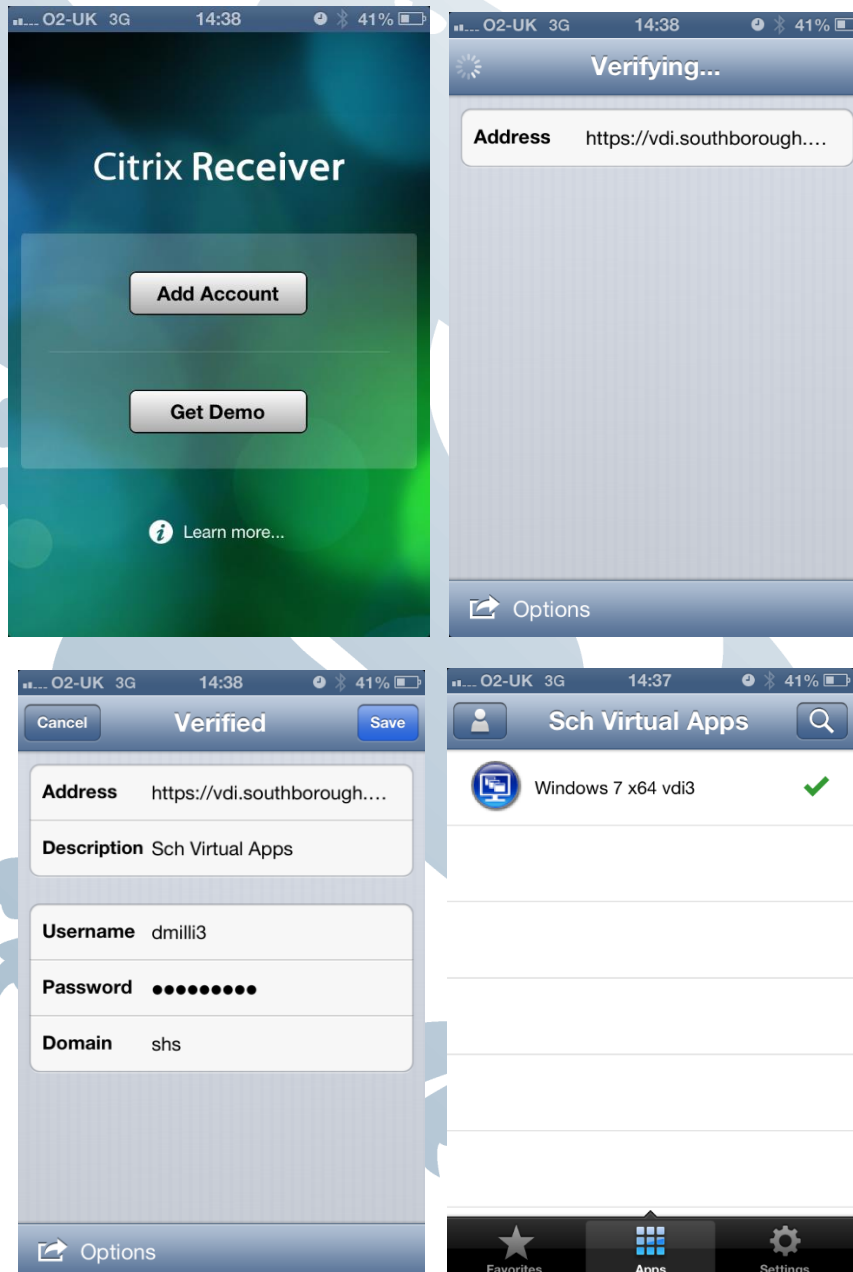
For tablets (ie iPad, Android, Blackberry etc) you need to download and install Citrix Receiver from the devices' App Store/Play Store etc. The app will be called Receiver and the icon looks like this



Once the app is installed open it up and choose add account. You will then be asked to enter a URL

<https://vdi.southborough.kingston.sch.uk>.

Then you will be asked to enter your username and password, which is the same as you would use to login to a school computer, and domain which is **SHS**.



When finished there will be list of available desktop types (the current desktop is called *Windows 7 x64 vdi3*). To login to a desktop tap on that desktop.

