



## Manual Virtual workstation (Windows - EN)

You can use [apps.uva.nl](https://apps.uva.nl) to access your virtual workstation. Here, you can view the same files – those on your network drive, for instance – as you would be able to see when logged into an UvA-computer. The first time you open [apps.uva.nl](https://apps.uva.nl), you will need to install an app called Citrix Workspace on your computer. This manual will show you how to install Citrix Workspace and how to launch the virtual workstation on a private computer running Windows.

Two-step verification is used when logging in. You can read more about it [here](#) as an employee and [here](#) as a student.

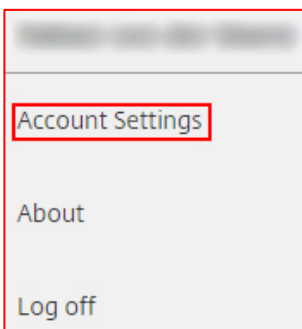
1. Open a **browser** (such as Edge, Mozilla Firefox or Google Chrome) and go to <https://apps.uva.nl>. Log in using your **UvAnet-ID** and **password**.



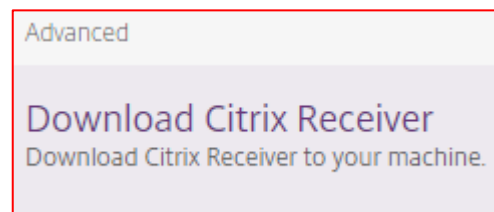
2. Approve the login request on your mobile device. You have 10 seconds to perform this action.
3. Klik the **cog-wheel** on the top right corner.



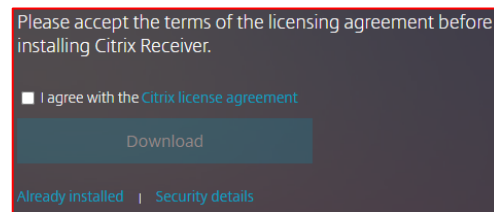
4. Select **Account Settings**



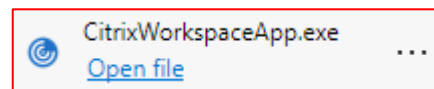
5. Click on **Download Citrix Receiver**.



6. You will be asked for permission to install Citrix Receiver. Tick the box next to **I agree with the Citrix License agreement** and then click **Download**.



7. Citrix Workspace will now be downloaded. Once it has finished, select **Open File**.



8. Windows will now ask you for permission to install Citrix Workspace. Select **Yes**.



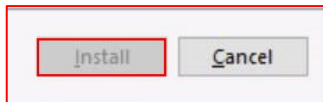
9. This will open an installation window for Citrix Workspace. Click **Start** here to install Citrix Workspace on your computer.



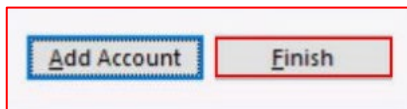
10. During installation, you will be asked to read and accept the terms of the license agreement. After reading the agreement, tick the box next to **I accept the license agreement**.



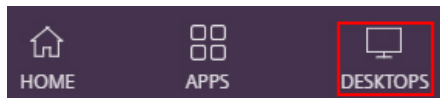
11. Next, click **Install**.



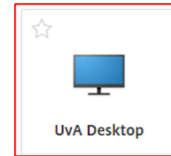
12. At the end of the installation process, a message saying you can add an account (via **Add account**) will be displayed. Click **Finish** instead.



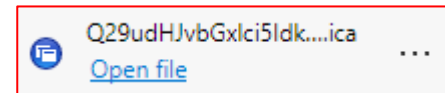
13. When the installation is complete, you will return to apps.uva.nl and click **Desktops**.



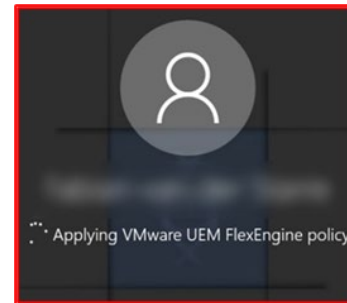
14. Next, select **UvA Desktop**.



15. The ICA-file will now be downloaded. Once it has finished, select **Open File**.

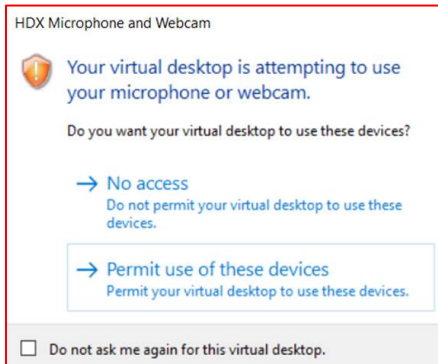


16. The virtual workstation is now being loaded.

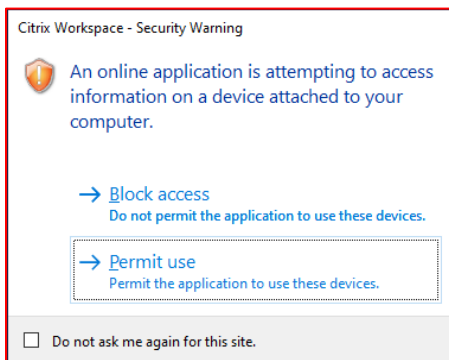




17. If the next screen opens, click **Permit Use**.



18. If the next screen opens, click **Permit Use**.

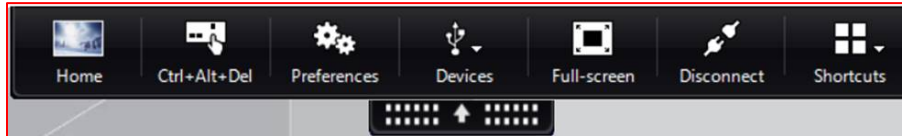


19. You are now logged in and ready to begin using the UvA virtual workstation.



## Options

You can also use the arrow at the top of the page to activate several options:



**Home:** to go to the desktop of your personal computer.

**Ctrl + Alt + Del:** to lock your screen when you leave the computer unattended.

**Preferences:** to adjust the settings of your virtual UvA desktop.

**Devices:** to manage connected devices.

**Full-screen:** to adjust the display of your virtual UvA desktop..

**Disconnect:** to terminate the connection to your virtual UvA desktop. If you wish to reconnect with the virtual desktop, return to [apps.uva.nl](https://apps.uva.nl) and click on **UvA Desktop** once more.

**Shortcuts:** this has no function within the virtual UvA desktop.

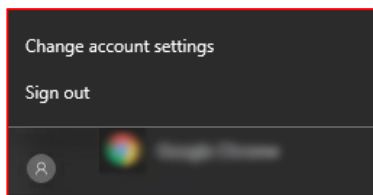
## Log out

There are two ways to **log out**.

1. Open the **Start menu** and click **this button**.



2. Select **Sign out**.



1. Click **this button** on the taskbar.



2. You must confirm the choice before you will actually be logged out. Click **Yes**.

