

**HOW TO REMOTELY ACCESS HELP DOCUMENTS THROUGH CITRIX RECEIVER**

1. **Go to the Citrix portal:** <http://portal.ohsu.edu>.
2. **Enter your OHSU user name and password.**
3. **Authenticate your identity through DUO Mobile.**
4. **Click “Use Full Receiver Version” to install and open the Citrix Receiver Launcher or click “Use Light Version” to open in your browser with less features.**
5. **Choose and click on the browser icon you would like to use (Internet Explorer 11, Firefox ESR, or Chrome).**
6. **Once the browser opens, type or paste the URL you would like to access.

*Note:*** *If the link was sent to you in an email, in the Citrix browser app, you can type mail.ohsu.edu into the URL line to get to your email. You can then click on the link in the email message and it will open resources for internal use only.*