

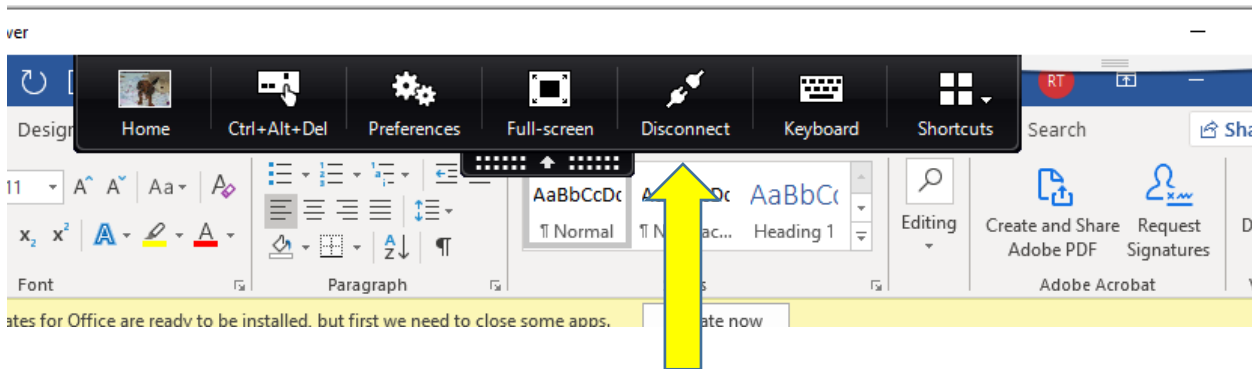
Remote Work from Home

Please be aware of proper disconnect procedures when using Citrix Remote Access

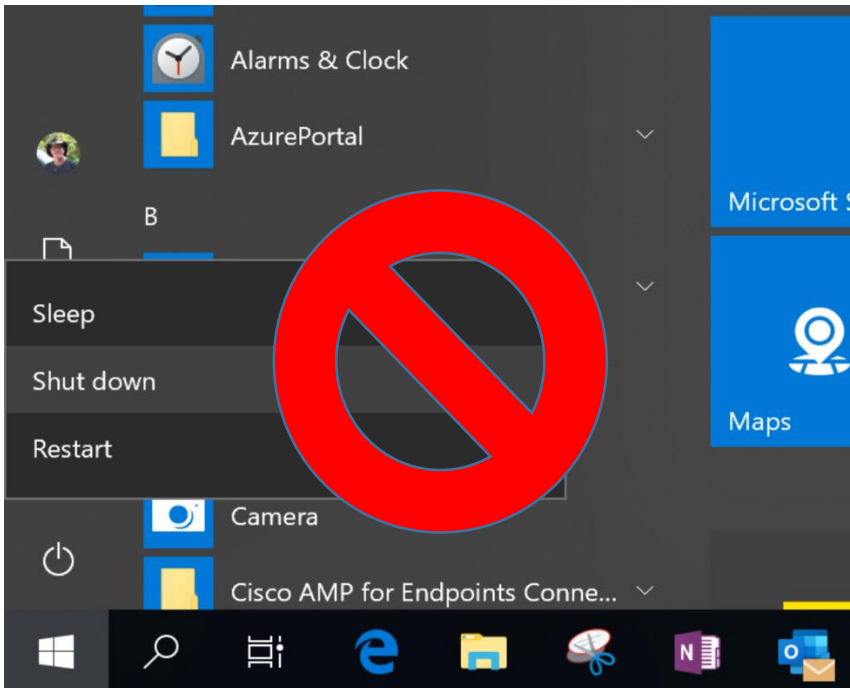
When using Remote Access, it is necessary to perform a **Disconnect** from the Virtual Desktop Access tool bar.

Click the small down arrow in the top middle of your screen to display the VDA toolbar (shown below)

Click on **Disconnect** when ready to stop working for the day.



DO NOT shut down your In-Office Computer!



Please avoid the shut down as shown above, as you will not only be shutting down your Citrix session but will also be shutting down your office computer. If you 'Shut down' your office computer, you will not be able to connect to Citrix until someone physically turns your computer back on in the office.