1. In order to access OneDrive through Citrix on a personal computer, you need to make sure the OneDrive client is installed on your computer. If it is installed, you will see a blue cloud in the taskbar (bottom-right). OneDrive client comes with Windows 10 but you might not see it on the taskbar. The easiest way to activate the client is to log into your Office365 email account and go to OneDrive online (from the Tile button in the upper-left). From the OneDrive screen, click Sync and follow the prompts. This will sync your CCSU OneDrive with your personal computer and put the OneDrive icon on the taskbar.
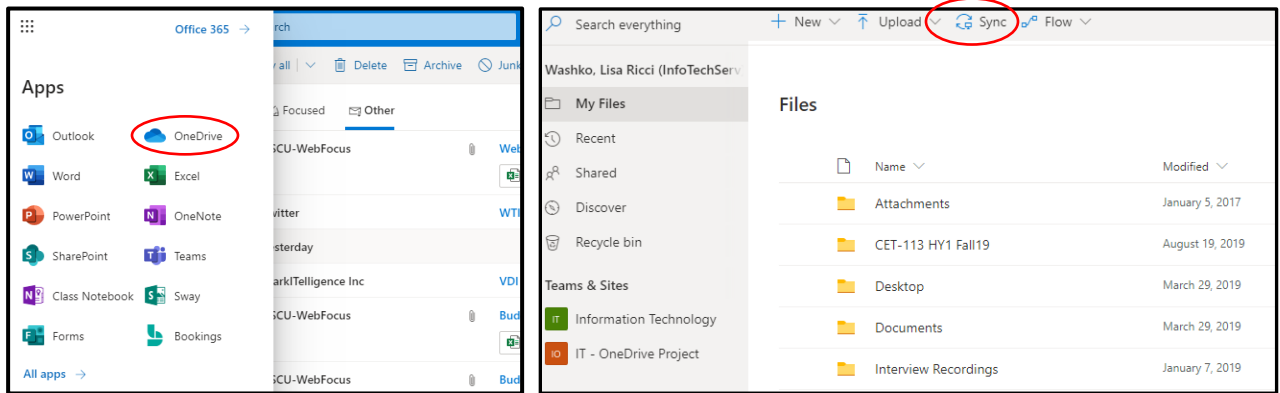
2. Open https://apps.ccsu.edu from a browser and log in with your BlueNet credentials.
3. The first time you open https://apps.ccsu.edu, it will ask you to install the Citrix Receiver. Make sure you install the Full Version of the Receiver (not the Light Version). To verify which version you have, click on the drop down next to your name in the upper left corner and click "Change Citrix Receiver". On the next screen, click on the Detect Receiver button.
4. Open the application you want to use (i.e. IBM SPSS Statistics, Minitab, IBM SPSS Modeler, etc.).
5. Once inside the application, go to File/Open. Browse to Look in:
   Local Disk/Users/username/OneDrive (*username* is the account you use to log into your computer)

Information**T**echnology @ **CCSU**
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