

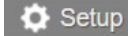
## CITRIX INSTALLATION & VIRTUAL OFFICE SIGN IN

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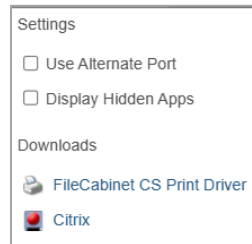
1. In a web browser, login to your Thomson Reuter's account.

Here is a link to the Thomson Reuters' login site: [Login \(netlinksolution.com\)](http://netlinksolution.com)

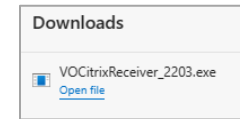
2. Once you've logged in, click on the **Applications**  button on the left side of your screen.

3. On the right side of your screen, click on **Setup:** 

4. From the dropdown menu, click on Citrix:



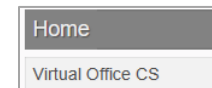
5. The Citrix Receiver installation file should download to your computer, click on **Open File**



to install the Citrix.

6. Allow the installation file to update your computer.

Once Citrix has successfully installed on your computer, you should be able to access the apps in **Virtual Office CS**



screen including

CS Accounting.



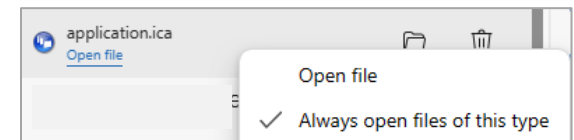
**Note:** If the application you want isn't displayed, you might not have access to it. Contact your administrator to get access.

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*Citrix should automatically start connecting you to the application, and after a moment the application should open.*

*However, if this is the 1st time you're using Citrix on your computer, and the application doesn't open automatically, click on the **.ica file's Open file** in your browser's download list. You can also right-click the **.ica file** and select: **Always open files of this type**.*

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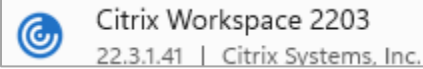

## HOW TO: REINSTALL CITRIX

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**To Reinstall Citrix, you must first uninstall the Citrix app from your computer.**

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1. To do so:

- a. Open the Windows' Settings program on your computer. (It is the gear icon  available from the Windows' Start menu.)
- b. Click on: Apps
- c. Scroll through the list of Installed Apps until you see: **Citrix** or **Citrix Workspace**. 
- i. In Windows 10
  1. Click on the **Citrix** app, then
  2. Click on: **Uninstall**
- ii. In Windows 11:
  1. Click on the **three dots**  on the right side of the Citrix/Citrix Workspace App.
  2. Click on **Uninstall** from the popup menu.
- d. Follow the Windows' instructions to uninstall the Citrix App.

**Once you have successfully uninstalled Citrix from your computer, follow the Citrix installation instructions to reinstall Citrix.**

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