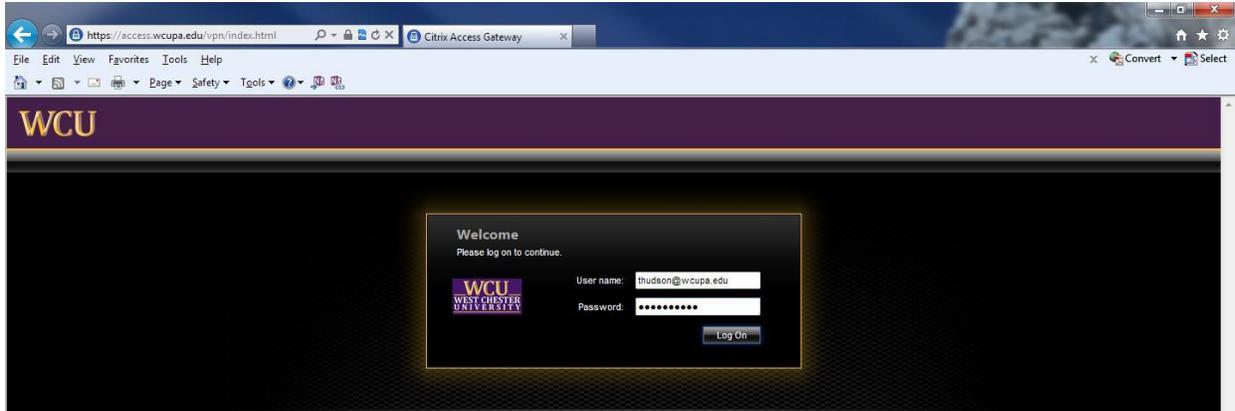
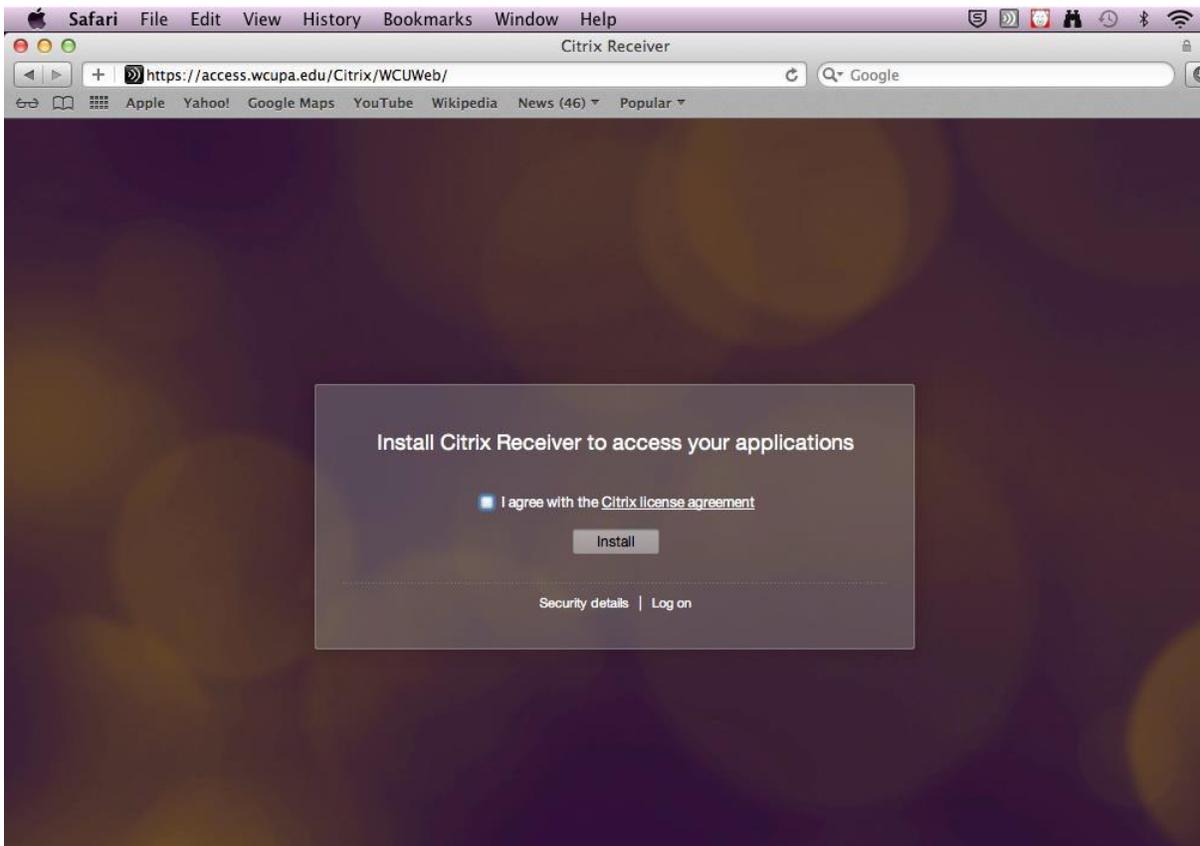


# RamCloud MAC User Guide

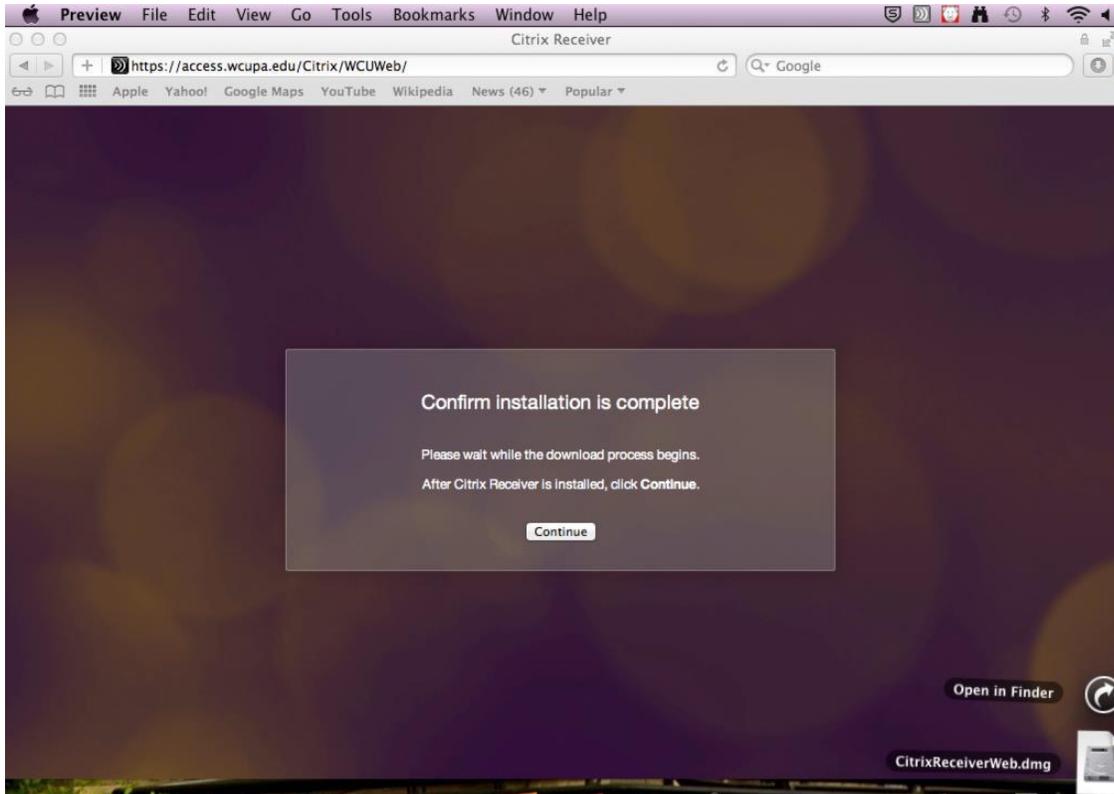
1. Open a web browser and go to [RamCloud.wcupa.edu](https://RamCloud.wcupa.edu)
2. Log on with your WCU username and password:



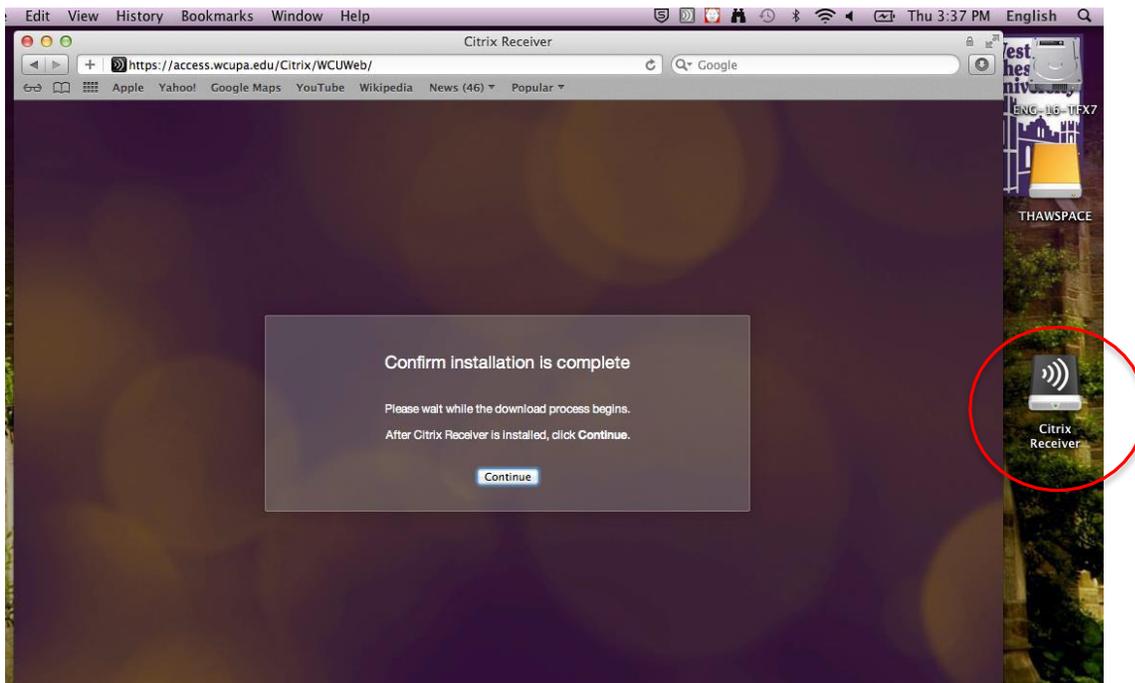
3. You will be prompted to install Citrix Receiver. Click the checkbox agreement to the Citrix Licensing Agreement then click 'Install' to download the Citrix Receiver.  
NOTE: This will only need to be done one time initially per device you are using.



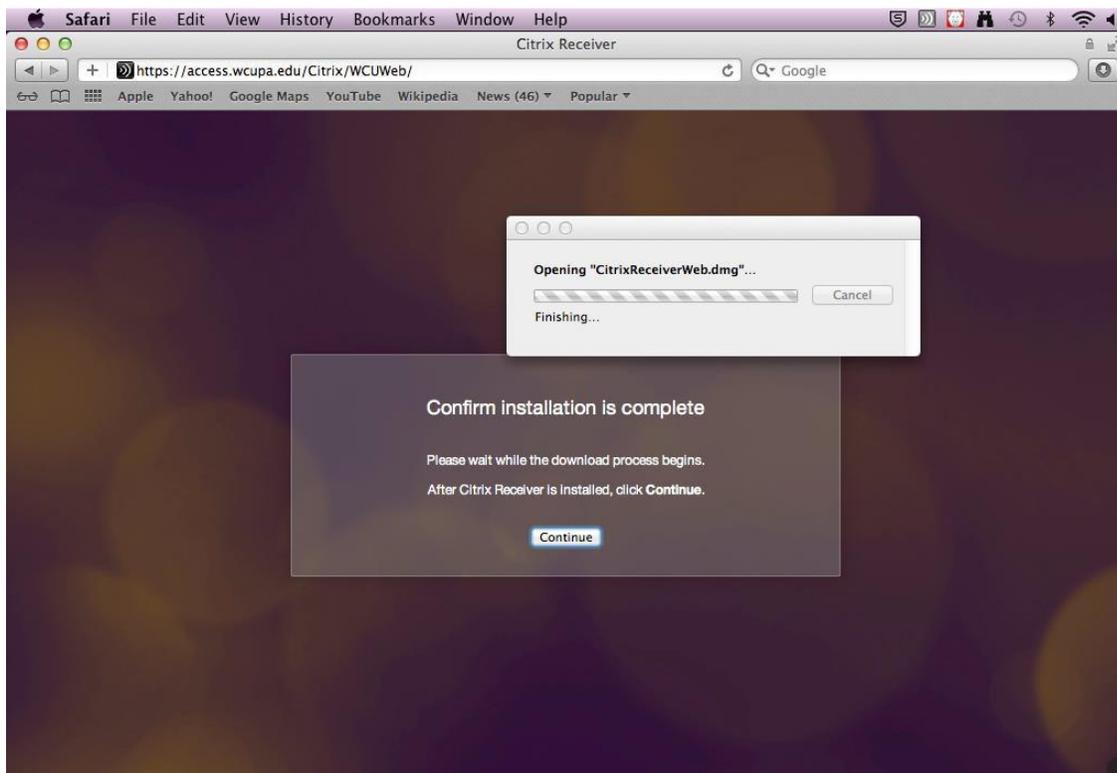
- Once the Citrix Receiver is downloaded, click the downloads icon on the MAC desktop and click the CitrixReceiverWeb.dmg file which will move it to the desktop:



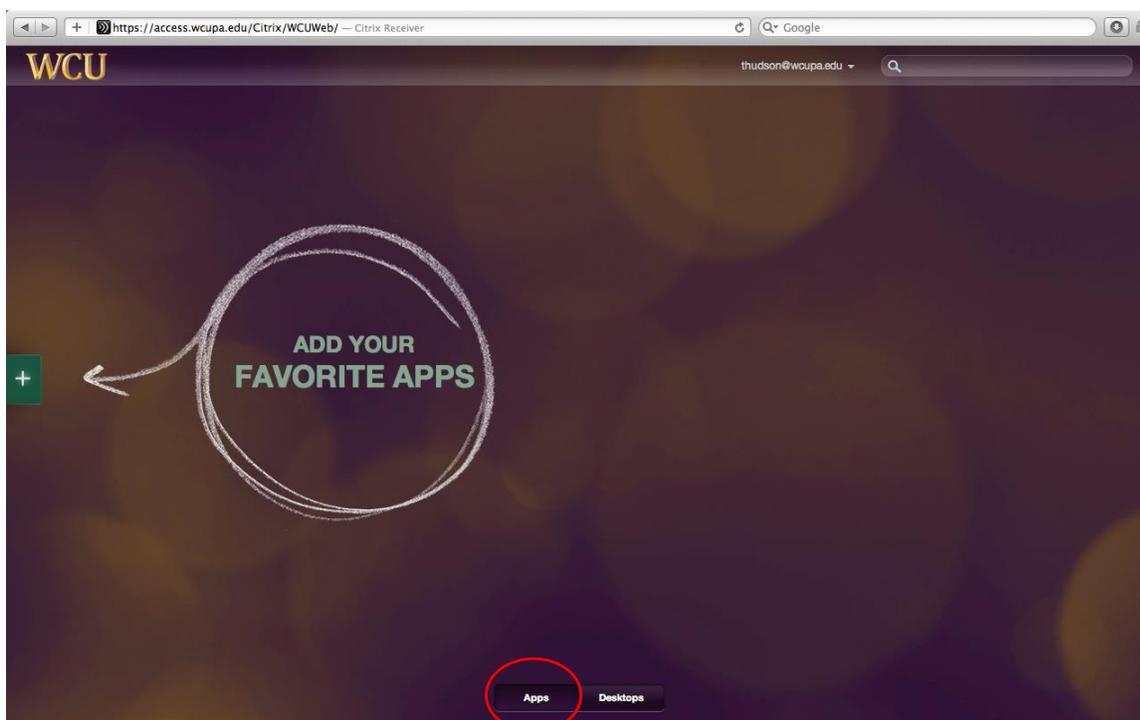
- From the MAC desktop, click the Citrix Receiver icon to install:



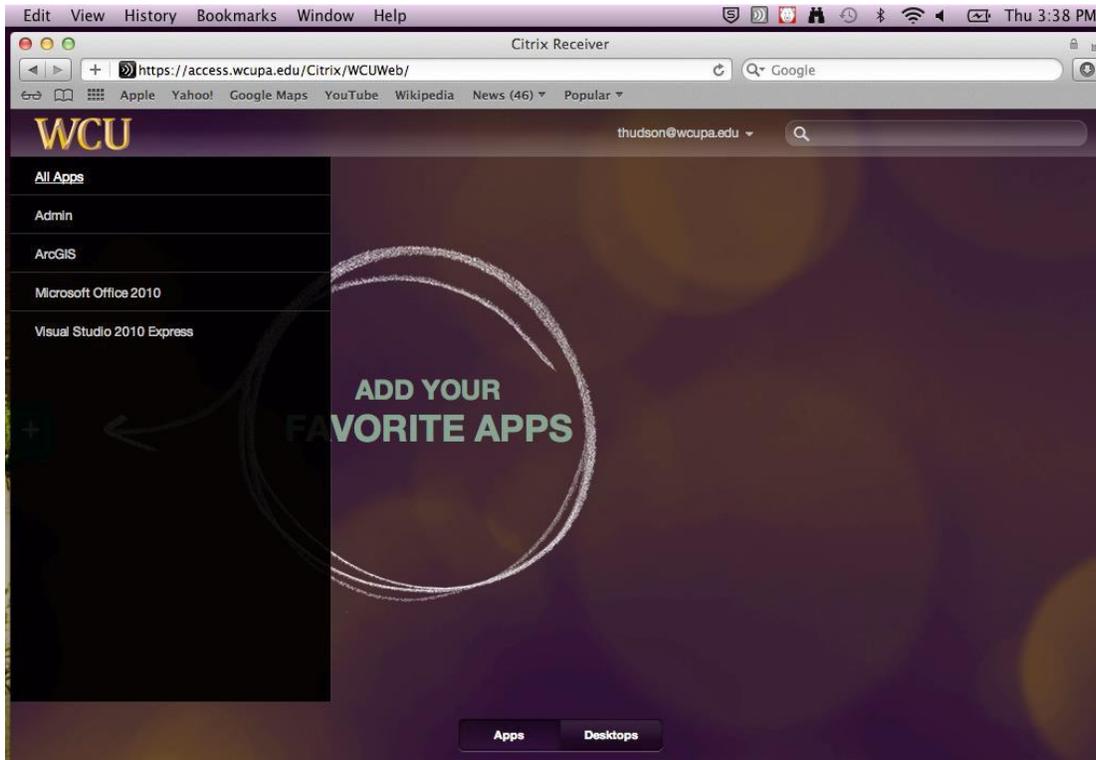
6. Once the Citrix Receiver is finished installing, click 'Continue':



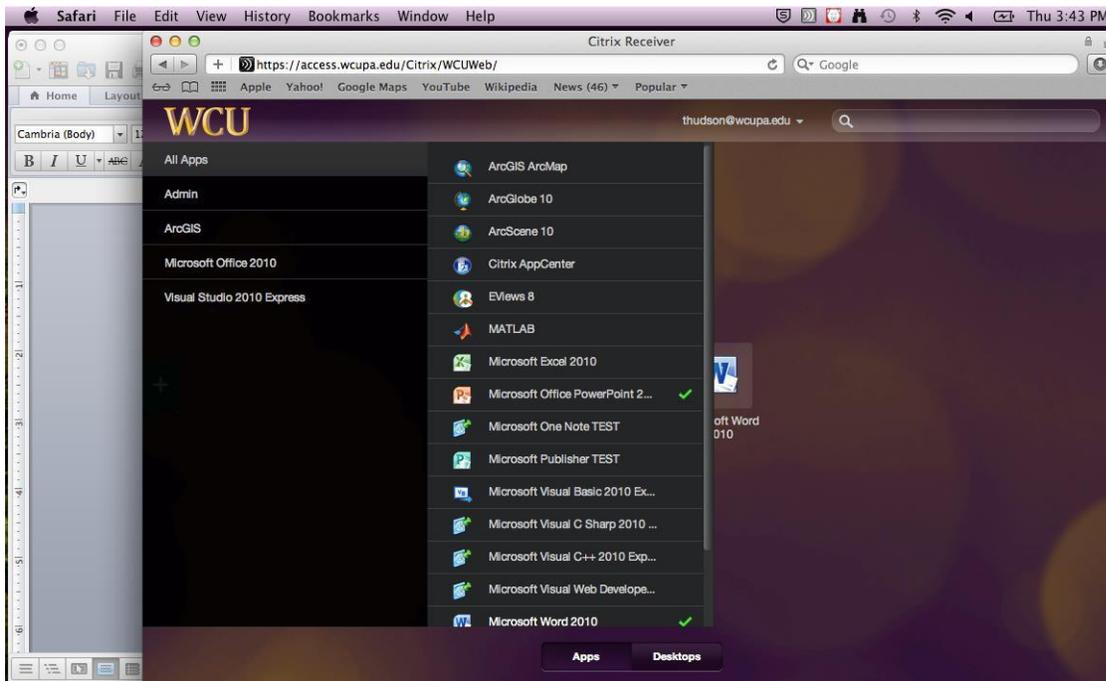
7. This will bring you to the StoreFront where you can add the Apps (software) you wish to use by clicking the '+' sign on left side. NOTE: Make sure you are using Apps, not Desktop at the bottom of the screen:



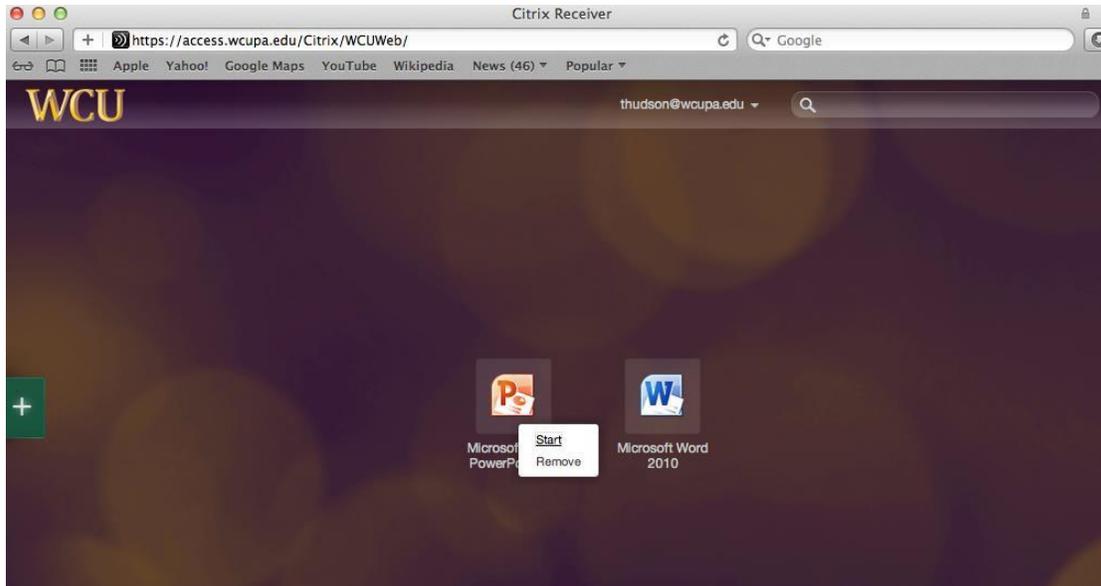
8. From here, select All Apps from the menu:



9. A list of available Apps for your use will be displayed; click on the App(s) you wish to add to your StoreFront:



10. Once you have added the App(s) to your StoreFront, click anywhere in the StoreFront to close the menu. Click on the App icon once to launch OR you can right-click to also launch the program by clicking on 'Start'. Clicking 'Remove' will remove the App icon from your StoreFront. It can be re-added by going back to the "All Apps' menu.



**IMPORTANT NOTE: When saving files, all files must be saved to users local computer hard drive or external device. There is no network file storage.**

Select the "Save" option in the application. You will see a message asking, "How do you want to access files from this application?" Check the box for "Don't ask me again" and then select "Read & Write"

Browse to "Computer" and then select your local drive (most likely labeled "Local Disk (H: on computer name)" or a USB storage drive. Do not save files in the default Libraries or Favorites folders.

11. ***IMPORTANT NOTE:*** When finished working with the software application and all work has been properly saved, exit/close the application to release the software license for other users.

12. When done, log off by clicking the drop down arrow to the right of your name: