To access the company portal from home you must have the following:

- A desktop or laptop computer
- An internet connection

Before beginning, you should ensure that you have anti virus software (Norton. McAfee, AVG, etc.) loaded on your computer and that your computer is virus free by running a virus scan. Please see your AV software manual for instructions for performing a complete virus scan of your computer.

These instructions should be run from a computer or laptop that you personally own. You should not be using a public computer, i.e. Internet café computer, Public Hotel computers or a friend or relatives computer, to connect to the Mackay Citrix portal.

The following instructions are based on a windows PC or laptop, if you have a Macintosh the procedures are the same but the actual programs and keystrokes may be slightly different.

Ensure your computer is turned on and that you have internet access by opening a web browser and ensuring that you can access the internet.
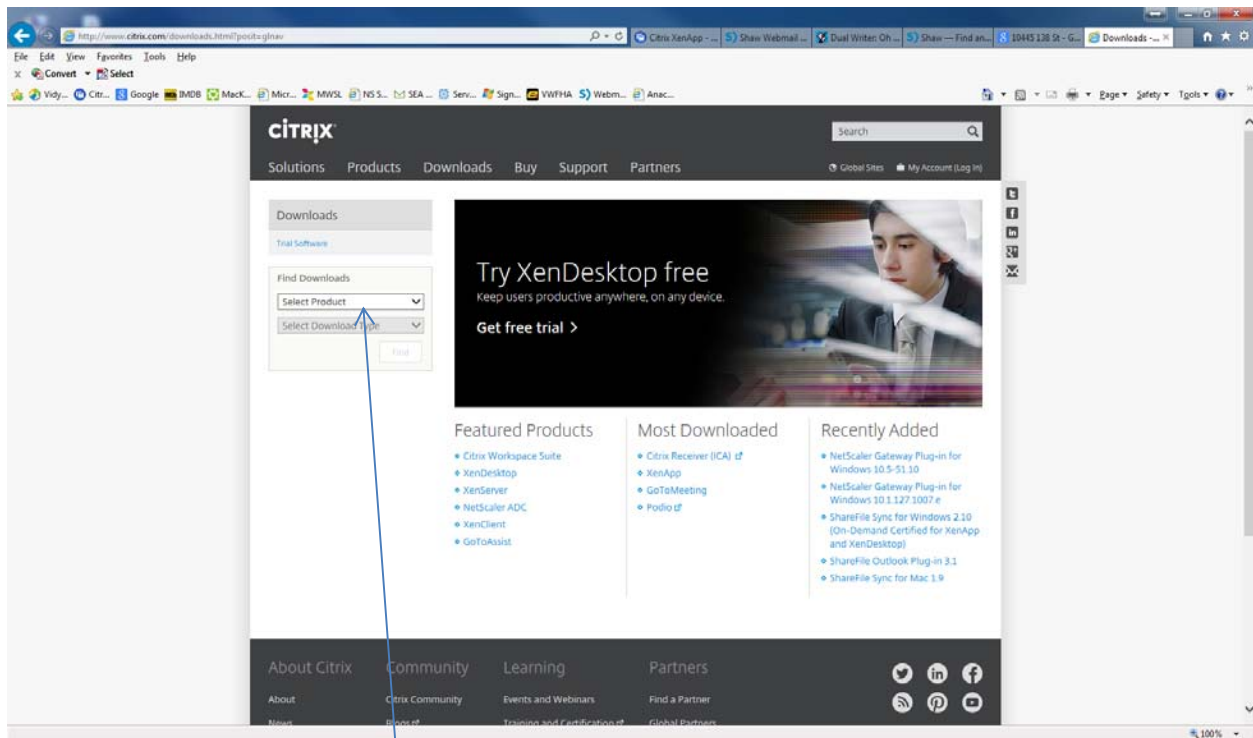
In the address bar in your internet browser type the following:
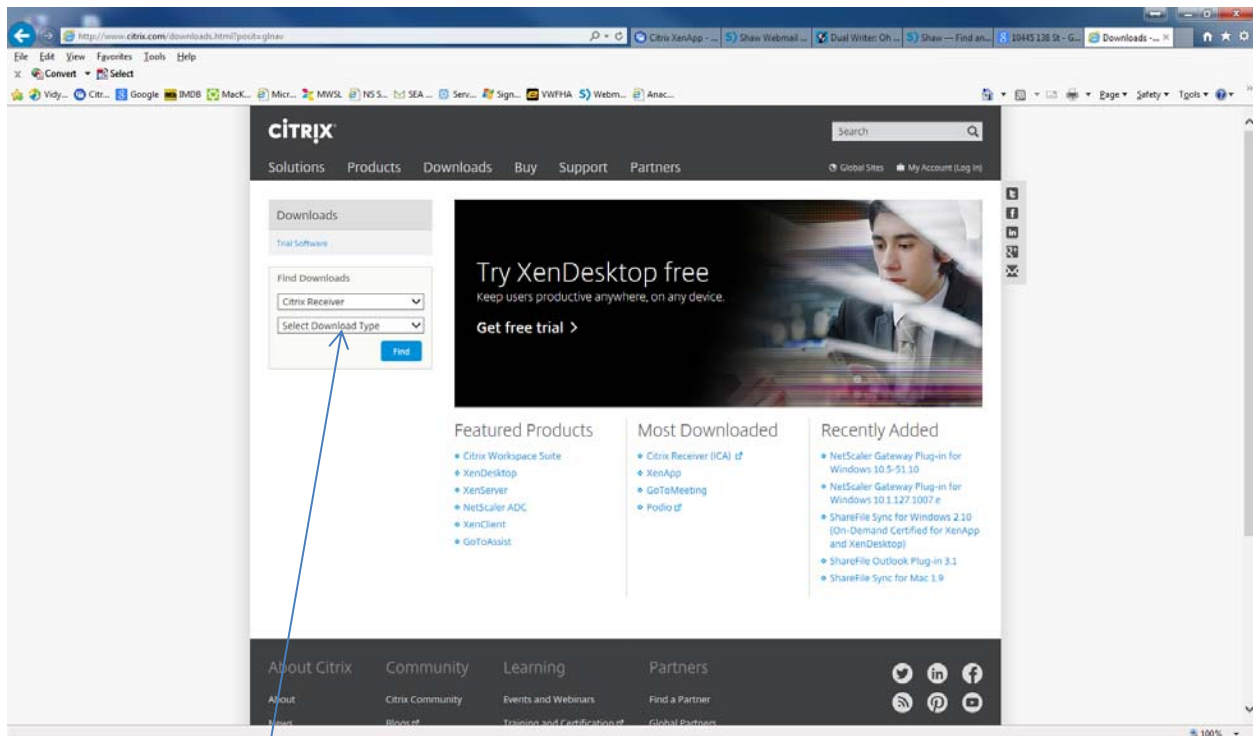
www.citrix.com

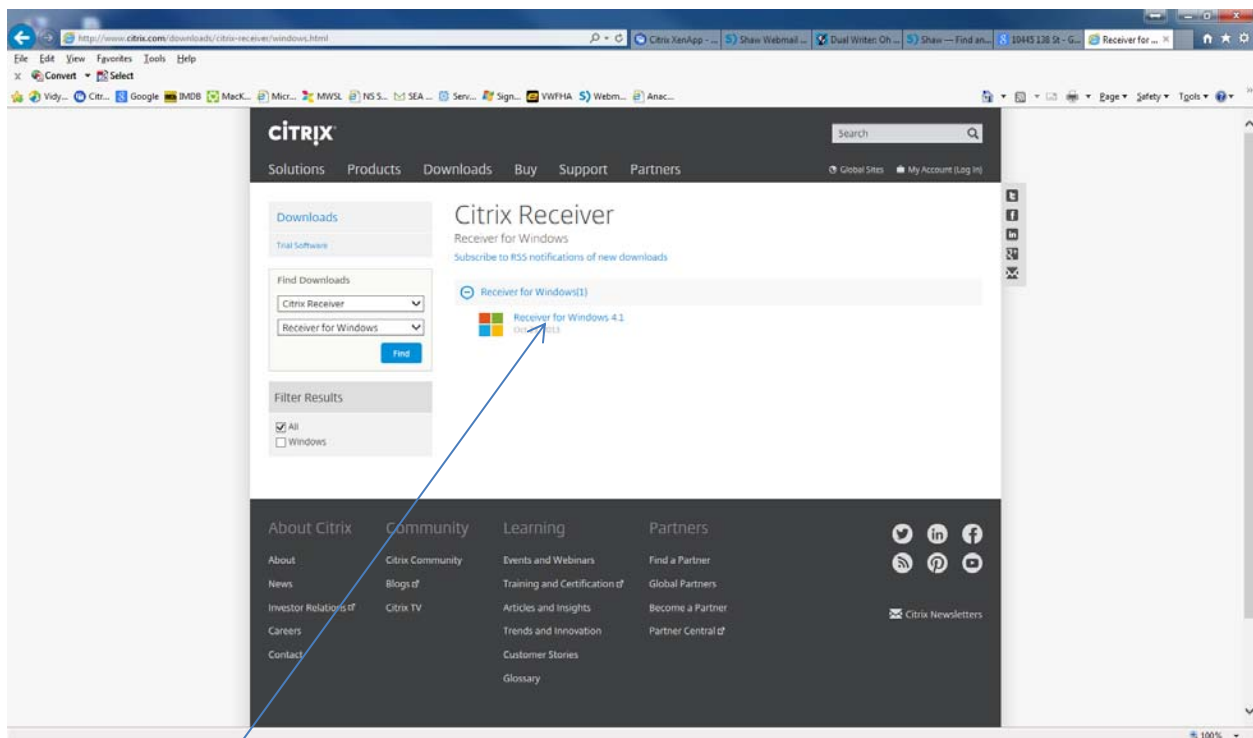You should see the following page

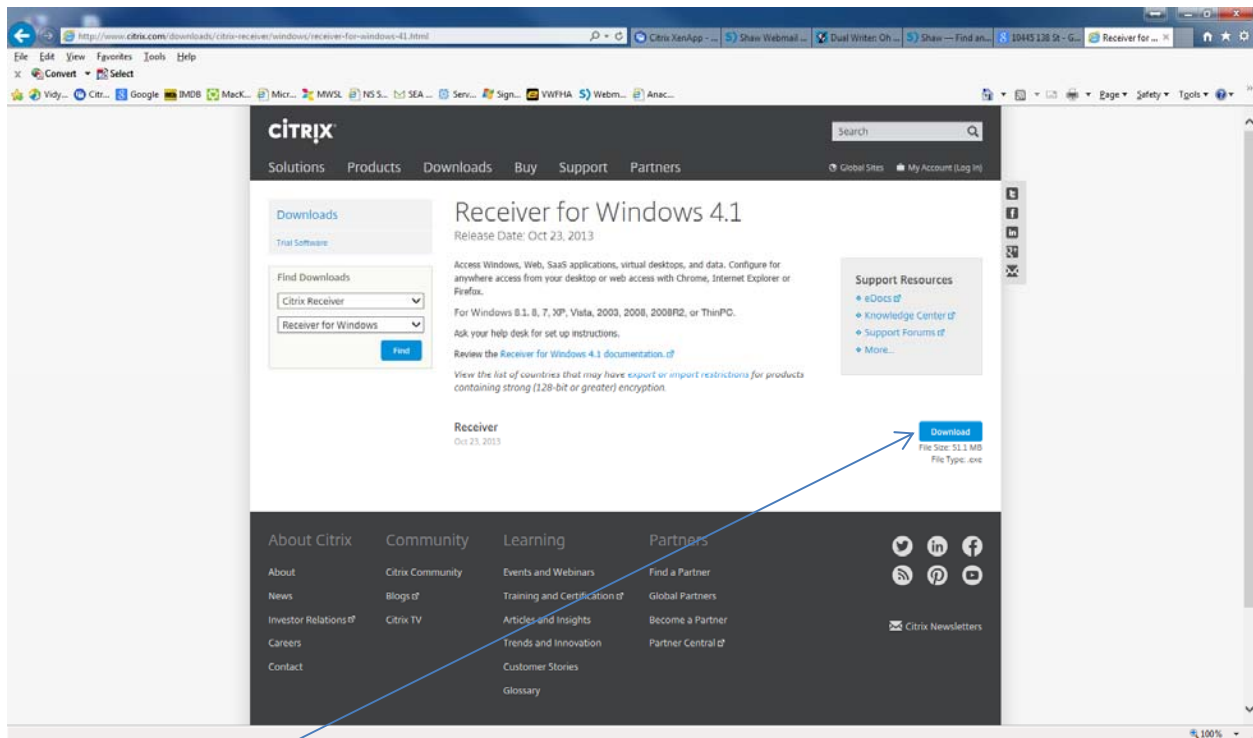Click on the downloads tab. The following page should be displayed

Click down arrow on the select product line and choose 'Citrix Receiver' from the list presented.
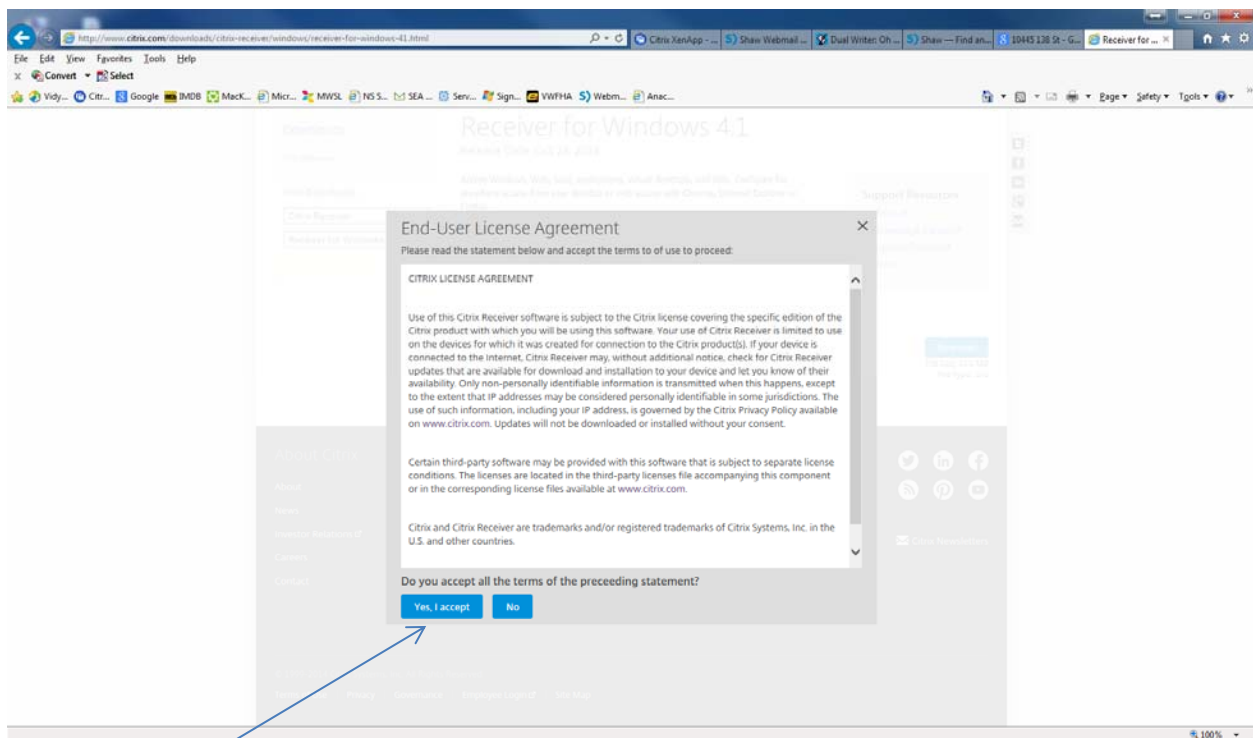
Click on the Select Download Type box and select 'Receiver for Windows' from the list presented. Click The FIND button. The following screen should be displayed:
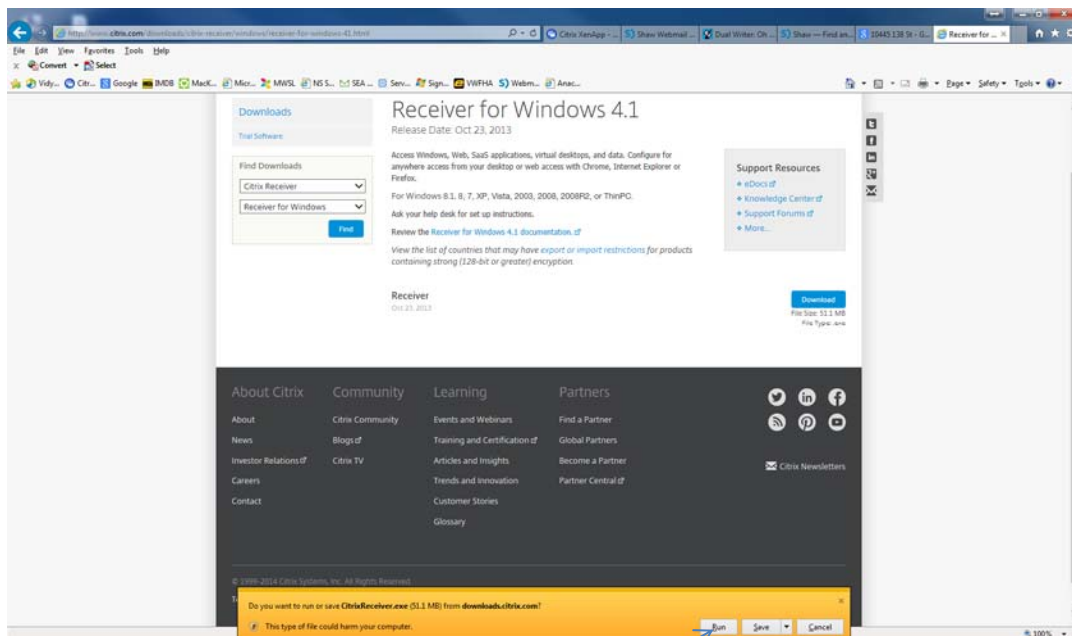

Click on The Receiver for Windows 4.1 (or what ever the current version is) in the middle of the screen. The following screen should be displayed:

Click the download button. The following screen is displayed:
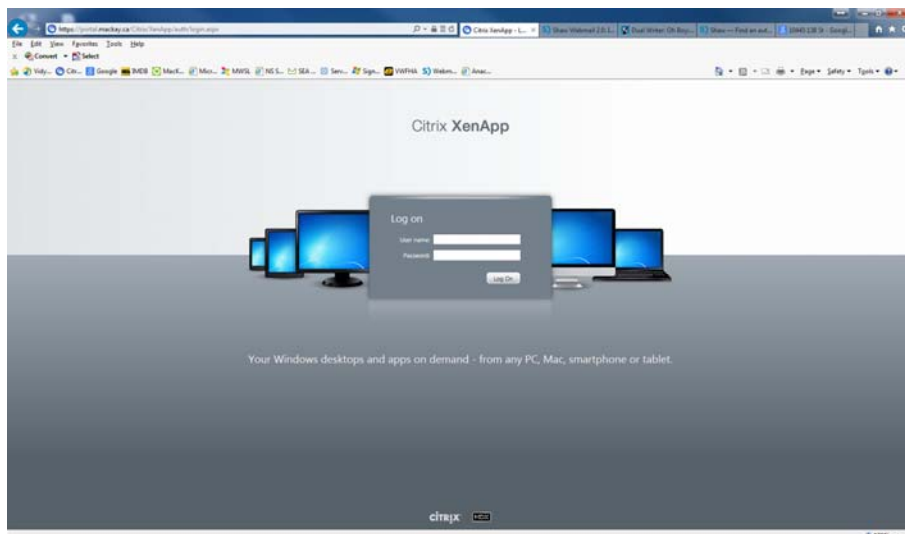

Click the Yes, I accept button

On the bottom of the screen you should see a box, click the run button.

Follow the prompts that appear to install the Citrix receiver. Once completed. Close the browser windows and reboot your computer. When your computer has rebooted, again open a browser window and type:

https://portal.mackay.ca

and press enter. You should see the following screen:

Note: You may be asked if you wish to allow the citrix receiver to run on your computer at this time. Please click allow.

You should be able to log into citrix using your Mackay user name and password that you use at the office and the screen should show your regular Citrix desktop