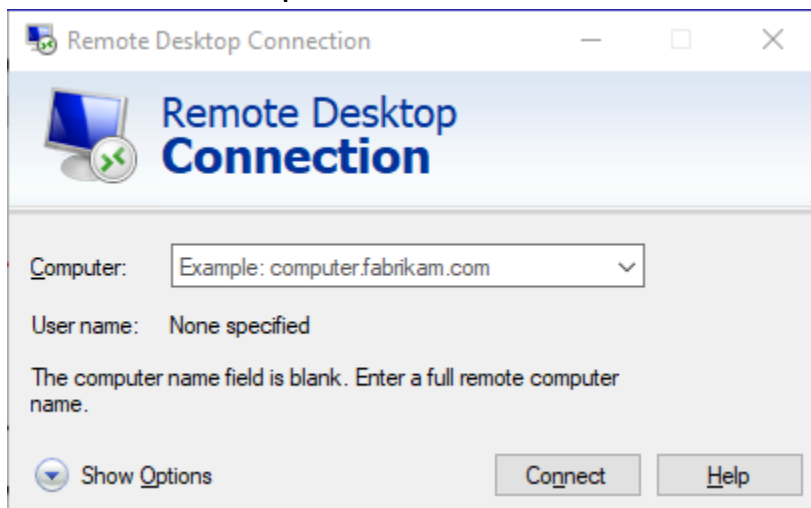# How to Connect GMU's Citrix VLC to Your Mason's One Drive Folder Mapped to Your Local Machine Directory
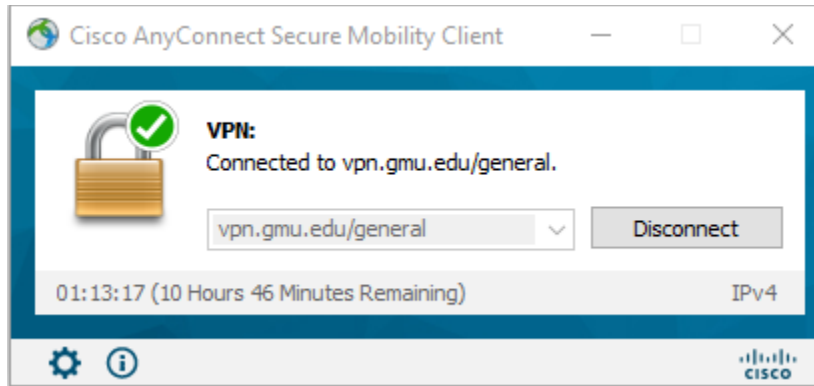
May 2020

Citrix Workspace is an application by Citrix Systems (Citrix VLC) that allows users to securely access files, applications, and services away from the workplace on any device from any network. The application is free to install and use but requires a work email or server address provided by George Mason University.
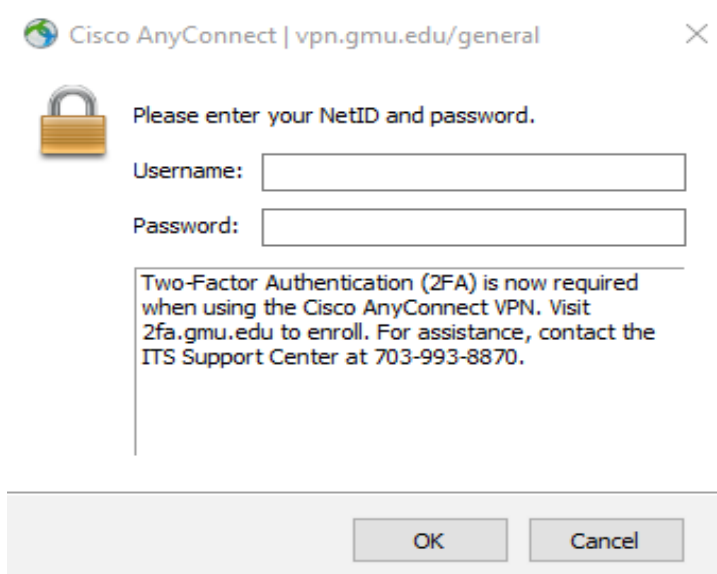
1. Download CiscoVPN from https://its.gmu.edu/service/virtual-private-network-vpn/. Select your operating system and follow the instructions that follow.

2. Once CiscoVPN is installed, open the application from your start menu or desktop.

3. To connect to the George Mason University network, set the server to vpn.gmu.edu/student or vpn.gmu.edu/general (for faculty).

4. Enter your George Mason University username and password. A Two-Factor Authentication is required, and a notification will be sent to the Duo application on your phone.

5. Once you are connected to George Mason University's network, download and install Citrix Workstation from https://www.citrix.com/downloads/workspace-app/

6. Open the Citrix Workspace installer and select "Start". Read through the License Agreement and accept the terms before continuing.

7. Select if you would like to enable app protection for further security. Citrix Workspace will install even if you choose not to enable it.
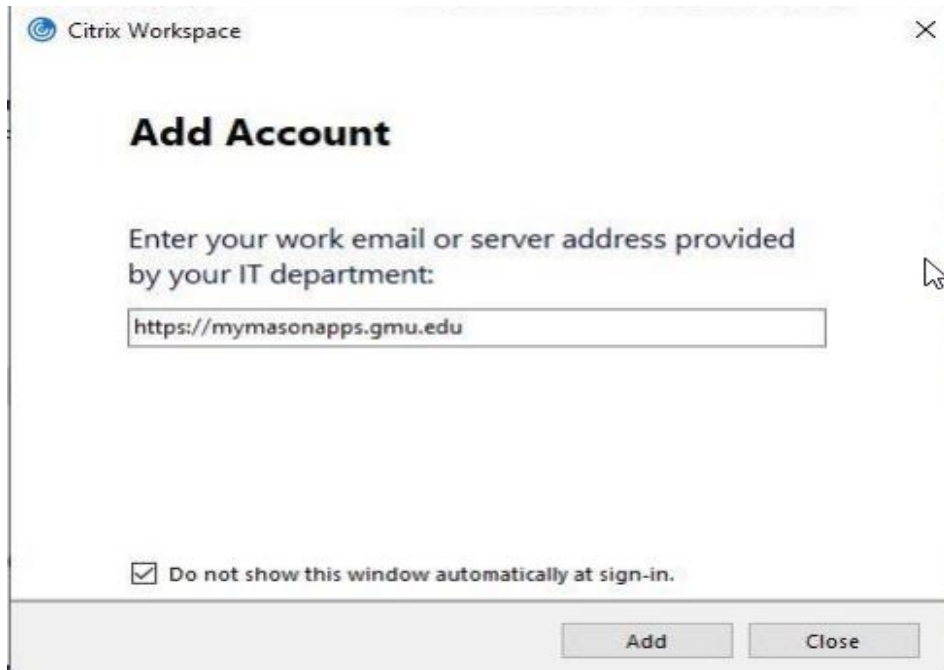
App protection

Enable this option to prevent screen captures of the app, and to protect it from keylogging malware.
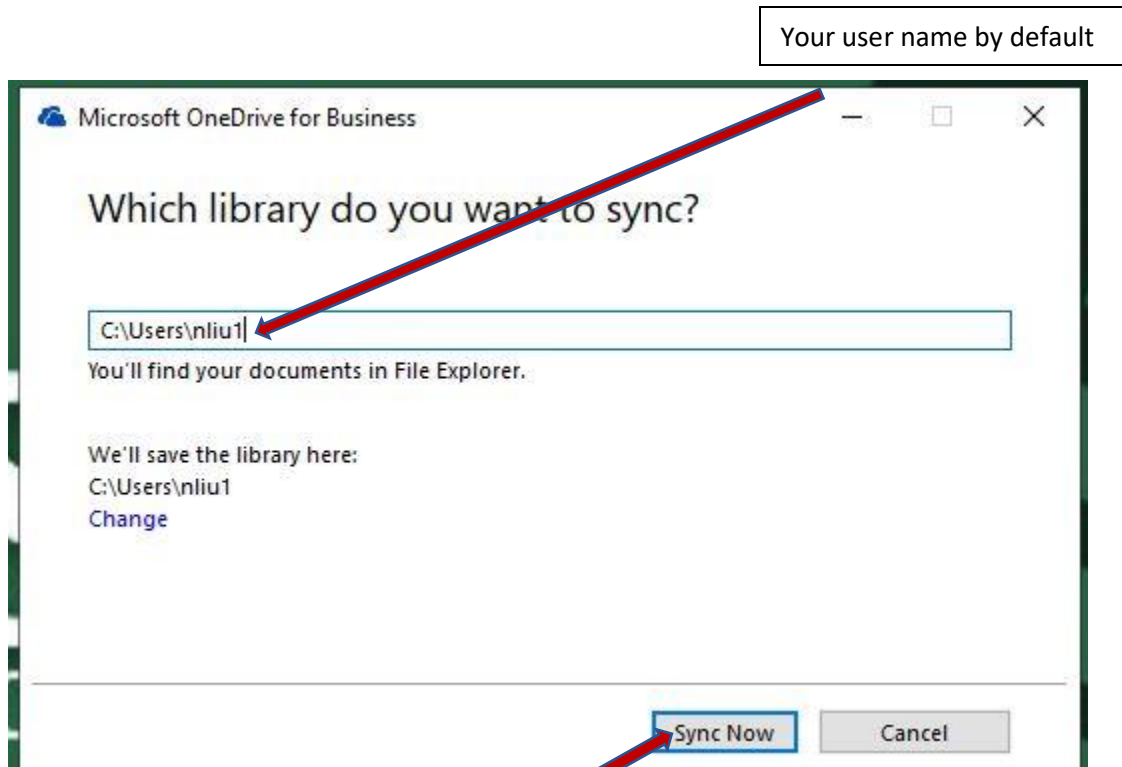
☐ Enable app protection

Warning: You cannot disable this feature after you enable it. To disable it, you must uninstall Citrix Workspace app. For more information, contact your system administrator.

8. Open the application once it has finished installing and make sure you are connected to George Mason University in Cisco VPN. Then add an account by using the server address at: https://mymasonapps.gmu.edu

9. Use your George Mason University credentials to log into the server, then click on "Mason Labs" and then "Open" to gain access to George Mason University's Virtual Computer Lab.

10. Use your mason account to log into the connected lab machine.

11. In the lab machine, start "OneDrive for Business" application from the program list.

12. Sync to your own machine's local directory by default. In my example, shows as "C:\Users\nliu1"

Microsoft OneDrive for Business — □ ✕

Which library do you want to sync?

C:\Users\nliu1

You'll find your documents in File Explorer.

We'll save the library here:
C:\Users\nliu1
Change

Sync Now   Cancel

13.   Click on "Sync Now".

14.   Visit the data source link according to your instructor's guide, for example: http://highered.mheducation.com/sites/1259929655/student_view0/arcgis_data_sets.html

15.   Download the dataset your instructor asked into the One Drive folder you just synced in step 12.

16.   Continue to work and save your work into the same folder for your class.