

STENA GROUP IT

INSTALLING CITRIX WORKPLACE ON A NON-STENA PC

First connect to your home internet access and open your internet browser on your personal PC Windows computer. Browse to the URL corresponding to the company branch you work in:

Stena AB – <https://myoffice.stena.com>

Stena Line – <https://myoffice.stenaline.com>

Envac – <https://myoffice.envac.se>

Log in with you company username and password as per **Fig.1.** below.

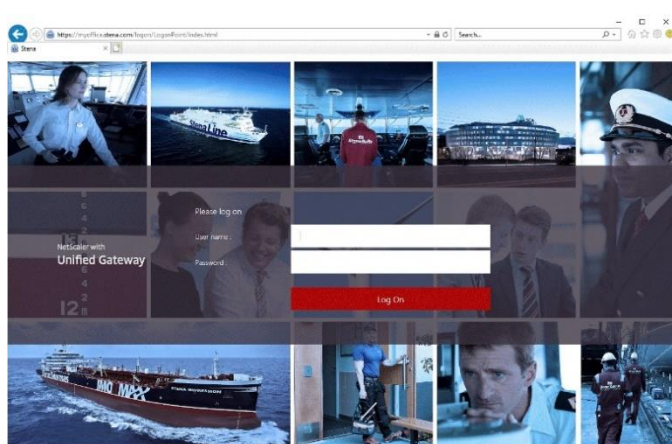


Fig.1

Enter the one-time password (OTP) that was sent to your mobile phone and enter Submit, as in **Fig.2.** below

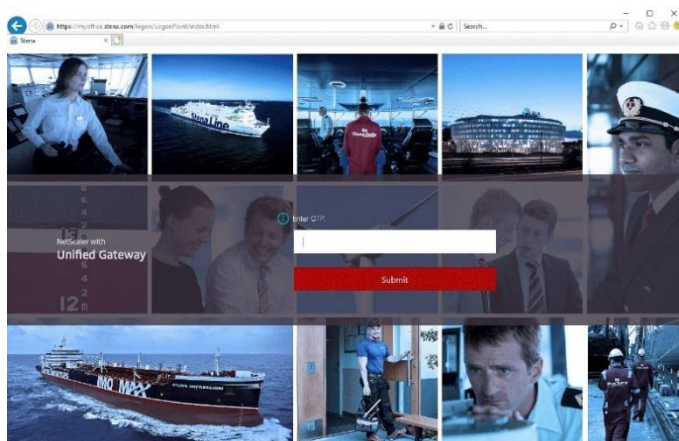


Fig.2

To access a Business Application through MyOffice, you will need to install a Citrix Workspace App on your computer. Select "I agree with the Citrix license agreement" and then select *Install* as in **Fig.3.** below.

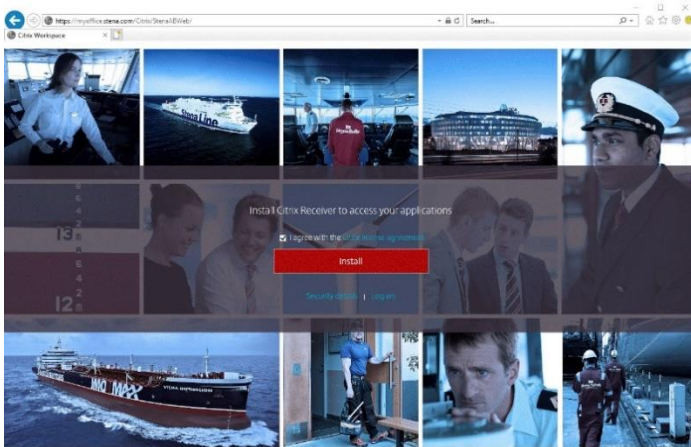


Fig.3

The client will now be downloaded to your computer and when finished select *Run* in the prompt at the bottom as in **Fig.4.** below.

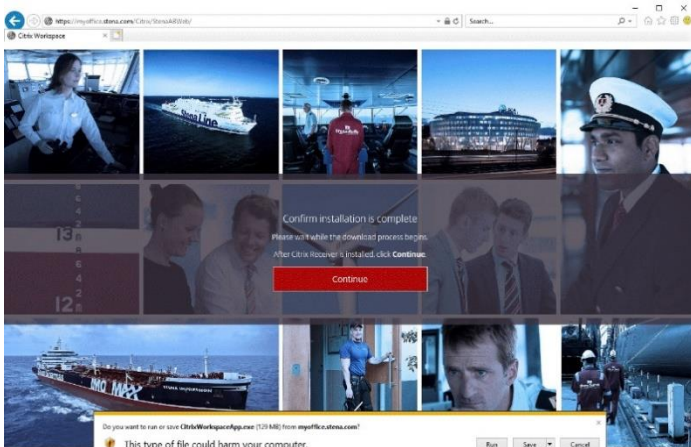


Fig.4

The installation process will now begin as in **Fig.5.** below. Select *Start* to begin the installation.

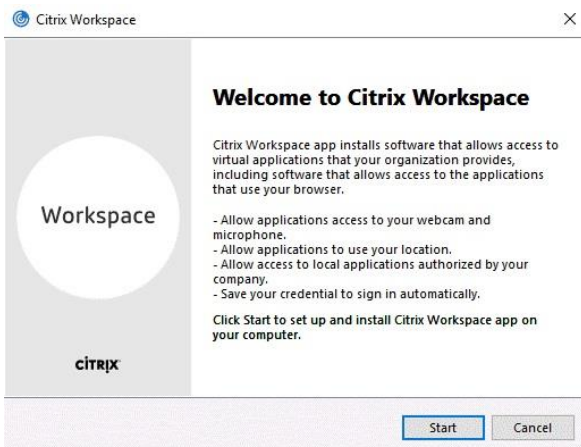


Fig.5

Check “I accept the license agreement” and click *Next*, as in **Fig.6**. below.

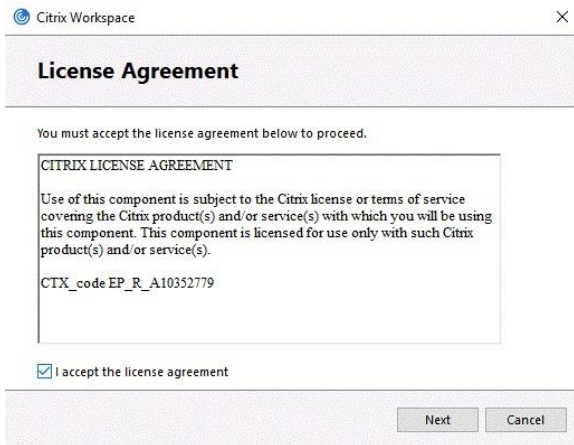


Fig.6

Leave the “Enable single sign-on” unchecked as in **Fig.7**. below. Select *Install*.

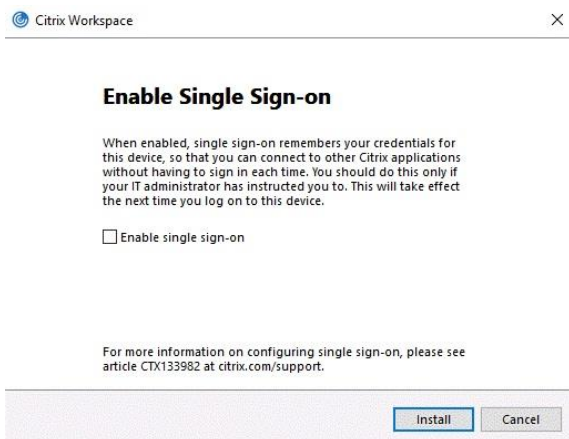


Fig.7

Installation is now completed. Select *Finish* as in **Fig.8**. below.

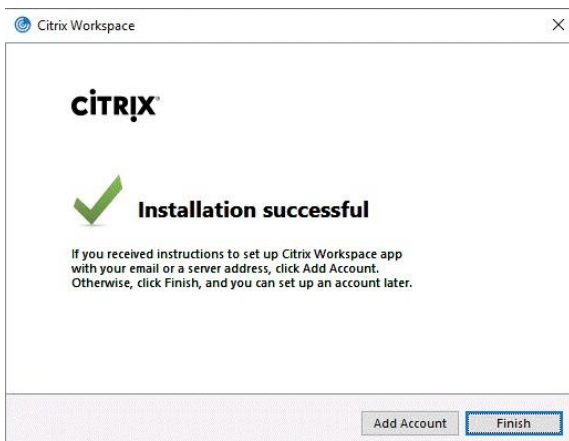


Fig.8

After the installation of the Citrix Workspace App is completed, select *Continue* as in **Fig.9.** below.

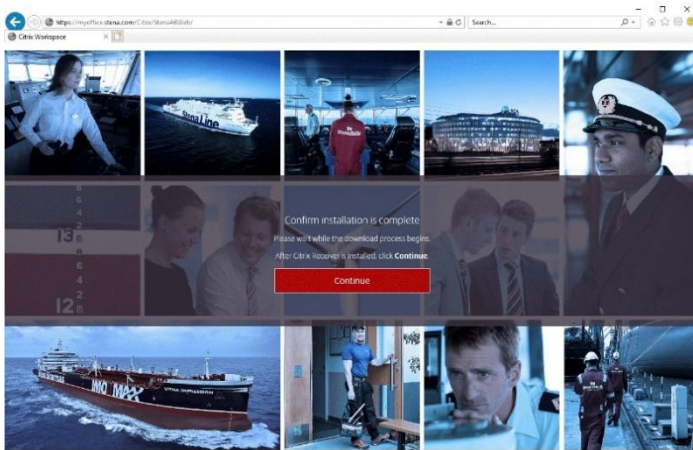


Fig.9

You will now be redirected to your Business Applications as you are when working from a Stena Computer in the office, as in **Fig.10.** below.

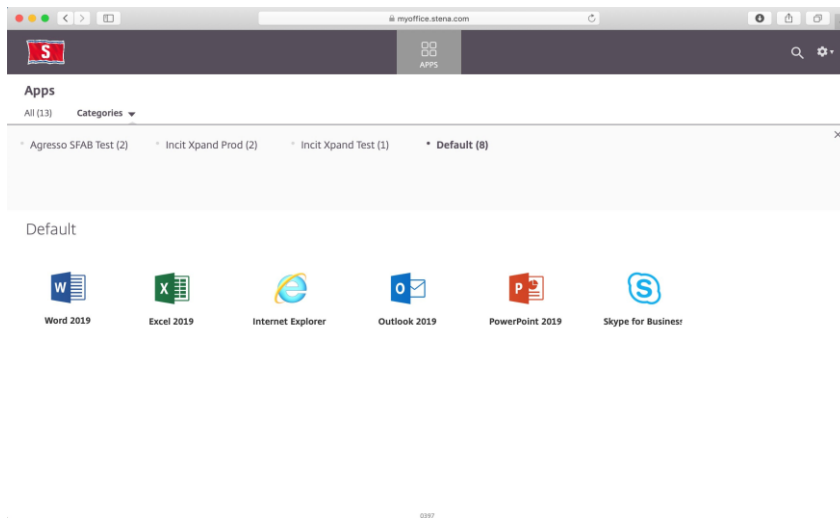


Fig.10

You can now launch your applications as usual.

The next time you need to work from this same computer you will only have to go through the first two steps, before being presented with the applications, since the Citrix Workspace App is already installed.

Stena Group IT Service Desk

We are here to help you with IT related requests or issues.

Note: You can use the TeamViewer client, so as we can help you remotely via your personal computer (as well as Stena issued devices).

Call us: +46 31 855 300

Email us: itsupport@stena.com

TeamViewer: help.stena.com

Visit our site: <https://stena.sharepoint.com/sites/Group-IT>

Stena Group IT – Business technology integral to Stena business