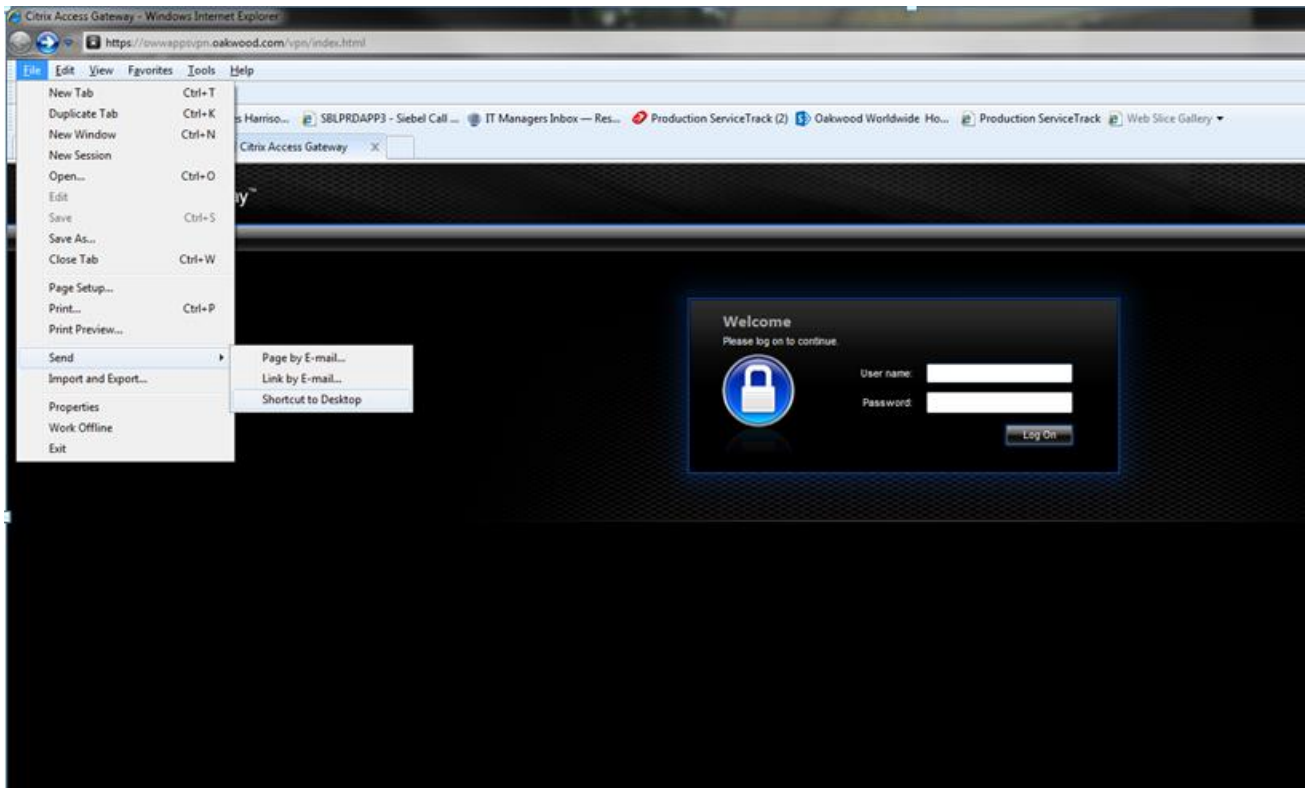# Additional Step for Laptop Users

When using Citrix remotely, the original Citrix shortcut on your desktop will not work since you are not directly connected to the Oakwood network. Therefore, when using Citrix remotely, please create the following shortcut and use this remote shortcut to log in into Citrix remotely.
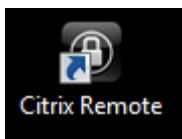
1. Go to: https://owwappsvpn.oakwood.com/vpn/index.html
2. Once the Citrix Access Gateway login page opens, on the menu bar click **File➔Send➔Shortcut To Desktop**

3. The below shortcut will appears on your desktop

4. Rename the new shortcut to *Citrix Remote*

5. Rename the original Citrix shortcut to *Citrix Internal*

The remaining steps will provide clarity as to when to use each shortcut.

- **Use Citrix Internal when using Citrix when in the Office**
- **Use Citrix Remote when connecting from a remote location with internet access (i.e. from Home). You do not need to connect to the VPN to use Citrix Remotely.**