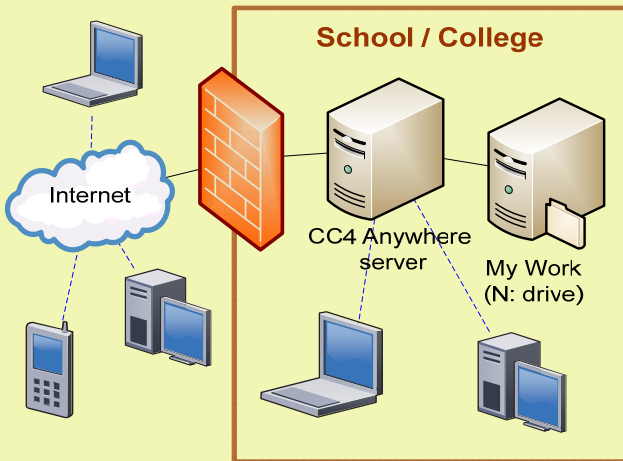




Using CC4 Anywhere

What it does

CC4 Anywhere lets you connect to your school/college network using many kinds of computing device. You can use programs from a computer where they aren't even installed. You can do your work wherever and whenever you want – not just at your school or college, but from anywhere you can use the Internet.



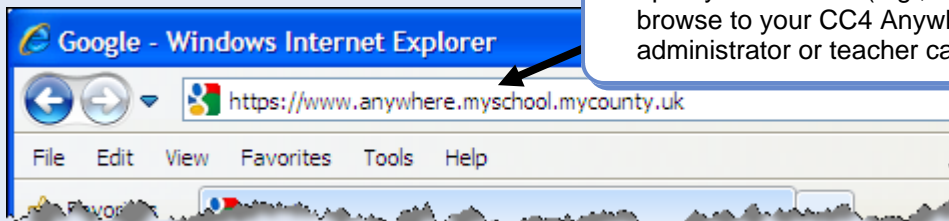
What you need to use it

- A network username and password
- A desktop, laptop or netbook computer with (strongly recommended) the CC4 Anywhere Web client program installed. You can also use various PDAs and smartphones (e.g. iPhones), if the appropriate client program is installed.
- An Internet connection: wired, wireless or 3G.

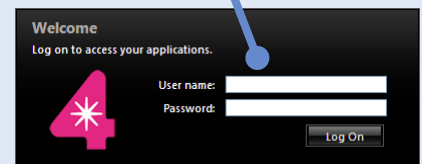
At your school or college, you may also be using CC4 Anywhere when you use a computing device connected to the network.

How to connect to the website

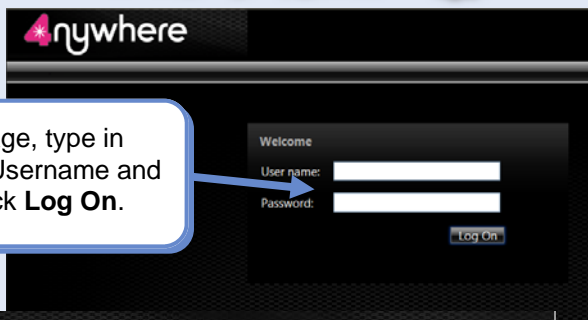
1 Open your browser (e.g., Internet Explorer®) and browse to your CC4 Anywhere website.* (Your network administrator or teacher can give you the address.)



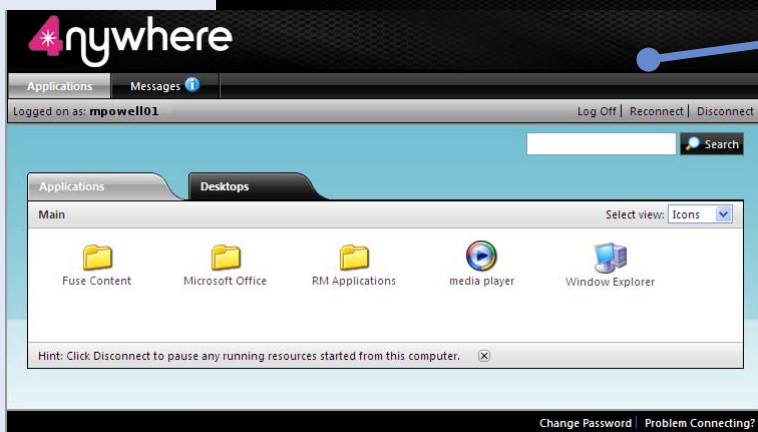
Within your school/college, the logon screen looks like this:



2 At the logon page, type in your network Username and Password. Click **Log On**.



3 Once you're logged on, the CC4 Anywhere website* gives you access to your network desktop and applications (programs).



***Note:** Mobile phones such as iPhones may connect to CC4 Anywhere in a different way, using the Citrix Receiver 'app' instead of a browser. The layout is different, but it's also easy to use.

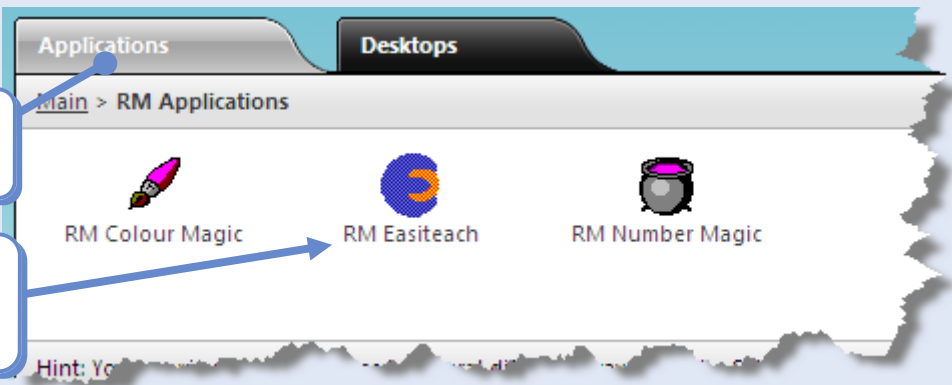


Using an application

1 Make sure the Applications tab is selected (looks silver).

2 To run an application, click its icon once. You may need to open a folder to find it.

3 You can now use the program in the usual way, and save any files you want to keep in your My Work folder (N: drive). Close the program when you're finished.



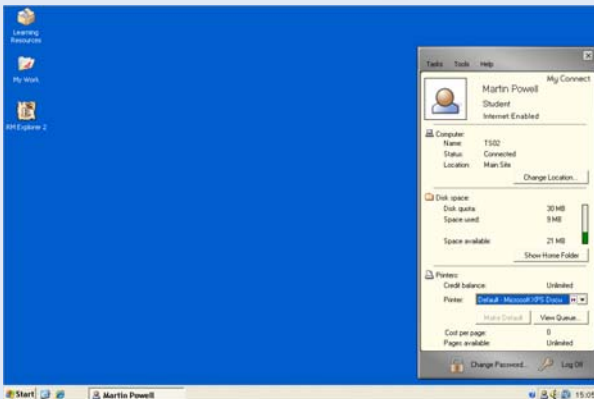
Using a CC4 desktop

1 Click the Desktops tab to select it.

2 Click on a desktop to open it. You *might* have a choice of desktops.

3 You'll get a CC4 desktop with My Connect and the usual desktop icons. Use it as normal to open your files, work on them, and save them in My Work or a shared folder.

4 Finished? Then log off from the desktop. Click the My Connect **Log Off** button, and click **Log Off** again to confirm.



Leaving CC4 Anywhere

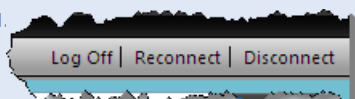
Log off the website

When you log off a desktop or close an application, this does **not** close your CC4 Anywhere session. To close CC4 Anywhere, click **Log Off** on the menu.

Disconnect /Reconnect

If you need to stop using CC4 Anywhere for a few minutes and you're in the middle of some work, you can save and then **Disconnect** instead of logging off. Your work and application or desktop will automatically open when you log on again or Reconnect. If you stay disconnected too long, CC4 Anywhere will log you off.

We recommend using Log Off, not Disconnect.



Time's up...

To free up CC4 Anywhere for other users, you may get automatically logged off if you disconnect or are inactive for longer than a set time. **Save your work regularly.**

Tip: Switching to your local desktop

(Only for users who have permission to use local programs – e.g., on a computer that you own.)

CC4 Anywhere sessions open in 'Full Screen Mode'. This means there's no title bar, and you won't be able to use Alt+Tab to switch to your local desktop or any other programs that are running. If you want to switch away from CC4 Anywhere without closing the session, press **Shift+F2** to display the title bar; then click the **Minimize** icon.