

Telework - Logging Off versus Disconnecting from the Citrix Desktop

- Ratings:
- Views:
- Modified:
- Status:

-
- 79
- 12/13/2018
- Published

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Logging Off versus Disconnecting from the Citrix Desktop

Log Off Daily- This means fully logging off of Citrix, not just disconnecting by hitting “X” in the top right of the screen or selecting “Disconnect” from the connection bar. Rebooting the computer does not properly log the user out of the Citrix desktop.

To Log Off of the Citrix desktop - Expand the black bar at the top of your Citrix desktop screen and select CTL+ALT+DEL then “Logoff” or



or



Go to your Start Menu in the bottom left of your screen (looks like the Microsoft Windows Flag) and click on “Log off”

The Connection Bar: Inside Citrix vs. Outside Citrix

The black bar at the top of the screen indicates that you are inside the Citrix desktop

When you click on the black bar, it expands and gives you a few options.

- Home = takes you out of the Citrix desktop Screen and to your local computer
- CTL+ALT+DEL = Change your the Citrix desktop Password
- Window = this will take the Citrix desktop window to full screen or out of full screen viewing
- Disconnect = this will disconnect your session inside the Citrix desktop. You can come back later or log in to another computer and pick up exactly where you left off in the Citrix desktop session. This is like turning off your monitor and leaving everything running.



The Connection Bar is a feature of the Citrix desktop client on your local computer that lets you move back and forth between the Citrix desktop and your local desktop environment. You can also use this to pull up client specific, changing from a full screen to a windowed view of the Citrix desktop, or Disconnecting.

If you have a need to change to another computer, or don't want to close out your programs. You can **disconnect** from your session. When you log back in, all the same windows, screens, files, and programs that you were working on previously will still be available. To disconnect, click on the black and white bar at the top of the screen to pull up the **Connection Bar** and then click on **Disconnect**. Disconnecting is like turning off your monitor at the end of the day.

ANALYST CONTENT

Remote Desktop Services (Telework) provide two options when closing a client session: you can either "Log Off" or "Disconnect".

Log Off - Ends the session running on the remote computer or server. Any applications running within the session will be closed and unsaved changes made to open files will be lost. The next time you log onto the remote computer or server, a new session is created.

Disconnect - Leaves the session running on the remote computer or server. You can reconnect to the remote computer or server and resume the session. If you are running a task on the remote computer or server, such as a time consuming query on a database, downloading a file, etc., you can start the task and disconnect from the session. Later, you can log back onto the remote computer or server, reenter the session, and check the results. This is especially helpful when operating over a remote access connection on a mobile network.