Chatham House Citrix Access

Logging In

1. Open your browser and navigate to https://office.chathamhouse.org
2. Enter your Chatham House username and password in the required fields and click Log On button – Username to be entered **without** the requirement to append @chathamhouse.org at the end

3. Next enter the SMS code that will be sent to your mobile in the field below and click submit

4. You will then see a screen with the following icon, click once on this icon and the citrix desktop will be launched
Navigating the desktop

5. Icons have been placed on the desktop and along the taskbar for ease of access, to gain access to company folders simply click the folder icon on the task bar.

6. Company network drives will appear under This PC on the left, or under Network Locations on the right, all folders are followed by the company drive letter (i.e. Departmental Files (X:))

Logging Off

7. For the system to correctly update your Citrix profile with any changes you have made, you must log off correctly when finished. This can easily be done by double clicking on the following icon on the desktop.