

# Install Citrix Receiver

Installing “Citrix Receiver” is the first step to accessing many church applications including Shelby (membership and financial data), IFAS (world church finances), and many other applications.


1. You need a specific version of Citrix Receiver. Visit <https://www.citrix.com/downloads/citrix-receiver/legacy-receiver-for-windows/receiver-for-windows-46.html> (click on the blue underlined link to go directly to the page)  
(If you are on Mac OS, visit <https://www.citrix.com/downloads/citrix-receiver/legacy-receiver-for-mac/receiver-for-mac-124.html> )

2. Choose **Download Receiver for Windows**



The screenshot shows the Citrix website navigation bar with links for Products, Downloads, Support & Services, and Partners. The breadcrumb trail indicates the path: Downloads / Receiver / Earlier Versions of Receiver for Windows / Receiver 4.6 for Windows. On the left, there is a 'Find Downloads' section with a dropdown menu set to 'Citrix Receiver' and a search box. Below that is a 'Support Resources' section with links for 'FAQs' and 'Product Documentation'. The main content area is titled 'Receiver 4.6 for Windows' and includes the release date 'Dec 7, 2016' and compatibility information: 'Compatible with Windows 10, 8.1, 7, Vista, 2008, 2008R2, Thin PC as well as Windows Server 2016, 2012, and 2012R2.' A blue button labeled 'Download Receiver for Windows' is circled in red. Below the button, the file size '(44.7 MB - .exe)' and SHA256 checksum are displayed.

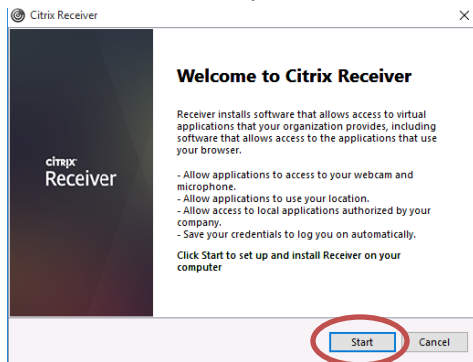
3. You may be asked to run or save “CitrixReceiver”. Choose **Run**. (If you are using Chrome, wait for it to finish downloading, then click **CitrixReceiver.exe** at the bottom of the window. If you are using Firefox, wait for it to finish downloading, then select **CitrixReceiver.exe** from the downloads menu.)



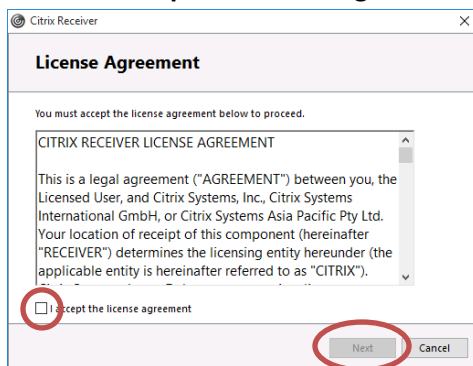
The screenshot shows a Windows file dialog box with the text: 'What do you want to do with CitrixReceiver.exe (44.8 MB)? From: downloads.citrix.com'. The 'Run' button is circled in red.

4. When you get the message asking if you want to allow this app to make changes to your computer, choose **Yes**.

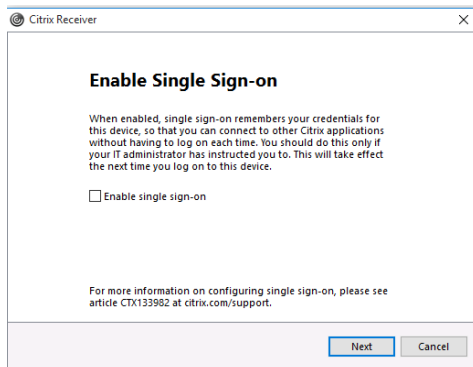
5. When the installer opens, choose **Start**



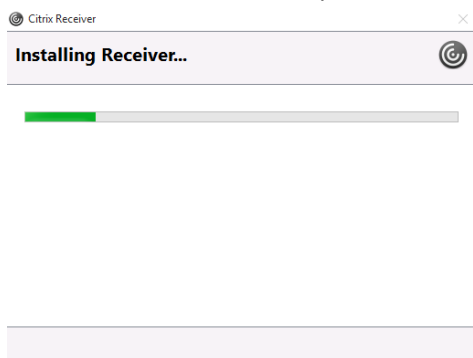
6. Choose **I accept the license agreement**, then choose **Next**



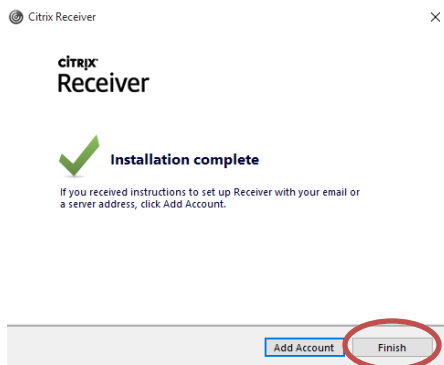
7. Choose **Next** (do not choose "Enable single sign-on")



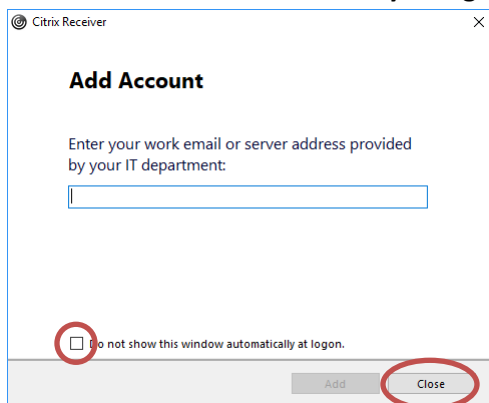
8. Wait for the install to complete



9. When the install completes, choose **Finish**



10. The next time you start your computer, Citrix asks you to add an account. Just choose **Do not show this window automatically at logon**, then choose **Close**.



*Congratulations!* You have now set up your computer. In the future, you only need to follow the log in steps for the application you need (such as Shelby). For help logging in to Shelby, see "Shelby - Log In.pdf"

## Help desk

If you are still having difficulties accessing Shelby, contact [infosys@cofchrist.org](mailto:infosys@cofchrist.org) or call 1-800-825-2806 ext. 1234. If you need direct assistance, mention times you are available for a phone call in your email or phone message.