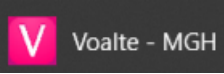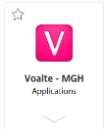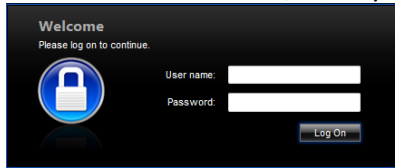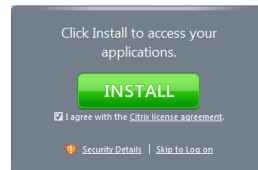| **CONNECT TO VOALTE MESSENGER VIA PARTNERS APPS MENU**	1. From the START menu , click on Partners Applications 2. Click on Voalte - MGH 3. Voalte Messenger should open up in a browser and ready for you to log into your account
CONNECT TO VOALTE MESSENGER USING A BROWSER	1. Open a browser of your choosing and paste the following URL: https://voaltemgh.mgb.org/messenger/login 2. Once open, you can log into your account 3. For easy access in the future, you may bookmark the URL
CONNECT TO VOALTE MESSENGER USING CITRIX WORKSPACE	**STOP** If you do not have Citrix Workspace installed, please follow the instructions on the next page. If having trouble installing or are unsure you have it installed, please contact the help desk. 1. Open a browser of your choosing and paste the following URL: https://workspace.partners.org 2. If prompted, enter your Partners username and password 3. Click on APPS 4. Search for Voalte - MGH 5. Click Open 6. Once open, you can log into your account 7. For easy access in the future, click Add to Favorites so the app will be on your homepage

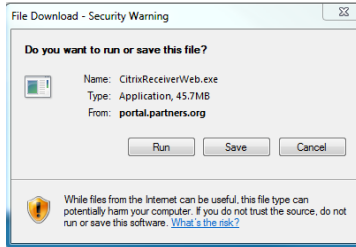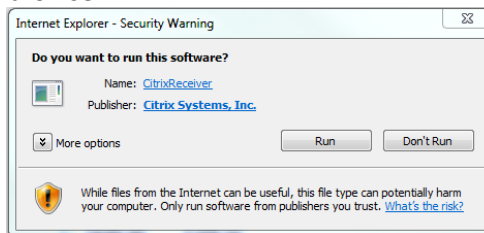| HOW TO INSTALL THE CITRIX RECEIVER	The Citrix receiver is required in order to access the Citrix Workspace.
	1. Open a browser of your choosing and paste the following URL: https://workspace.partners.org
	2. At the Welcome screen, enter your Partners username and password
	3. In the Citrix Receiver window, check *I agree with the Citrix License* Agreement
	4. Click Install
	5. In the File Download – Security Warning window, click Run
	6. In the Internet Explorer – Security Warning window, click Run. <u>Note</u>: this may be a bit different depending on which browser is used, however, Internet Explorer is the preferred browser
	7. In the Citrix Receiver window, click Install

8. You will see the progress bar. This will disappear when the installation is complete, and you will be redirected to a website with all your published applications and can launch Voalte (follow steps for how to connect to Voalte Messenger using Citrix Workspace)