Diocesan Intranet Procedures

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Diocesan Intranet

General

1. This site is for internal Diocesan use and is secured by your Diocesan user name and password.

2. There is a new icon in Citrix called Diocesan Intranet; clicking on it will navigate you to the new Diocesan Intranet website. (Note: these instructions assume you are using Microsoft Internet Explorer as your web browser).

3. You do not have to use this website through Citrix only. You can use this website from any computer with Internet access; however,
   a. You must have MS Word and Excel installed on that computer in order to use those form types on the site.
   b. You will need a local email program (like Outlook or Outlook Express) configured to send email if using outside of Citrix.
   c. In addition, you must use your Citrix username and password to gain access to the site.
   d. Note: the Master Address, Time Off Calendars, and Diocesan Car Reservation Forms do not require any MS Office program in order to use or open them.

4. When entering your username and password to gain access to the Diocesan Intranet, you must type hbgdio\ BEFORE your username:

Adding the Diocesan Intranet Site to Internet Explorer

1. To access the Intranet site from Citrix without having to enter a user name and password again, you must add the new diocesan Intranet website to your Intranet sites in Internet Explorer.

2. Open the Diocesan Intranet Icon in Citrix. Enter your username and password if prompted. Remember to put hbgdio\ BEFORE your username.

3. After logging into the intranet, the following message regarding an ActiveX control may appear in the web window:
4. Click on this and select run.

5. Once the Intranet site is opened, under the Tools menu, click on Internet Options.

6. Click on the Security Tab.
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7. Click on the Local intranet button.

8. Click on the Sites button while “Local intranet” is selected.

9. Click on Advanced.
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10. If not already there, type http://inside.hbgdiocese.org in the “Add this website...” box and click Add.

11. The intranet website address will now be in the Websites box, and you can click on the Close button. Click OK and OK.
12. The next time you are logged in to Citrix, you should not have to enter a user name and password to get into the Intranet.

13. If you access the website from outside of Citrix:
   
   a. You can also add this site to the Intranet settings on the computer you are using.
   
   b. You will need to enter your user name preceded by hbgdio\ and your Citrix password in the two boxes provided.
   
   c. You will also need to have Word or Excel on the computer you use in order to open those types of files and forms through the Intranet site.

Navigation

1. You will have a menu of selections down the left column of the website. New items will gradually be added as the site develops.

2. There are currently sites, forms, and lists on the left menu.

3. Use the “Home” tab to get back to the main view at any time.
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Log Off Intranet

1. To log off the intranet, navigate to the top right hand corner of the site and click on the drop down arrow next to your name and location.

2. From the drop down list click on Sign Out.

3. The following window will appear, click Yes.