

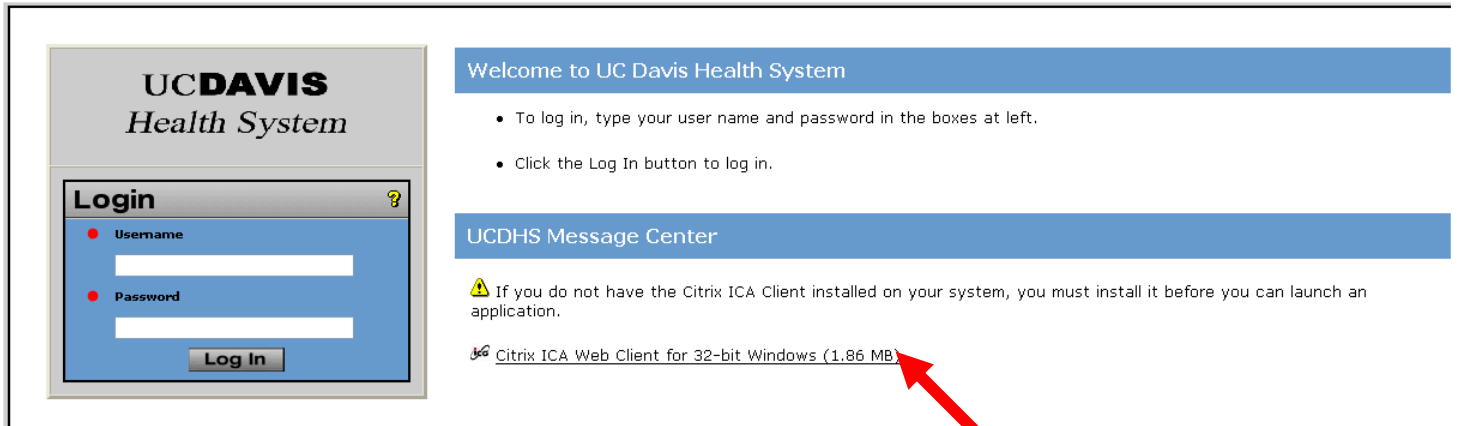
How to log into Lotus Notes email:

Open a web browser and type the following URL: <http://hsapps.ucdmc.ucdavis.edu>

This program is known to work with:

Internet Explorer, Netscape 7 and Firefox (Mozilla) on Windows PC

Netscape 7 and Firefox on an Apple Macintosh (requires separate setup)



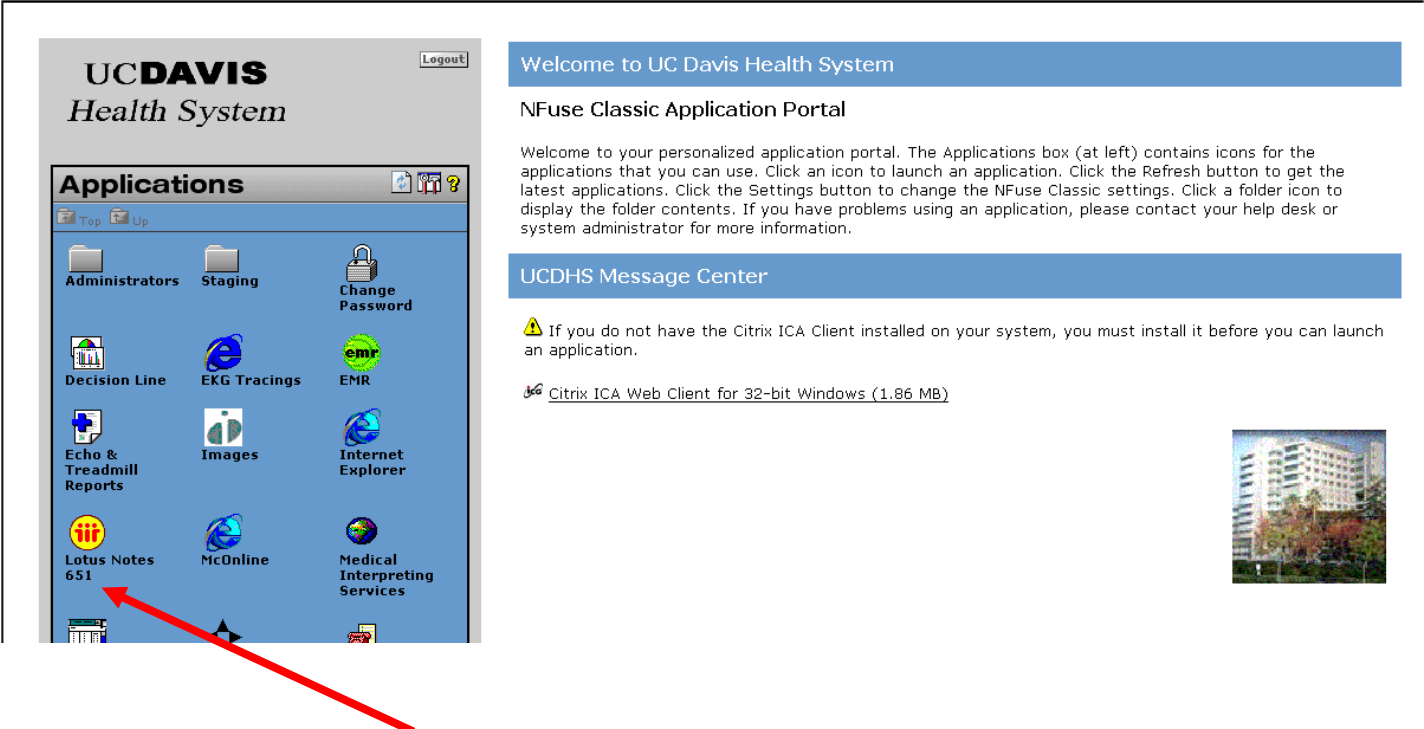
For Windows Users: If this is the first time you have visited the web site click here to download the “plugin”. Save the file to your desktop. Once it has been downloaded, close your browser. Double click on the file you downloaded and complete the installation. The install is very quick. Re-open your web browser and go to <http://hsapps.ucdmc.ucdavis.edu>.

For Macintosh users, please go to page: 3

You will now need your Citrix username and password, which was provided in an envelope close to the beginning of your 1st year. If you have misplaced it you will need to contact the Customer Service Support Center in Sacramento 916-734- HELP to have them reset your password.

Lotus Notes Login Instructions

Once you have logged in your web browser screen will look something like this:



UCDAVIS Health System

Welcome to UC Davis Health System

NFuse Classic Application Portal

Welcome to your personalized application portal. The Applications box (at left) contains icons for the applications that you can use. Click an icon to launch an application. Click the Refresh button to get the latest applications. Click the Settings button to change the NFuse Classic settings. Click a folder icon to display the folder contents. If you have problems using an application, please contact your help desk or system administrator for more information.

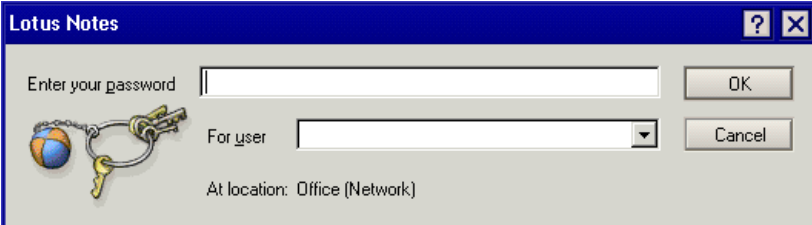
UCDHS Message Center

⚠ If you do not have the Citrix ICA Client installed on your system, you must install it before you can launch an application.

[Citrix ICA Web Client for 32-bit Windows \(1.86 MB\)](#)

Click on the yellow Lotus Notes 651 icon. Lotus will begin to open. If you are prompted to “download” file then the previous step of installing the plugin did not work or finish. Repeat that step again.

Once Lotus Notes has opened you will be presented with the login screen.
NOTE- Lotus Notes does not have you enter a username, just a password.



← Enter your Lotus Notes password here

If you misplaced your original envelope that contained your Citrix username and password and your Lotus Notes password, you will need to contact the Customer Service Support Center in Sacramento 916-734- HELP to have them reset both passwords.

Lotus Notes Login Instructions

Before Installing Firefox:

Verify Citrix is installed. The Citrix ICA Client directory must be in the applications directory on your hard drive.

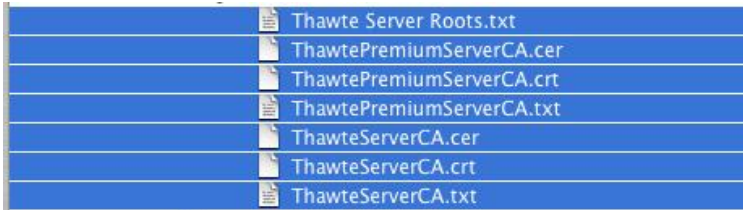
If Citrix is not installed, download Citrix ICA Client from www.citrix.com. Run the setup program, and install Citrix in the Applications directory on your hard drive.

Download Firefox:

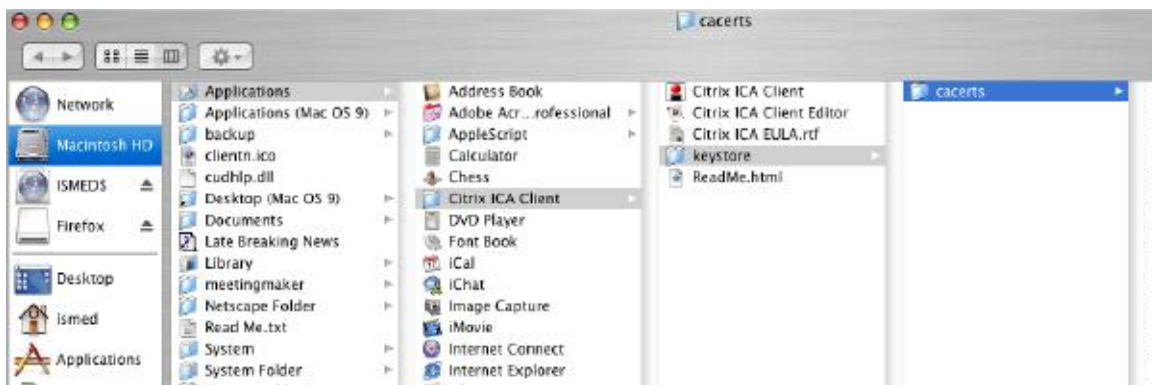
1. Open your web browser and go to <http://www.mozilla.com/firefox>
2. Download Firefox by clicking on "Download Firefox"
3. Stuffit will automatically uncompress and create a mozilla.dmg file
4. Open the Firefox.dmg file.
5. Copy Firefox to the applications directory on your Hard Drive.
6. Move files "Firefox" download and "firefox.dmg" to the trash

Copy Certificates to Cacerts Folder:

1. Go to <http://www.thawte.com/roots/index.html>
2. Fill out form and click "accept".
3. Download CA-download.cgi.
4. Stuffit will uncompress and create a "CA-download.cgi" Folder.
5. Open "CA-download.cgi" folder.
6. Open "thawte Server Roots" folder and copy contents (7 certificates)



To: Applications > ICA Client > keystore > cacerts directory.



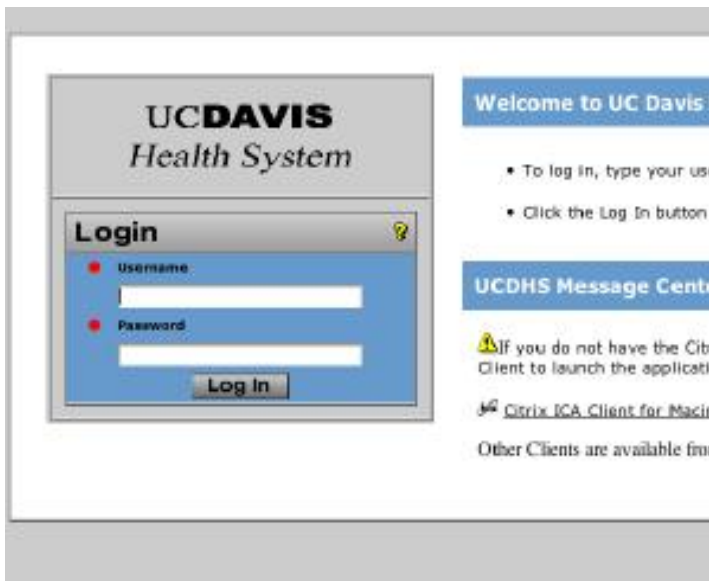
Lotus Notes Login Instructions

Connect to HSAPPS using Firefox:

1. Open Firefox and Goto <http://hsapps.ucdmc.ucdavis.edu>



2. Click "ok"
3. Enter your Citrix username and password.



4. Select "Never for this site"



Lotus Notes Login Instructions

5. Click on the Lotus Notes 651 Icon.

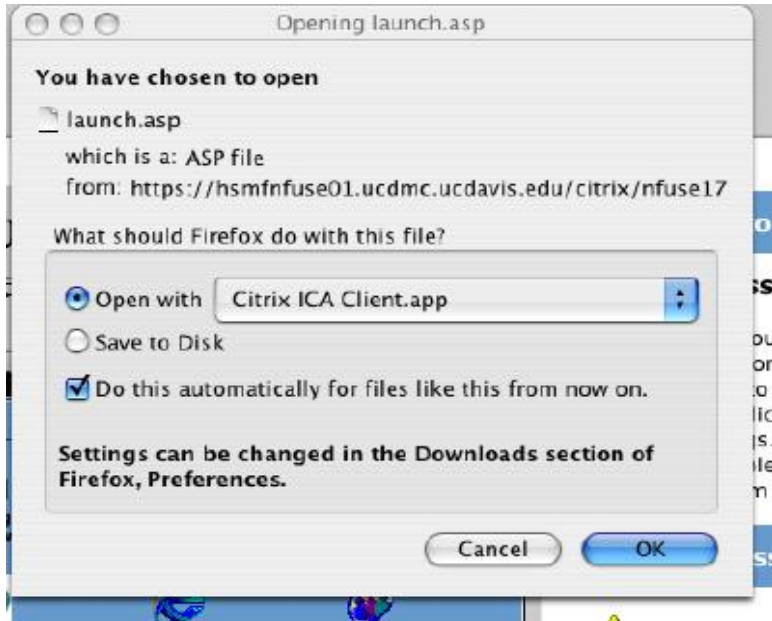


6. When Prompted click on radio button "open with" and "choose . . ."



Lotus Notes Login Instructions

7. Select ICA Client and Check "Do this automatically for files like this from now on."



8. Select "ok" and Log into Lotus Notes.

