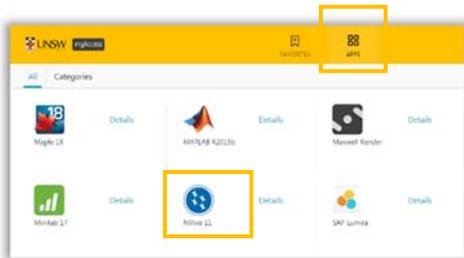


1. Open NVivo for the first time

After logging into myAccess, applications will be available to you to add to your Citrix Receiver from the Apps button.

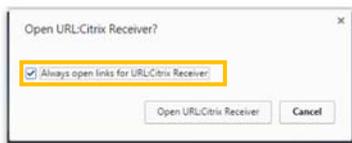
- Click on **Apps** and select **NVivo 11** to open the application



TIP: When launching your applications through Chrome, you may receive a one-off request to **Open URL Citrix Receiver**. Click **Always Open** followed by **Open URL: Citrix Receiver**.

You may also receive a one-off request to download and save a **.ica** file. Ensure to click on the small down arrow next to the **.ica** file and select **Always Open Files of This Type**.

Note: The following image is what Google Chrome will display, other browsers could vary in the message displayed.

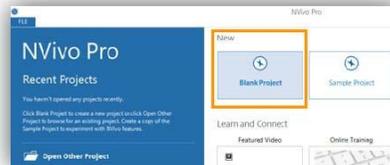


- On the **NVivo Setup** page, enter your initials as shown below and click **OK**



2. Create and save a new NVivo project file

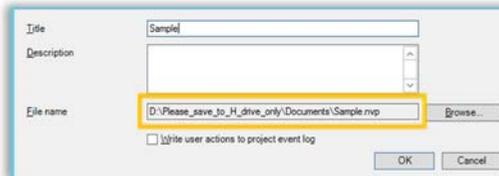
- Once at the **NVivo Pro** project page select **Blank Project**



- On the **New Project** page, under **Title** enter the filename of your new project under

TIP: On the **file name** field, NVivo will automatically attempt to save your new project on the **D: drive**. The drive indicates a temporary storage drive and any data saved to this drive will be automatically deleted once you log off myAccess.

- Click on **Browse** to change the file path

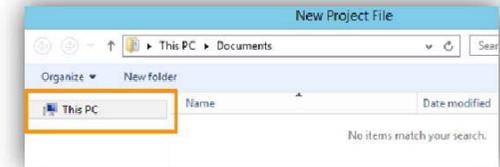


TIP: You may be get a **Citrix Receiver – Security Warning**, click on **Permit All Access**.

Please note that the **Security Warning** window could slightly vary depending on which version of windows you have installed.



- In the **New Project** window, click on **This PC** located on the top left of the window



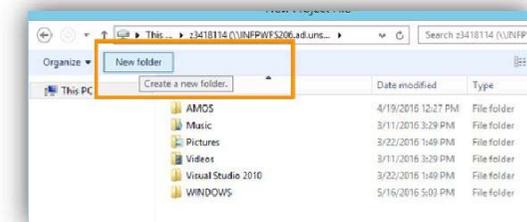
- Click on the drive which starts with your **z** number, under **Network locations**



You have successfully reached the **Cloud H: Drive** (also known as Cloud Home Drive)

- Click on **Save** to keep your new NVivo project file.

TIP: You may now wish to create a **New Folder** to save your **NVivo** project file or directly save the new project file into the **CLOUD H: Drive**. (See below)



- The **File name** field will change to **H:** confirming that your file has successfully saved to the **Cloud H: drive**