

Accessing the Epic Read-Only Icon



Audience: All Epic Users

If you're using a shared workstation, the **Epic – Read Only** icon should display on the desktop, and you can simply double-click this shortcut to begin.

What If I'm Using a Shared Workstation or Logged In to My Houston Methodist Computer and Don't See the Epic Icon?

If you're using a Houston Methodist shared workstation, or you're logged in as yourself, and you do not see the **Epic** icon on the desktop, follow these steps:

1. Click the **up arrow**  in the system tray (next to the time).
2. Double-click the **Citrix Receiver**  icon.
3. On the **Citrix Receiver** screen, click the  sign.
4. Select **All Applications**, then locate **Epic – Read Only**  and select it.
5. Exit the **Citrix Receiver** screen. The **Epic – Read Only** icon now displays on your desktop.
6. Double-click the **Epic – Read Only** icon to access Epic.

NOTE: From this point forward, you can simply double-click the **Epic – Read Only** icon from the desktop for quick access.