**AppsAnywhere help**

**AppsAnywhere** is used to launch free and site licensed software applications for Windows devices. You can access AppsAnywhere from lancaster.ac.uk/apps.

If you want to access software using AppsAnywhere then you will need **Cloudpaging Player** installed. This is already installed on all University managed PCs and laptops, and in all teaching spaces. If you are using a personal device, you will need to manually install Cloudpaging Player.

1. Visit lancaster.ac.uk/apps. If required, log in using WebLogin.

2. From the Welcome to AppsAnywhere dialog box, click **I am not using an ISS supported computer and need the client software**.

3. This will then prompt a download of the Cloudpaging Player installer.

4. Click to run the downloaded file.

5. Follow the on screen instructions to complete the installation.

6. When the installation is complete, click **Done**.

Cloudpaging Player will now be installed on your device, and you will be able to launch software from AppsAnywhere.

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**Part A: Cloudpaging Player**

Before you can launch apps you need Cloudpaging Player installed on your computer.

1. Look for the **Cloudpaging Player** icon in the Windows system tray (near the clock).
1. If the icon is present, **skip to Part B**. If not, continue.

2. Click on the **Start Menu**.

3. Type **cloudpaging**.

4. See search results appear.

5. Click **Cloudpaging Player**.
Part B: Launching Apps

1. Go to: apps.lancaster.ac.uk.
2. If required, log in using WebLogin.
3. If it is the first time you are accessing AppsAnywhere on this device, you may see a prompt asking if you have already used AppsAnywhere on this device, as shown below.
4. Click I've already used AppsAnywhere on this device!

5. See Validating Session.

7. You should see Validation Successful (though this message will disappear within a few seconds).
8. Move the mouse cursor over the list of applications.
   You can quickly find applications by clicking on Search Apps and typing the name of the application you need.

9. Hover over the application you wish to launch – see Launch and More info options appear.
10. Click on the **Launch** button next to the application you want to load.
11. See **CloudPaging Player** appear.
12. See your chosen application **Virtualizing**.

13. Within a few seconds your chosen application should appear on screen.
14. If you close the application and want to use it again, you can now launch the same application from the Windows Start Menu.

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If you no longer need applications that you have previously launched through AppsAnywhere, you can remove them from your computer by following these steps. The example shown is for removing iTunes, but the instructions apply to any software.

1. **Right click** on the **AppsAnywhere logo** on the bottom right of your screen.
2. Click **Open Cloudpaging Player**.

3. Select the application you wish to remove – in this example, iTunes.

4. Click **Remove**.

   ![Cloudpaging Player](image)

   If the application is **Running**, you will need to click the red **Stop** button before clicking **Remove**.

5. Select **Yes** on the box that appears.

The application is now removed from your computer.

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Many AppsAnywhere applications can be used offline. This means that they can be launched and run with no ‘wired’ or Wi-Fi connection to the network or Internet.

**To use an application offline:**

1. Ensure the application is not limited to [Online]* use or [Campus or VPN].

2. Check the application is **Ready** and not **Paging the remainder**.

3. Use the application.

4. Use the application online at least once every 30 days.

5. (Optional) Switch to **Work Offline** mode to confirm if applications will be available offline.

   ![Wi-Fi curves icon](image)

   When the red Wi-Fi curves icon is dark you cannot run an application offline. When it is faded you are able to run an application offline.

   If an application no longer works offline, try launching it again from https://apps.lancaster.ac.uk.

**Online Restrictions**

Some applications cannot be run offline either because the software licence forbids it, or for technical reasons.

Applications listed with the following text in the title are not available to use offline:

<table>
<thead>
<tr>
<th>[Online]</th>
<th>You must have an active Internet connection</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Campus or VPN]</td>
<td>You must be connected to the campus network or VPN</td>
</tr>
</tbody>
</table>
Application Status

Before you can use an application offline it must finish paging to the Cloudpaging Player.

1. Click on the Start Menu.
2. Type cloudpaging.
4. Click Cloudpaging Player.
5. See Cloudpaging Player appear.
6. Check that the application you want to use is **Ready** and **Running**.

7. Click on the application name.

8. Check that the License Type is **Fixed**.

9. Check that the **Offline Remaining Time** is greater than 0 mins.

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**Time Limits for Offline Use**

- Applications that are licensed to Lancaster University will work offline for up to 30 days.
- Free software applications will work offline for up to 365 days.

When you launch an application whilst connected to the Internet the timer is automatically reset.

**Switch to *Work Offline* mode to confirm if applications will be available offline**

This step is optional but will show you exactly which applications you can use offline.

1. Click on the **Start Menu**.
2. Type **Cloudpaging**.
4. Click **Cloudpaging Player**.
5. Click **File** from the menu bar.
6. Click **Work Offline**.

7. You may see a message stating: **Cloudpaging Player**. If you do not see this message, all of your applications are available to use offline.

8. If you do see this message, you will next see the list of applications which are not available to use offline.

9. If you click **OK** to work offline, the listed applications will no longer be available to use.

10. Repeat steps 1-6 to work online again.