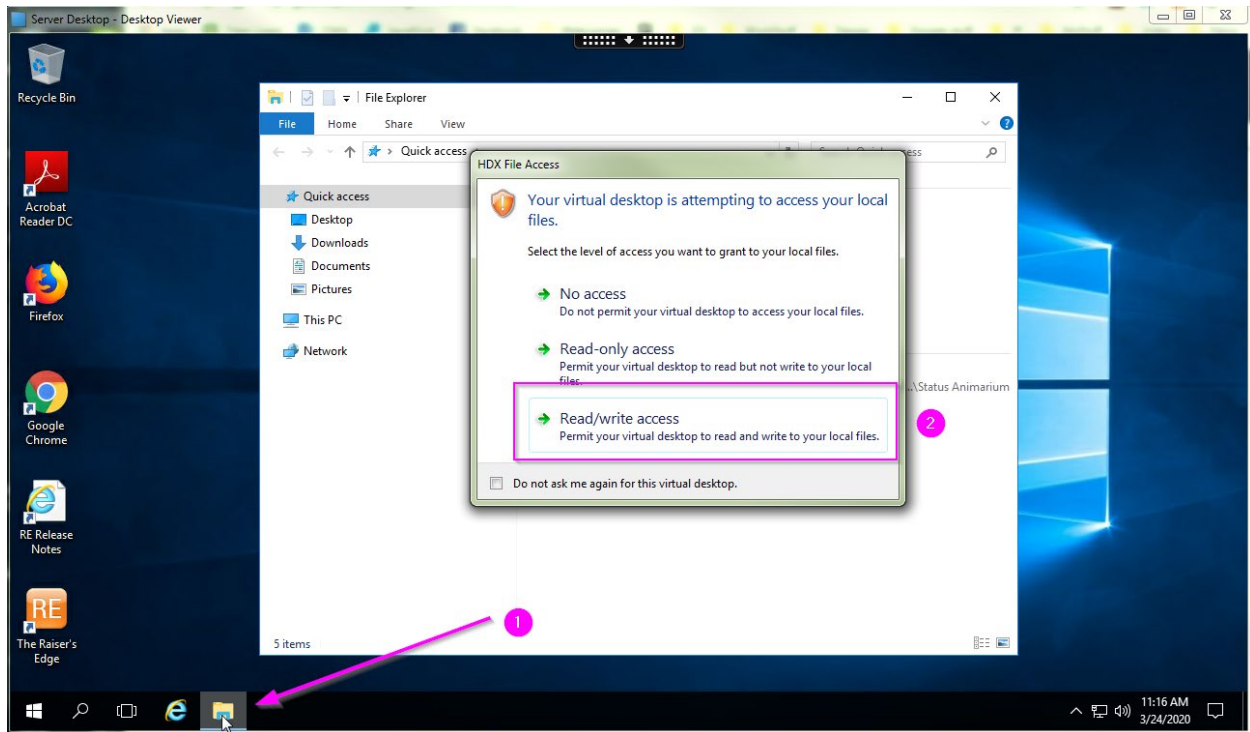
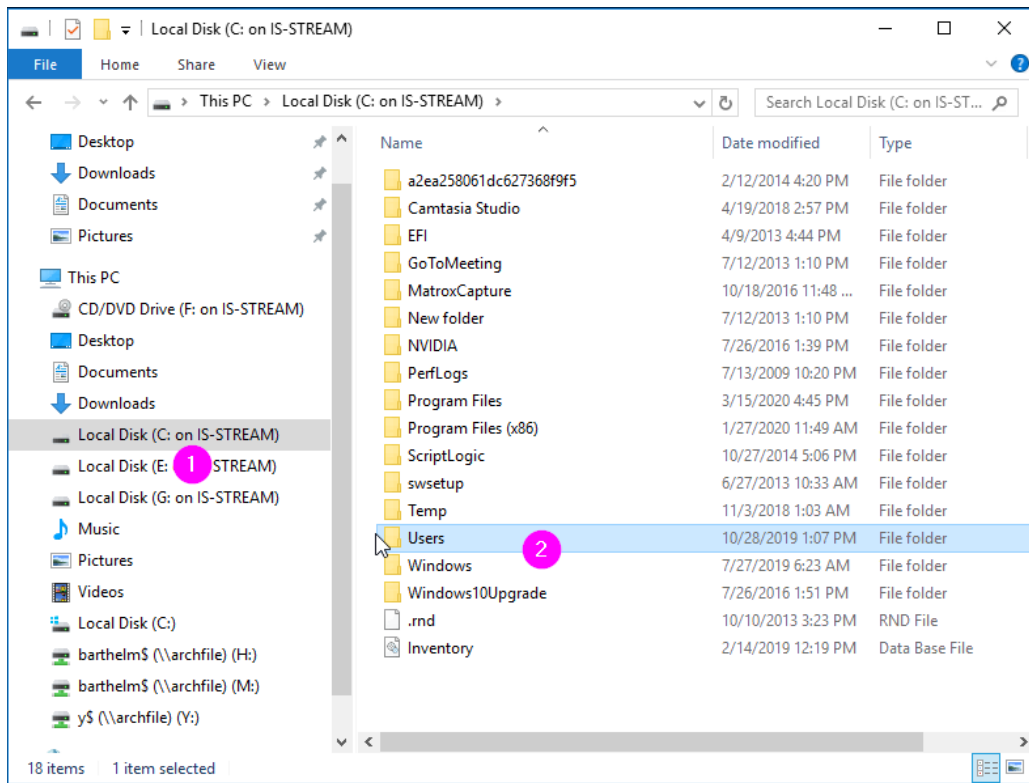


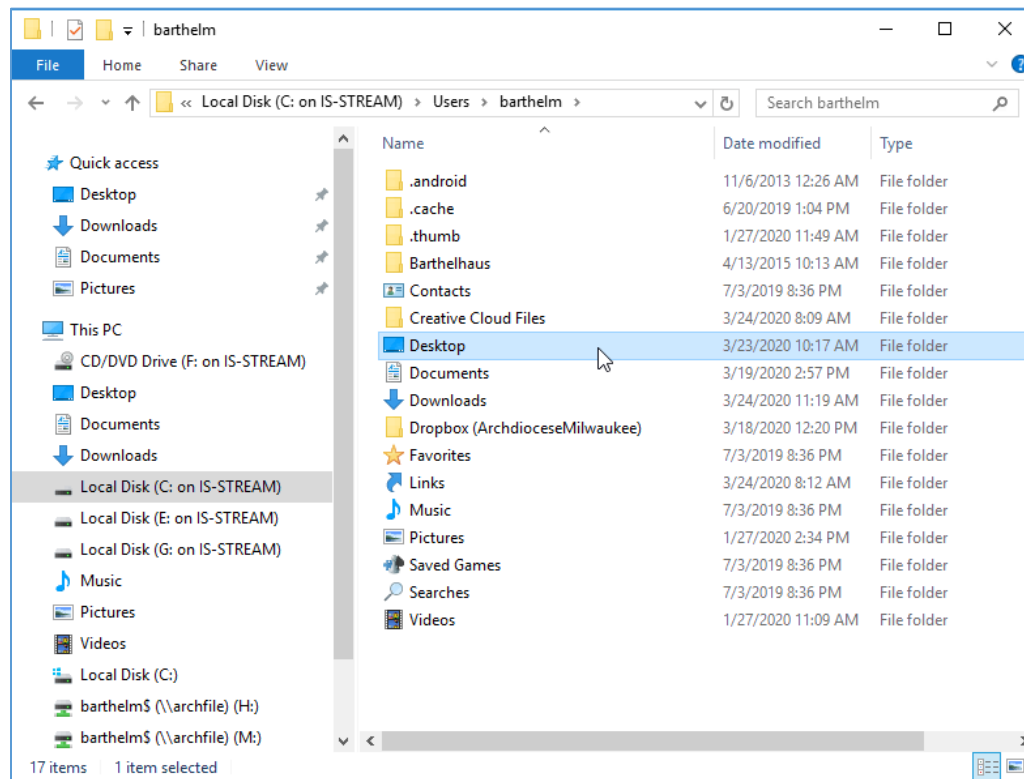
Saving files from Citrix to your Local Computer



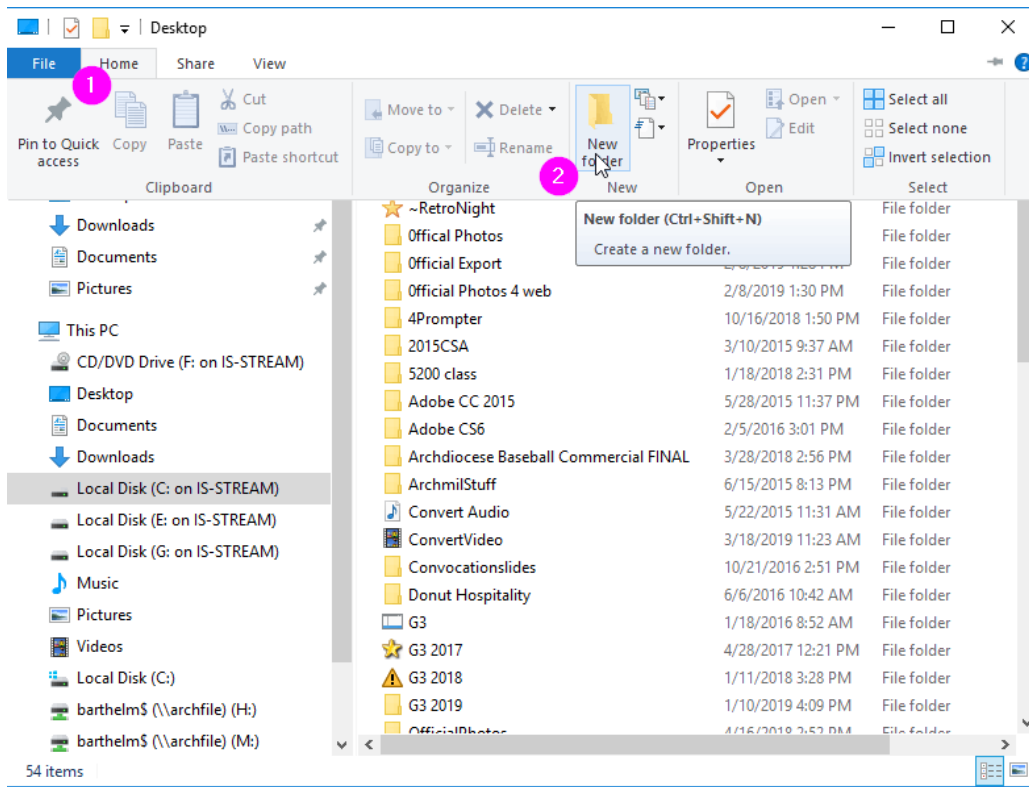
1. After you log into Citrix select the File Explorer (folder) icon
2. Then, select Read/Write access when prompted



1. Using file explorer navigate to your local machine C: Drive. It should have your computer name referenced. *Note: this list of drives is different for every computer.*
2. Double-click the Users folder on Local Machine. You will see all users that have logged into this computer, there could be several names listed. Double-click your folder to expand.

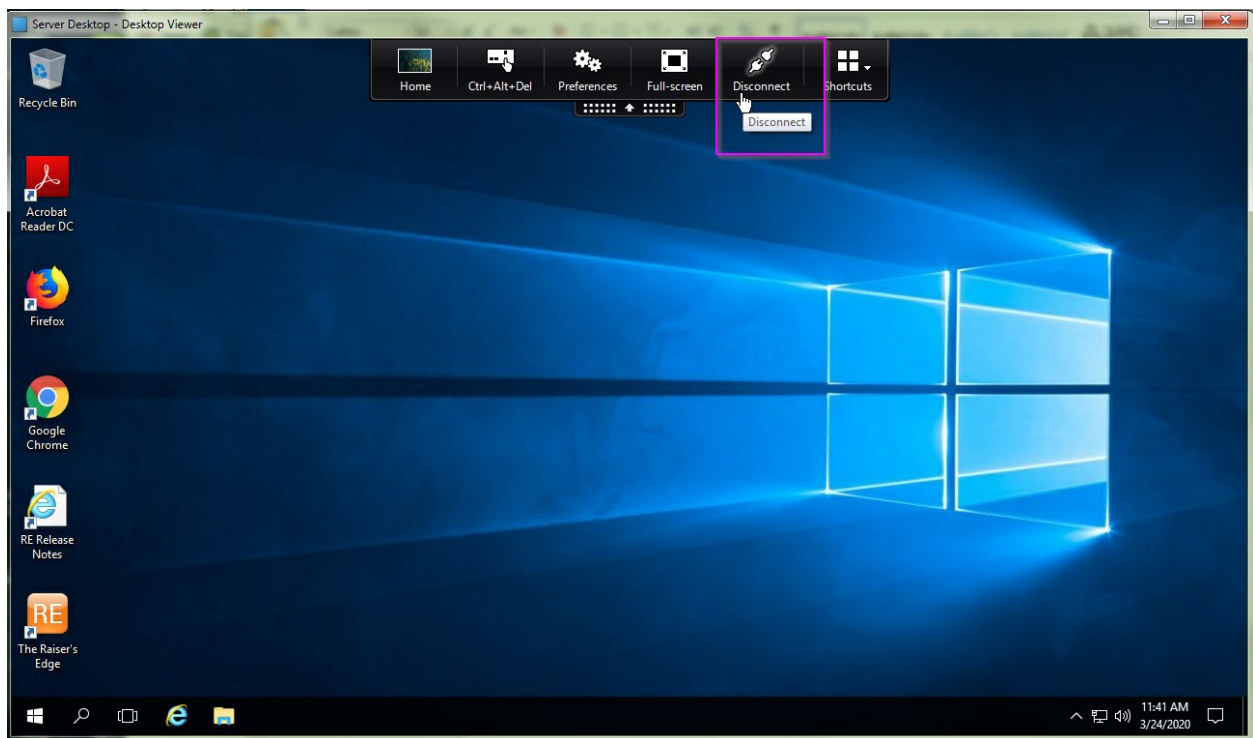


You will see the Desktop of your local machine; you can copy or save files there or in any folder on your desktop.

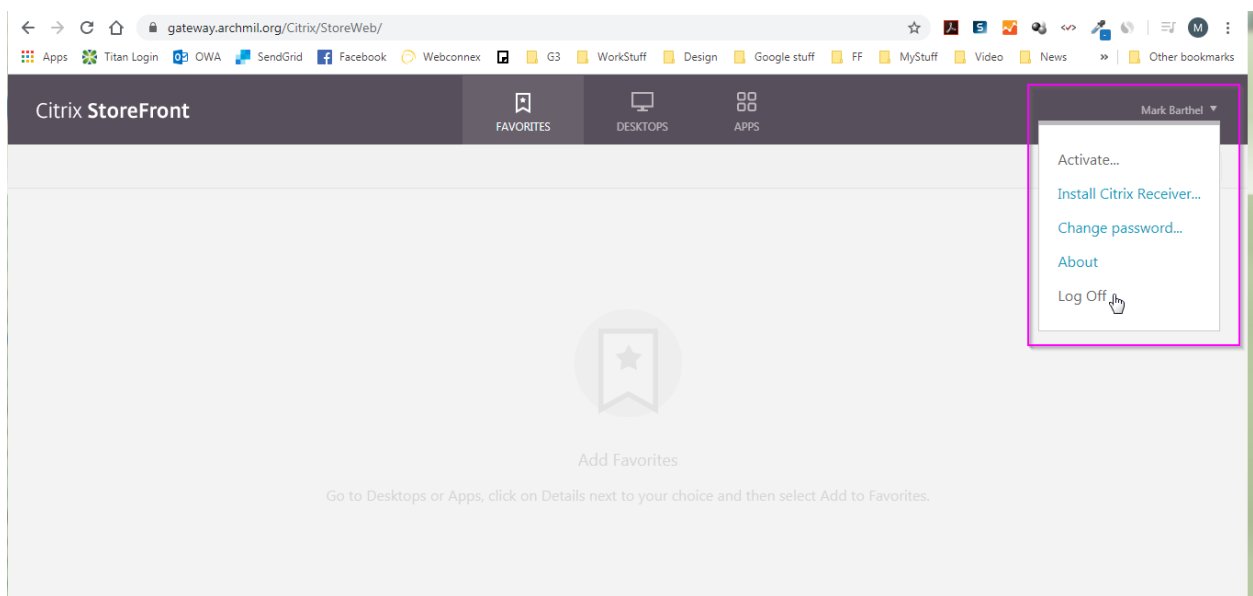


It might be best to create a folder called, "Citrix Downloads" on your desktop and place documents there.

1. Click the Home tab
2. Then click the New Folder button, name the folder Citrix Downloads or whatever you like.



Once you have the files you need, Log out of Citrix by selecting Disconnect.



You should also Log Off the Citrix Storefront.

Now, go to your computer's Desktop to find the folder called Citrix Downloads and work with your files on your computer.