## 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

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Documents ;	e 🛛	Camtasia Studio	4/19	/2018 2:57 PM	File folder			
Pictures	e 📗	EFI	4/9/	2013 4:44 PM	File folder			
TH: DC		GoToMeeting	7/12	/2013 1:10 PM	File folder			
		MatroxCapture	10/1	8/2016 11:48	File folder			
CD/DVD Drive (F: on IS-STREAM)		New folder	7/12	/2013 1:10 PM	File folder			
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Documents		PerfLogs	7/13	/2009 10:20 PM	File folder			
👆 Downloads			3/15	/2020 4:45 PM	File folder			
Local Disk (C: on IS-STREAM)		Program Files (x86)	1/27	/2020 11:49 AM	File folder			
Local Disk (E: STREAM)		ScriptLogic	10/2	7/2014 5:06 PM	File folder			
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J Music		Users 2	10/2	8/2019 1:07 PM	File folder			
Pictures		Windows	7/27	/2019 6:23 AM	File folder			
📑 Videos		Windows10Upgrade	7/26	/2016 1:51 PM	File folder			
🏪 Local Disk (C:)		📄 .rnd	10/1	0/2013 3:23 PM	RND File			
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- 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.

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Downloads			Favorites	7/3/	2019 8:36 PM	File folder		
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You will see the Desktop of your local machine; you can copy or save files there or in any folder on your desktop.

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barthelm\$ (\\archfile) (M:) 54 items	<			>

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.

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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.