Working with Files in Citrix
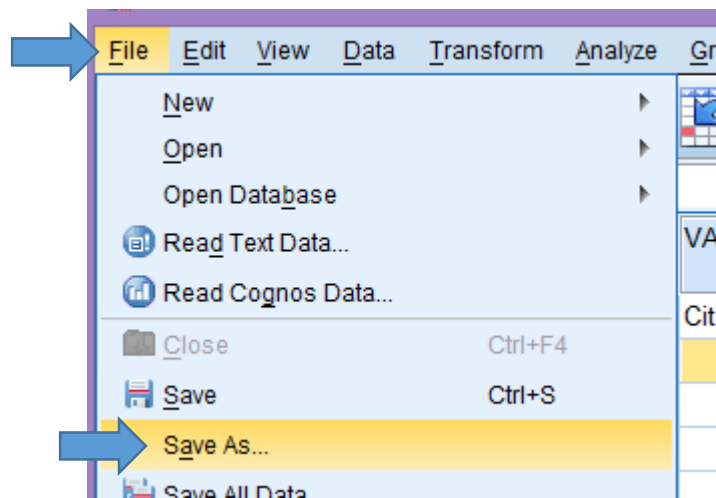
Date: August 29, 2018   **Primary Contributor:** Kyra Cox, Systems Specialist
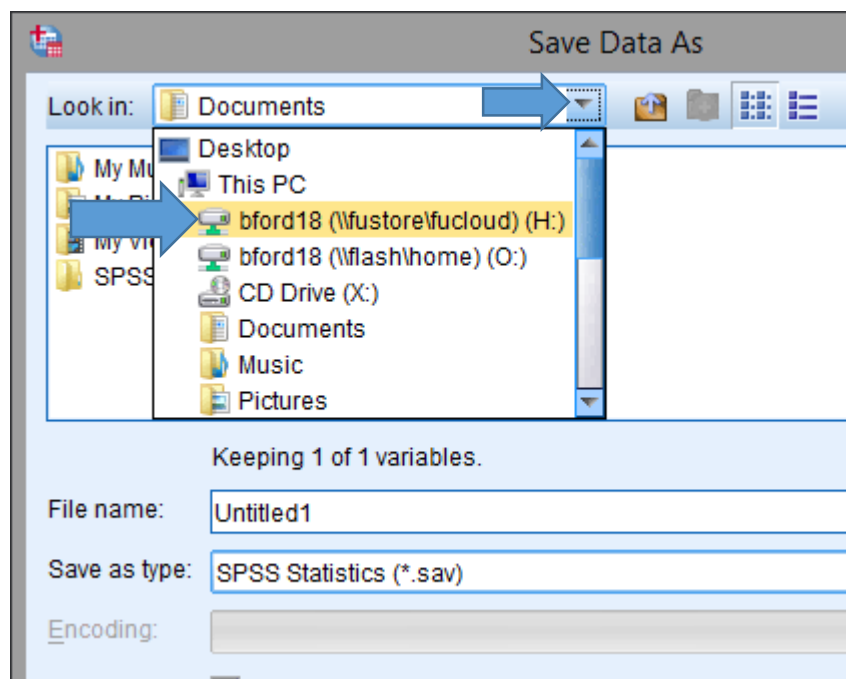
FURMAN
Information Technology Services
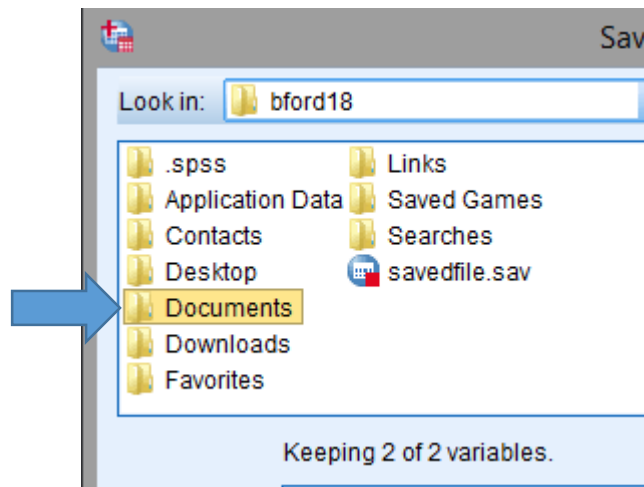
Saving a New File

1. To save a new file in Citrix, select **File -> Save As** from the application window.

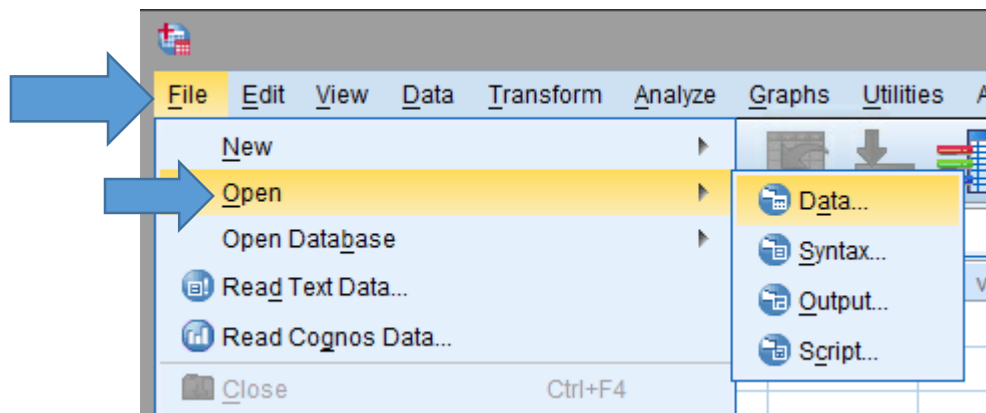2. Using the drop down arrow, choose the drive "username (\\fustore\fucloud)(H:)"
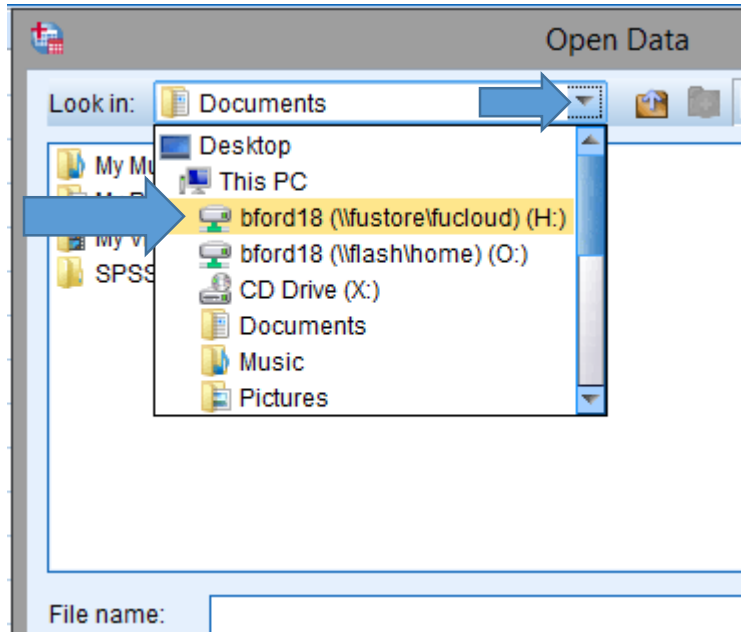
3. Double click the "Documents" folder.

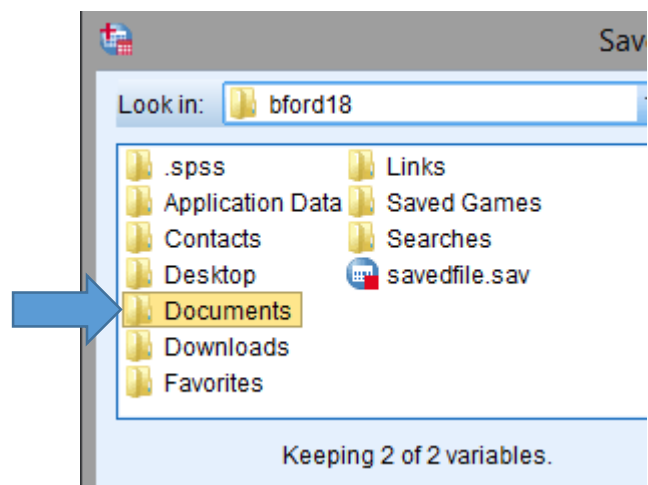# Open a Previously Save File

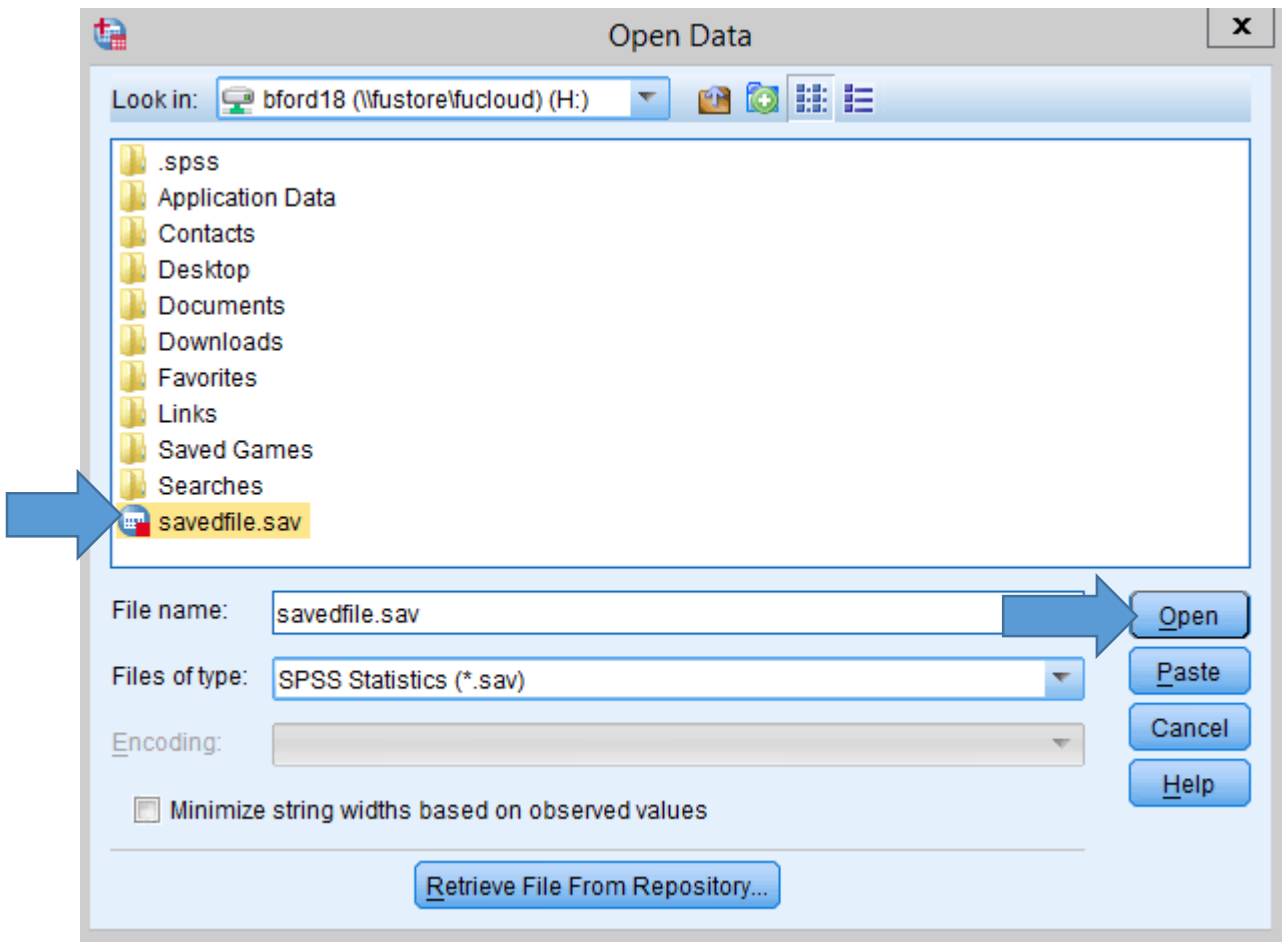1. Inside your application, choose File -> Open

2. From the Open window, use the drop down arrow to select "username **(\\fustore\fucloud)(H:)**"
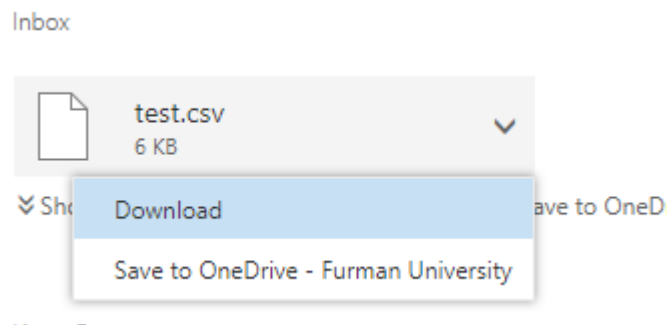

3. Double click the Documents folder.

4. Click your file, then "Open."
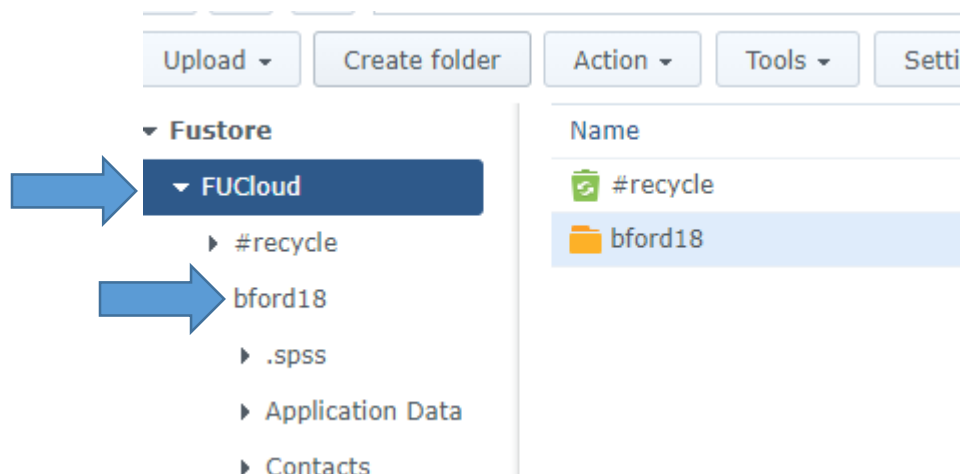
Transfer a File to the Virtual Environment

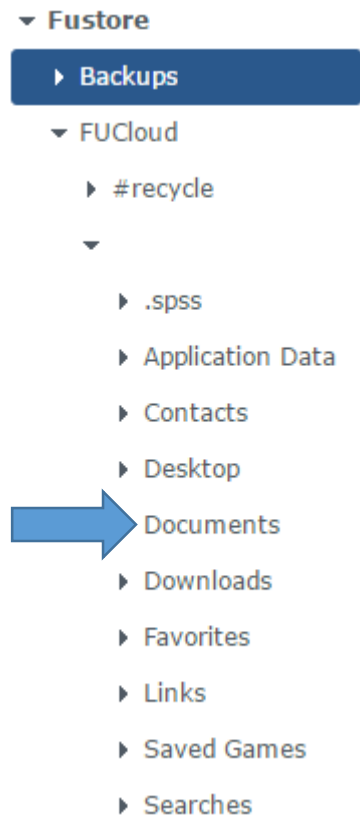1. Download the file you need to your computer.

   Inbox

   test.csv
   6 KB

   Download

   Save to OneDrive - Furman University

2. Open a web browser to the following address: **http://fustore.furman.edu/file**, login with your personal Furman Username and Password.

   ## Fustore

   Username

   ••••••••

   Stay signed in

   Sign In

3. Click FUCloud -> Double click the folder that matches your username.

   Upload ▾   Create folder   Action ▾   Tools ▾   Setti

   ▾ **Fustore**   Name

   ➤ ▾ **FUCloud**   🔄 #recycle

   ▸ #recycle   📁 bford18

   ➤ bford18

   ▸ .spss

   ▸ Application Data

   ▸ Contacts

4. Then click the option for "Documents"

5. Click the "Upload" button and choose "Upload – Skip," navigate to the file you download in Step 1.