Citrix Workspace App

SAVING FILES IN CITRIX WORKSPACE APP TO A PERSONAL DEVICE

FOR LONG BEACH CITY COLLEGE **STUDENTS**

LONG BEACH CITY COLLEGE

Overview

In this tutorial, you will learn how to:

➤ Save files from the Citrix Workspace App to your personal computer.

Note

This guide demonstrates the process of saving files in the Citrix Workspace App, which is the version of Citrix you can install on your device. We will be using a computer running Windows for this demonstration.

Step 1: Open the Workspace App

Open the Citrix Workspace App on your device. You may be required to enter your **student ID number** and **Viking Portal password** to log in.
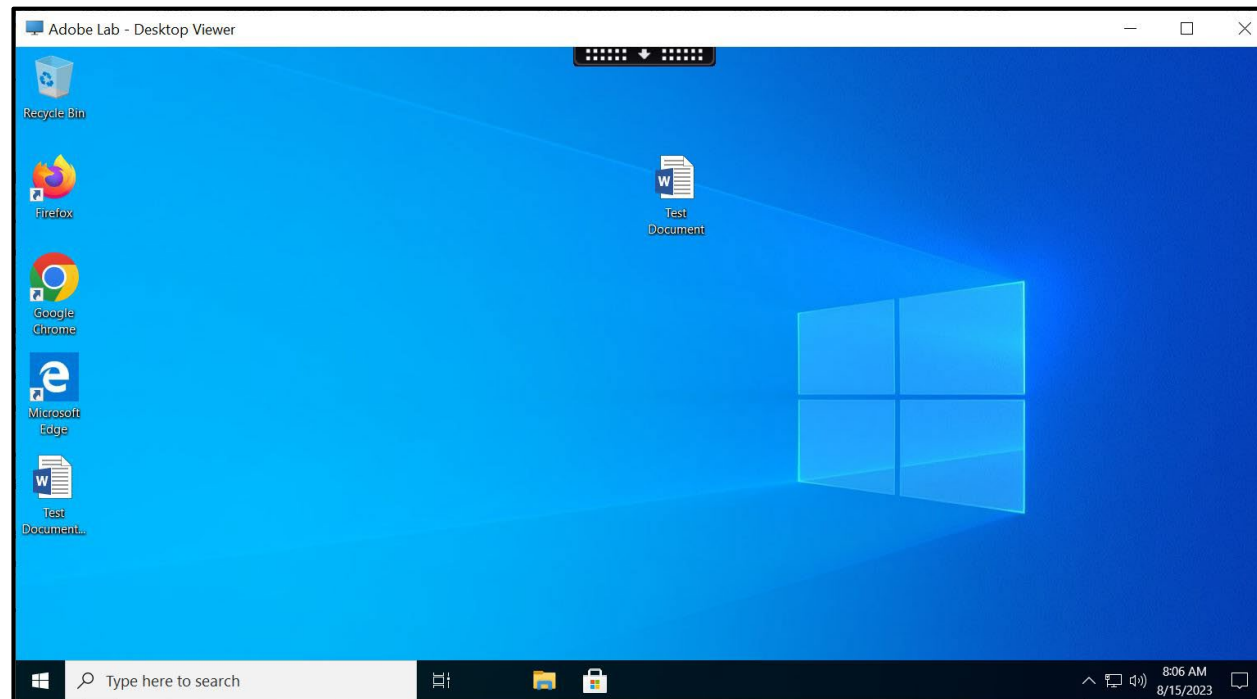
Step 2: Open a Citrix Desktop

Open your desired Citrix desktop. In this demonstration, we will be using the Adobe Lab.
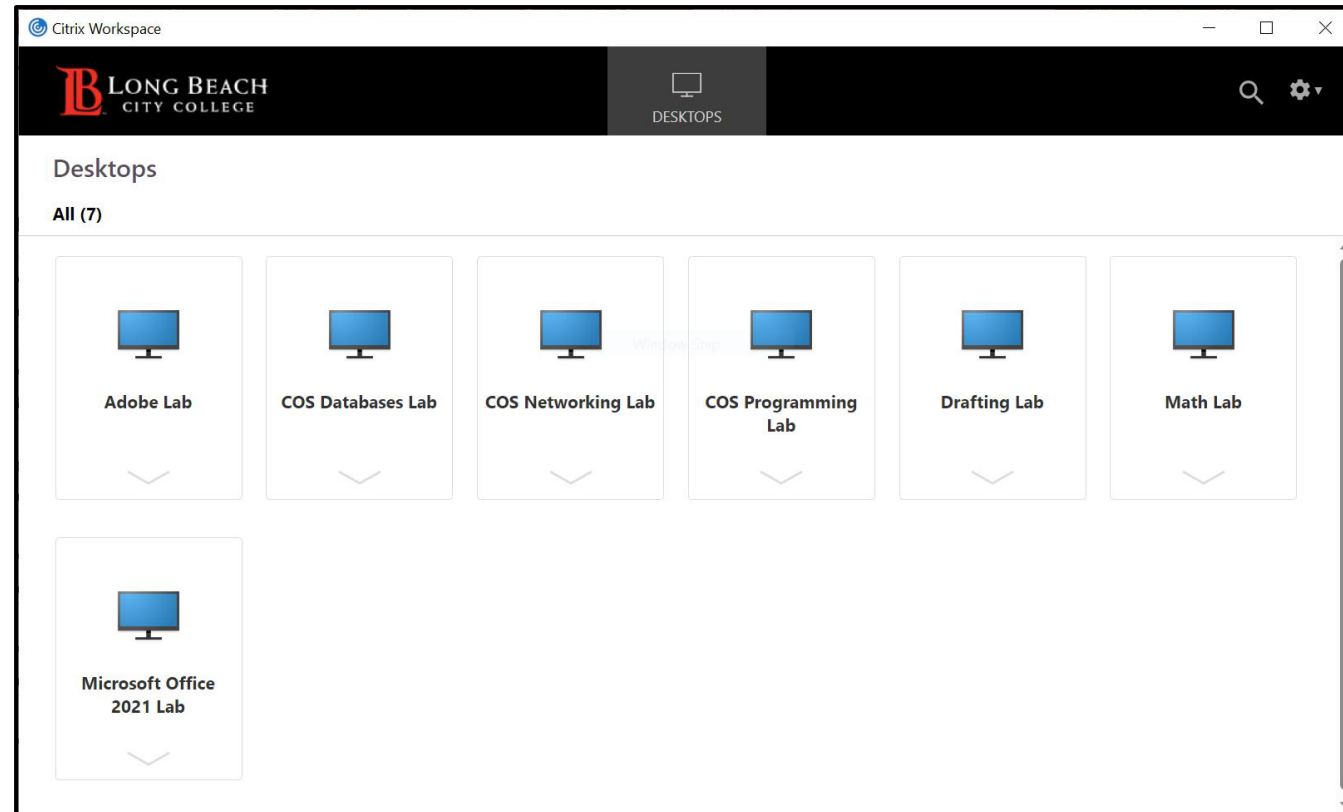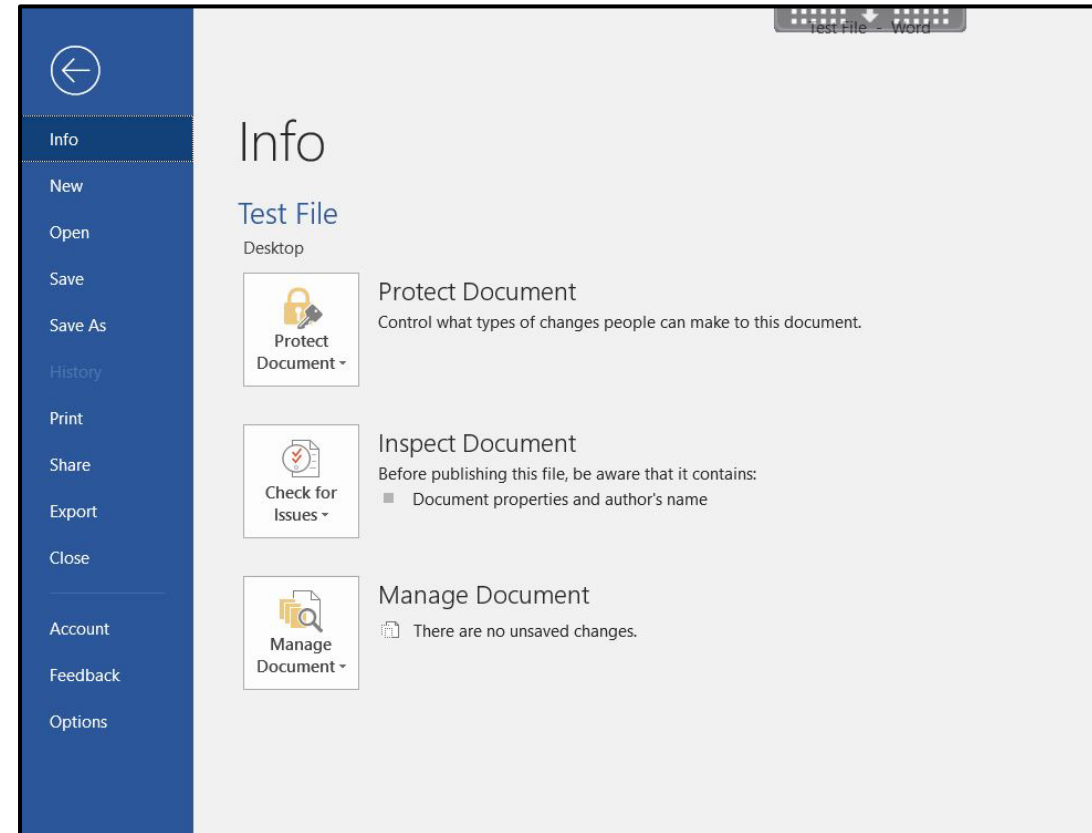
Step 3: Locate Your File

Locate the file you want to save to your personal device. We recommend saving files in a convenient spot such as the desktop. In this guide, we will be using a Word file titled **Test Document** that has been saved to the desktop.
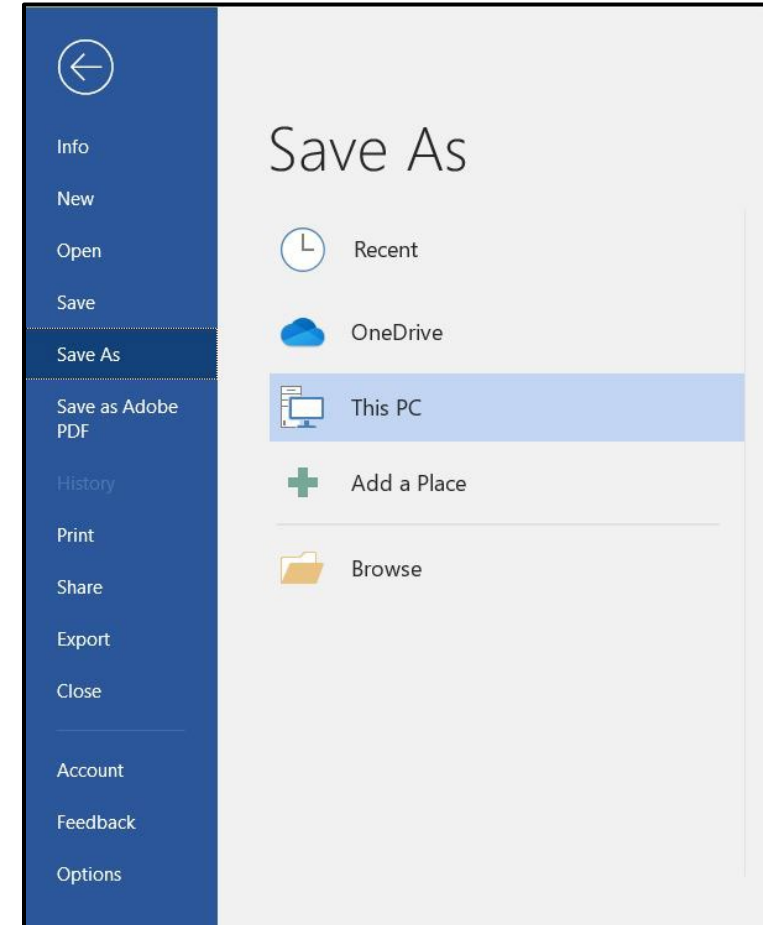
Step 4: Open the File

**Open** the file. Then, click on the **File** tab.

Step 5: Browse Locations

With the File tab open, click **Save As**, then click **Browse**.

Step 6: Choose a Disk Location

Choose the location where you want your file to be saved. To save onto your computer, click **This PC**. Then, select the name of your device. In this case, the device name is **Local Disk (C: on ST-LBCC-36)**. Your own disk name will differ. Click **Open**.
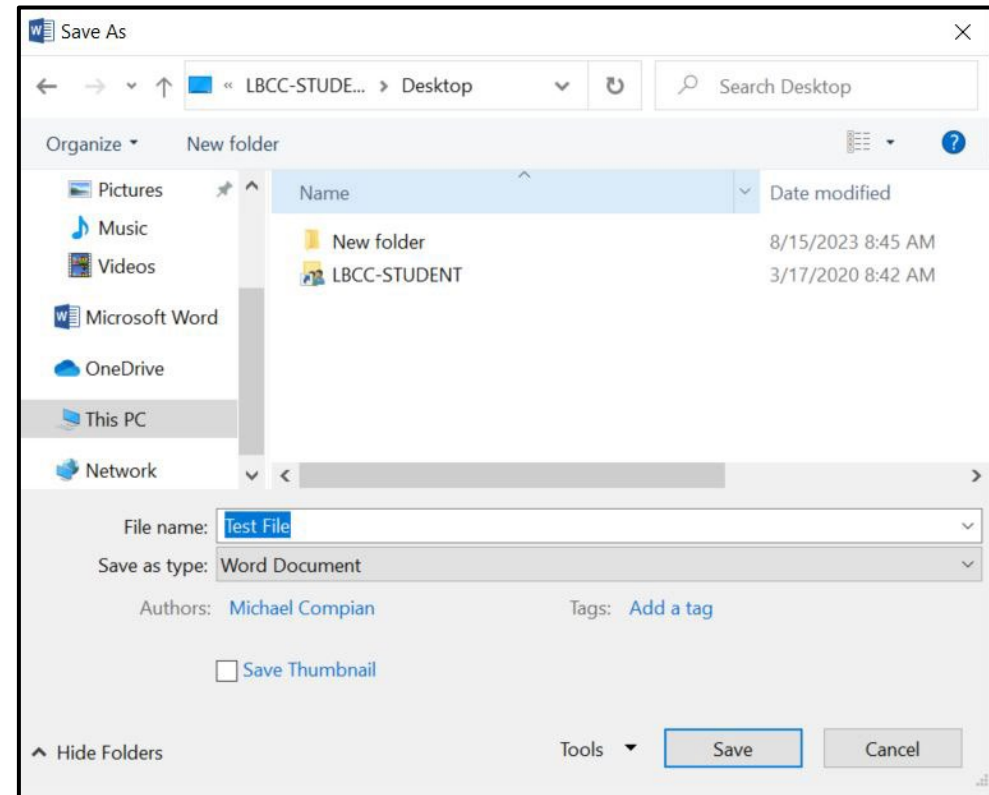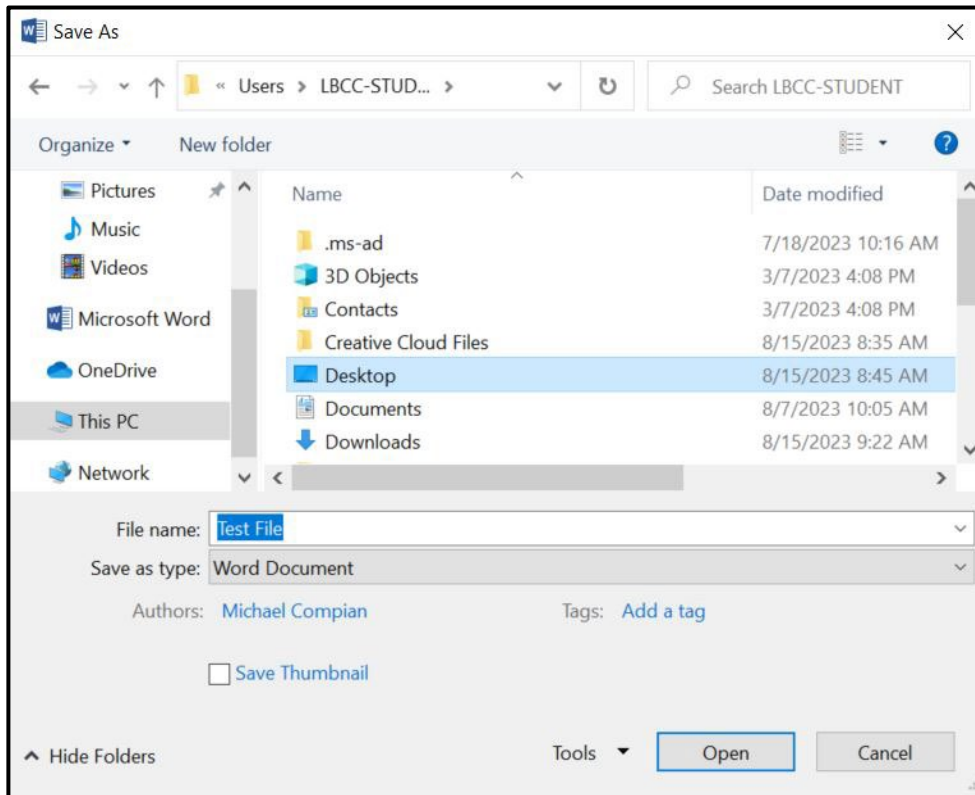
Information
Technology
Services
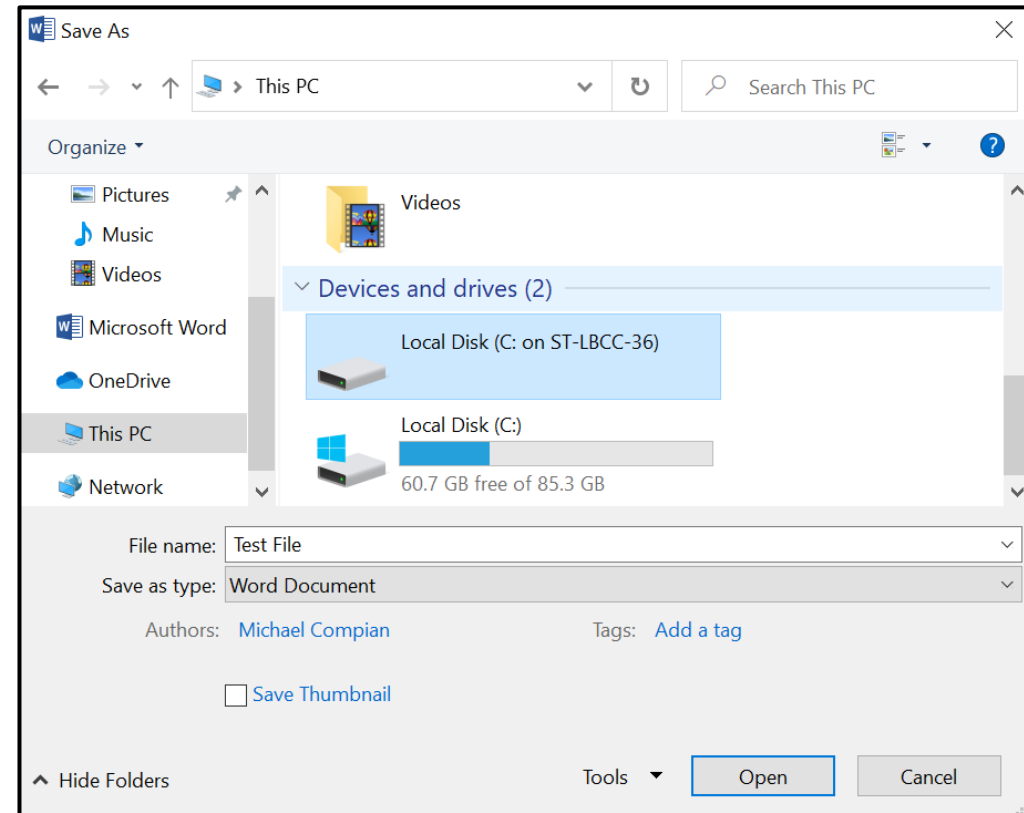
Step 7: Choose a User

Click on **Users**, then select the name of the account you are on. In this example, the user for this device is **LBCC-Student**. Click **Open** on each prompt.
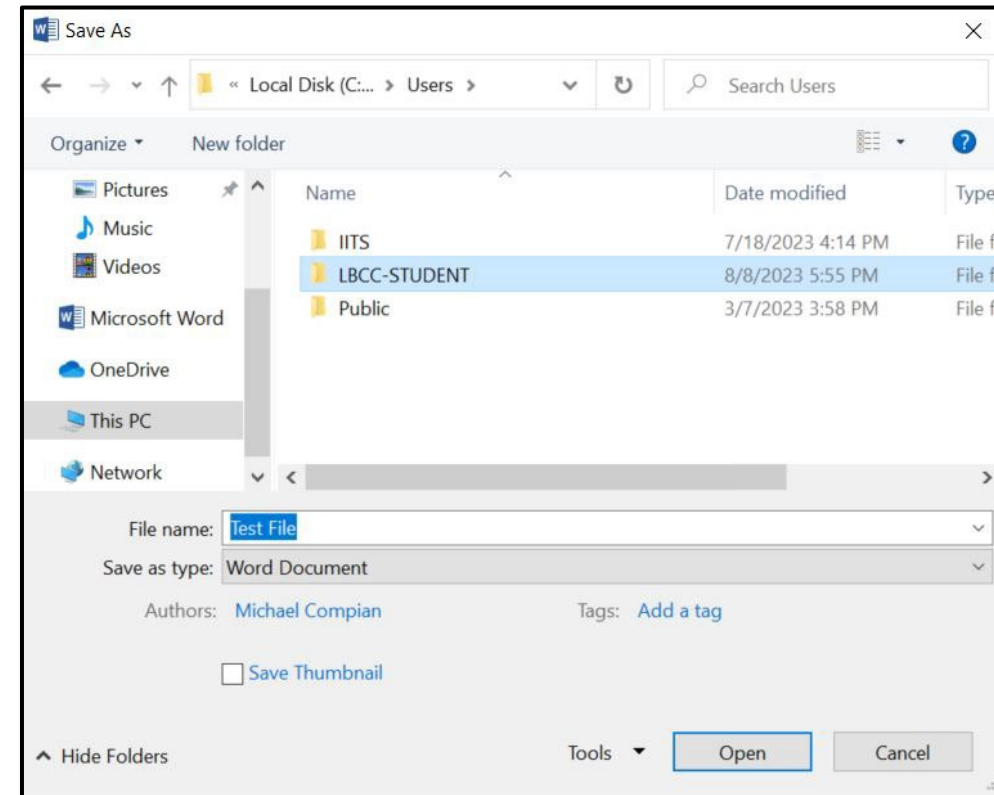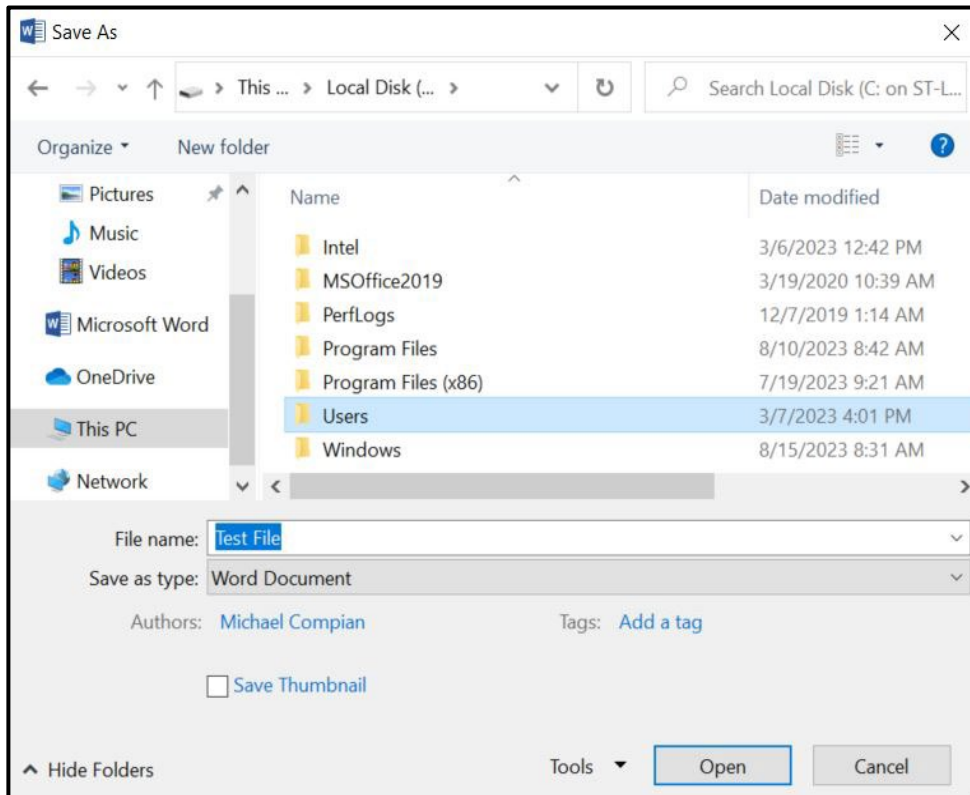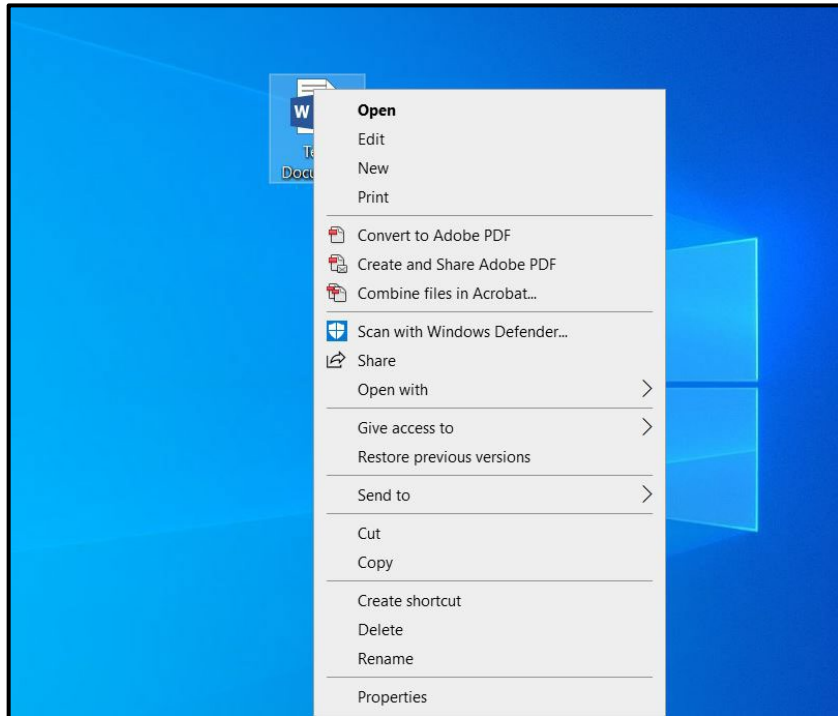
Step 8: Save on Your Device

Select a location on your device. In this example, we chose to save the file to the **desktop**. When you have chosen a location, click **Save**.
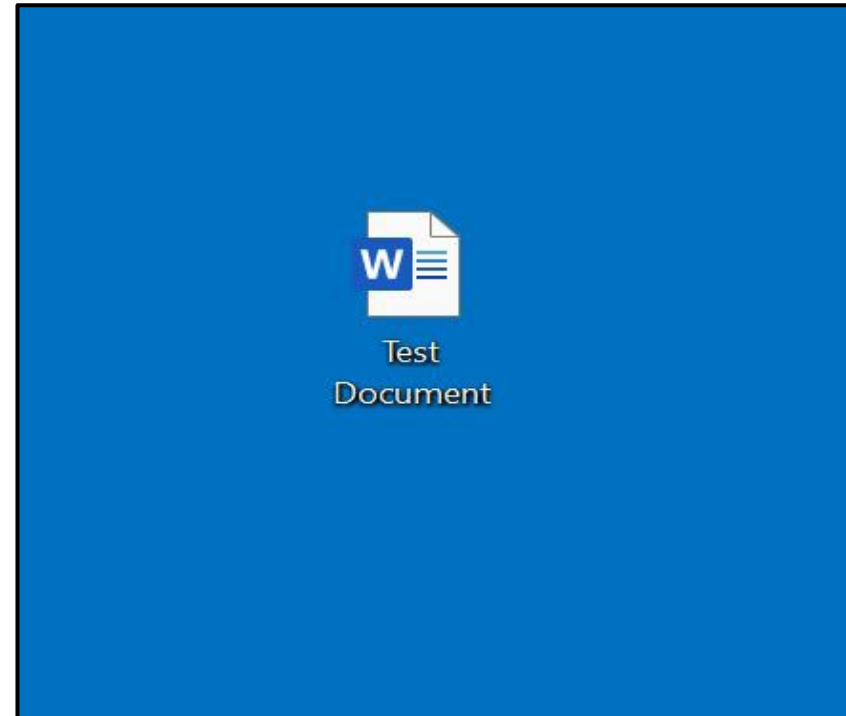
Alternative Method: Copy & Paste

COPY THE FILE ON THE CITRIX DESKTOP

PASTE THE FILE TO YOUR DESKTOP

Congratulations!

You have successfully saved a file from the Citrix Workspace App to your personal device!

Questions?

If you run into any issues, or have further questions, feel free to reach out to us!

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