

# Citrix (via Viking Portal)

SAVING FILES IN CITRIX TO A PERSONAL DEVICE

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FOR LONG BEACH CITY COLLEGE STUDENTS

# Overview

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In this tutorial, you will learn how to:

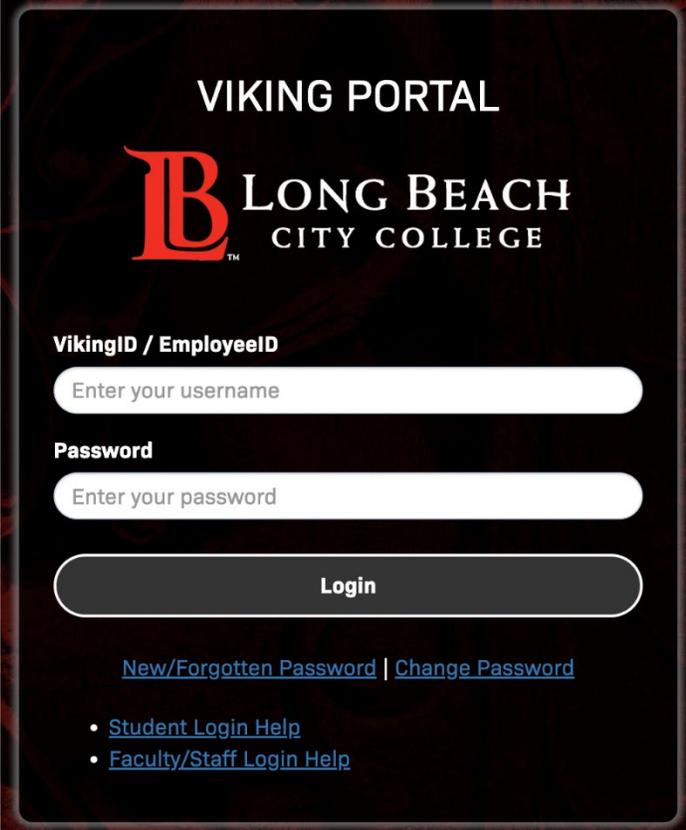
- Save files from Citrix Student Labs in the Viking Portal to a personal device.

## Important Note

This tutorial demonstrates the process of saving files to a personal device via Citrix Student Labs, the version of Citrix that is in the Viking Portal.

# Step 1: Log in to the Viking Portal

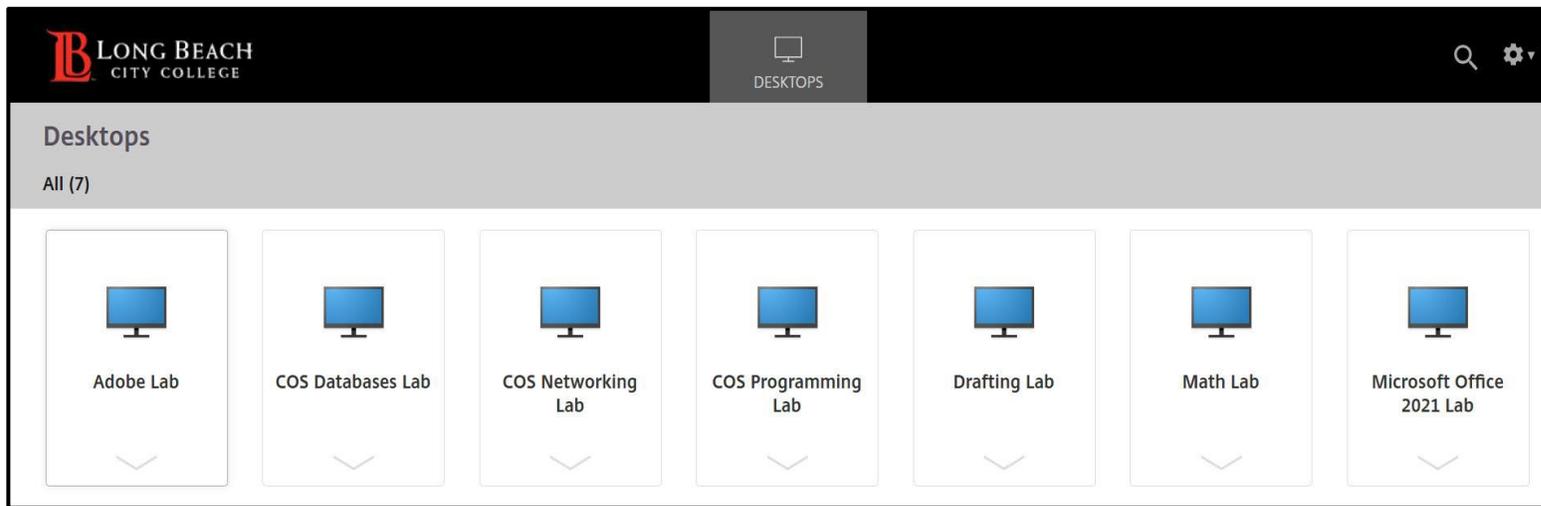
Navigate to [lbcc.edu](http://lbcc.edu) and sign in to your Viking Portal.



The screenshot shows the Viking Portal login interface. At the top, it says "VIKING PORTAL" and features the Long Beach City College logo. Below the logo, there are two input fields: "VikingID / EmployeeID" with the placeholder "Enter your username" and "Password" with the placeholder "Enter your password". A "Login" button is positioned below these fields. At the bottom, there are links for "New/Forgotten Password" and "Change Password", and a list of help links: "Student Login Help" and "Faculty/Staff Login Help".

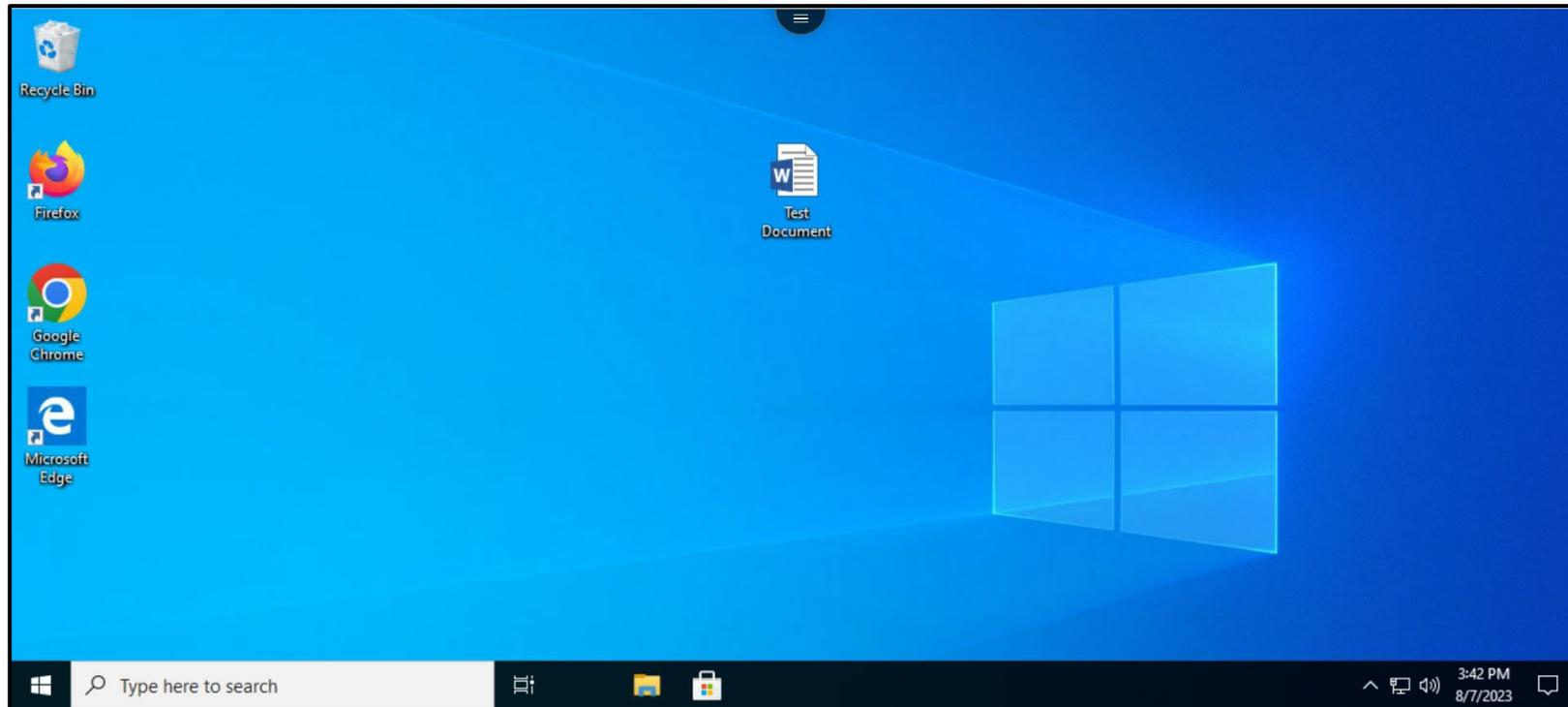
# Step 2: Open Citrix Student Labs

Click on the **Citrix Student Labs** tile in the Viking Portal. Then, click on the desktop you will be using and open it. For this guide, we will be using the **Adobe Lab**.



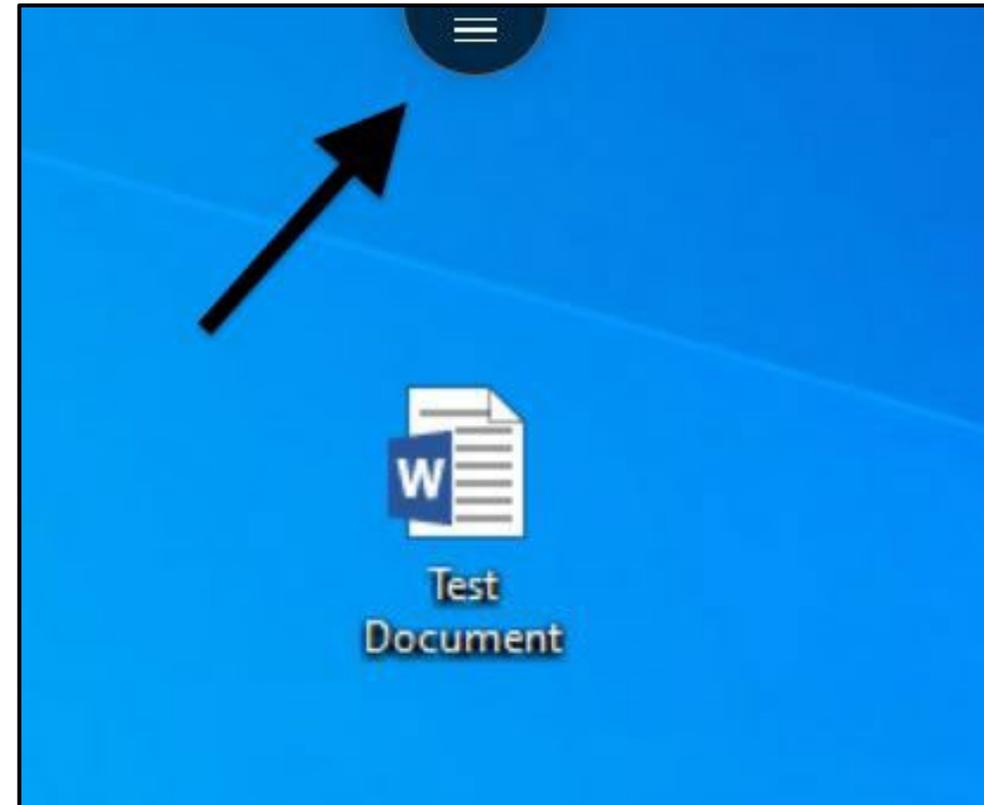
# Step 3: Locate Your File

Locate the file you want to save. In this example, we will be using a Word document titled **Text Document** that has been saved to the desktop.



## Step 4: Open the Citrix Menu

Select the **menu icon** located at the top of the screen.



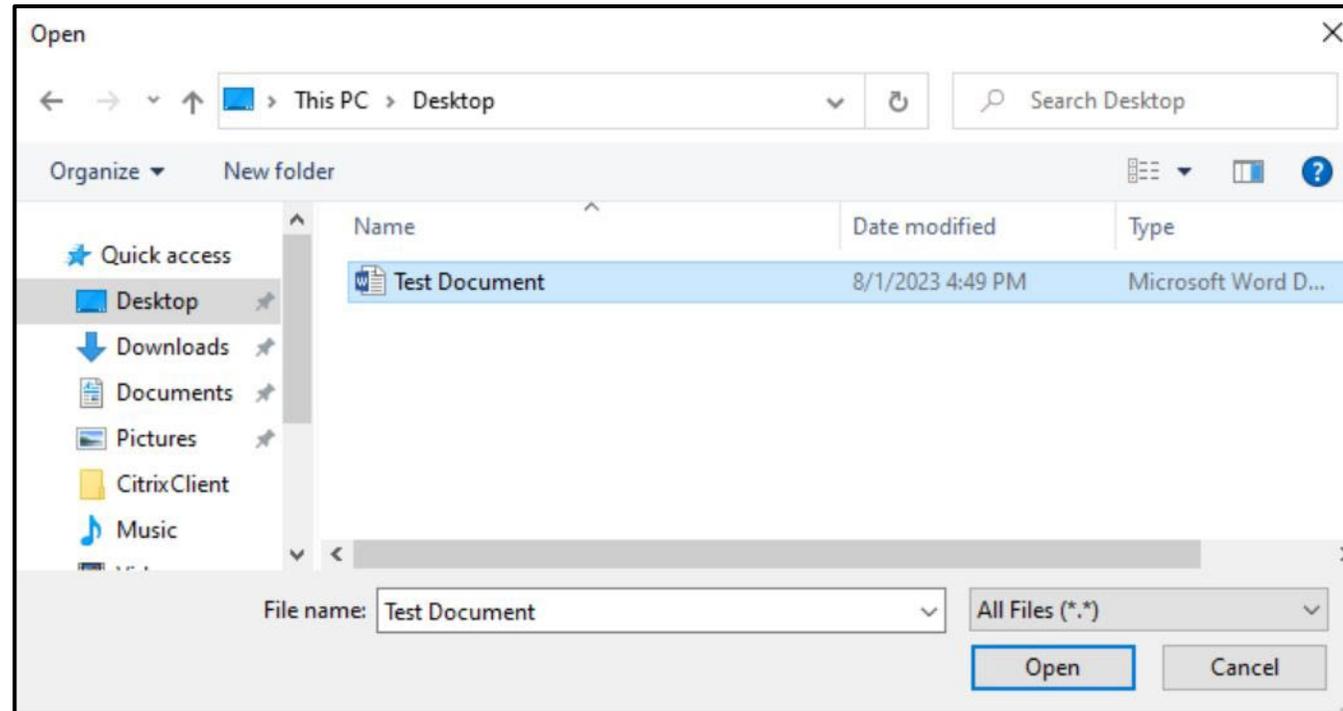
# Step 5: Select the Download Option

Select the **Download** icon. It is the icon with a cloud and a downward facing arrow.



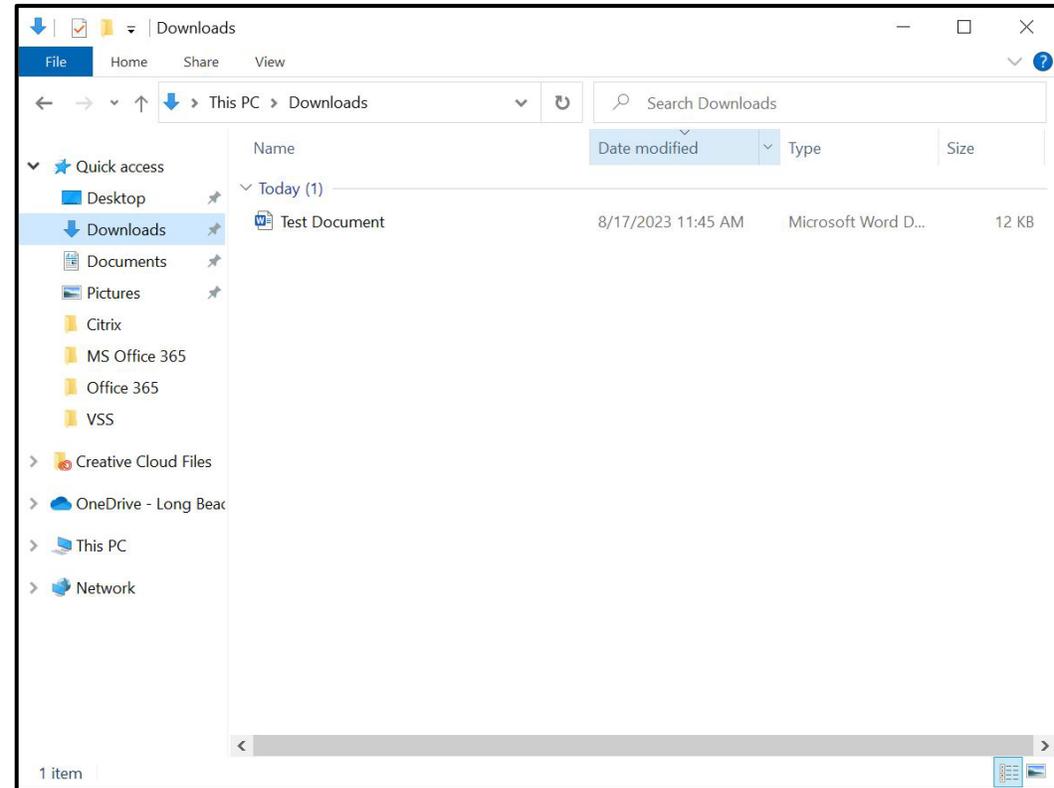
# Step 6: Select the File

From the prompt, navigate to the location where your file is saved. In this case, the file has been saved to the desktop. Click **on the file** to select it. Then, click **Open**.



# Step 7: Check Your Downloads Folder

The file should appear in the **downloads folder of your personal computer**. Open the File Explorer on PC and Chromebook or the Finder on Mac and navigate to the **downloads** section to retrieve the file.



# Congratulations!

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You have successfully saved a file from Citrix Student Labs to your personal computer.

# Questions?

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

- Website: [www.lbcc.edu/sthd](http://www.lbcc.edu/sthd)
- Phone: (562) 938-4250
- Email: [sthd@lbcc.edu](mailto:sthd@lbcc.edu)