Citrix Access via Workspace
Saving Files From Citrix to Personal Device

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Saving Files From Citrix to Personal Device

In this tutorial, you will learn how to:

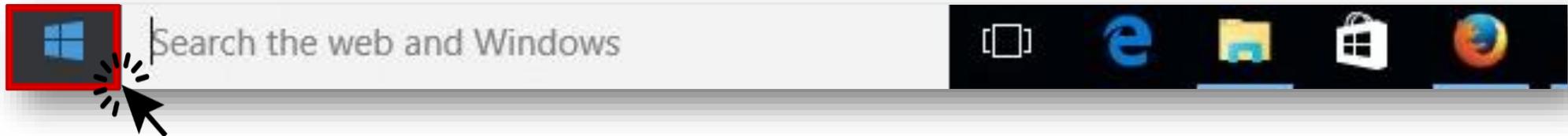✓ Save files from Citrix Workspace to personal device.

If you haven't downloaded Citrix to your personal device, please click <u>here</u> before proceeding.

Important Note

This process may differ depending on the operating system that your personal device is currently running. The guide is specific to Windows which is an operating system specific to Microsoft devices.

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Step 1: Start your computer. When ready, click the **Windows Start icon** and locate Citrix
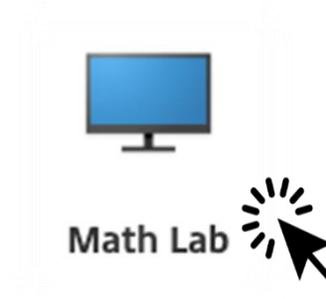
from the listed programs.

*Note: Programs are listed in the alphabetical order; therefore, Citrix will be available under

letter "C."

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Step 2: Click on the **Citrix Workspace** icon ⊚ & navigate to any lab currently listed on your Desktop.

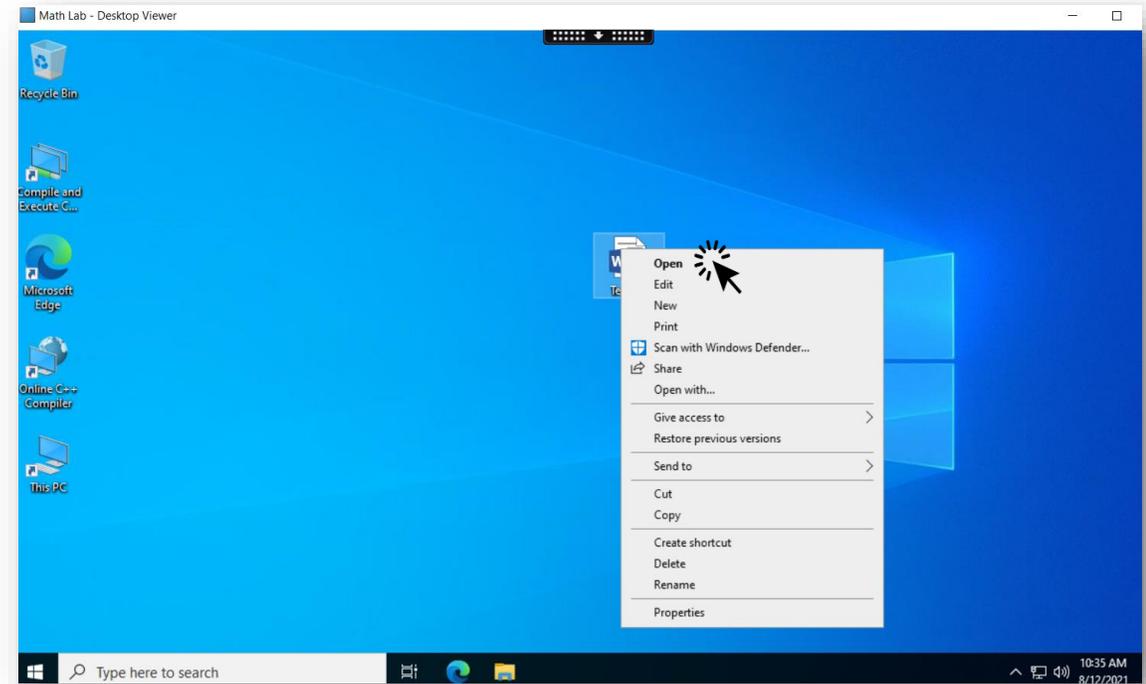***Note:** In this guide, we will access the **Math Lab**.

If prompted for a password, please use your current LBCC password to login.

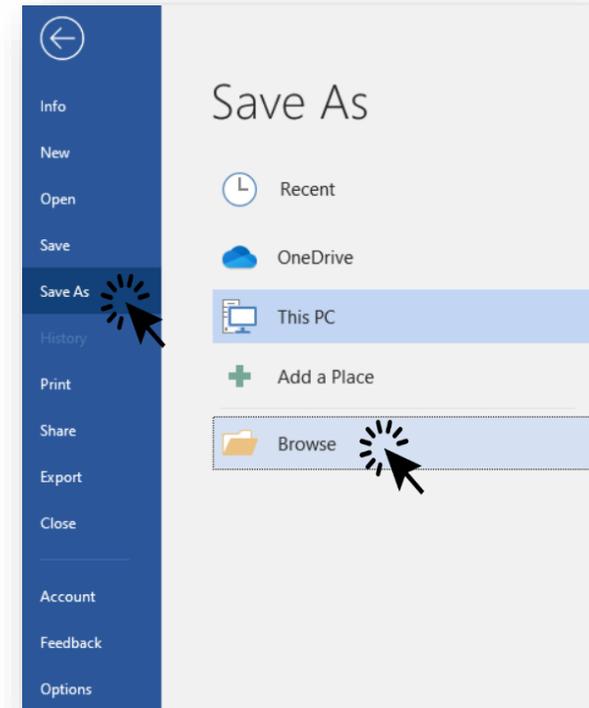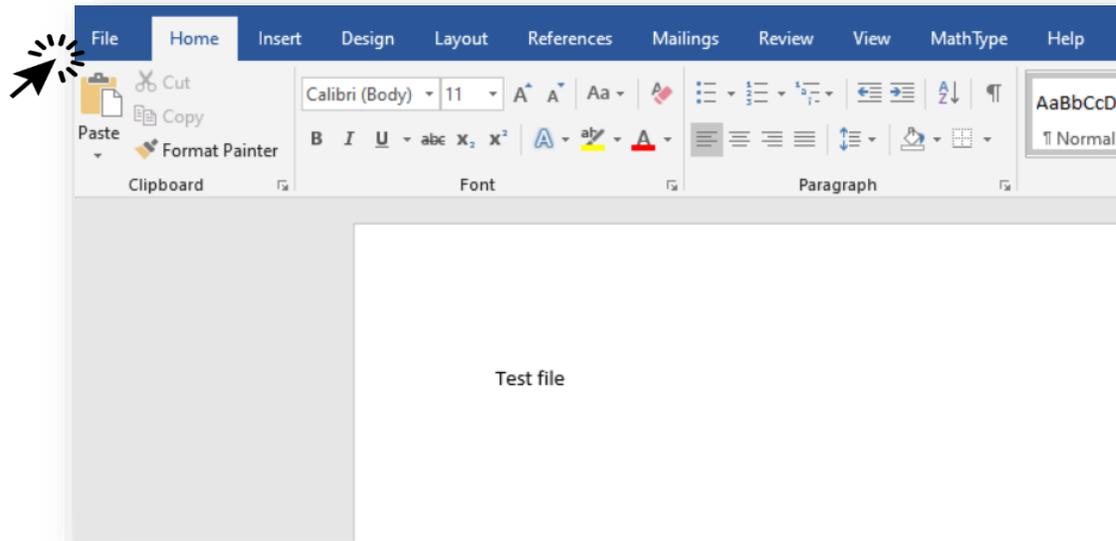# Saving Files From Citrix to Personal Device

Step 3: Select and open a document of choice.

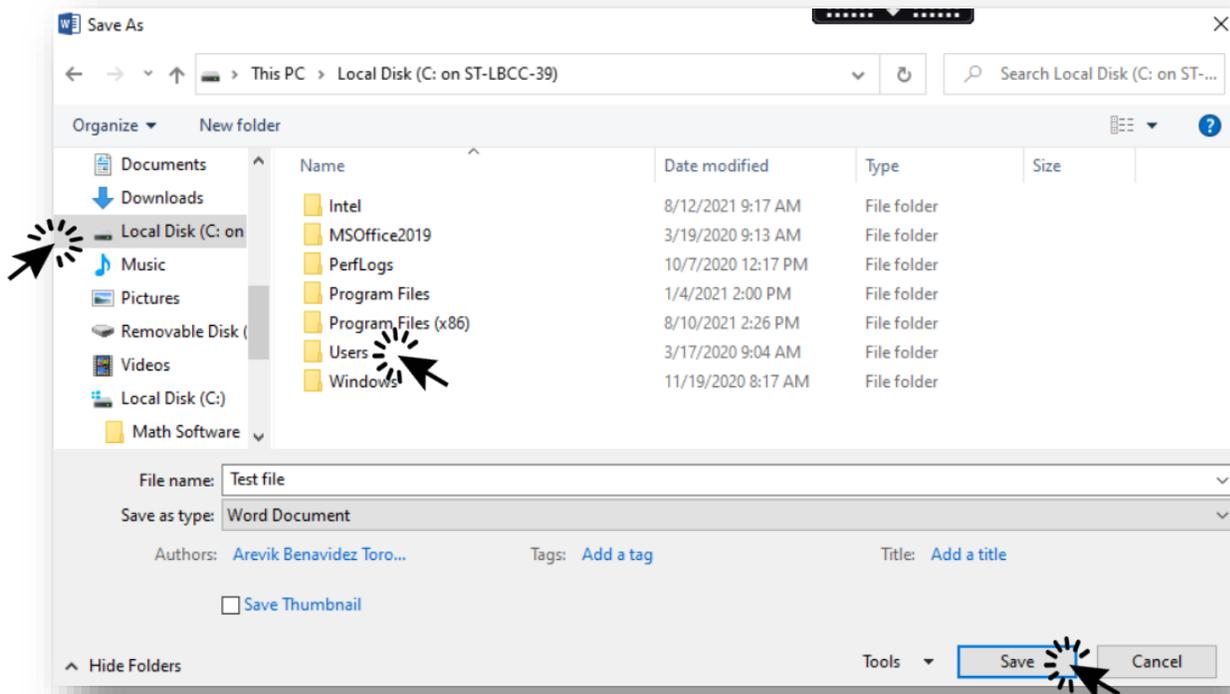➤ For this exercise, we will use a word document called "**Text File**" to save it to Personal Device.

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Step 4: From the toolbar, click on **File** -> **Save As** -> **Browse**

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Step 5: From the left menu bar, select the **Local Disk (C: on...)** option and click on **Users**.


*Note
➤ Once you open the **Users** folder, you will see the name of your personal computer listed next to a folder icon.
➤ If you are sharing a device with multiple users or have an LBCC device, please make sure to select the correct folder that showcases the name of your personal computer.

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Step 6: Select the name of your computer which will appear next to the folder that is currently named "Name of your Computer" and select the **Desktop** option to open and save the file to your local machine.

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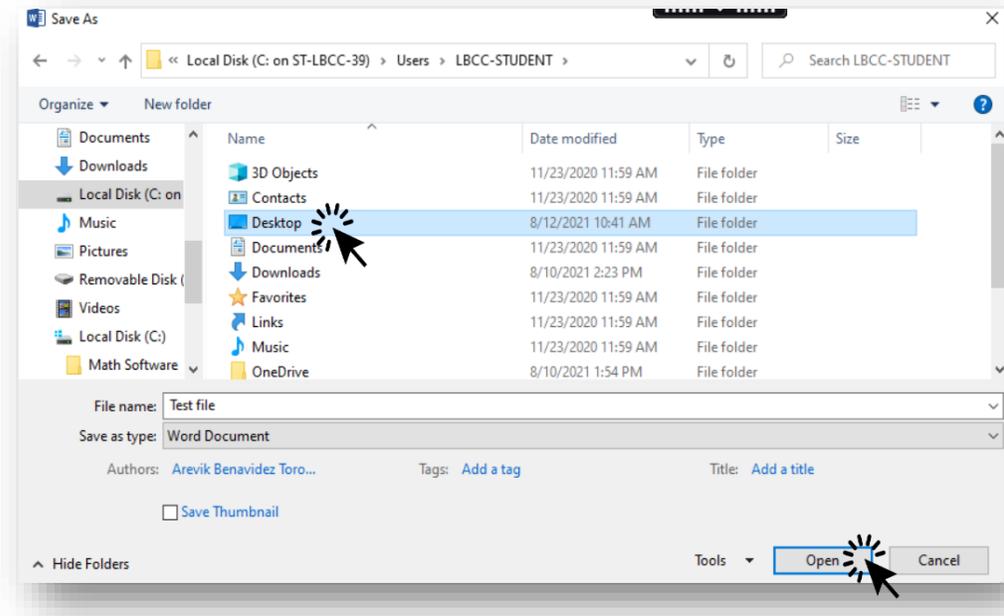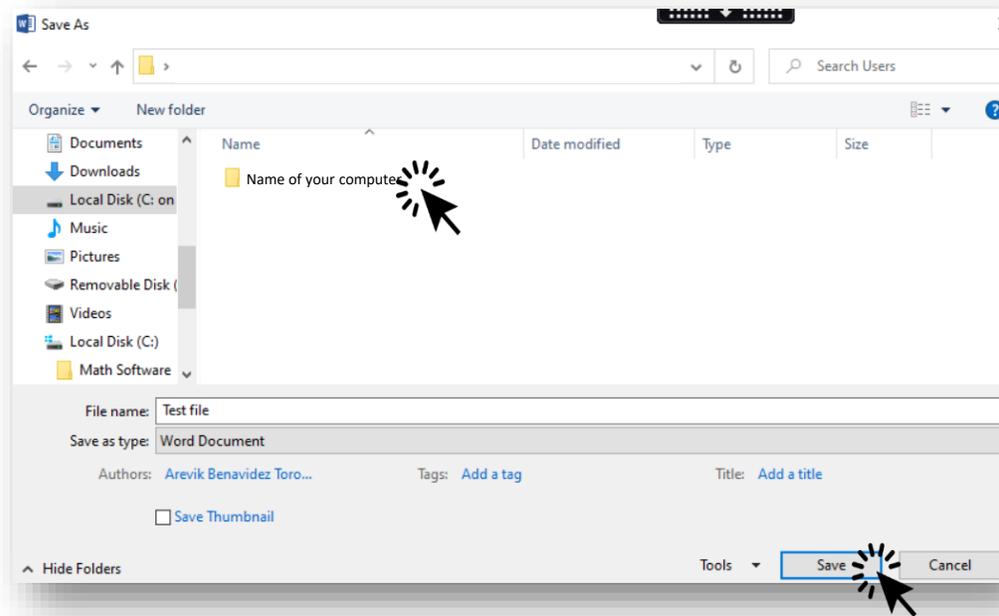
Optional Document Saving Option

Step 1: Right click on the desired document and select **Copy**.

Step 2: Minimize the Citrix window and right click on an open space on your local machine and select Paste.
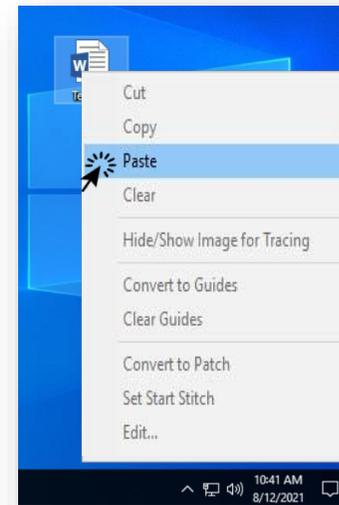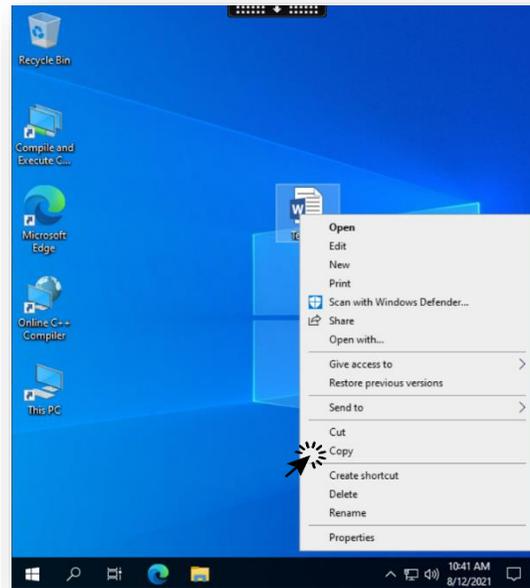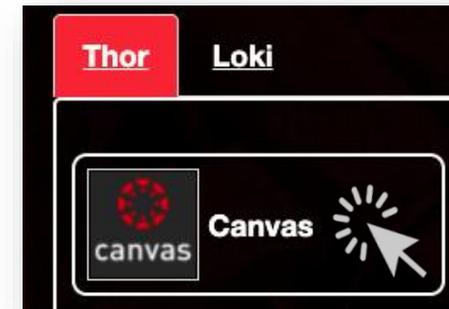
Submitting Files From Citrix to Canvas

Step 1: Open a web browser within Citrix environment and navigate to lbcc.edu.

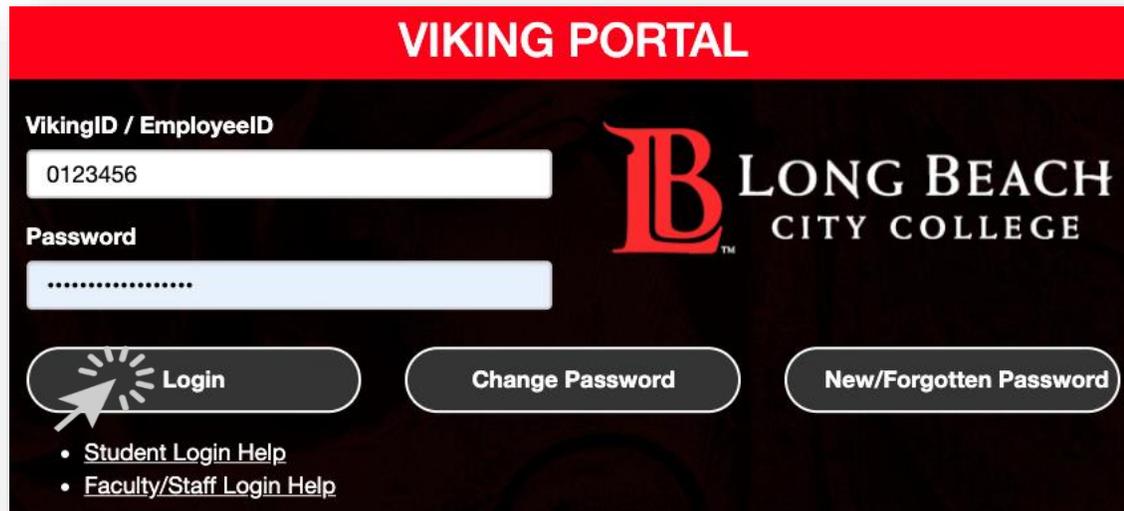**Step 2:** Login to Viking Portal and click on the Canvas Icon.
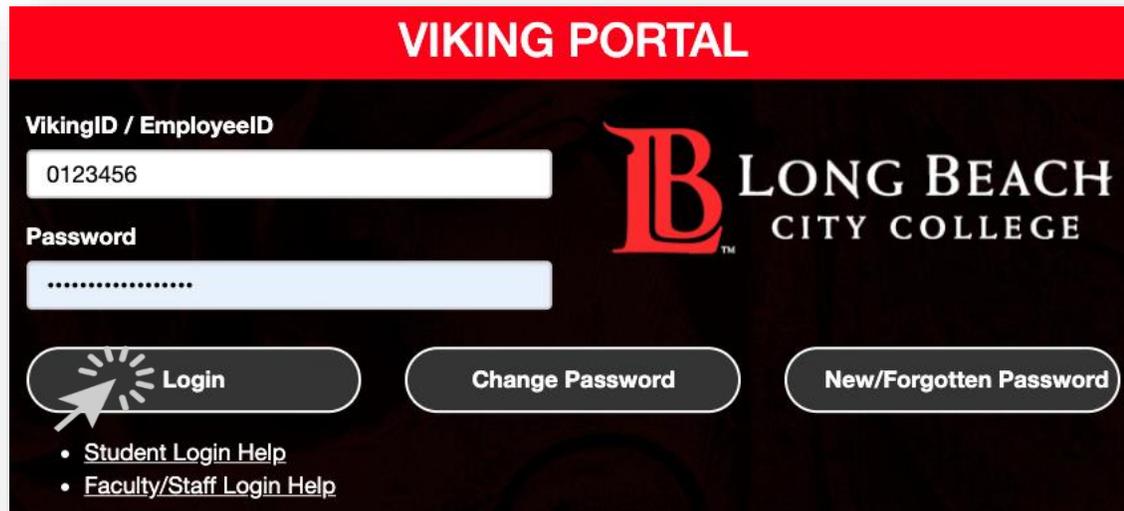
Saving Files From Citrix to Office 365

Step 1: Open a web browser within Citrix environment and navigate to lbcc.edu.

Step 2: Login to Viking Portal and click on the Office 365 Icon.

Questions

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

➢ Website: www.lbcc.edu/sthd

➢ Phone: (562) 938-4250

➢ Email: sthd@lbcc.edu

➢ Chat: https://www.lbcc.edu/post/chat-sthd