Open or save files in Citrix Workspace

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Overview

When you access applications via Citrix, you are working on the Citrix server that you are logged into through your browser. When opening or saving a file, **Computer** in the navigation window that opens refers to this server. When you expand **Computer**, you will see your local computer hard drive. On Windows it is labeled with a name like **C\$ on 'Client'(V:)** and on the Mac with a name like **Local Disk (C: on YourComputerName iMac)**.

Open a file

After choosing File >> Open or File >> Save As, use the steps below to navigate to a location stored on your local computer.

Save As										×
← → · ^ 💻	> Th	is PC					v ē	Search This PC		Q
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📌 Quick access		∨ Folders (6)							
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File name:	Book									~
Save as type:	Excel	Workbook (*.xls	x)							~
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∧ Hide Folders							Tools 🔻	Save	Cance	el

1. In the left navigation pane, click the plus sign to expand This PC.

2. Choose "Local Disc C:\" which contains your computer name and browse to C:\Usersyourusername

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Quick access		.maplesoft	11/	14/2023 8:33 AM	File folder	63		
Desktop	*	Contacts	11/	9/2023 8:59 AM	File folder			
🖊 Downloads	*	E Desktop	1/2	/2024 9:25 AM	File folder			
🗎 Documents	*	Documents	1/2	4/2024 9:38 AM	File folder			
Pictures	*	Downloads	2/5	/2024 10:32 AM	File folder			
Microsoft Excel		🚖 Favorites	11/	9/2023 8:59 AM	File folder			
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Network		E Pictures	11/	9/2023 9:16 AM	File folder			
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57	Book1							
File name:								
Save as type:	Excel V	Vorkbook (*.xlsx)						
Authors:	Chris	Feller	Tags: Add a tag		Title:	Add a title		
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3. Browse to your Desktop or other desired location.

See Also

• Citrix Landing Page