Saving Files Using a Mac Saving to Your Campus H-Drive

When you are ready to save, go to File and Save As

Click on This PC, under Network locations, find the the drive with your username and double click on the icon

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Click on Desktop and you will see the folders that have been saved to your campus H-drive.

Saving to your Local Computer

When you are ready to save, go to File and Save As

Click on This PC, under Devices and drives, find Local Disk (H: on "name of your computer") double click on that icon



The following message will appear. Make sure and select Read & Write



If you click on either of the other two options you will either have no access, or limited access to your files.

Select a folder where you want to save your file. Now it will be stored on your local computer

Troubleshooting Steps

If you get the following, or any other error message when trying to access your local files, please follow the instructions below.



Make sure you are logged into your CougarApps account.

At the top of the screen, you should see several icons. Right click on Citrix Receiver.

