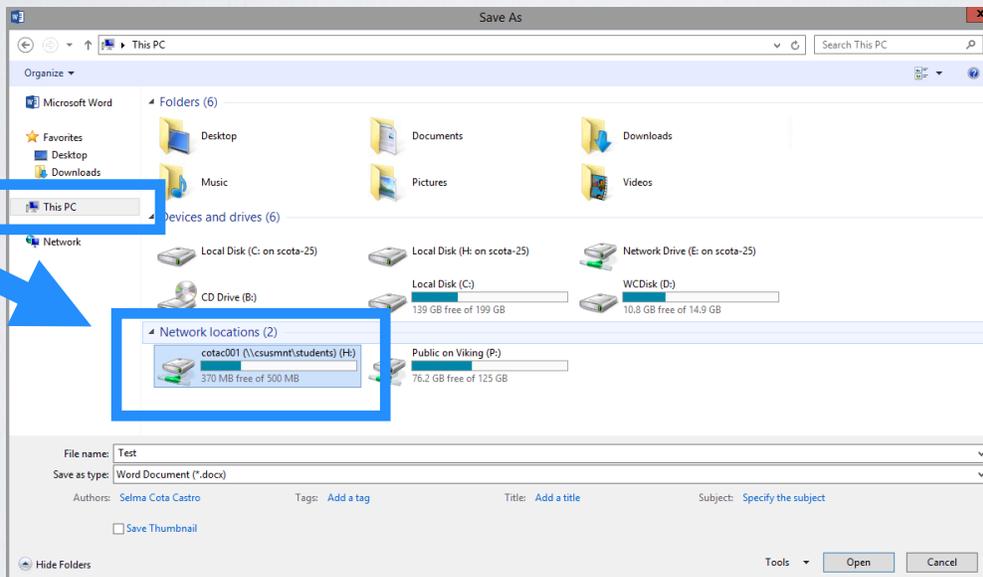


Saving Files Using a Mac

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



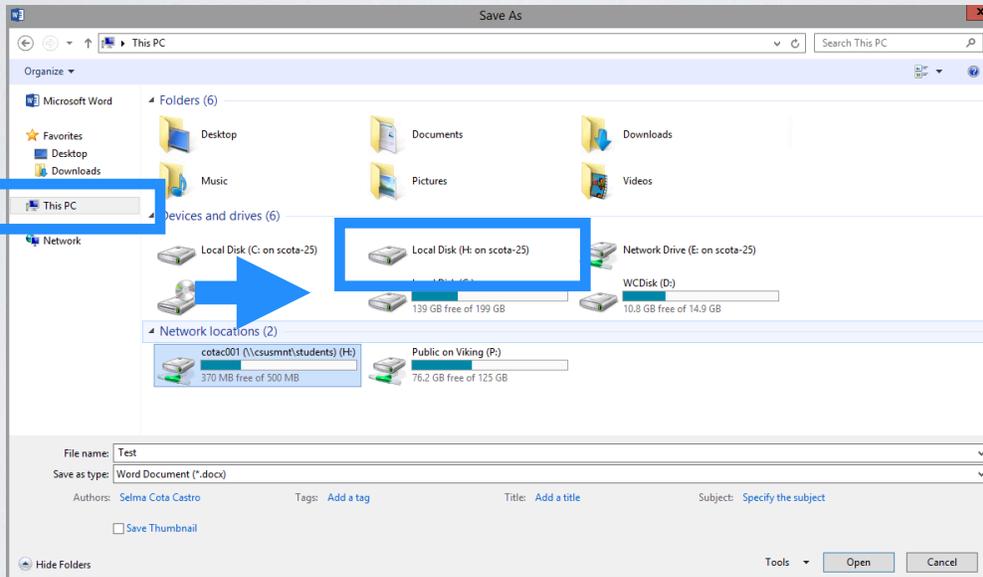
This window will look different depending on what application you are using

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

Saving to your Local Computer

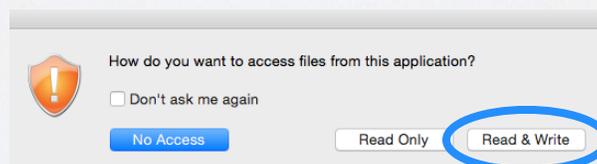
When you are ready to save, go to File and Save As

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



This window will look different depending on what application you are using

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

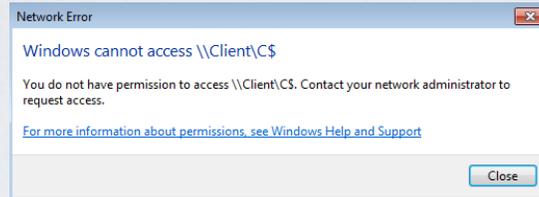


If you click on either of the other two options you will either have no access, or limited access to your files.

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: 

Preferences → File Access → Read and write

