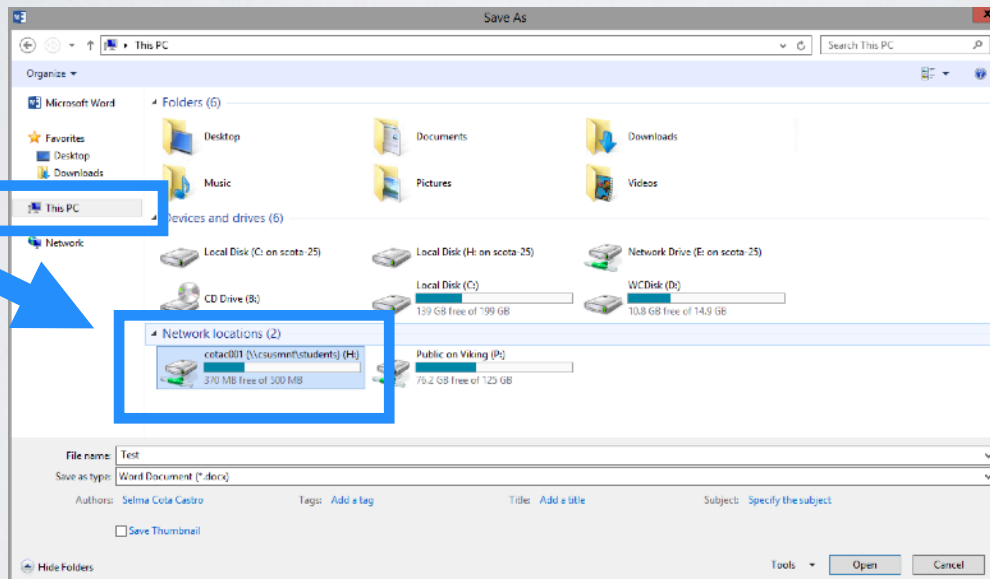# Saving Files Using Windows 10

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
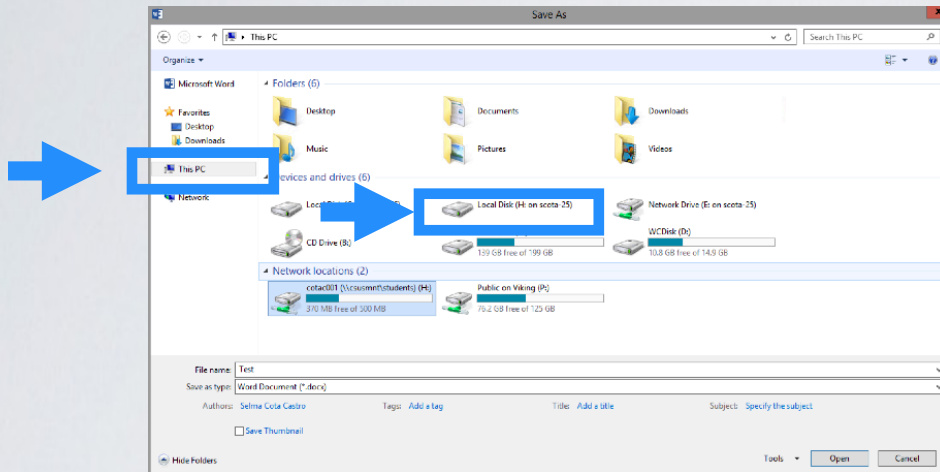

This window will look different depending on what application you are using

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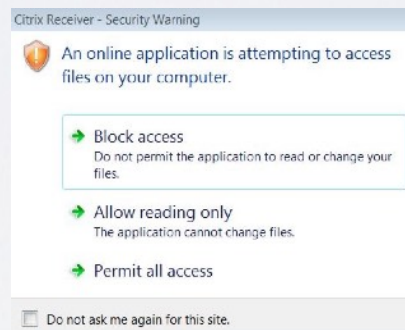
Saving to your Local Computer

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

Click on Computer

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

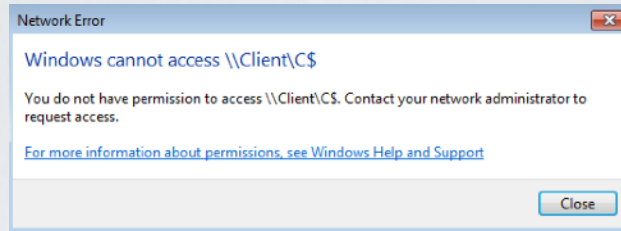The following message will appear. Make sure and select Read & Write

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

Navigate through the following folders:

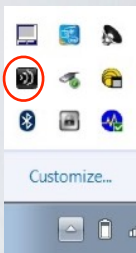Users ⟶ "Your account name" ⟶ Desktop

Troubleshooting Steps

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

```
Network Error                                                    [X]
Windows cannot access \\Client\C$

You do not have permission to access \\Client\C$. Contact your network administrator to
request access.

For more information about permissions, see Windows Help and Support

                                                              Close
```

Make sure you are logged into your CougarApps account.

Click on the arrow button, located at the bottom of your screen near the date and time. Find and right click on the Citrix Receiver icon and select Connection Center.

Select on the label:VDI-APPS-###
and then click on Preferences.

```
Citrix Connection Center            −  □  ×

Connections                    Session
  ⊟                              Disconnect
    📁 VDI-APPS-011
                                 Full Screen

                                 Log Off
         ⬊

                                 Preferences

                                 Properties

                               Application
                                 Terminate

1 Server used, 0 Remote Applications

                    Close
```

Make sure the Read and write option is selected

```
Citrix Receiver - Preferences                              ×

File Access    Connections        Flash

Choose how to access files on your computer from this session.

⦿ Read and write
○ Read only
○ No access
○ Ask me each time

                              OK    Cancel    Apply
```