Log into https://cougarapps.csusm.edu with your CSUSM username & password
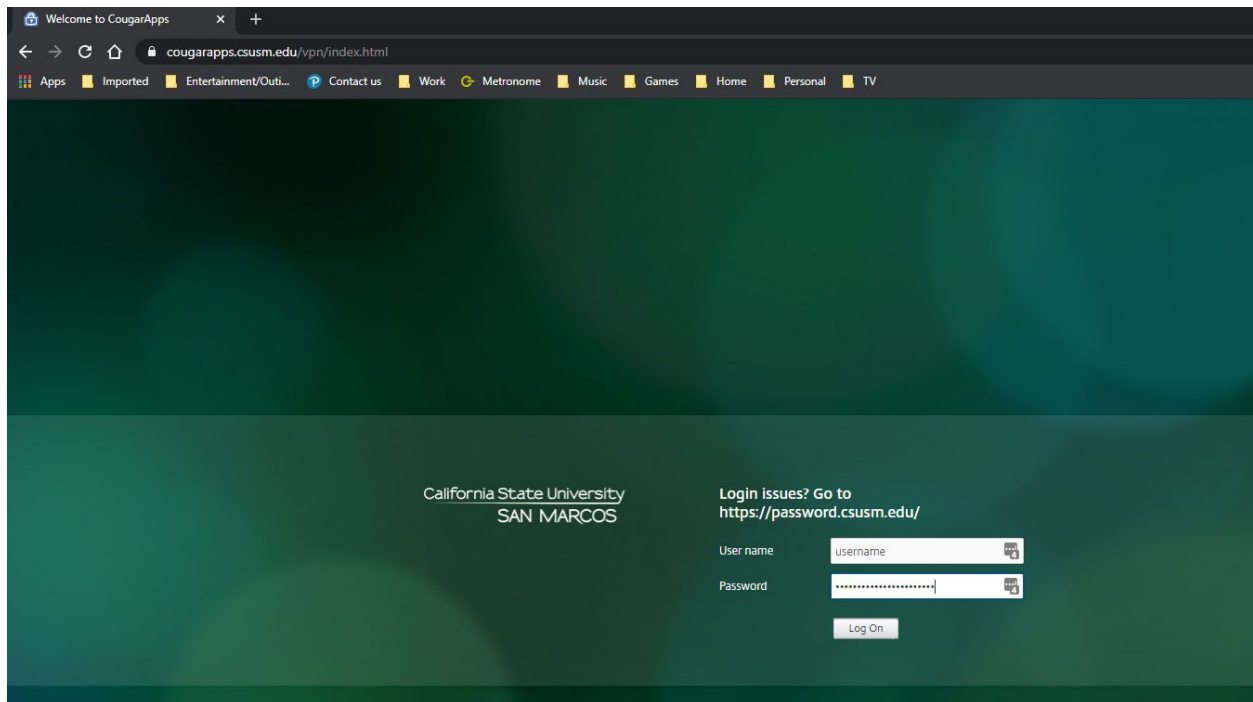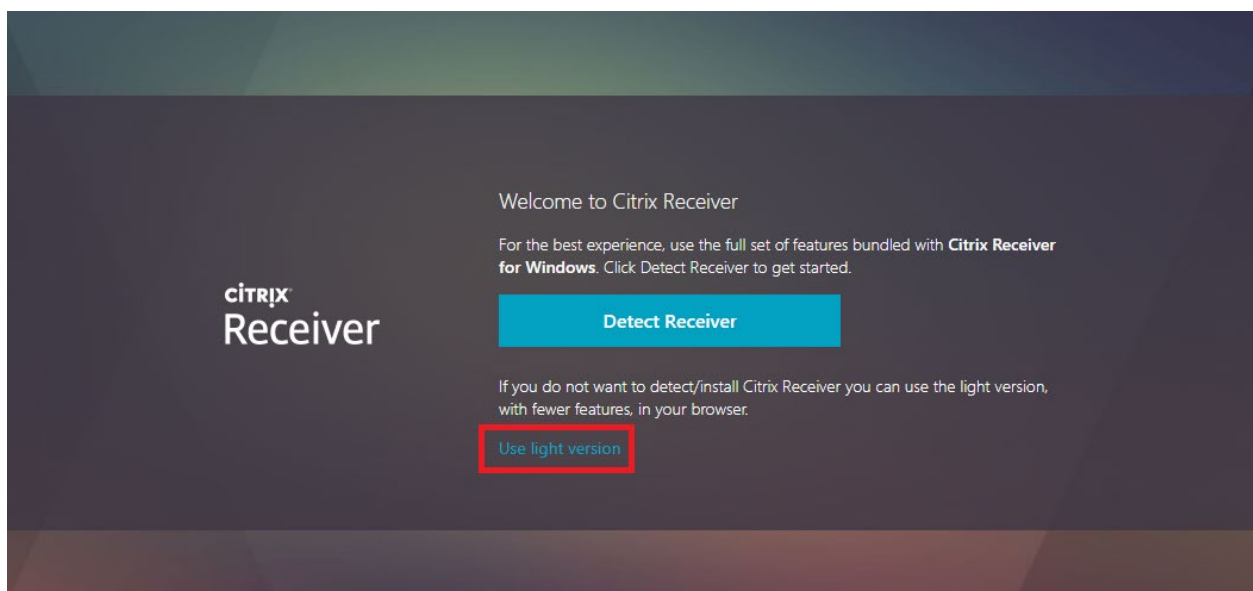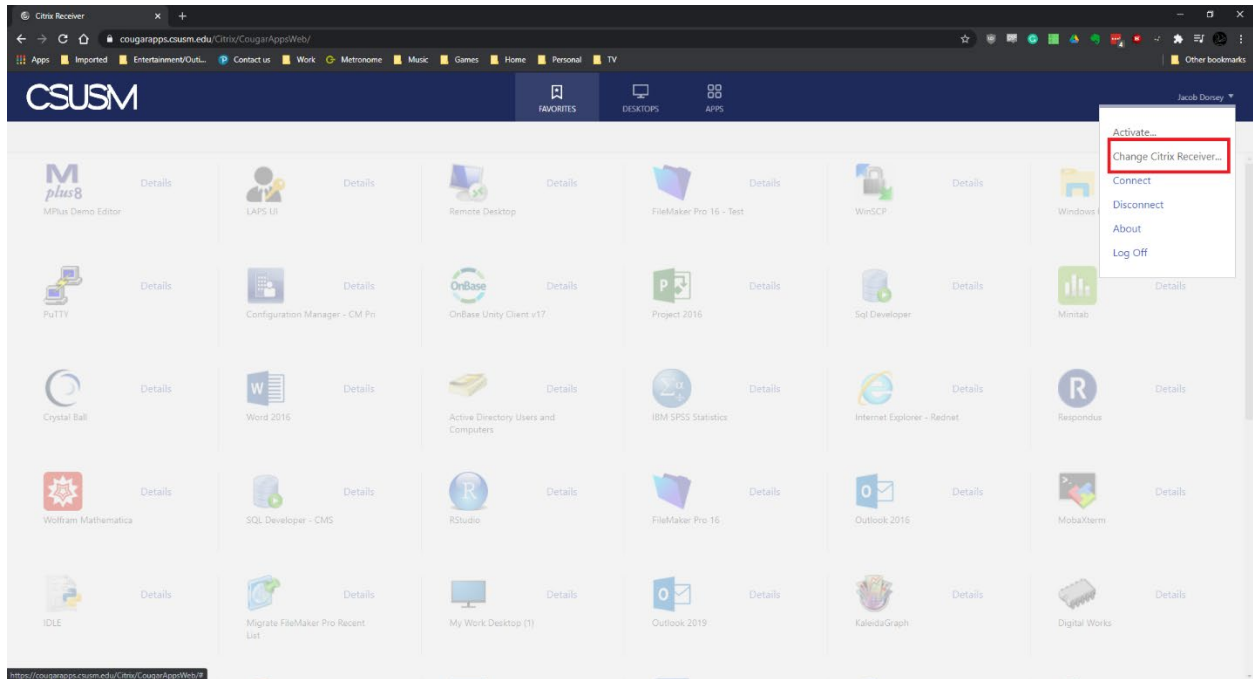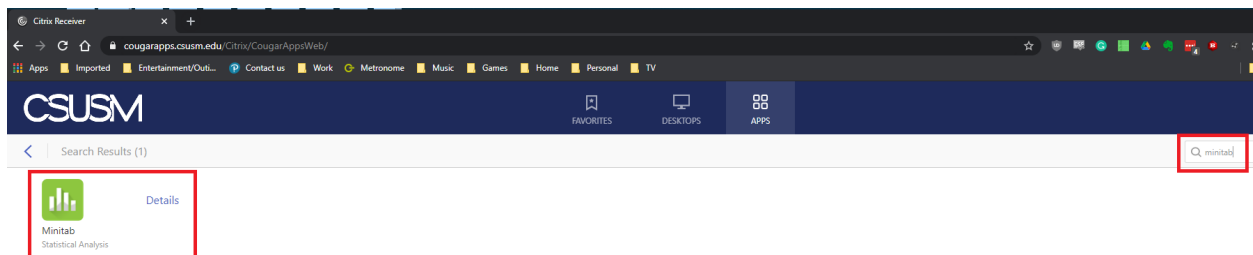

If prompted, select **Use light version**

If you are not prompted to Use light version, when at the app selection screen, click your name in the top right-hand corner, and click **Change Citrix Receiver**
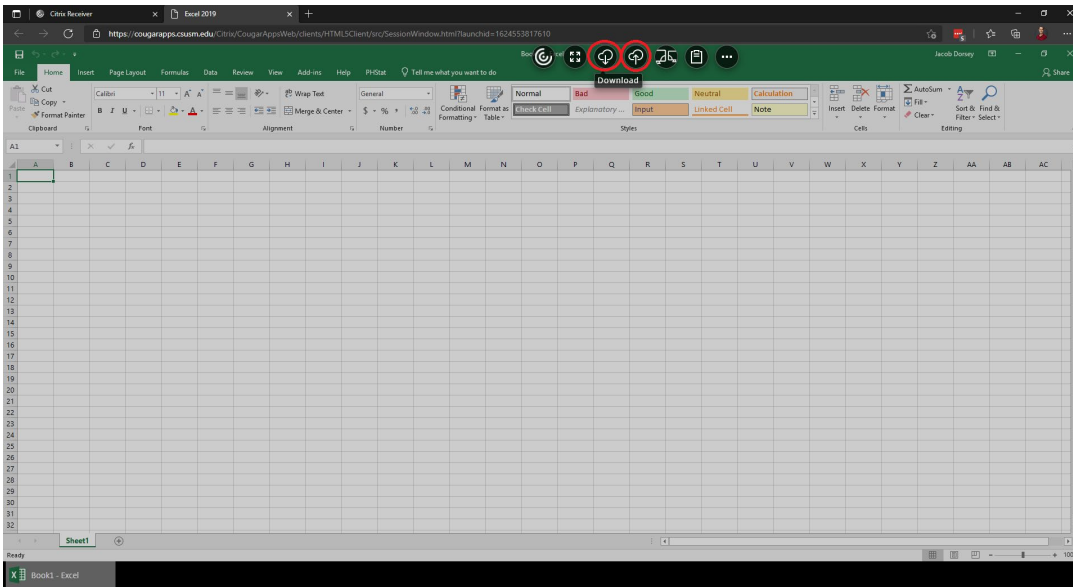

Search for your app and click to launch

Once your app is open in a browser tab, click the **swirl icon** at the top of the browser tab

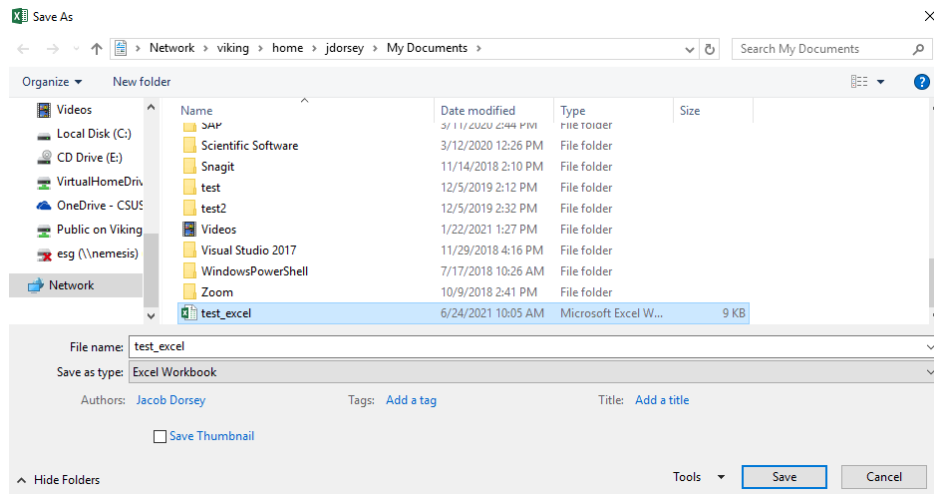If you need to open a file that's on your computer, click **upload**

If you need to save a file onto your computer, click **download**
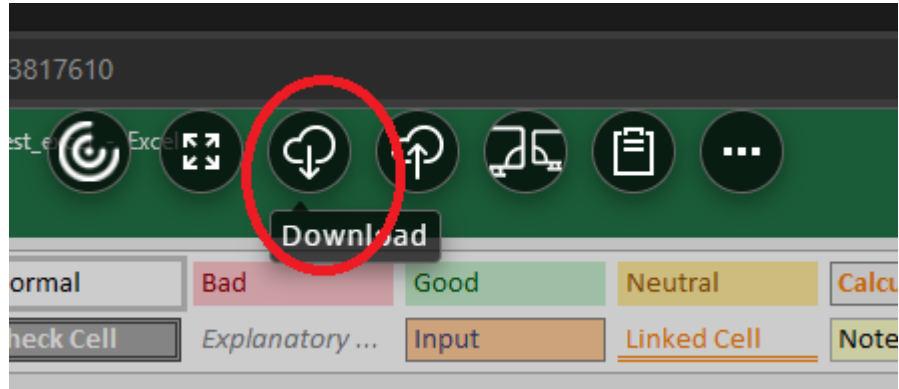
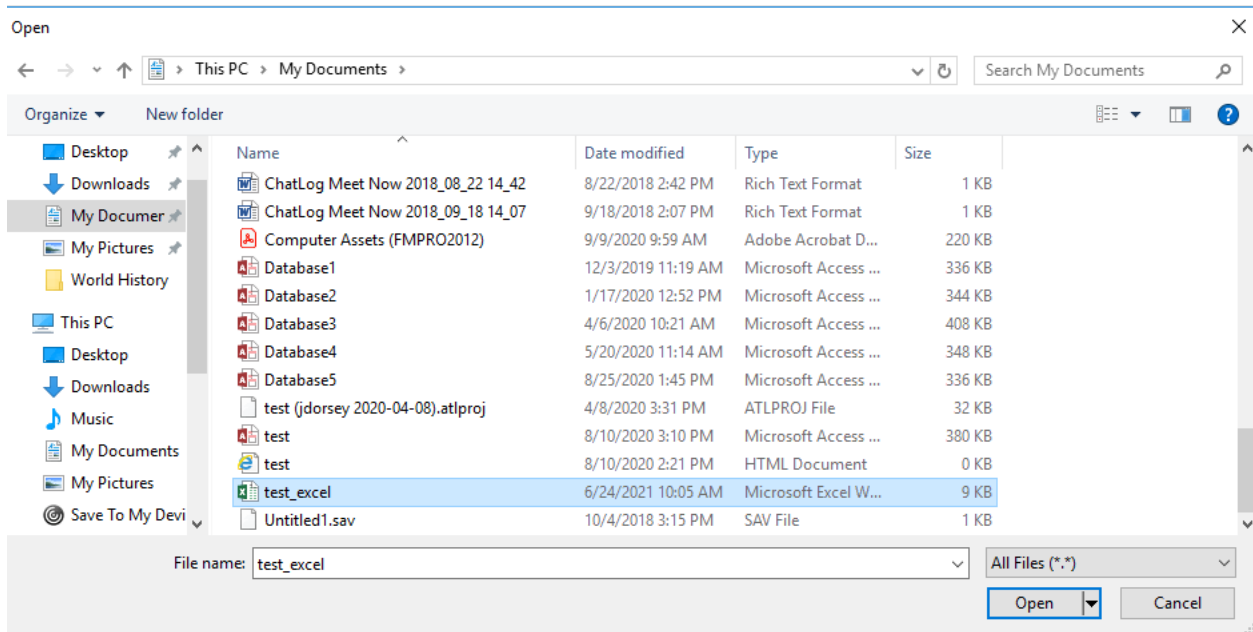***More instructions below***

DOWNLOADING

Save your file in CougarApps, and note where you saved it (My Documents/Downloads/Desktop)
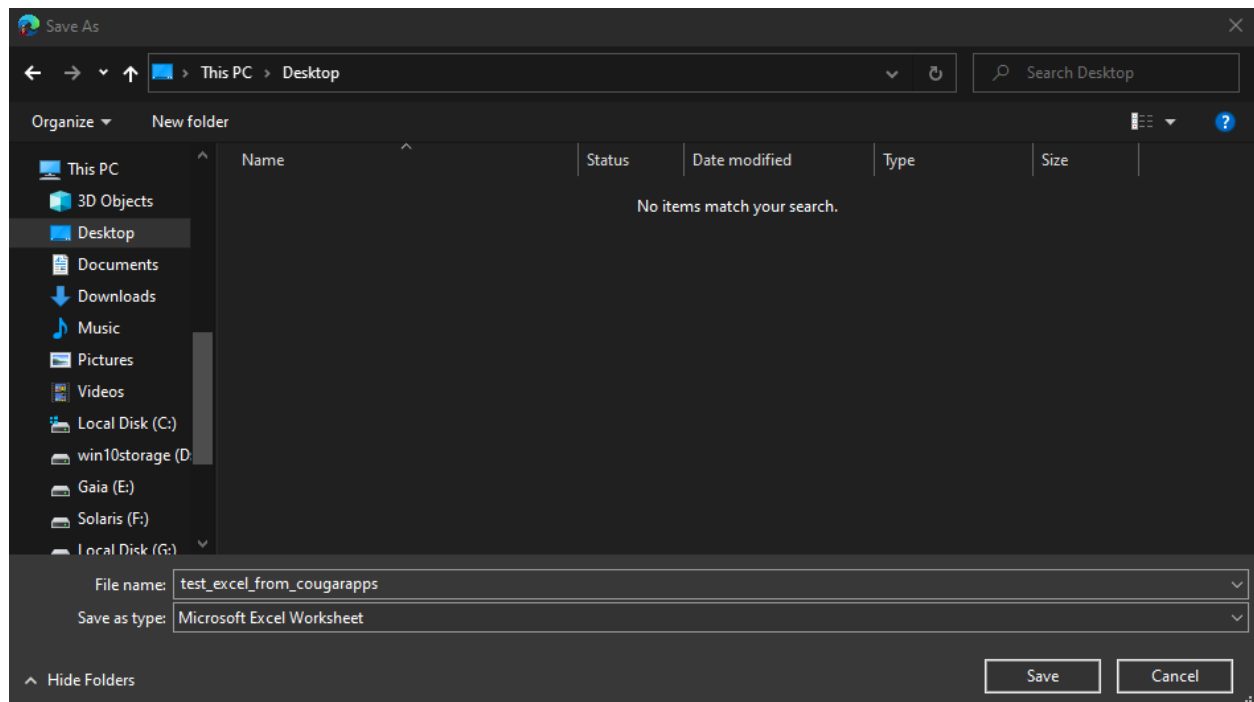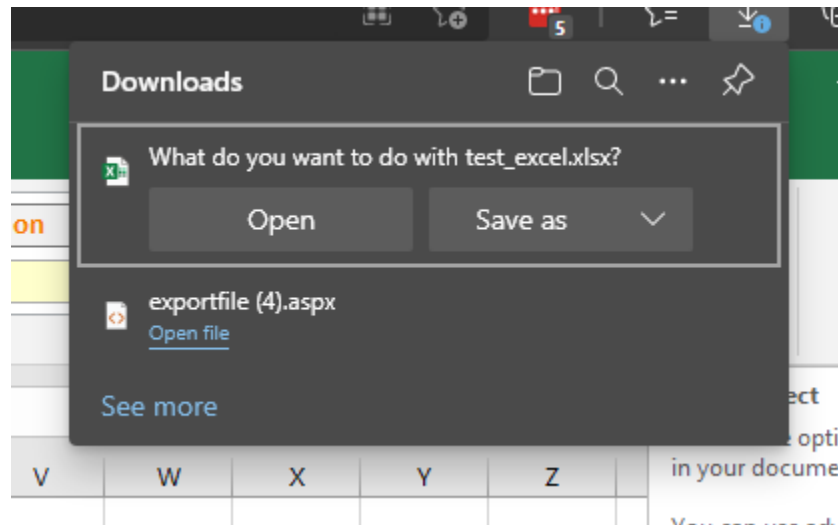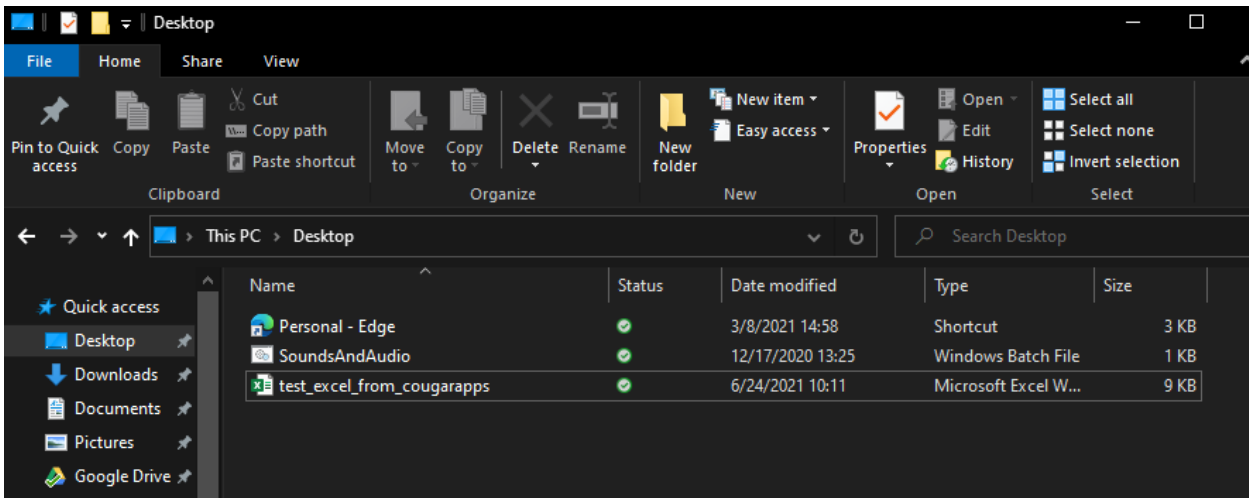
Once you have the file saved, click **Download**

Browse to your saved file and click **Open**

Browser will prompt you to Save file, select Save, and select where you want to save your file on your device
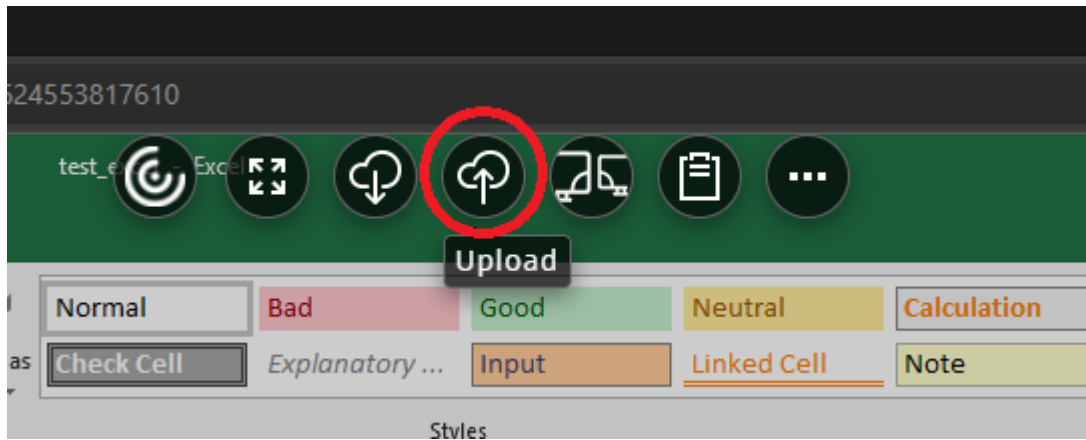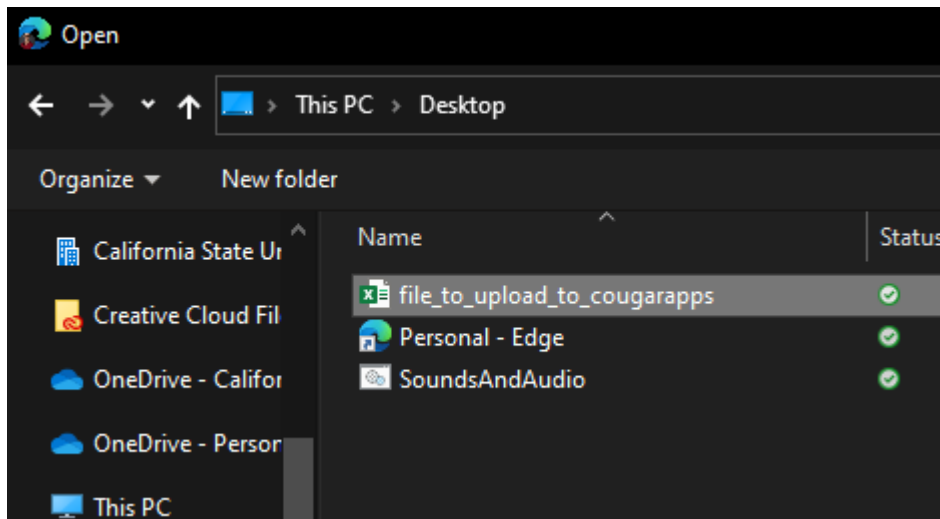
Now You'll see your file on your desktop
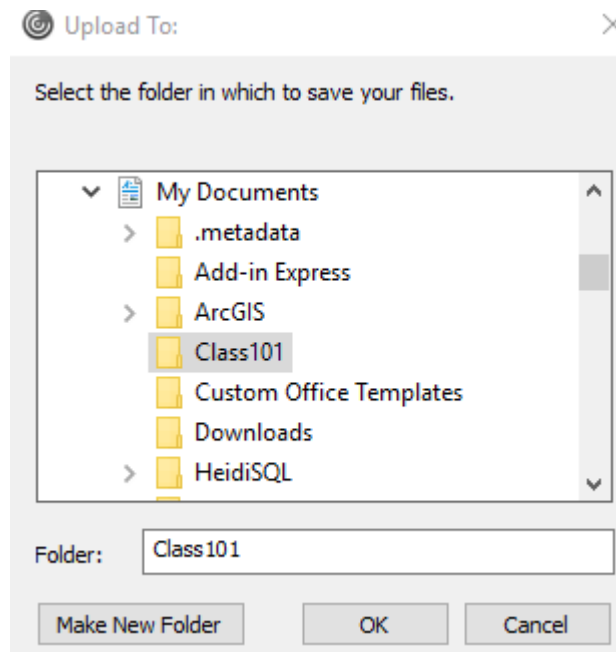

UPLOADING

Click the swirl icon at the top of your tab and click **Upload**

Browse to the file on

your device and click **Open**

Browse to where you want to upload your file onto your H Drive

(My Documents/Downloads/Desktop)

Now that the file is in your H-Drive, open the file in your program to work on it