Using UF Apps through the Citrix Receiver

UF Apps is a great tool to access applications you do not personally own nor able to install on your own device. By using these applications through the Citrix Receiver, you will have access to a fully featured set of application with a native-like feel. However, using the Citrix Receiver requires you to install the receiver and is less user-friendly than the "light" version of UF Apps. That being said, this guide will walk you step-by-step on how to save, download, and upload documents to UF Apps using the Citrix Receiver.

-Please be aware that some professors will specify which version of UF Apps they would like you to use. It may be easier to follow the version your professor uses in class. If you need assistance with UF Apps "light", please reference its guide.

How to Set Up UF Apps

To get started, head over to **apps.ufl.edu** on your preferred browser. On a Mac, Safari is highly recommended as the most reliabile browser with the receiver. Once there, login with your Gatorlink credentials.

After you've logged in, you will be presented with the screen below. Click **Install** to download the Citrix receiver.
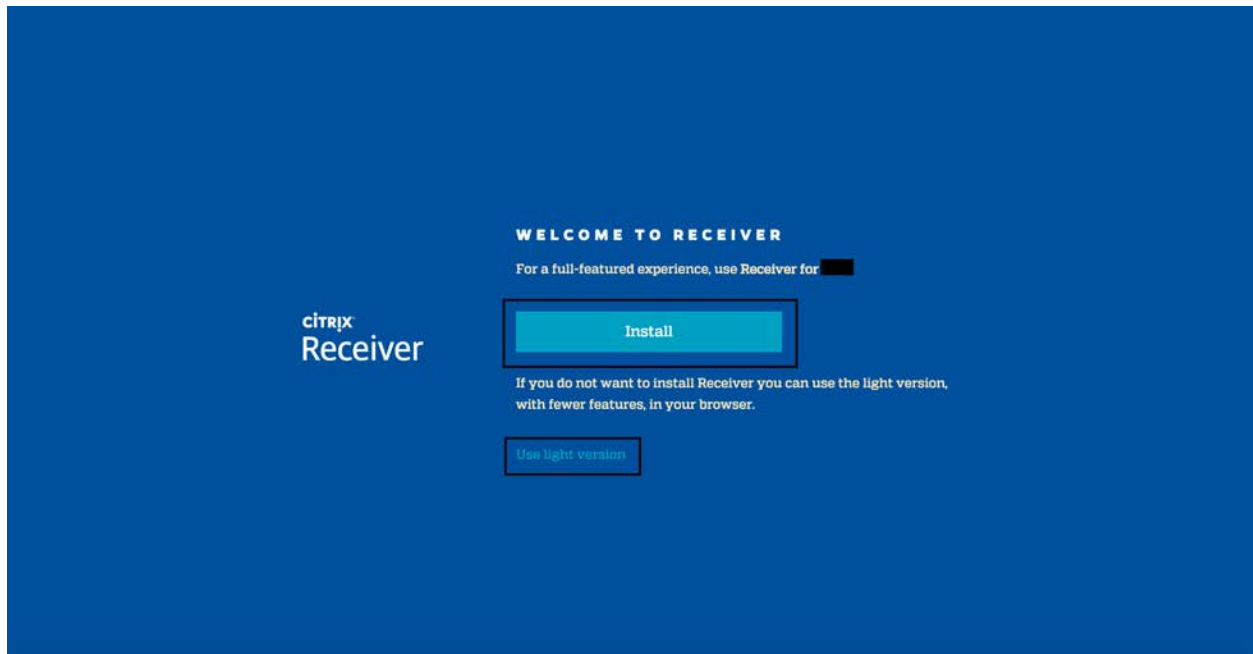

NOTE: *If you are using the Chrome web browser, you will have the option to "Use the Light Version". Since we are using the Citrix version on this guide, do not use the "light" version. If you need to use that version, check its respective guide.*
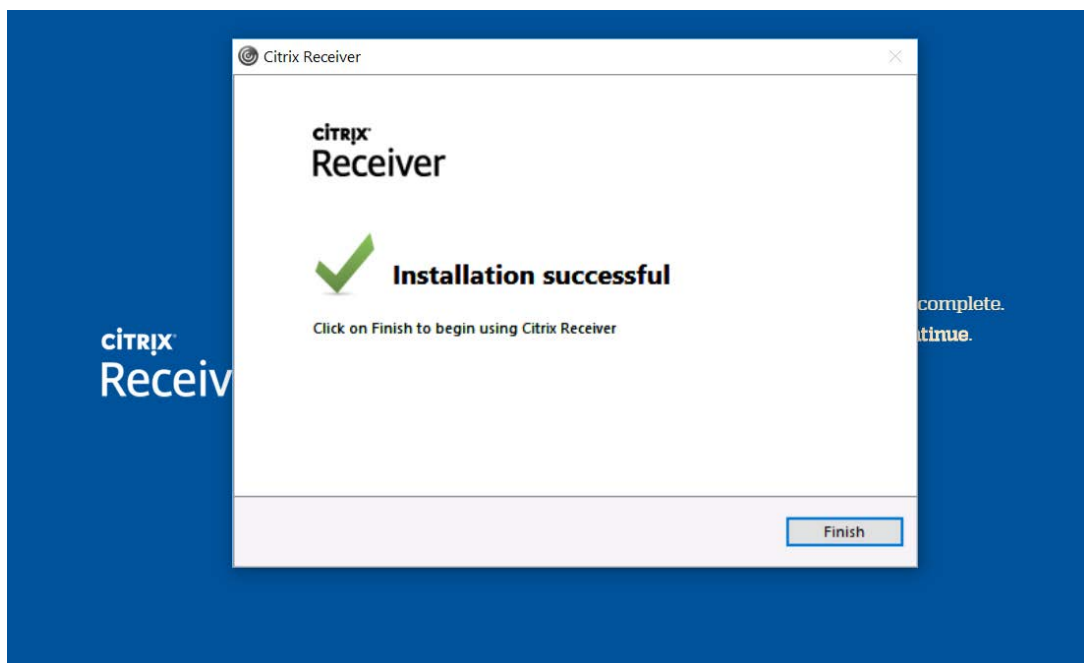
Once the installer has downloaded, double click it to run it. Typically, it will be found in your downloads folder. When it has opened, start the installation.
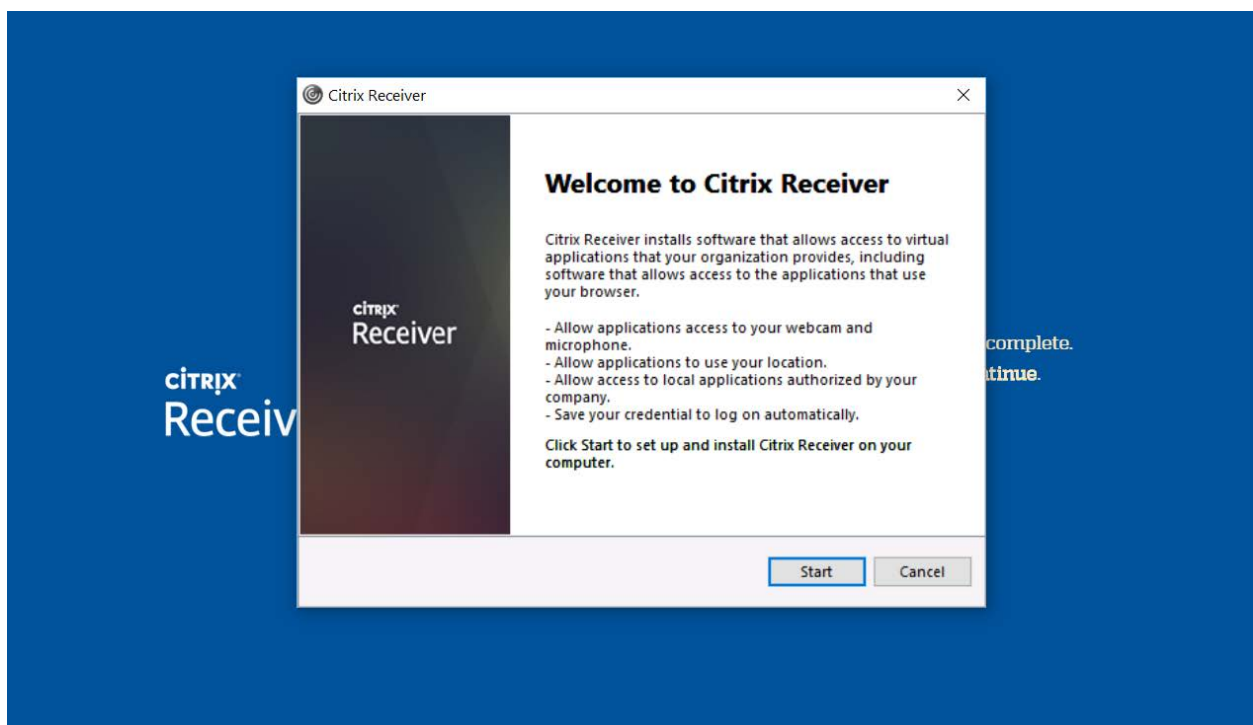
If prompted to "Enable Single Sign-on", disregard it, as it is not applicable.
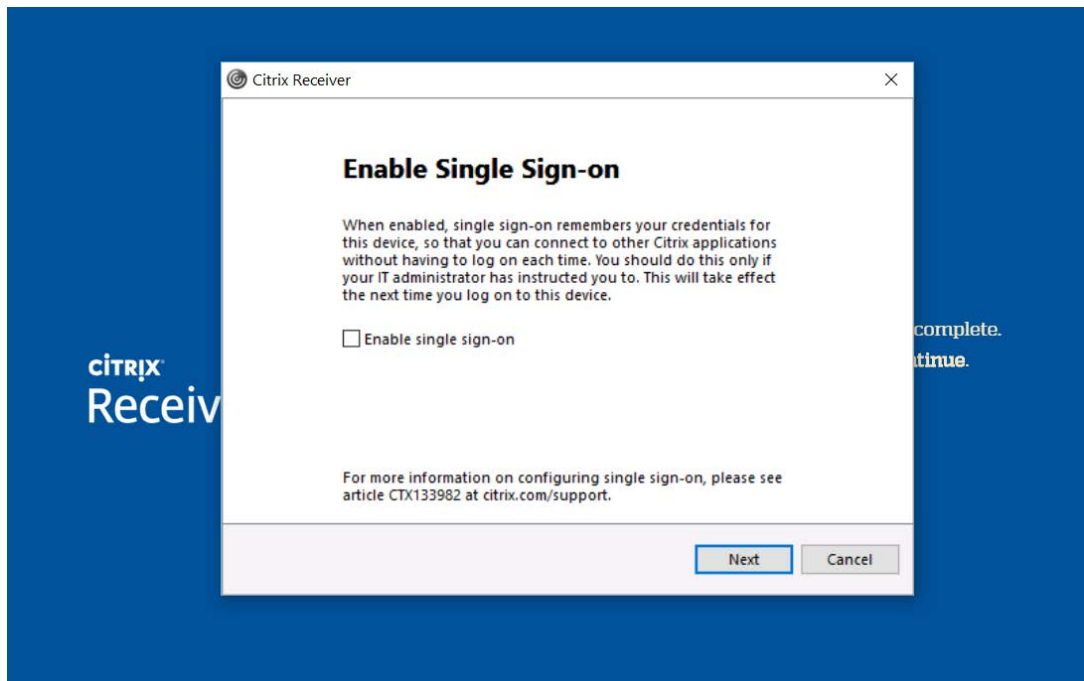
Once you've installed the Citrix Receiver, you are ready to use UF Apps.

NOTE: If at any point after installation your are prompted to sign in to any account, disregard it, as it is not necessary to use UF Apps.

Saving a Document

In this guide, we will be using Excel as our demonstrator. Although each application differs on where the save button will be, the process on how and where to save a document is the same across all UF Apps.

When you are ready to save your document for the first time, navigate to the "save as" button. In Excel or any other Microsoft Office application, you will have to specify that you are saving it on the computer and not to a cloud service. Although if you do rely on a cloud service, you may go ahead and use that.

NOTE: At this point, it is important for one to realize that these apps are virtual. Meaning they are not running natively on your computer, but are instead being run and streamed from a computer located in our campus. Therefore, the following windows will display folders that are **not located in your computer**. Instead, these are the folders on the host computer. It is recommended that you save all files on our servers, as it allows you to accessible the files from any computer you wish to login to UF Apps from.
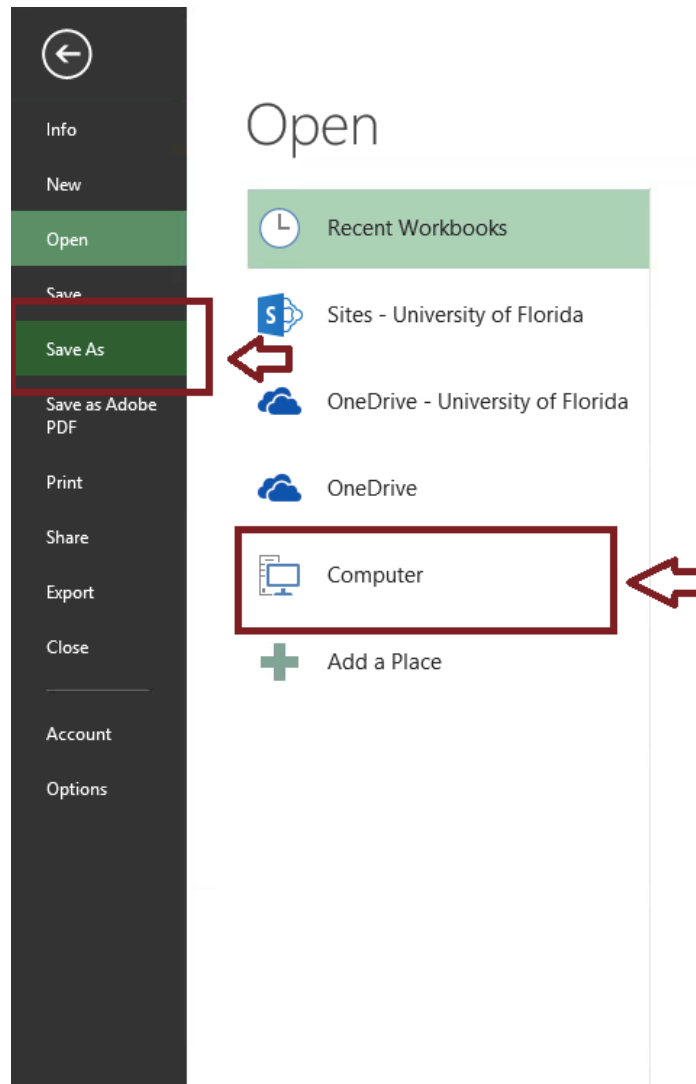
Once a save location window has opened, pay attention to the side bar.
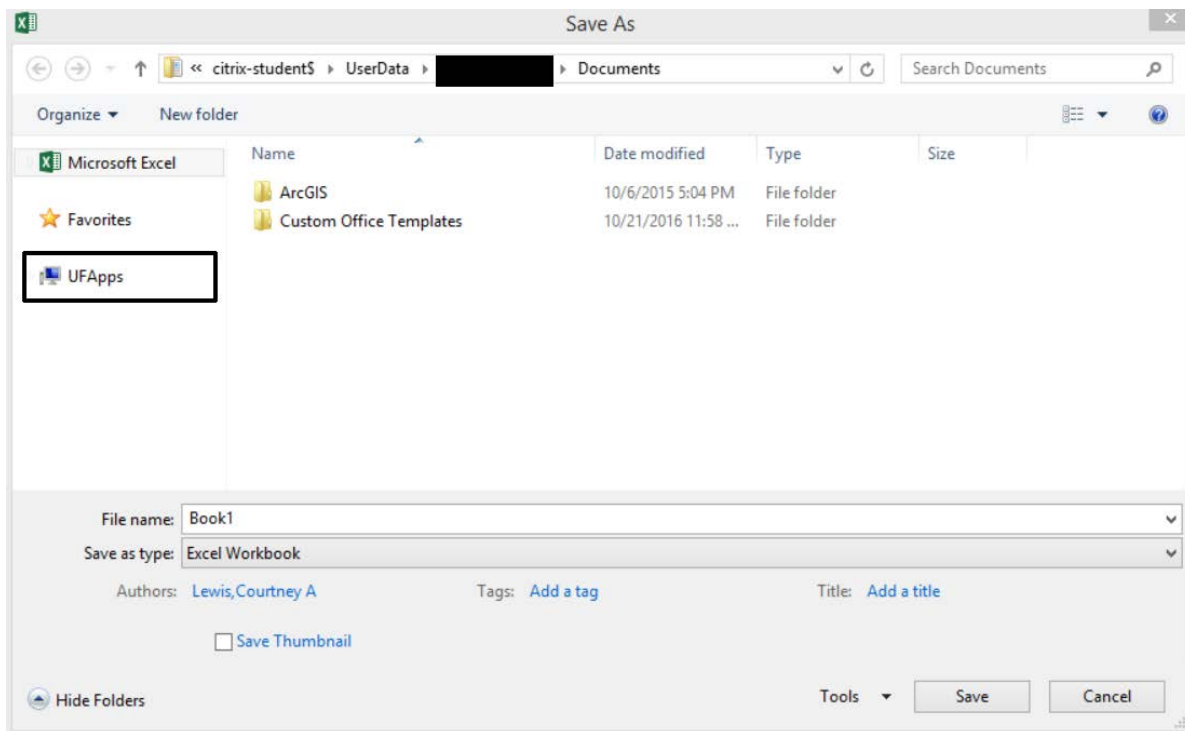
Click the arrow next to "UFApps" to expand the menu.

All of the folders listed there (except for the Local Disk) belong to the **virtual computer**, not your device. Therefore you will not find saved files on your computer.

Amongst the options, there is a drive called the **"StudentFileStorage - [username] (M:)" Drive**

This is a cloud-based drive that UF provides for all UF Apps users to save their documents. This allows one to access their files through any app or computer that one might login to UF Apps with. **This is the preferred place to save your documents and is what we will be using throughout this guide.**
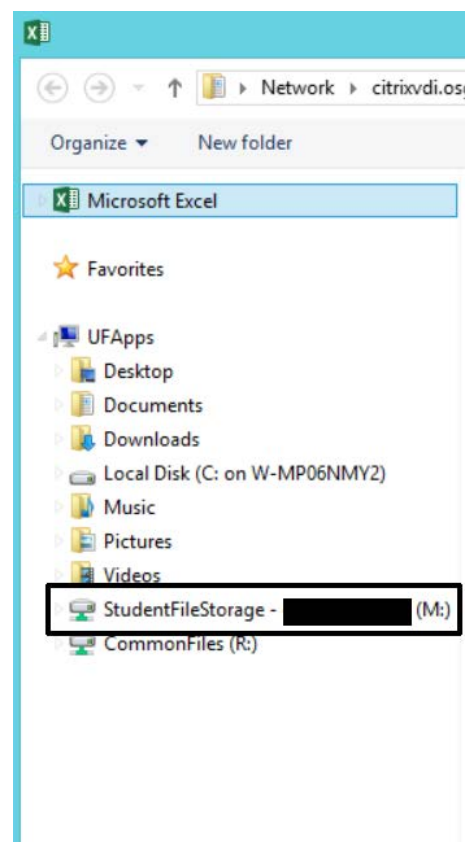
Once you click on the (M:) Drive, you will find places to save your files. Choose any you would like, and then click save.
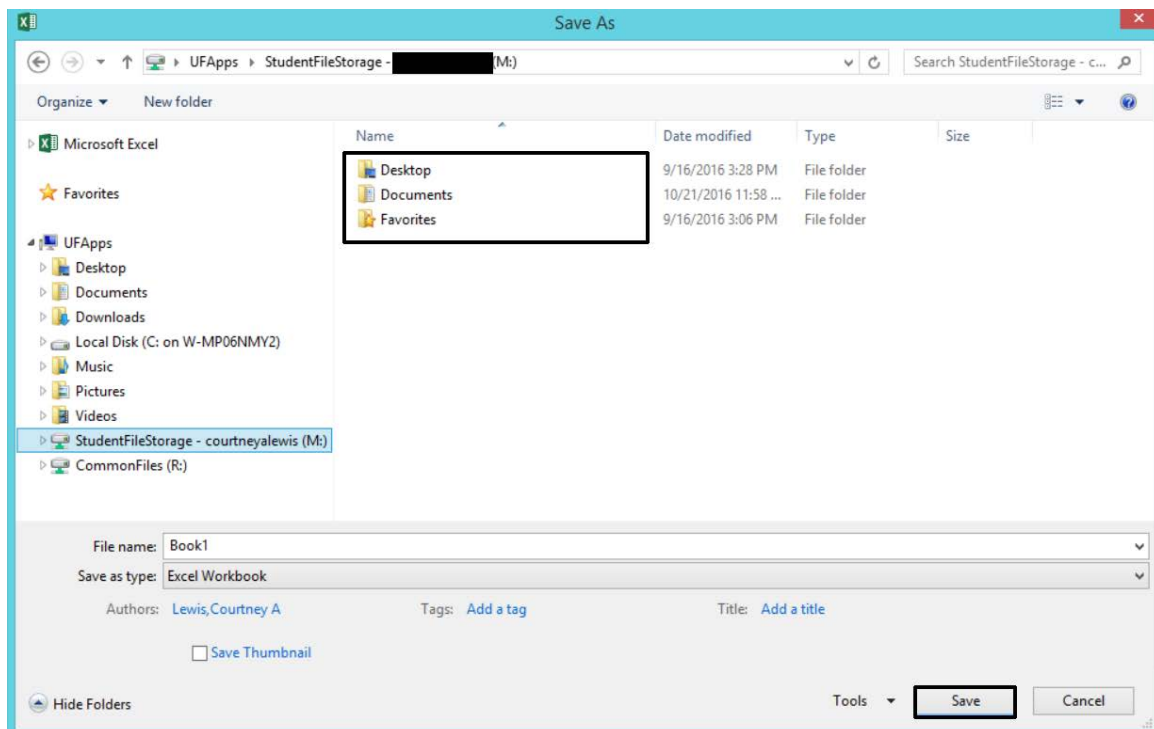
Once you've saved, you are done. Be sure to remember where you saved your file so that you know where to open it in the future.

If you make any changes to this document, a simple "save" (rather than "save as") will update your document, eliminating the need to create a new document and to repeat this process.

NOTE: You can save your file directly onto your computer's (C:) Drive; however, you will only be able to open it through UF Apps from your device. Your file will not be universally accessible as it would be if it were saved to your (M:) Drive.

Downloading the Document to your Personal Computer

If you need to email the document or upload it to a website such as Canvas, then you will need to download the file to your computer first. Before you do so, make sure the version of the document you need has been saved.
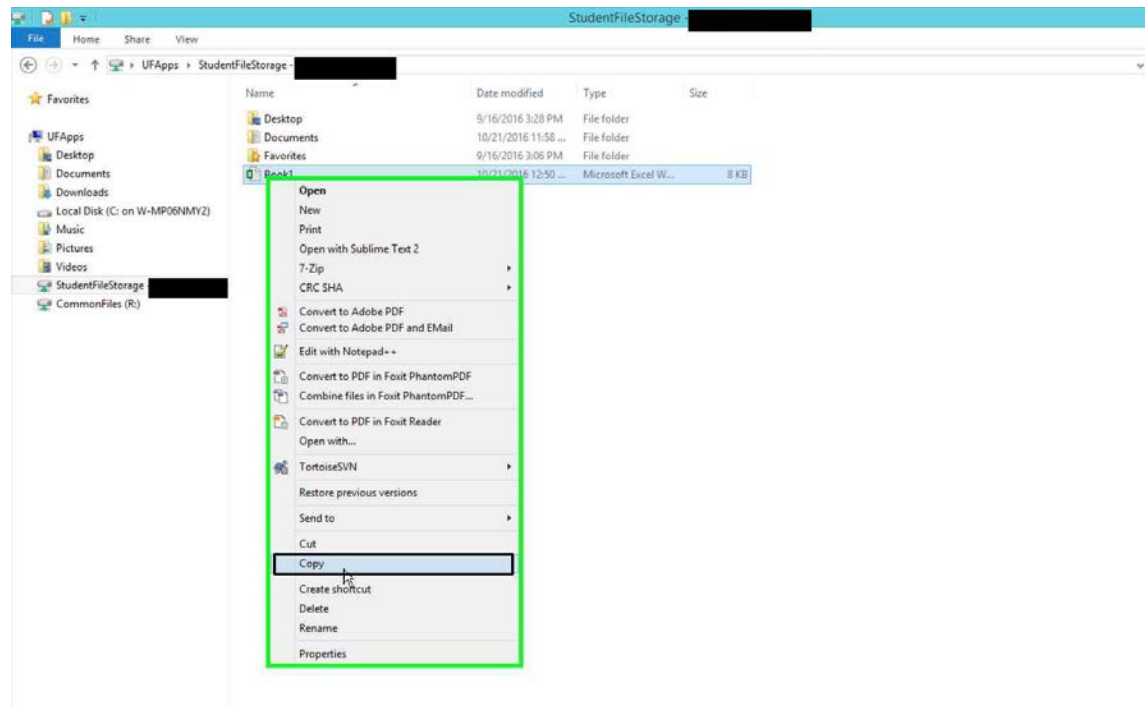
Head over to apps.ufl.edu and log in. On the upper right hand side of the page, you will find a search box. Here, you will need to search for the "**M Drive File Storage"**
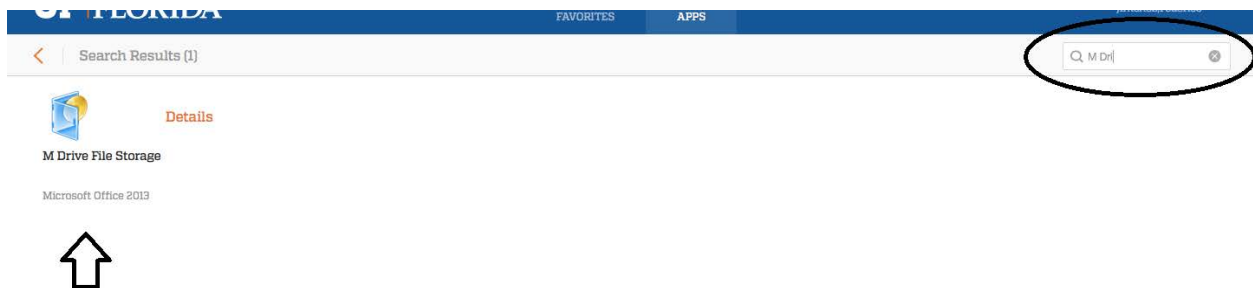
Once it is found, go ahead and open it. You will find that the file storage window will open. Once it is, select the "**Student File Storage - (M:) Drive"**.
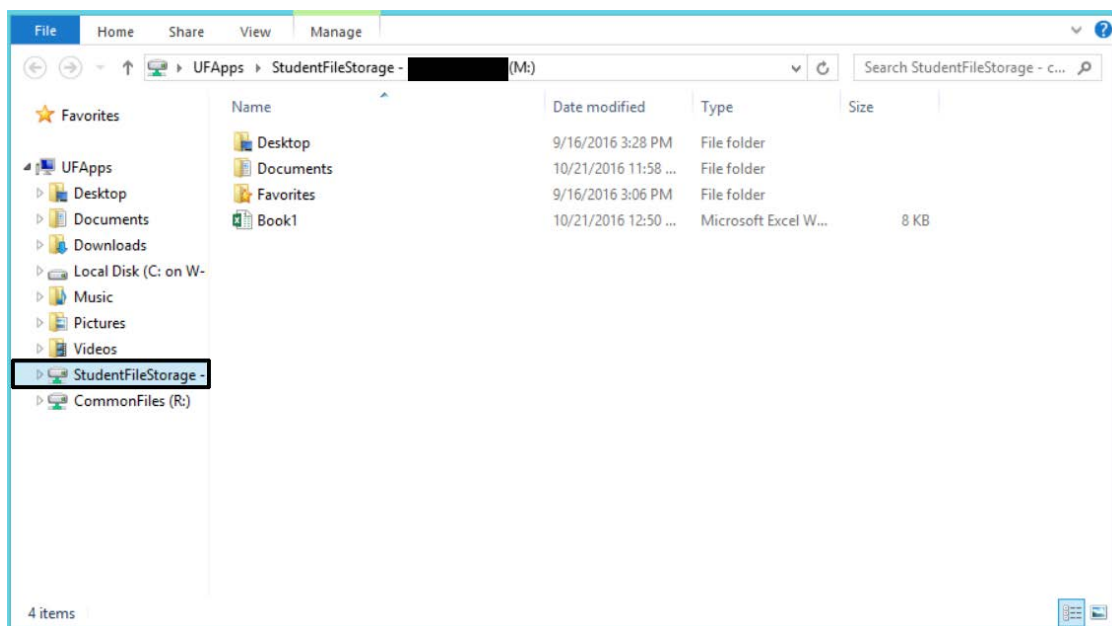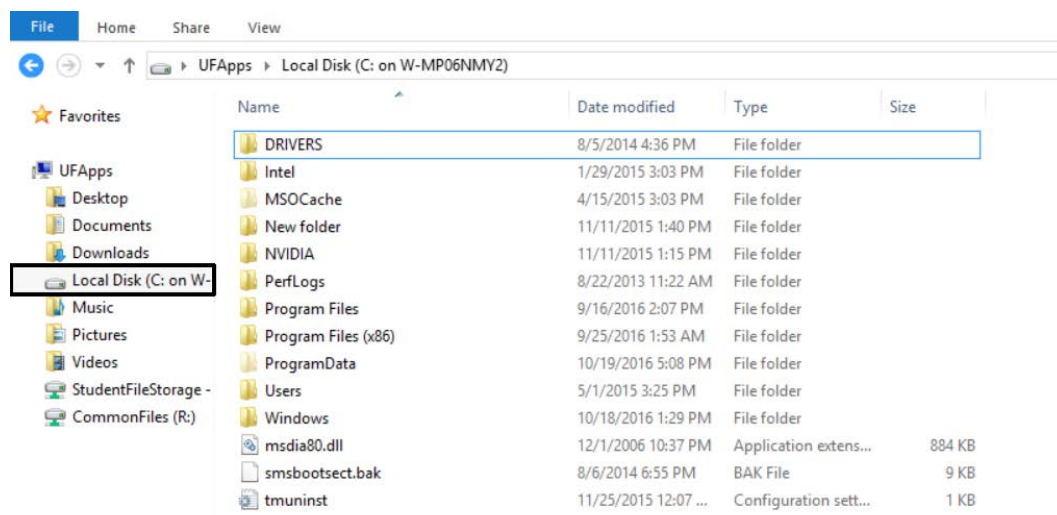
Navigate to where you've saved your file, and right click it. Click "**copy**"
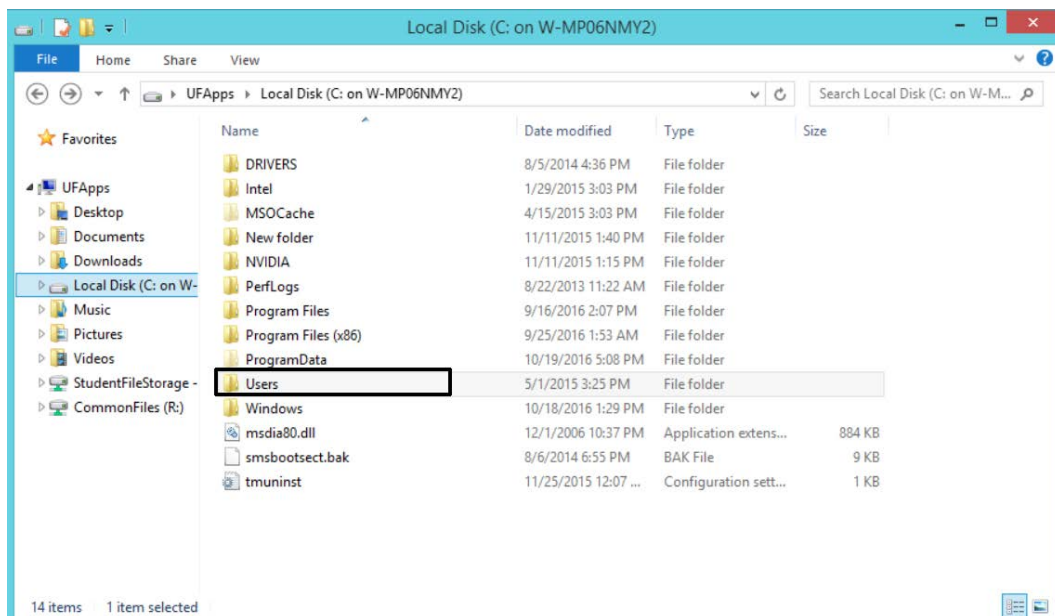

Once you've copied the file, look at the sidebar menu and look for your **(C:) Drive**. This is going to be **your own device's** hard drive.

NOTE: Mac users will have a second local drive (H:), but should still select the (C:) Drive.
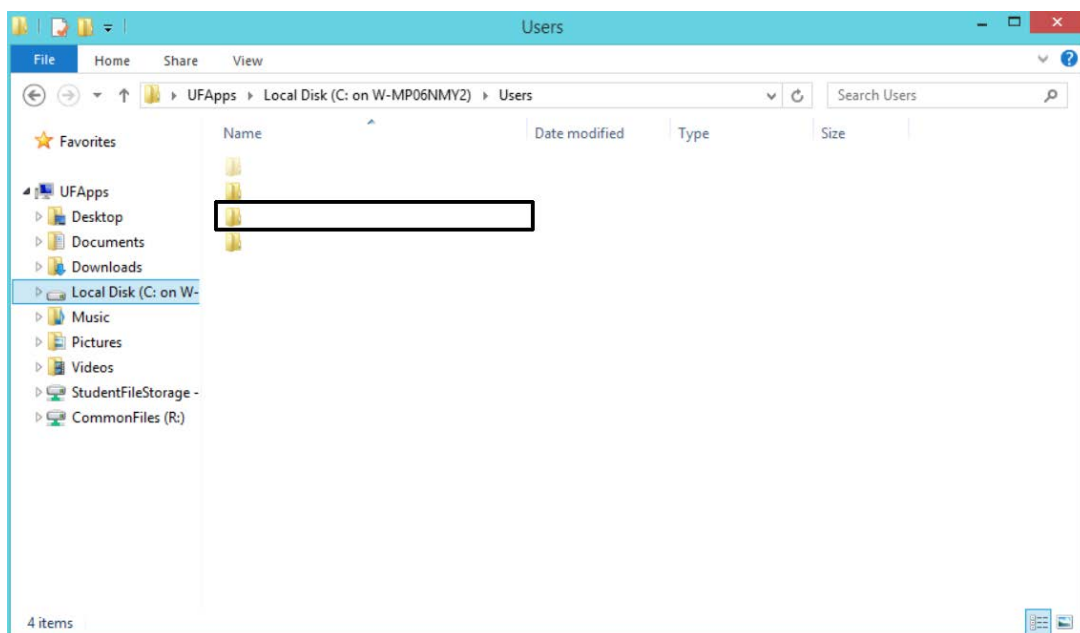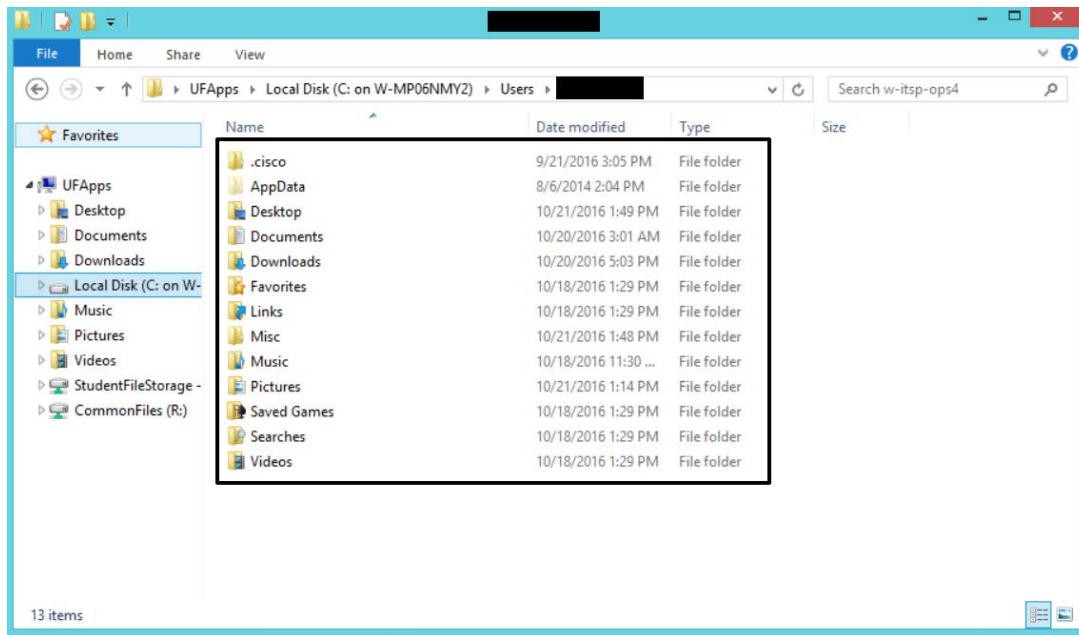
Once selected, navigate to the "Users" folder. Double click it to open it.

Then you will find a list of the user accounts on your computer. Double click your own user account.

Finally, you will find the main folders on your computer. Double click whichever folder you would like to download the file to.


Once you are in your desired folder, right click within the window and click paste. Your document has now been downloaded to this folder and you may go ahead and check that it has done so successfully.
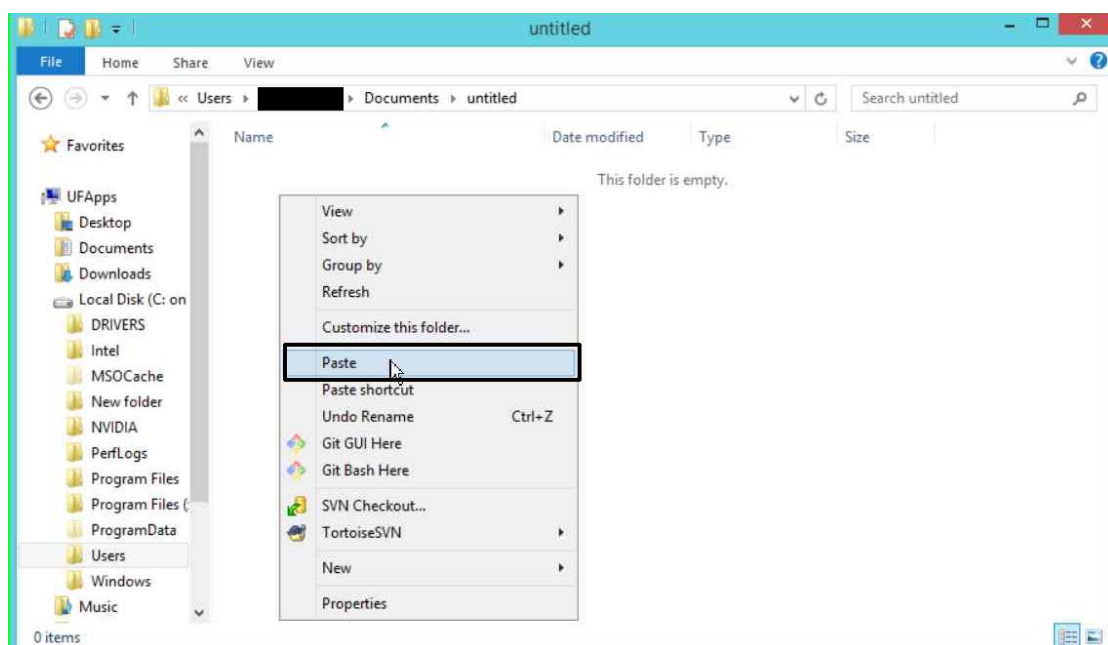
Uploading a Document UF Apps using Critix

If you have a document that you need to open in a UF App or a file you would like to insert into your project, you will need to upload this file into the M: Drive before it can be opened.

Just like downloading, you will need to head over to apps.ufl.edu and log in. On the upper right hand side of the page, you will find a search box. Here, you will need to search for the **"M Drive File Storage"**.
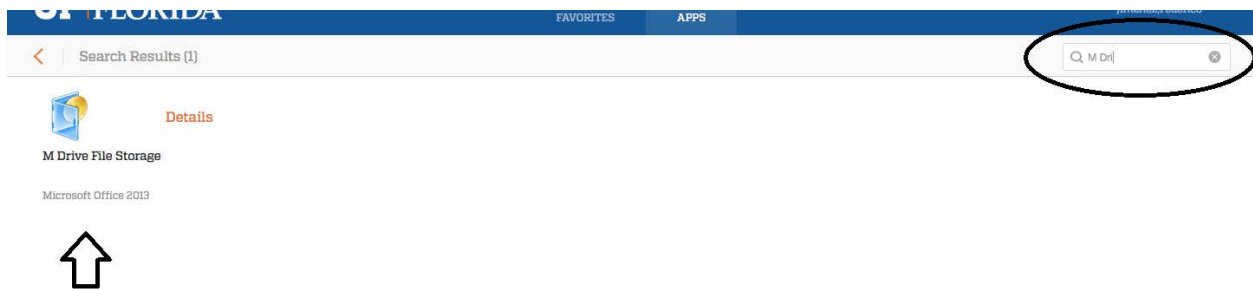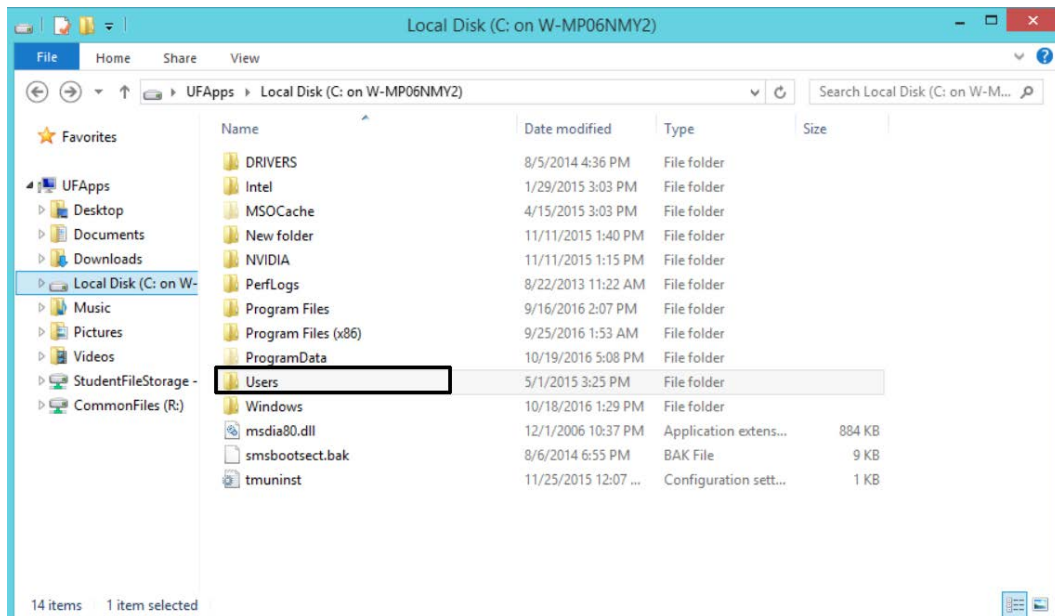

Once you open the M: Drive File Storage App, you will find that the file storage window will open. Look at the sidebar menu and look for your **(C:) Drive**. This is going to be **your own device's** hard drive.
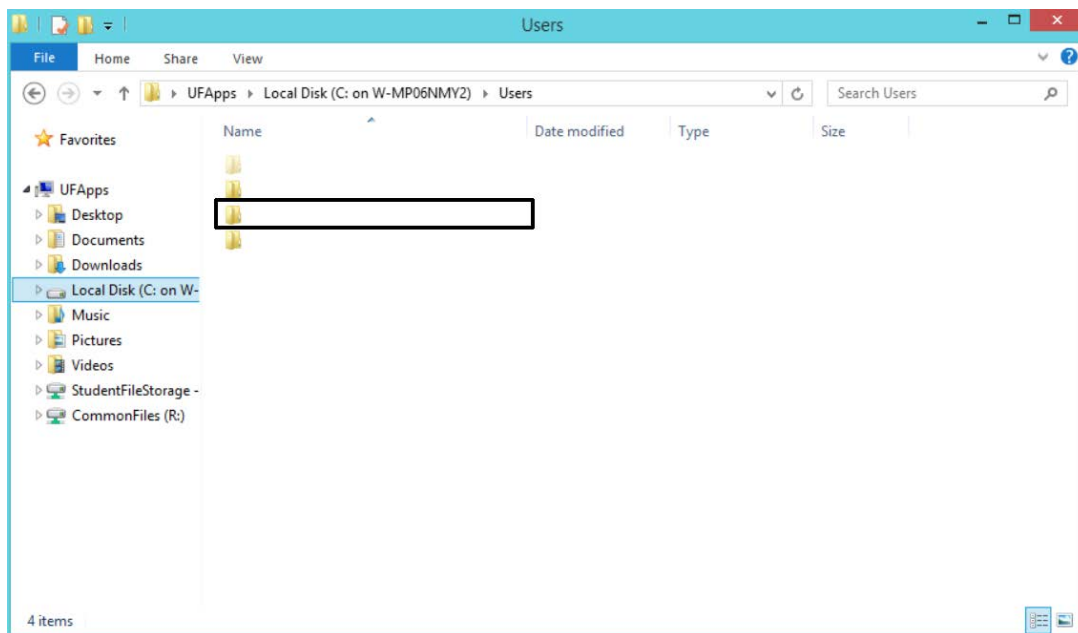
NOTE: Mac users will have a second local drive (H:) but should still select the (C:) Drive.
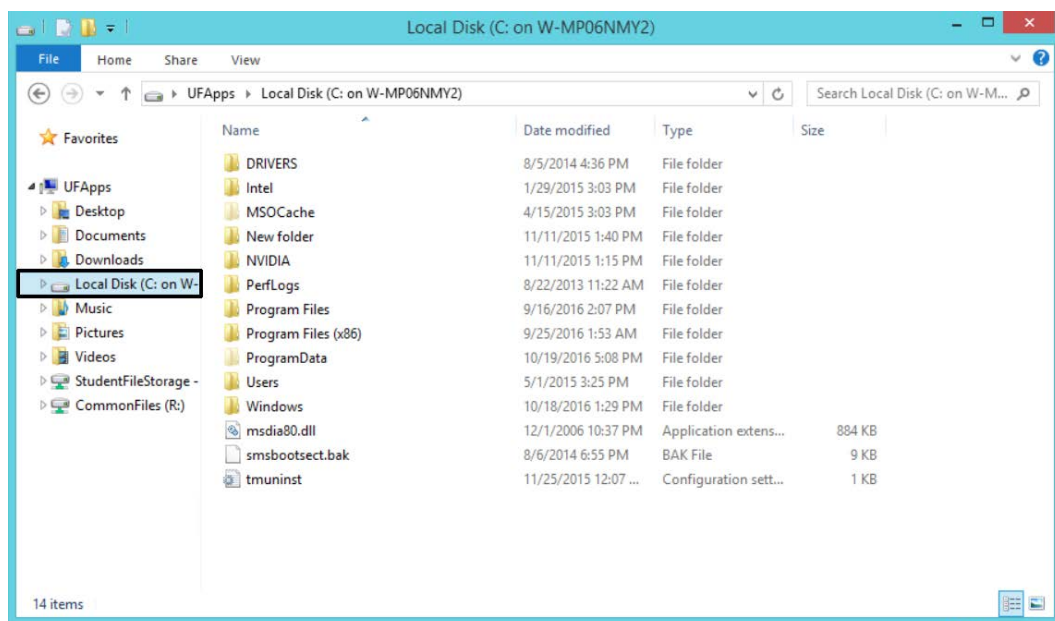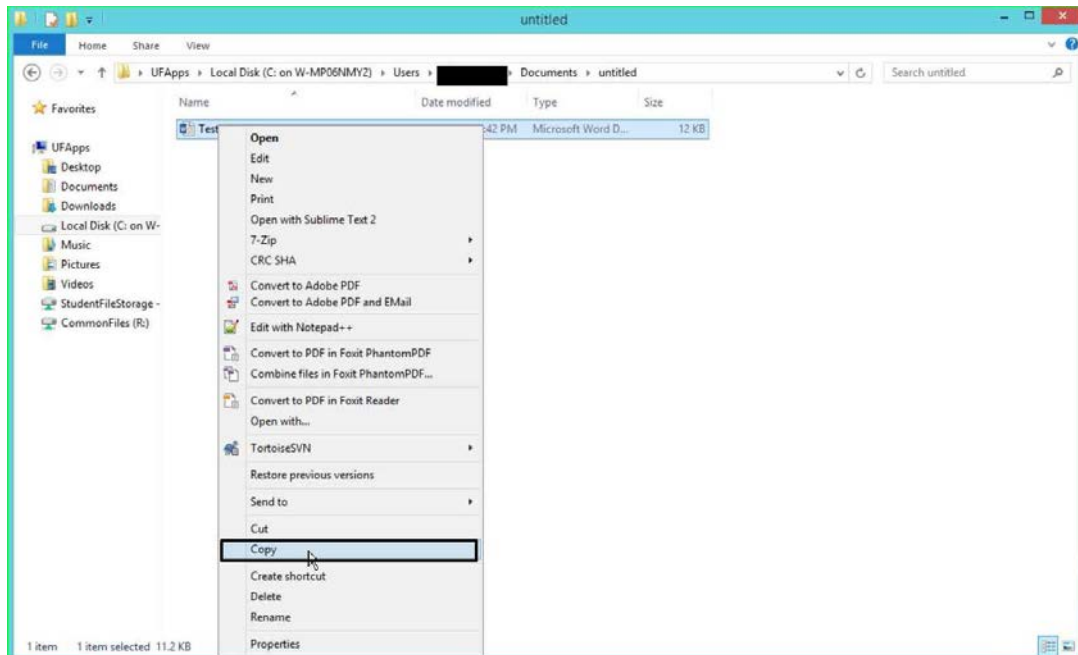
Once selected, navigate to the "Users" folder. Double click it to open it.

Then you will find a list of the user accounts on your computer. Double click your own user account.

Here, you will find the main folders on your computer. Double click whichever folder the file you want to upload is located in. Once you've found your file, right click it and click "**Copy**".


Once the file has been copied, look at the sidebar menu and click on the tab named "**StudentFileStorage (M:)"**
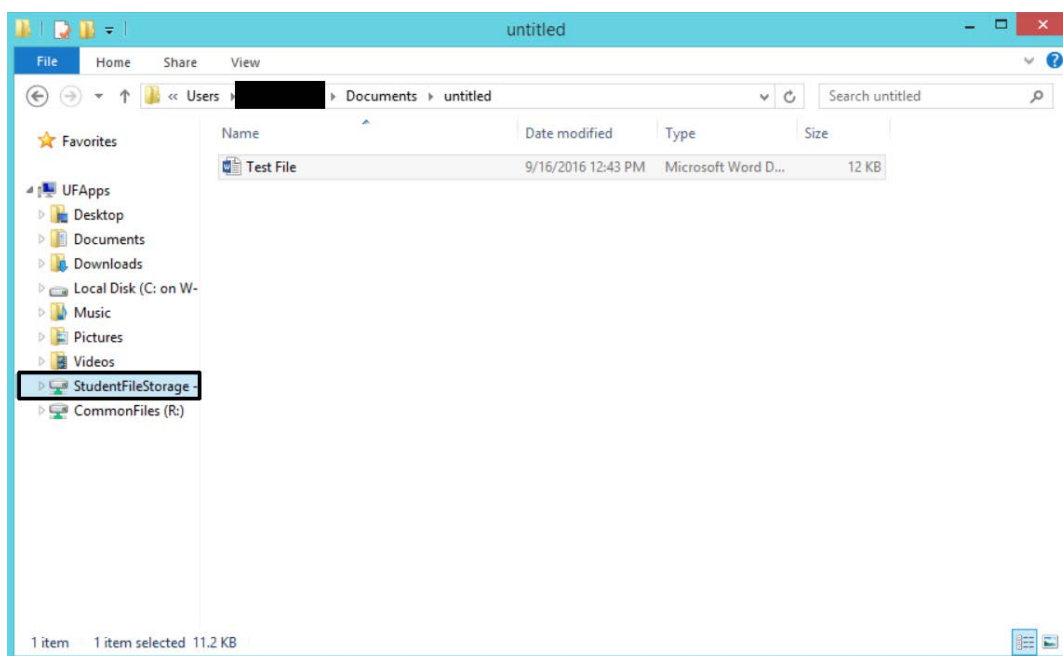
Once you are in the (M:) Drive, find a place where you would like to upload the file to. In this guide, I will be saving it to "Documents". Wherever you may choose to upload the file to, right click and click **"Paste"**.

You have now successfully uploaded a file to the (M:) Drive. The file is now able to be opened from a UF App.
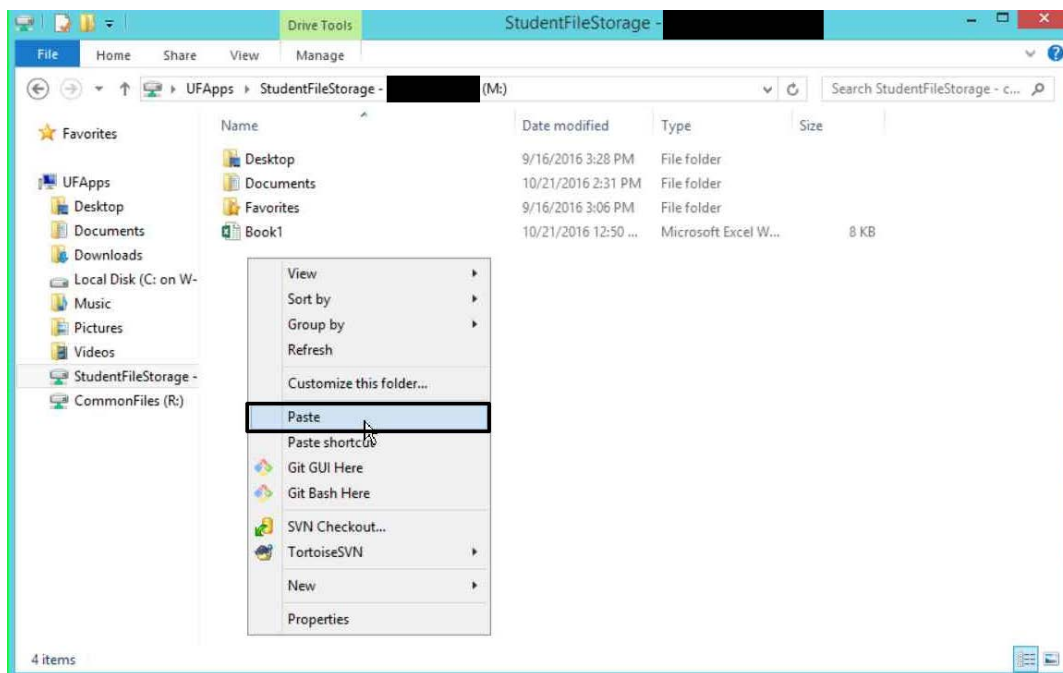
If an issue arises or you would like to be personally taught how to save, download or upload a document using UF Apps, contact or visit the Technical Assistance Center in Heavener Hall, room 206.

TAC
(352)-392-0248
tac@warrington.ufl.edu
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