Using UF Apps "Light" on Chrome

UF Apps is a great tool to access applications you do not personally own nor able to install on your device. The "Light" version, available only through the **Chrome** web browser, is an alternative way to access these apps without installing external applications such as the Citrix Receiver. By using the "light" version, you will have access to a simpler way to save, upload, and download documents from over 75 applications.

-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 using the Citrix Receiver, please reference its guide.

How to Set Up UF Apps

To get started, head over to apps.ufl.edu on **Chrome** and log in with your Gatorlink credentials.

After you've logged in, you will be presented with the screen below. Pay attention to the two black boxes. Enclosed in the second black box, there is a link that says **"Use Light Version"**. Make sure to select this option.
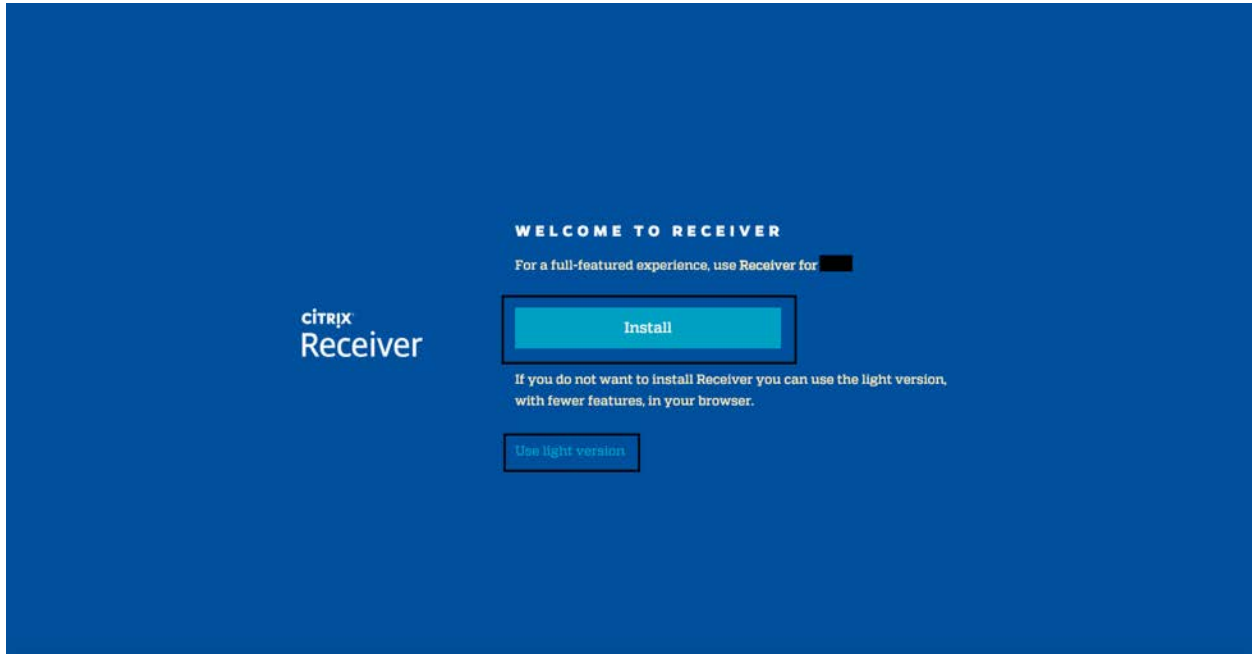

Once you've clicked that, you are ready to use UF Apps "Light".

ATTENTION: Clicking "Install" will lead you to install the Citrix Receiver, which is the version of UF Apps that is NOT "Light". This link should be avoided if you do not wish to use the desktop version. If you've accidentally clicked on this box and still want to use the "Light" version, clear the cache, history, and saved website data of your browser. A simple search on google will help you achieve this. If help is still needed, contact the TAC at (352-273-0248).

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.
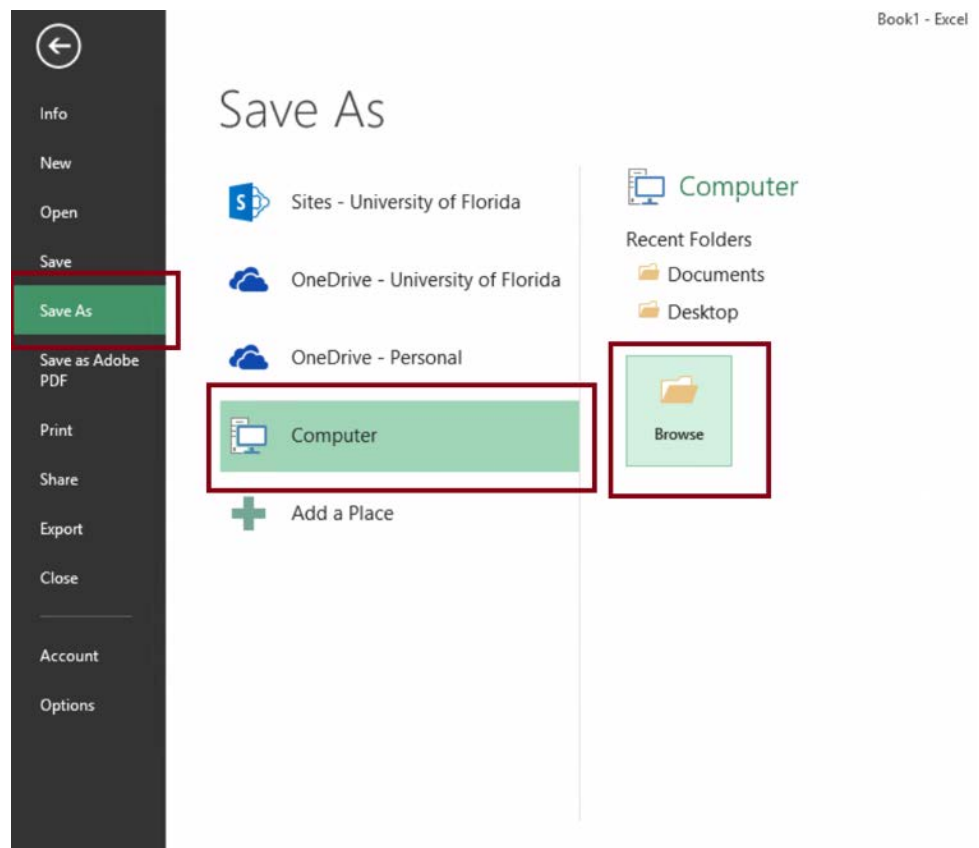
NOTE: At this point, it is important for one to realize that these apps are virtual. Meaning they are not running natively on your computer, but are instead being run and streamed from a computer located in our campus. Therefore, the following windows will display folders that are **not located in your computer**, but on the host computer 's cloud-based drives. 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.

The folders enclosed in the orange box, under "UF Apps" are folders that are located on the host computer, not your personal computer.

Amongst the options, there is a drive called the **"StudentFileStorage - (M:) Drive"**. This is a cloud-based drive that UF provides for all users to save and access their documents from any computer you login to UF Apps from. This is the preferred place to save your document; however, you can select any folder you like.
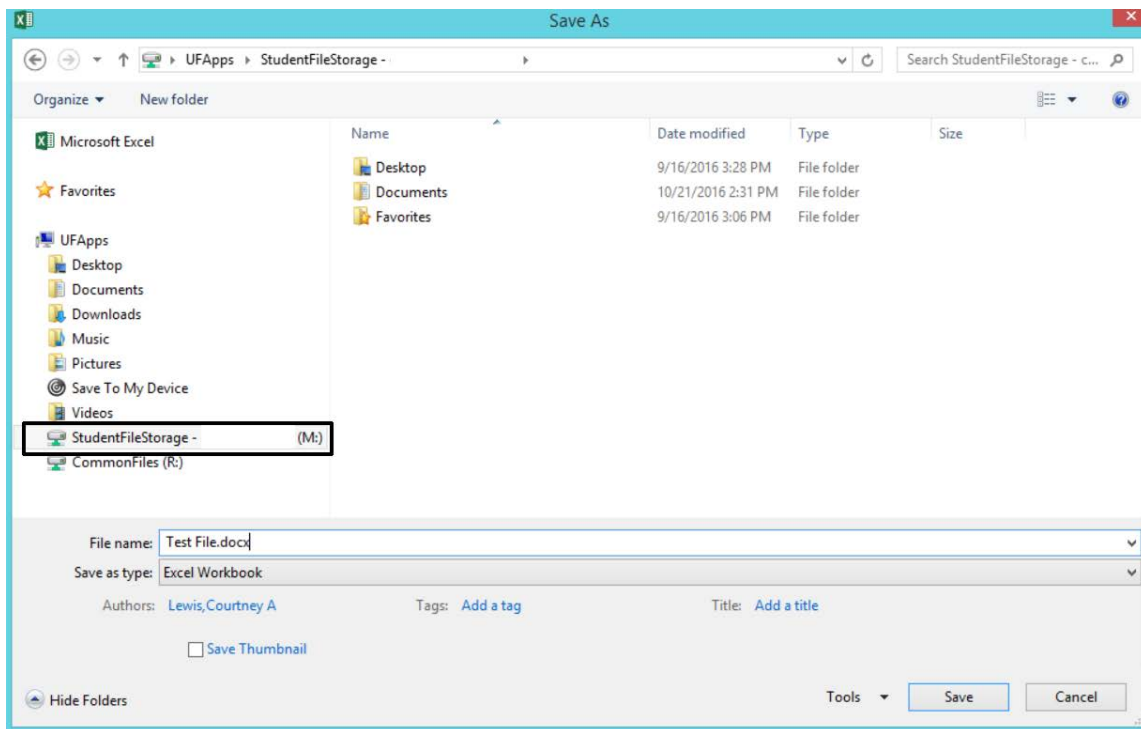

Name your file and click save. If you make any changes to this document, a simple "save" (rather than "save as") will update your document in its' saved location. Selecting "save as" will prompt you to repeat the above process and create a new document.

NOTE: If you save your file in the "Save to My Device" folder, it will simultaneously save on the host computer and download a copy to your computer. However any changes made to the file using UF Apps will only be saved on the host computer, not the copy natively downloaded. To download files to your computer, follow the steps below.

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.
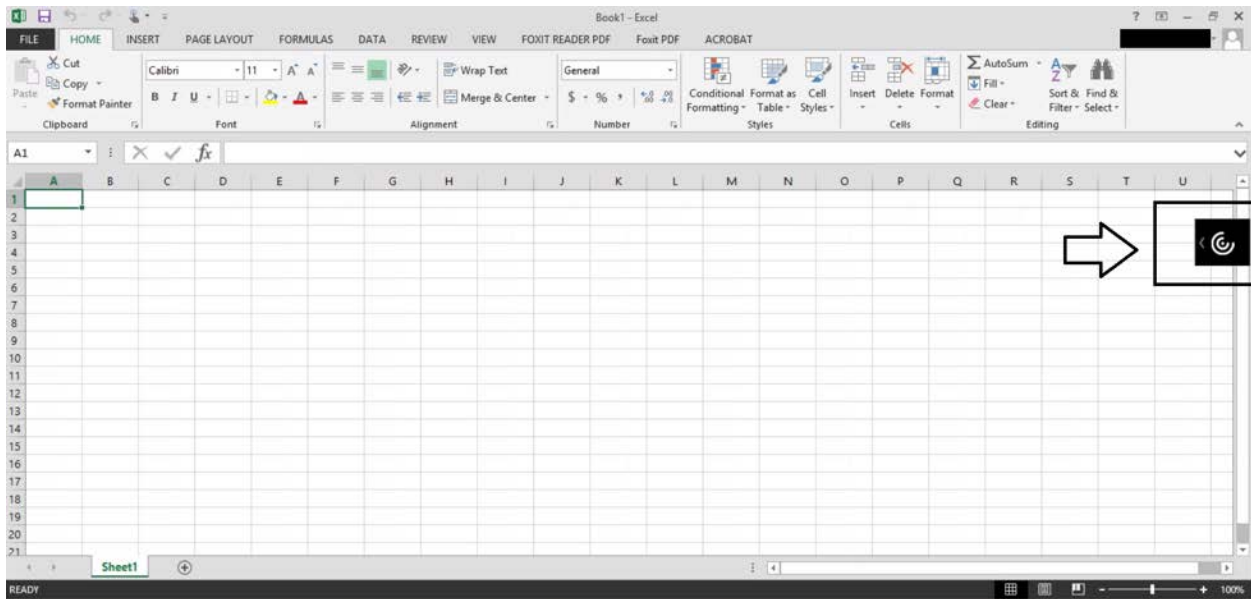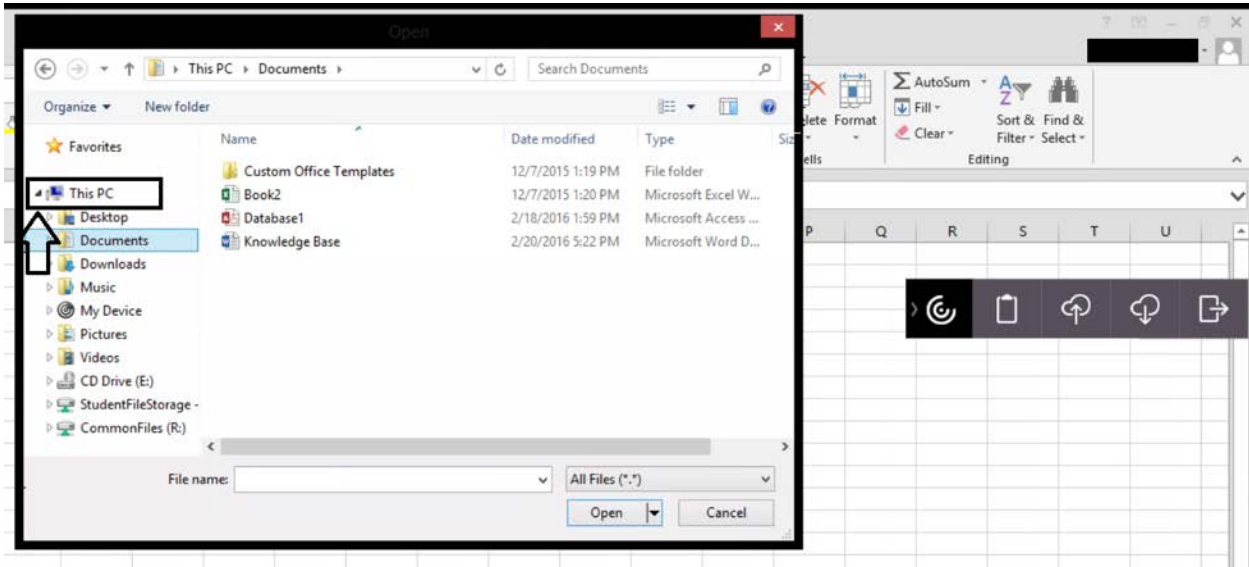

As shown above, the "light" version of UF Apps will display a collapsed menu. Click to expand it.
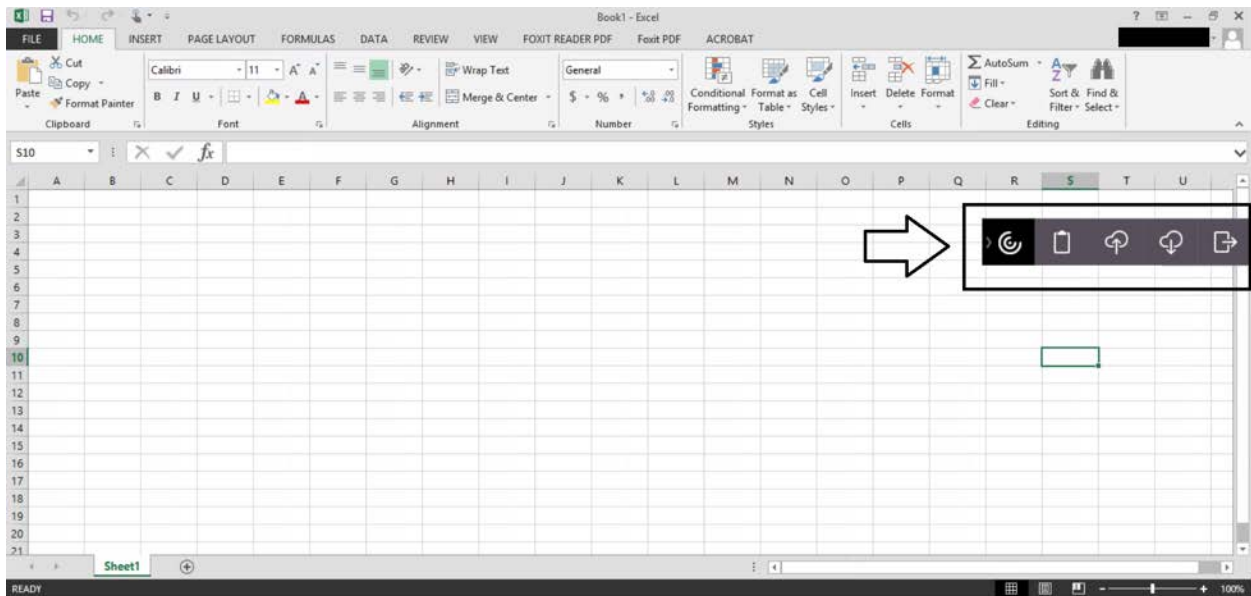
Once it has expanded, look for the **download** option.

A window will open displaying the folders from the **virtual computer**. Here, you can navigate to where you saved your file.


Once you have found your file, click it, and then click open on the bottom right of the window.
Your file should now download to your computer's download folder. You may now share it or upload it to wherever you may need to.
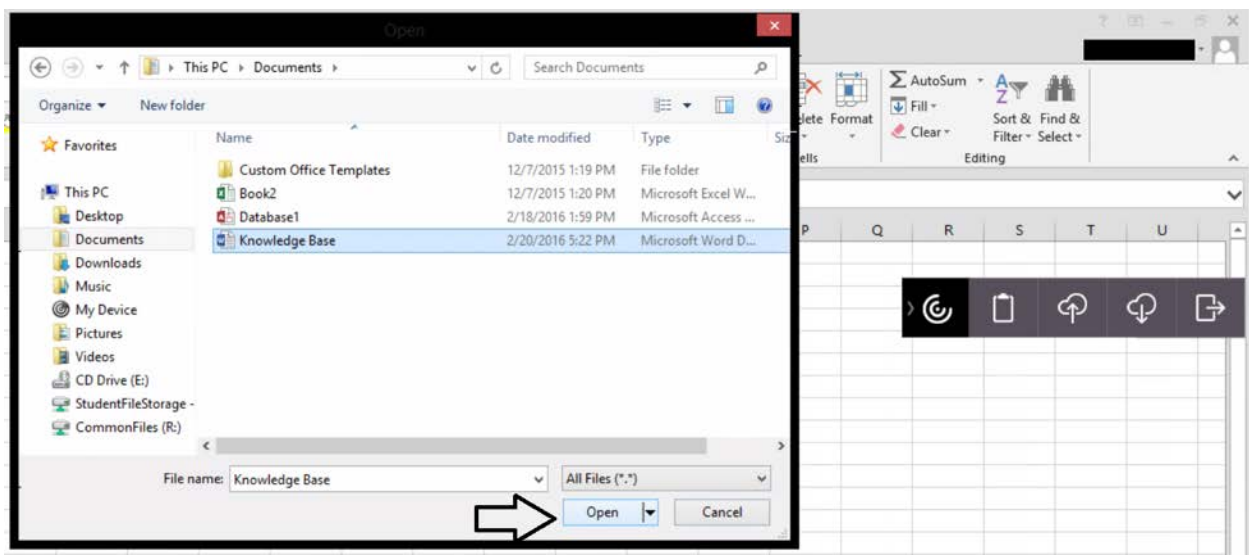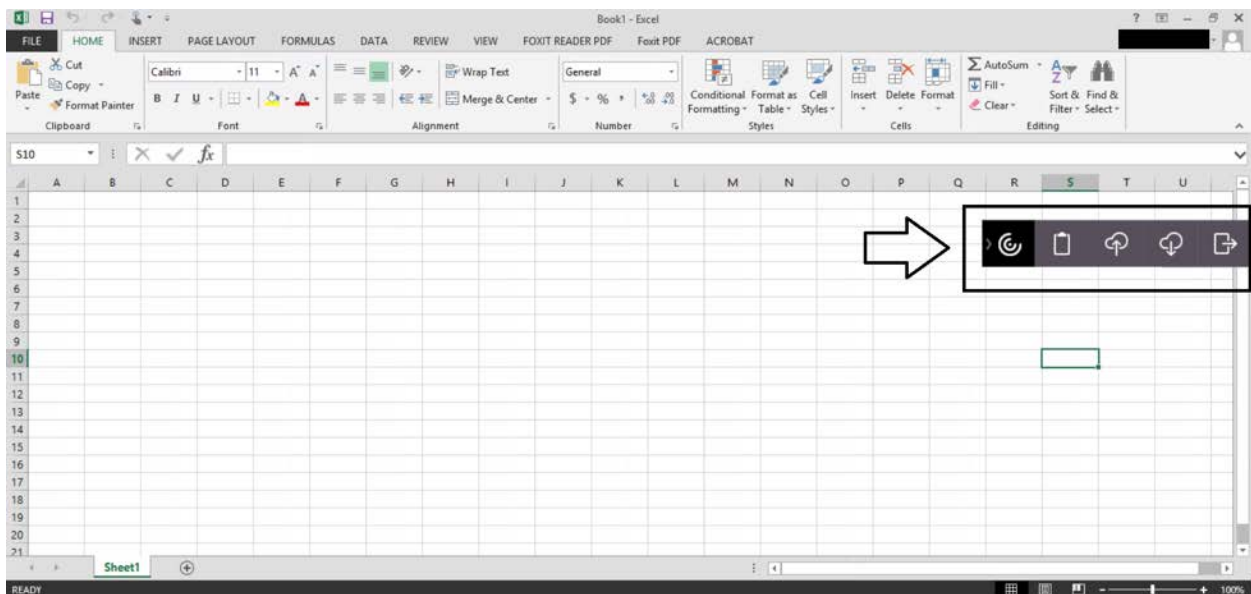
Uploading a Document to UF Apps

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 virtual computer that is hosting the application.
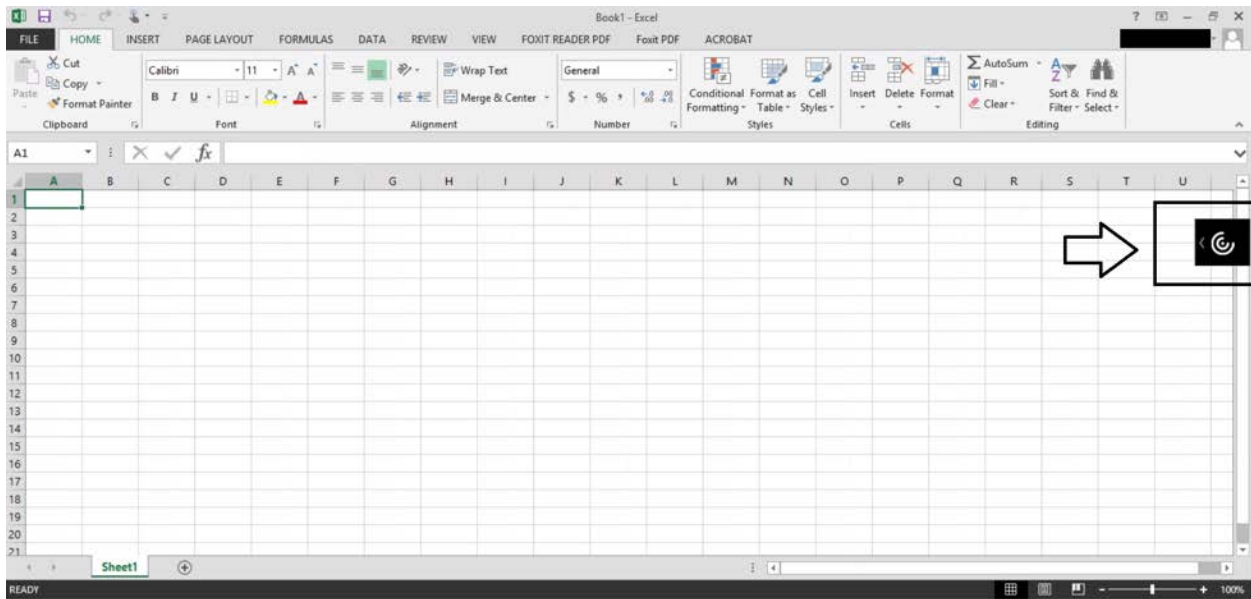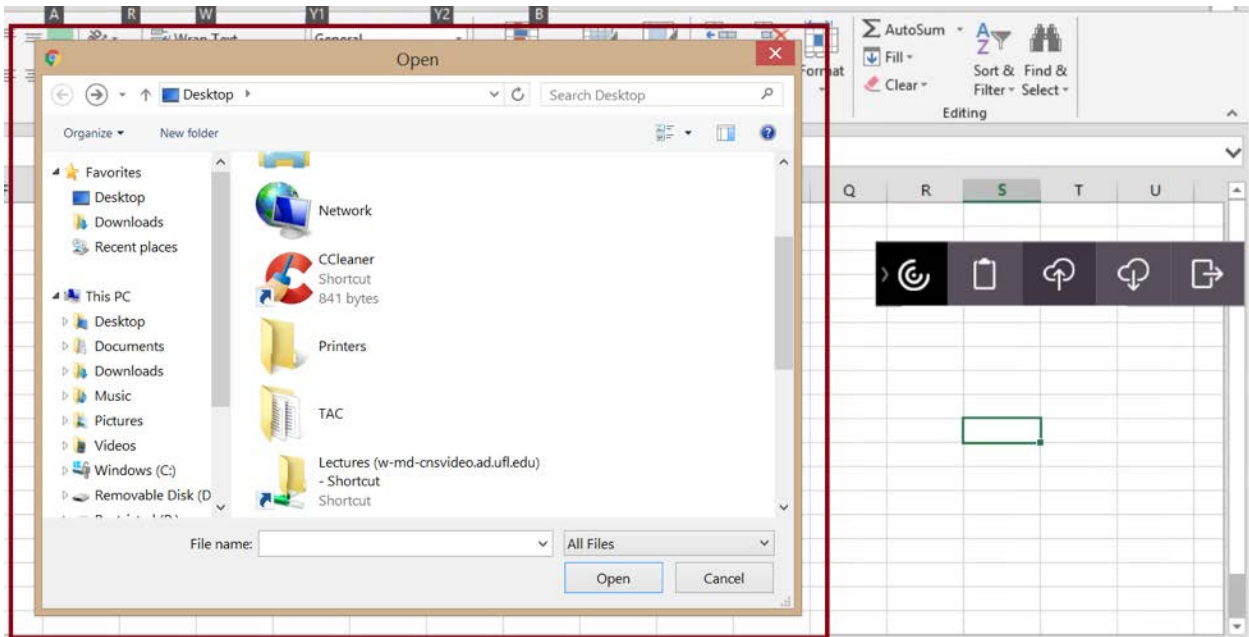

Similar to downloading, you will first need to open the collapsed menu. Click it to expand it.

Once it has expanded, look for the **upload** option.

A window will open displaying the contents of **your computer**. Look for the file you would like to upload and use in UF Apps. Once you've found it, select it, and click Open on the bottom right corner.

A new window will open, this one belonging to **the virtual computer**. Here you will navigate to where you want to place the file you are uploading. It is advised that you expand "This PC" by clicking on the arrow next to its icon, and save it under any of its respective folders. Click the desired folder, and click OK to finish the upload.
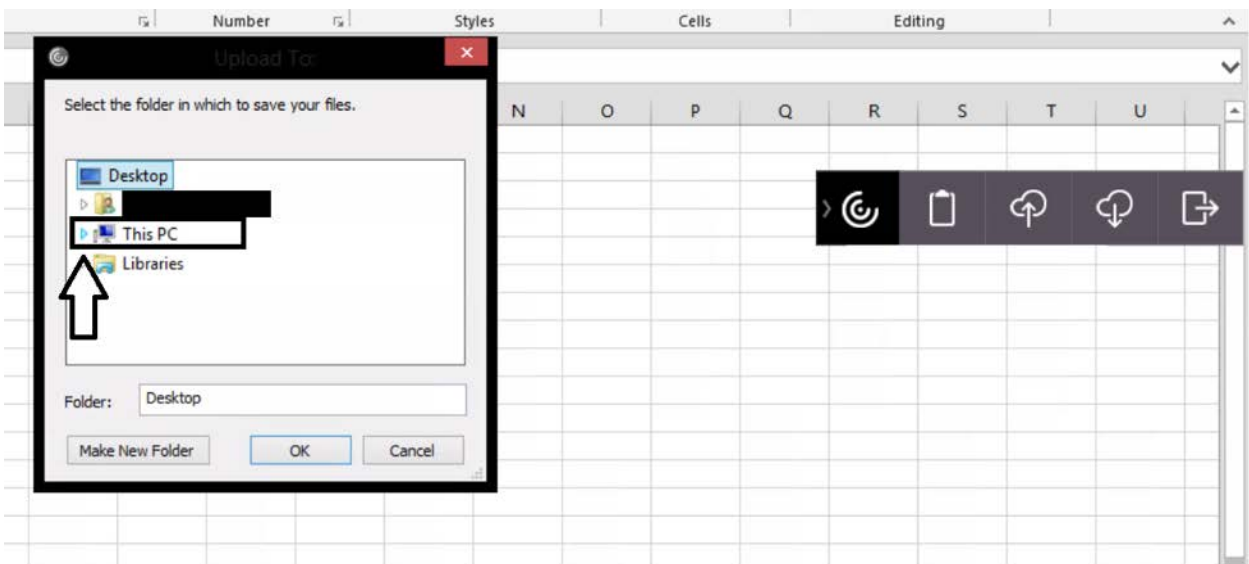
You have now successfully uploaded a document to UF Apps. You may now use the application to open the desired document or insert a required file.

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
Heavener Hall, room 206