
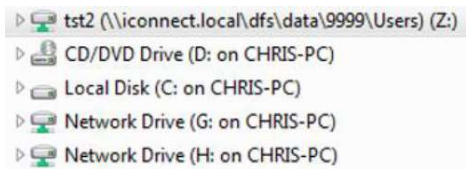
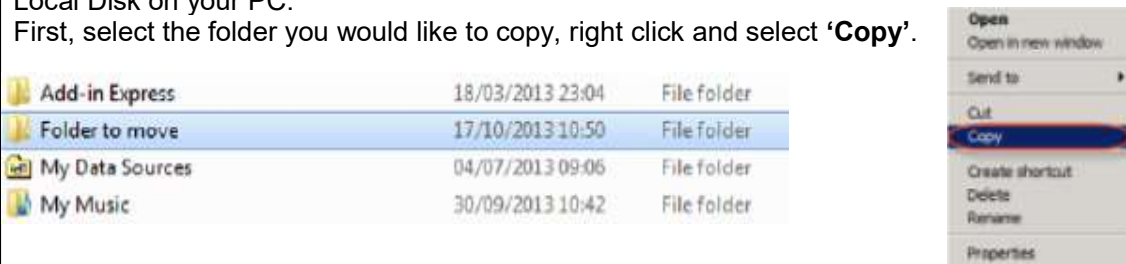

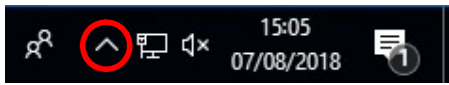


# Saving Files to Local PC from iConnect


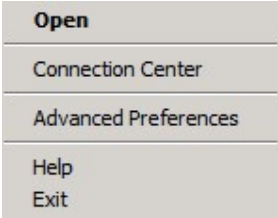
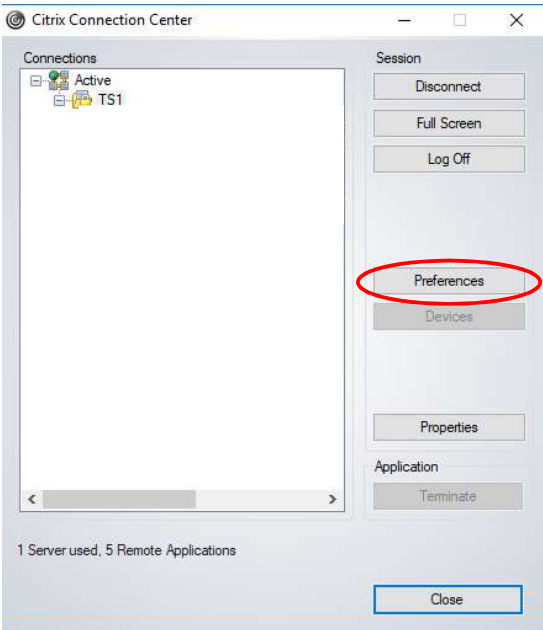
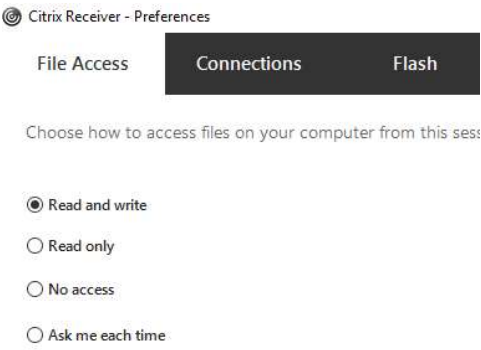
Please see below procedure to help with the usage/setup of the various aspects of the system.

If you have any issues, please feel free to contact support for further assistance and we will do what we can to help. Support can be reached on: 00 44 (0)1534 844000

## Saving Files to Local PC from iConnect

Step	Action
1.	<p>Launch File Explorer. This will usually be on your taskbar at the bottom of the iConnect Desktop or published as a separate application on the iConnect Portal. The icon appears as below.</p> 
2.	<p>In the left-hand pane of File Explorer you will be able to see a list of drives, both on your local PC and on the iConnect platform.</p> 
3.	<p>In the right-hand pane of File Explorer you will see the folders and files that are in the drive you currently have highlighted. For this demonstration we will be copying a folder from the Z: drive on iConnect to the Local Disk on your PC. First, select the folder you would like to copy, right click and select 'Copy'.</p> 
4.	<p>Going back to the left-hand pane on File Explorer, select the drive you would like to copy this folder to. This is usually Local Disk (C:) Browse to the location you would like to place the copied folder and right-click &gt; 'Paste'.</p>  <p>Files can also be copied into the iConnect environment from a local PC in this manner.</p>
5.	<p>If you are unable to see your Local C: drive listed, you may need to allow Citrix receiver to access your local drives. To do this, open your System Tray by clicking the 'up' arrow next to the time and date in the bottom-right of the screen.</p> 

# Saving Files to Local PC from iConnect

<p>6.</p>	<p>Right click the Citrix Receiver icon and select 'Connection Centre'</p>  
<p>7.</p>	<p>Select 'Preferences'</p> 
<p>8.</p>	<p>Ensure the 'File Access' is set to 'Read and write.'</p>  <p>You may need to log off/on for this change to take effect.</p>