

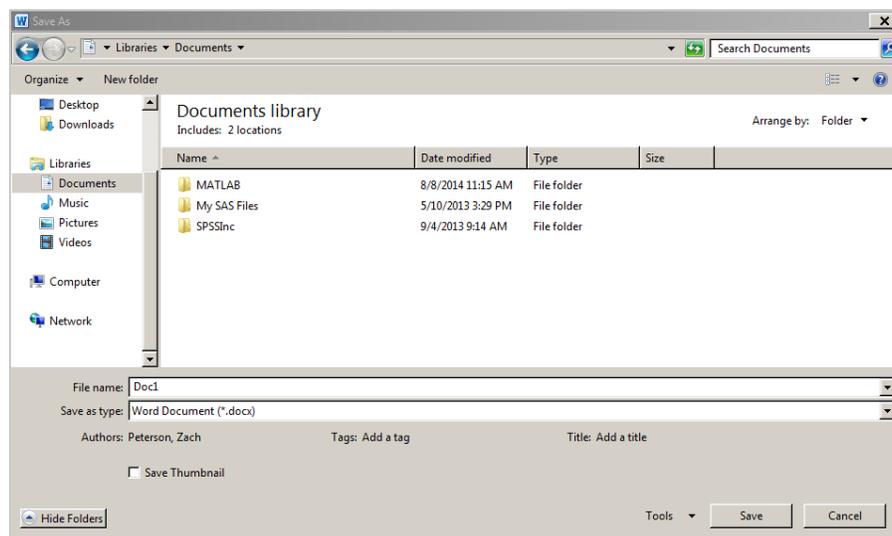
Saving & Accessing Files in Apps.SMU

Overview

When using programs virtually in Apps.SMU, the method to save files created with these programs is a bit different from what you may be used to. Files will be saved on your personal “U” network drive if you are accessing apps through a web browser, however, *you can save files to your local hard drive by installing Citrix receiver*. Here is how to save files to your “U” network drive and to access the saved files later.

Saving Files from Apps.SMU Programs to your “U” Network Drive

When you click Save or Save As in a program you are using within Apps.SMU, you probably won’t see the files and folders you are used to. For example, when attempting to save a document in Word 2010 in Apps.SMU, the dialog box shows folders that are within your U drive, which is a network drive that is provided to you by SMU to store files. This is the default location to save files in Apps.SMU programs, and is highly recommended since any data saved on your U drive is regularly backed up by SMU. See the figure below for an idea of what this folder may look like:

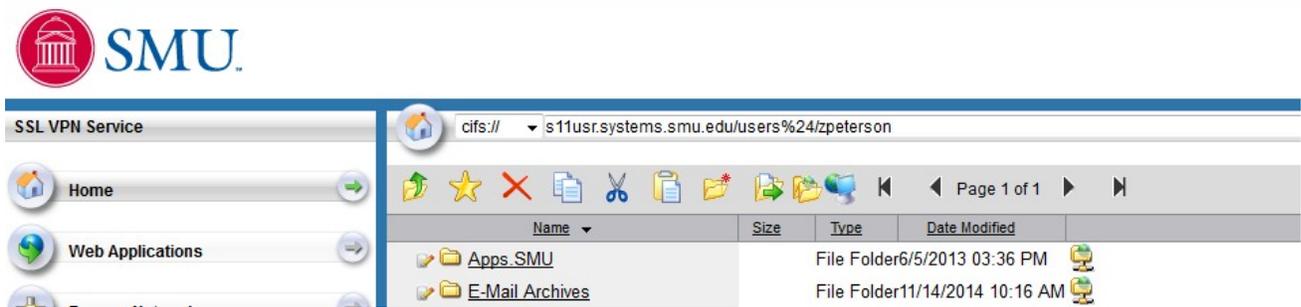


You will save files in this area as you normally do on your local computer. You will be able to access these files whenever you use a program through Apps.SMU. Please refer to the next page for information on how to access these files from outside Apps.SMU programs, if needed.

Retrieving Files to Use Outside of Apps.SMU that have been saved to your “U” network drive

If you wish to access the files saved on the U drive for use outside of Apps.SMU, you will need to connect to the SMU VPN at securenet.smu.edu. When you arrive at the website, you will log in using your SMU ID number and password. Then, you will follow these steps to access your U drive files from anywhere:

1. Once logged in, click on the “Home Drive” link under the File Bookmarks section of the page.
2. The page will now display a long list of folders. Instead of scrolling for your own, type the first part of your e-mail address at the end of the string of text in the address bar above the list like in the image below:



3. Press enter or click the Browse button. Your U drive will then appear.

In your U drive, the files you saved within Apps.SMU programs will be stored in the Apps.SMU folder. Click on this folder to view the files. You will be able to download or upload files to this folder.

As always, if you run into any issues with this process, you are welcome to contact the IT Help Desk at 214-768-4357 or help@smu.edu.