Accessing your H: and I: Drives Using Citrix

1. Double-click the Citrix Program Neighborhood Icon.

2. In Citrix Program Neighborhood, double-click the NLU-Desktop icon.

3. Before you are fully connected to the NLU-Desktop, you will be presented with the following screen, where you have several options. When you connect to the NLU-Desktop through Citrix, the program will attempt to map you local drives to the NLU-Desktop, which will allow you to access these drives while in Citrix.
   1. No Access: Your local drives will not appear within My Computer on the NLU-Desktop.
   2. Read Access: Your drives will appear within My Computer on the NLU Desktop, but you will not be able to copy files to or from that drive to your network drives.
   3. Full Access: Your local drives act just like they do on your local computer. You can copy files to and from your local drives within the NLU-Desktop and save documents to your local drives that you access from within Citrix.
   4. Always ask me once per connection: Always leave this selected. These options will appear each time you connect to the NLU Desktop.
4. To access your network H: and I: drives (as well as other network drives that you normally connect to) double-click the My Computer icon.

5. All of your drives will be listed here.
   a. A$ on ‘Client’ (A:) is your local A: drive.
   b. C$ on ‘Client’ (C:) is your local C: drive.
   c. “Your User Name” on ‘nlustorage’ (H:) is your H: network drive.
   d. “Department Name” on ‘nlustorage’ (I:) is your departments shared I: network drive.
   e. Bannerdocs on ‘nlustorage’(J:) is the Banner Documentation Drive.

6. Other mapped drives may appear, depending on your department and your access rights.