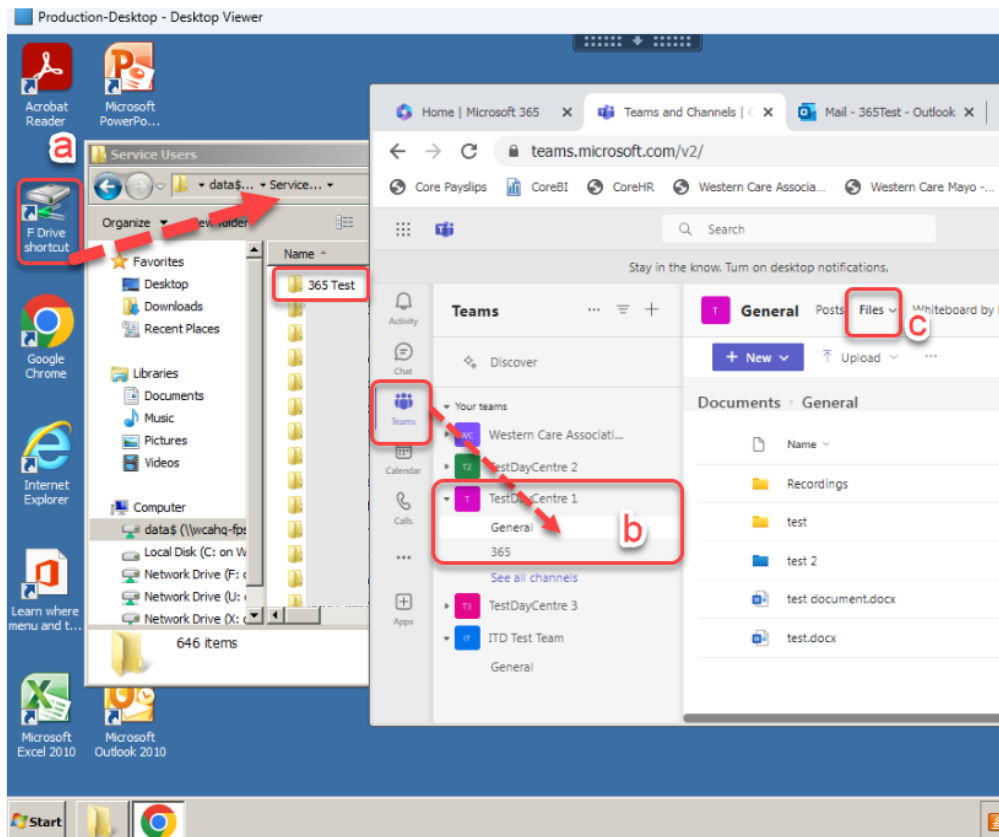


HOW TO SAVE FILES TO TEAMS IN CITRIX

When you want to save files from the F drive in Citrix to Teams in 365 follow these steps:



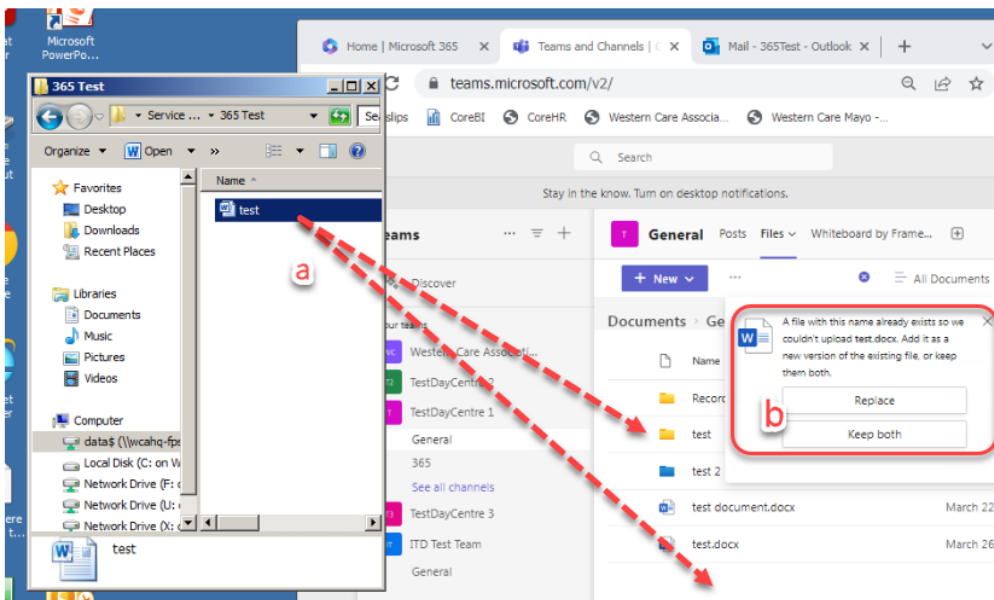
1

In Citrix:

a) open F drive and navigate to the folder you wish to copy files from

b) in a browser log into Office 365 (office.com) with your credentials and open Teams

c) in your department's channel or your personal one go to Files



2

a) drag-n-drop the file you want to copy from the F drive into the location in Teams where you want it copied (either a folder or the main window)

b) if there is already a file in the location with same details you will be asked if you want to Replace it or Keep both copies, select one or the other