



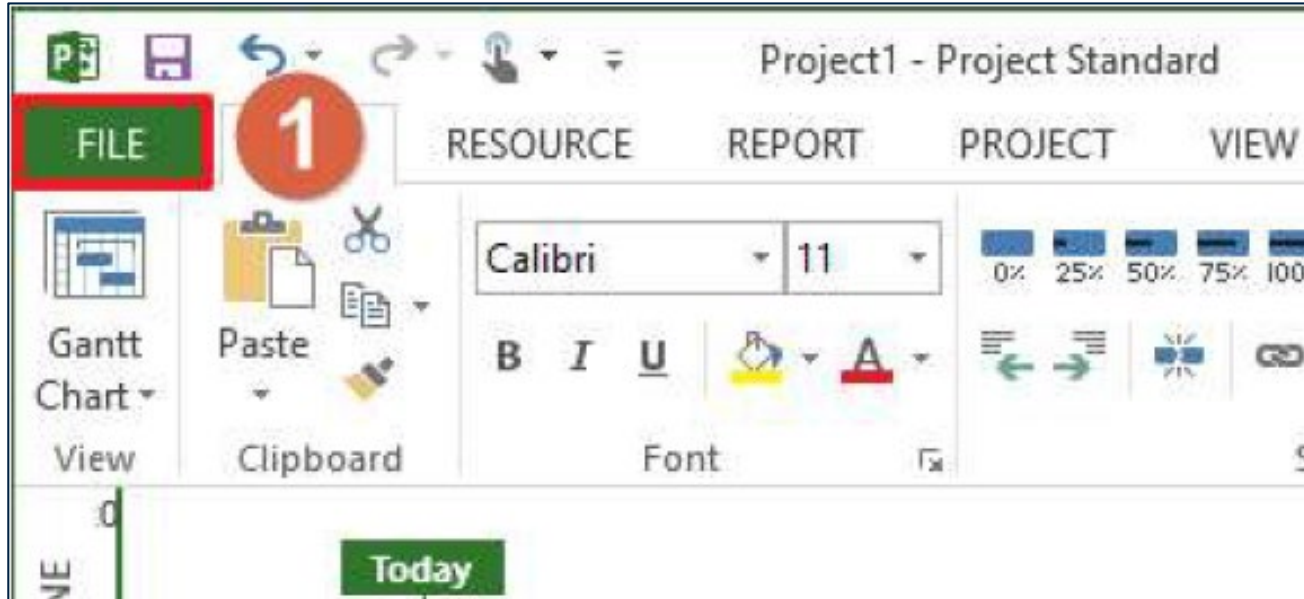
# How to Save Files on FAU Virtual Apps

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## How to Save Files - Virtual Apps

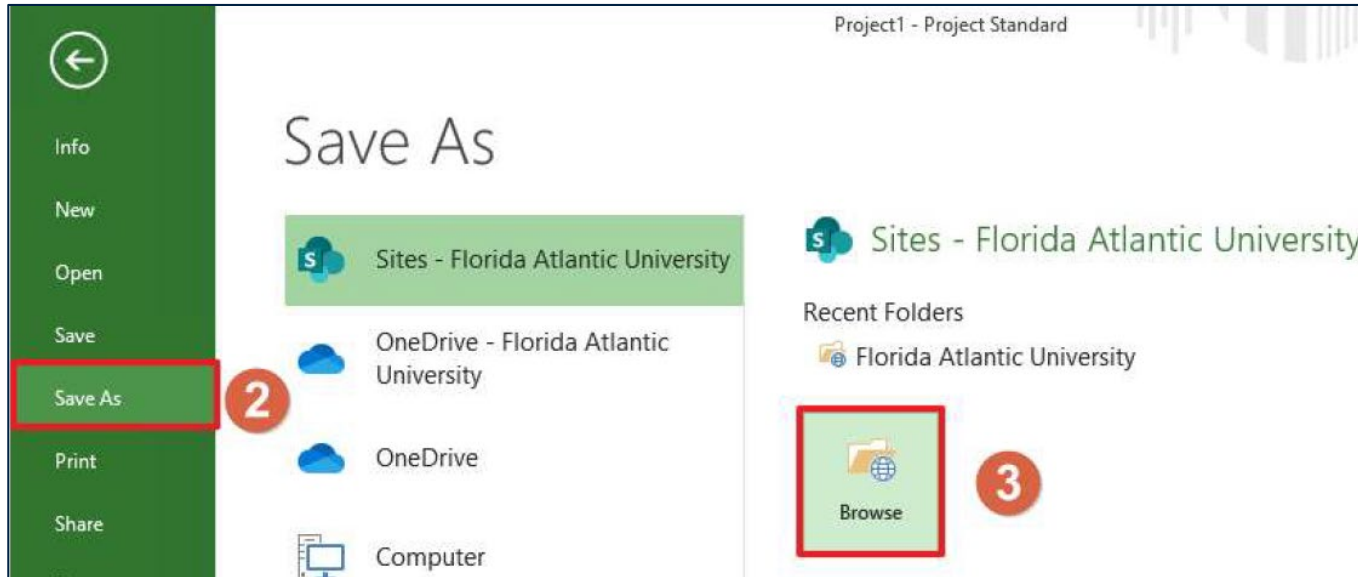
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1. Click the **File** button in the given application.



## How to Save Files - Virtual Apps

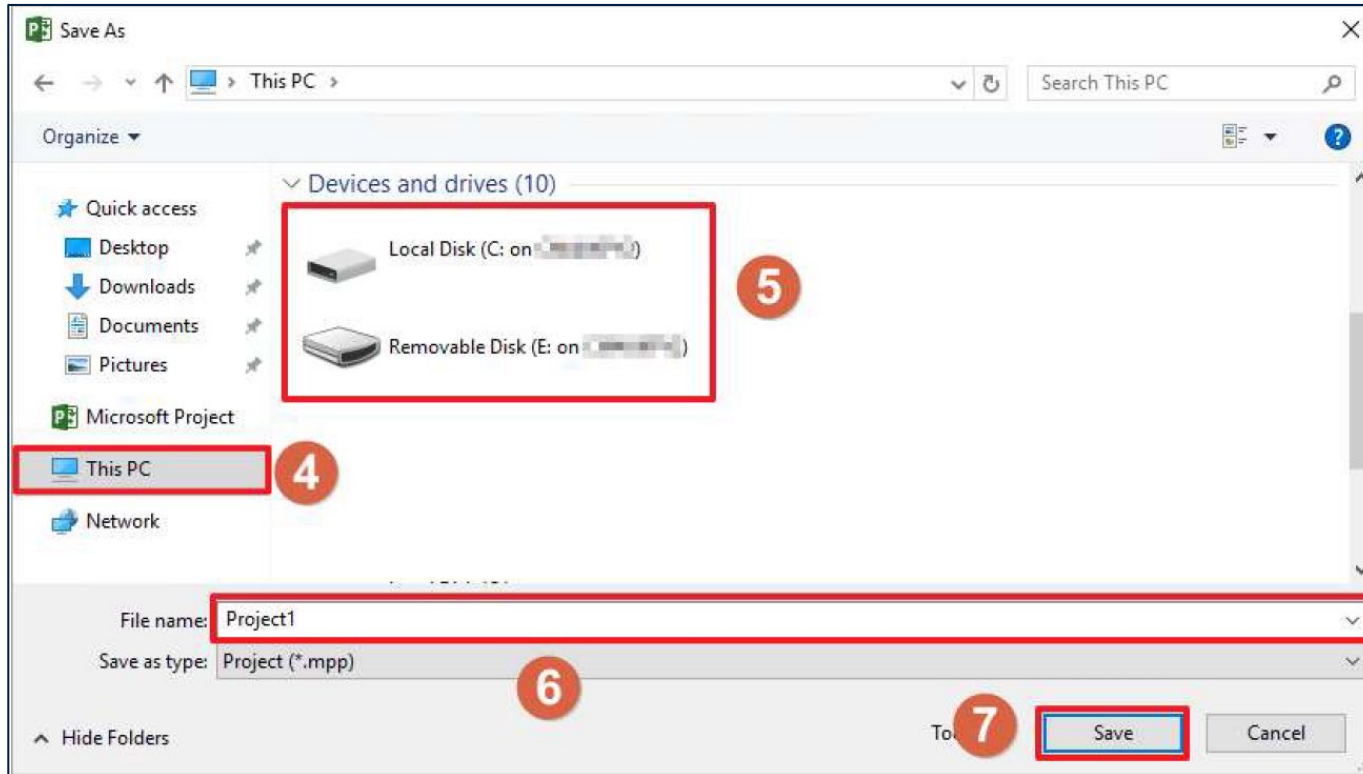


2. Click **Save As**.
3. Click **Browse**.



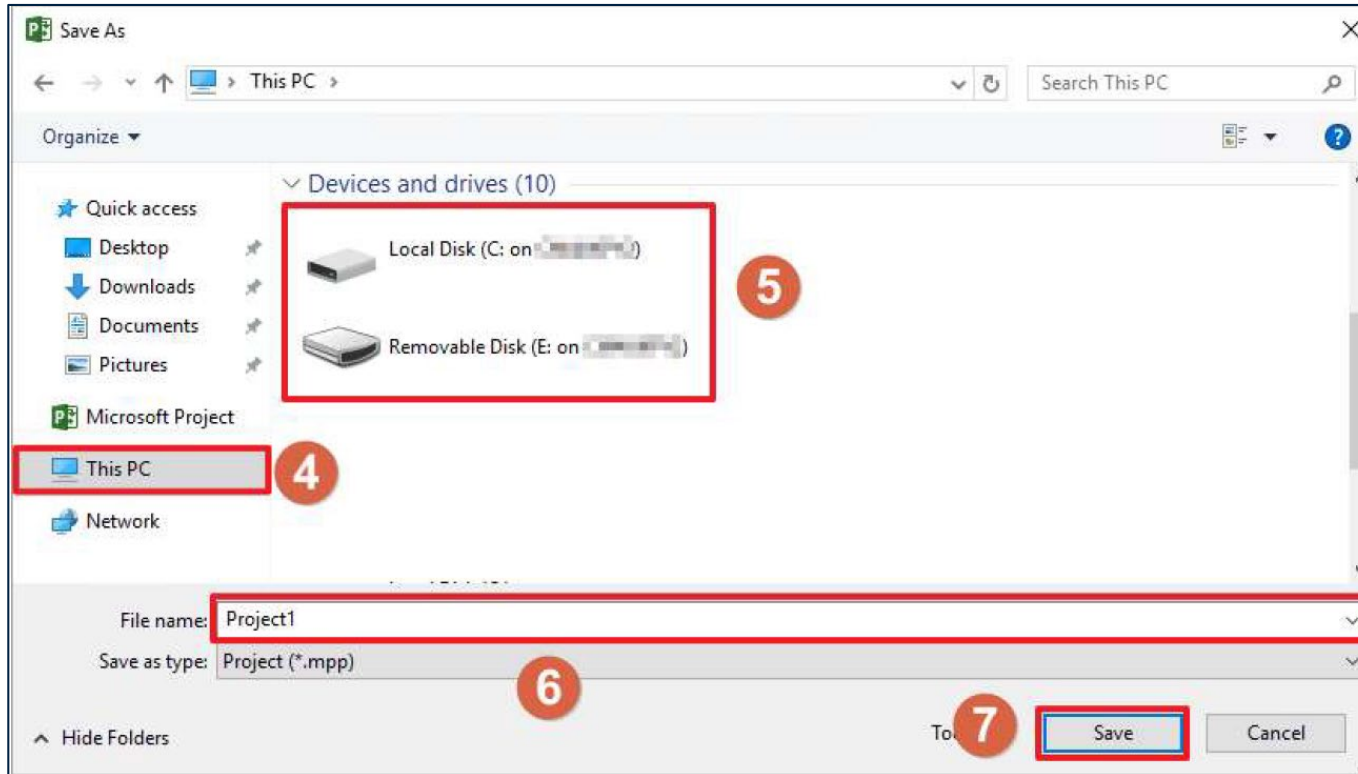
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4. In the **Save As** window, click on **This PC** to view the list of storage devices connected to the session.





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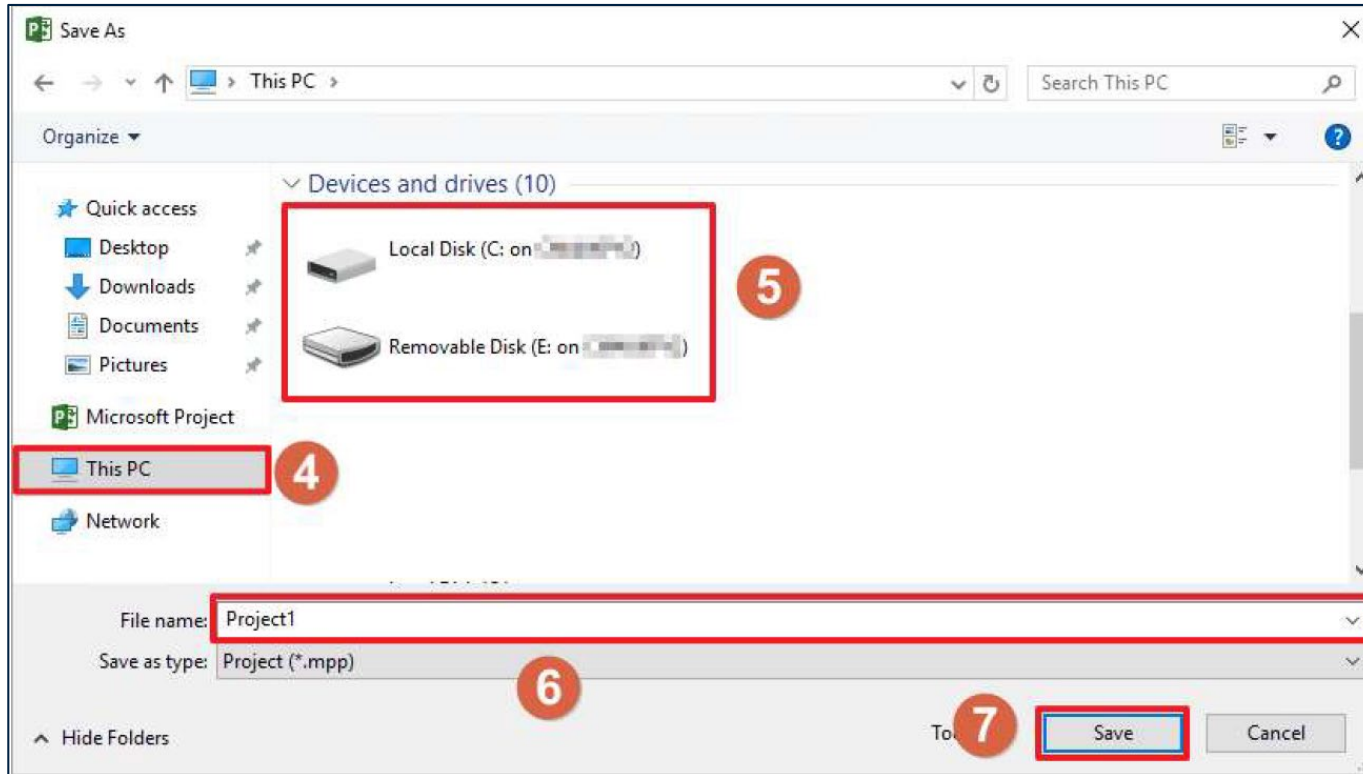
5. Scroll down to view the list of Devices and drives connected to the session.

a. **Saving on the local machine:** navigate to a destination folder of your choosing, typically under Local Disk (**C: on <Name of PC>**) where **<Name of PC>** is the name of your computer.

b. **Saving on a removable disk (flash drive) connected to the local machine:** navigate to a destination folder of your choosing under Removable Disk (**<Drive Letter>: on <Name of PC>**) where **<Name of PC>** is the name of your computer.



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5. Name the file
6. Save the file to the destination folder that was selected in step 5

***NOTE:*** OIT is not responsible for any lost files or work.