

UAMS MyDesk File Management

Configure Horizon client to save files from MyDesk:

Note: This is currently only available on “Full PC’s” for users logged in with their UAMS Username that are using a UAMS computer while on campus or on your personal PC from off campus.

The steps to configure the client to save files to a local drive or a network share are the same except for the actual location. If you want the option to save to either a local drive or network share, you will have to repeat steps 1- 5. Note: to save to a network drive, it will need to be mapped prior to adding it as a location to save files.

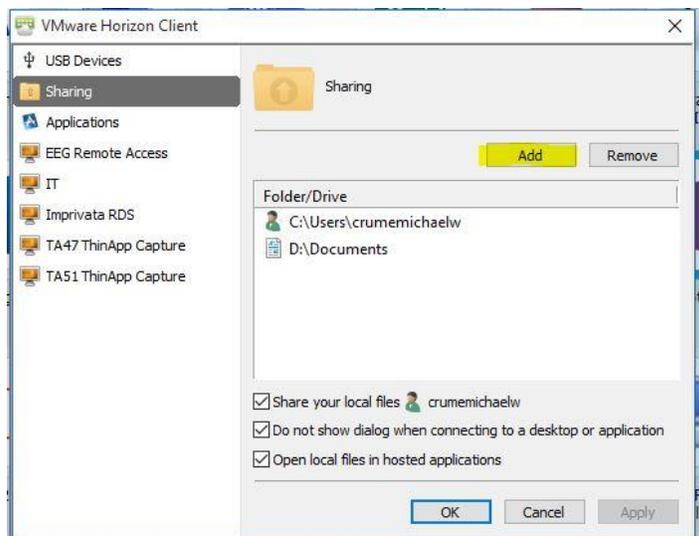
1. Open the Horizon Client from your desktop or Start Menu



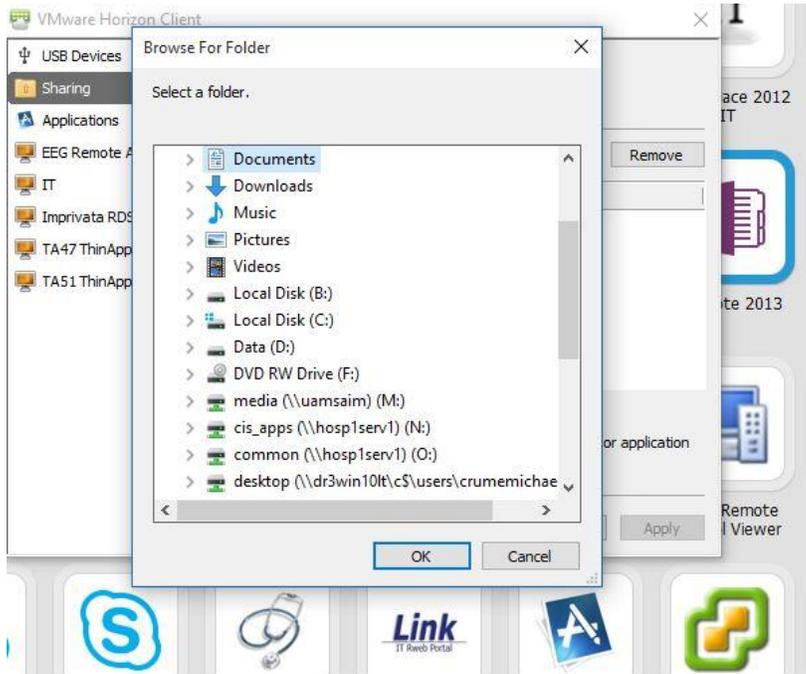
- 2.
3. Click on the Settings button in the upper right hand corner of the client window



4. Click on “Sharing”, then “Add”

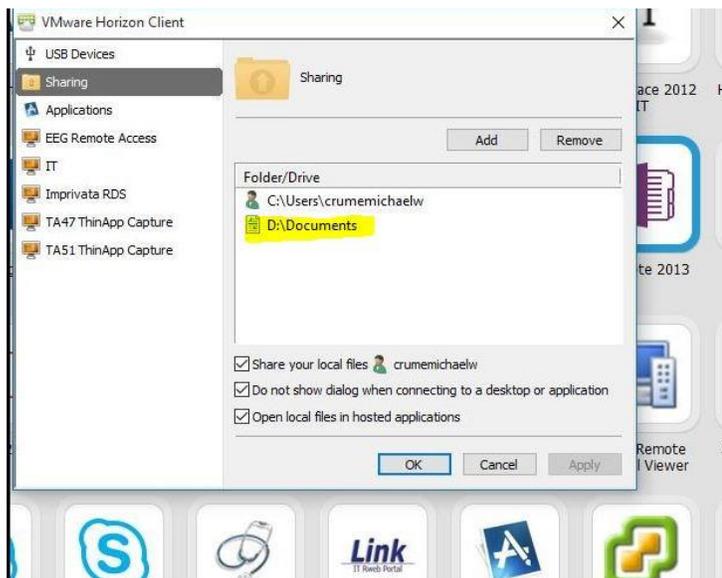


5. This will bring up a list of locations available to your computer.



Local Drive:

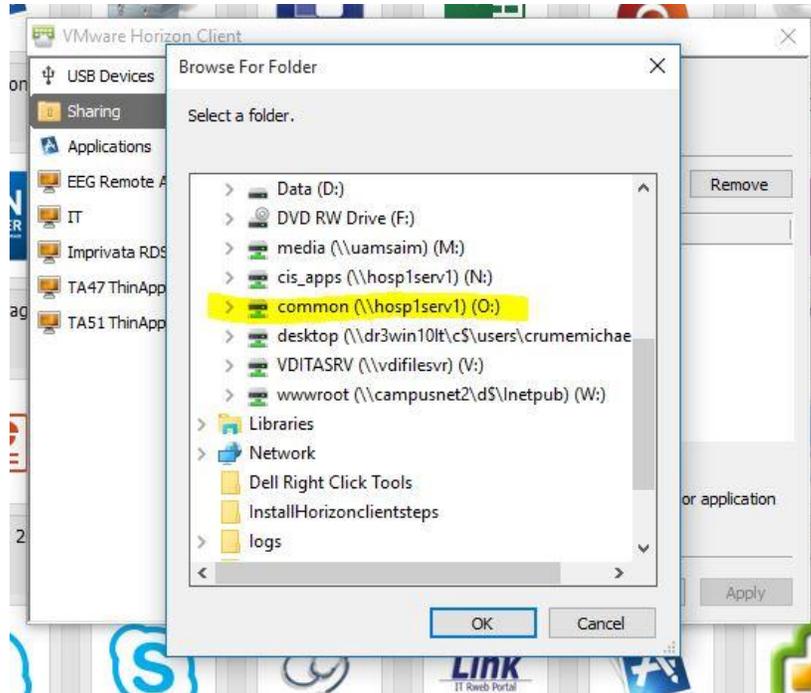
Select where you want to save your Documents. In this example, I selected “Documents” so it will save to my “Documents” folder on my local “D” drive.



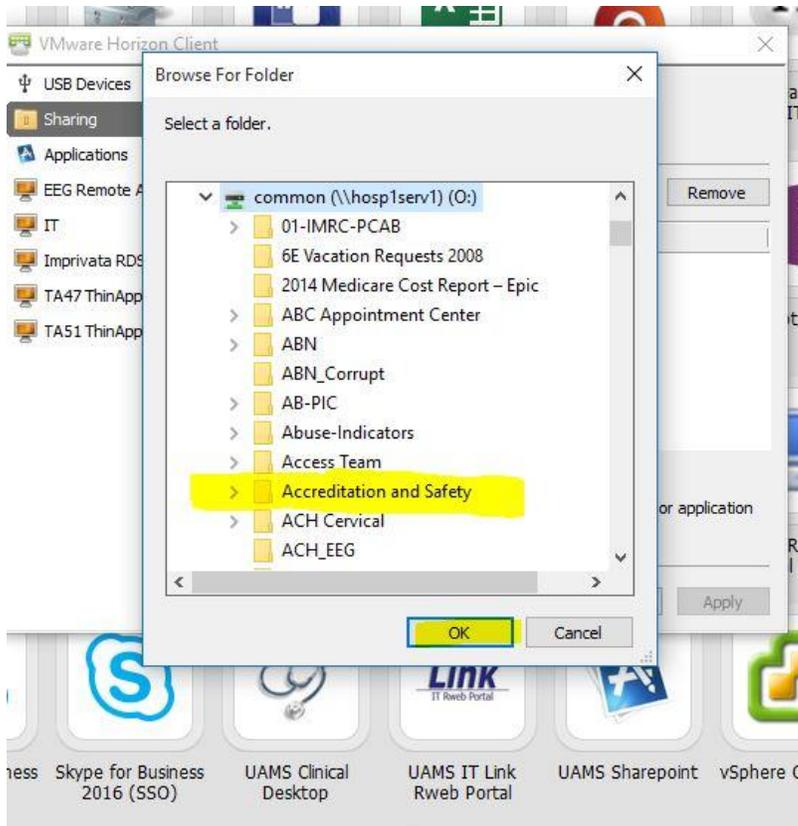
Network Drive:

Repeat steps 1-5 from above.

Select the drive you want to add, then the folder.

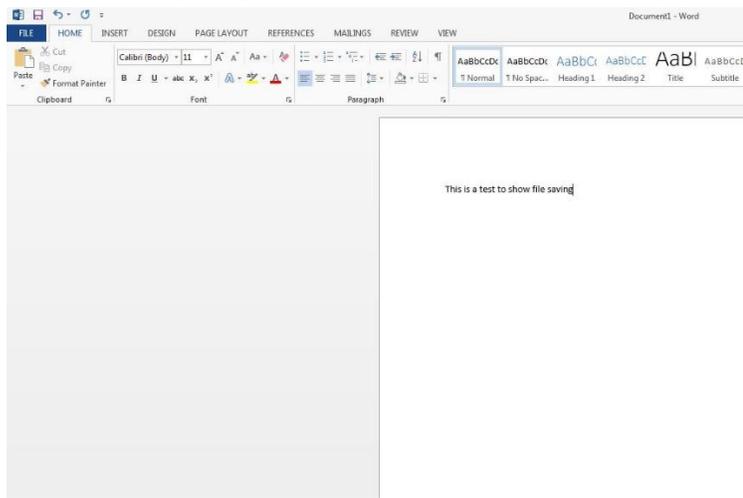


Click "Add", then "Ok."

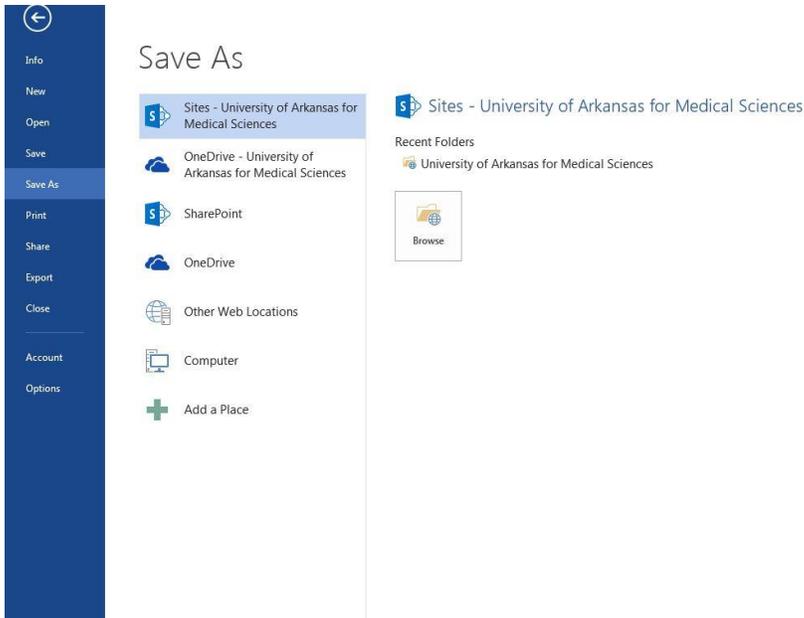


Saving a file:

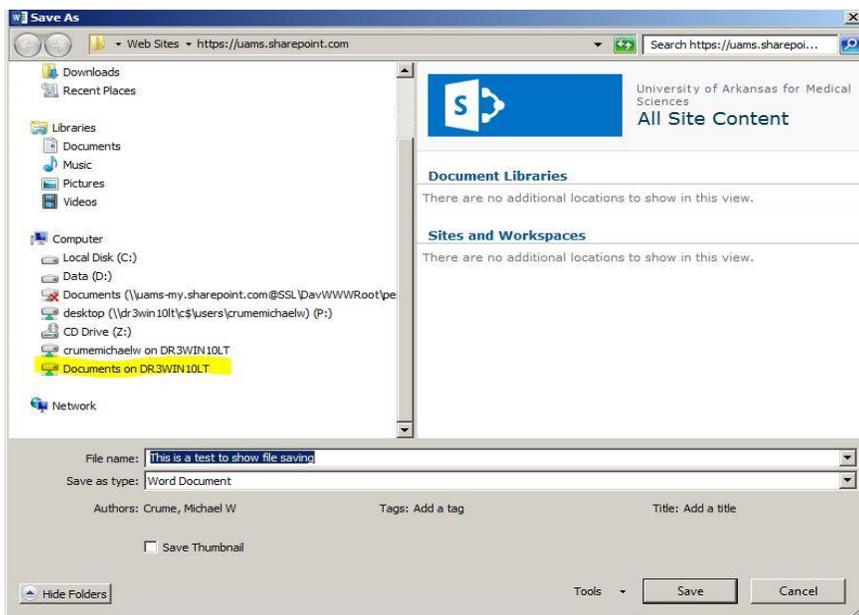
To save a file such as a Microsoft Word Document, open the document from MyDesk or Horizon client and complete your document.



Once complete, click "Save". This will bring up a dialog box:



Click “Browse” and then select the location you want to save the file. Select the drive on the left pane and name your file.



Click “Save”