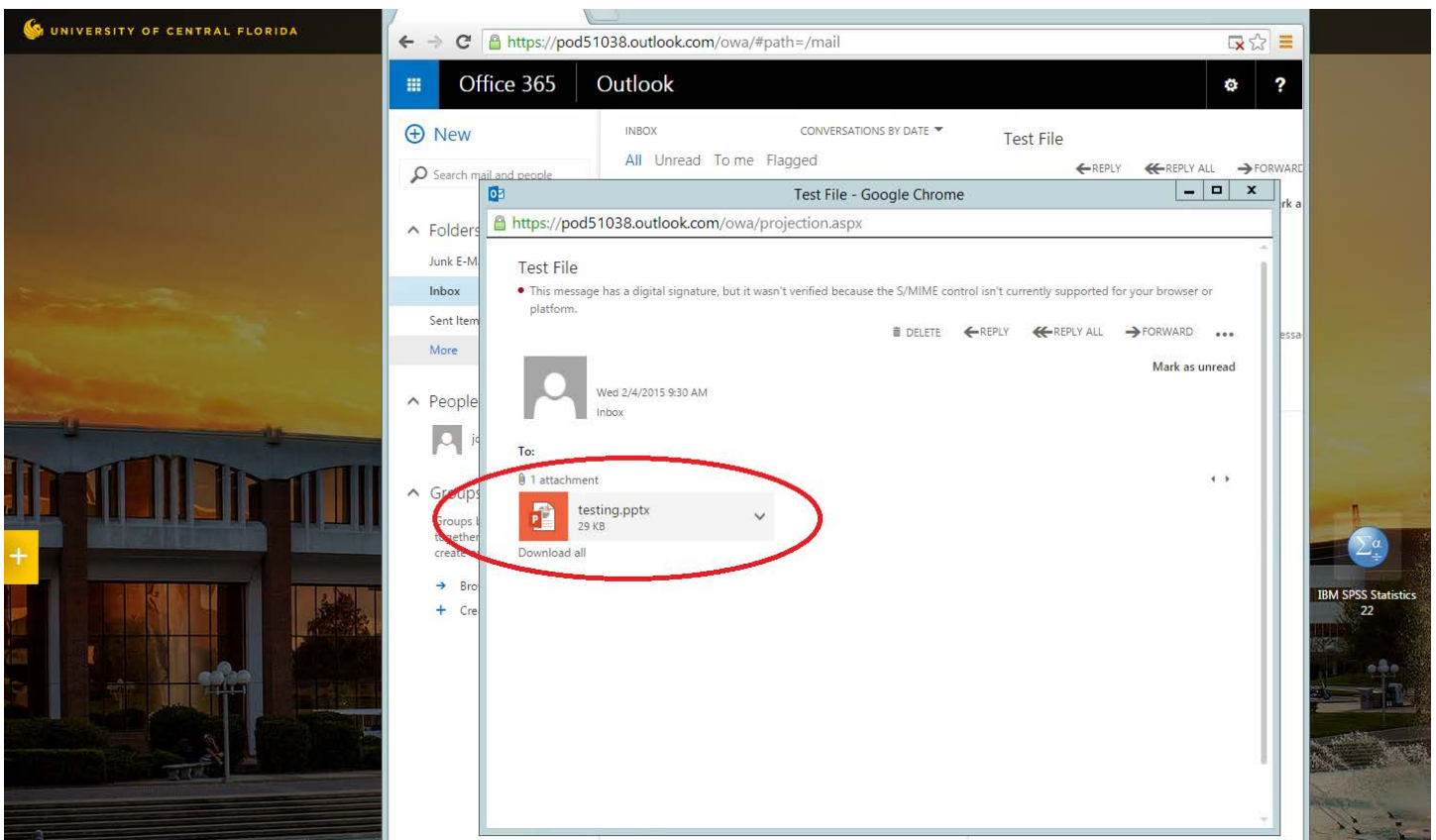


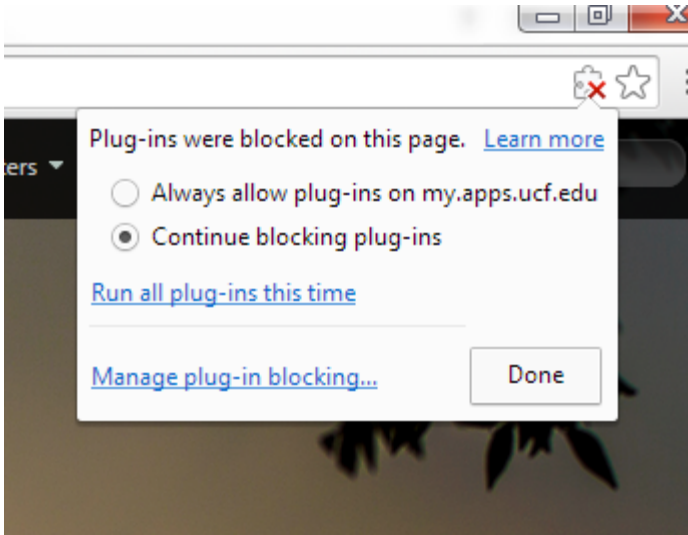
How to Save Files in UCF Apps (knightsmail)

*It is highly recommend that you store your documents on the Knights Drive as frequent as possible.
The document below will show you how to do this.*

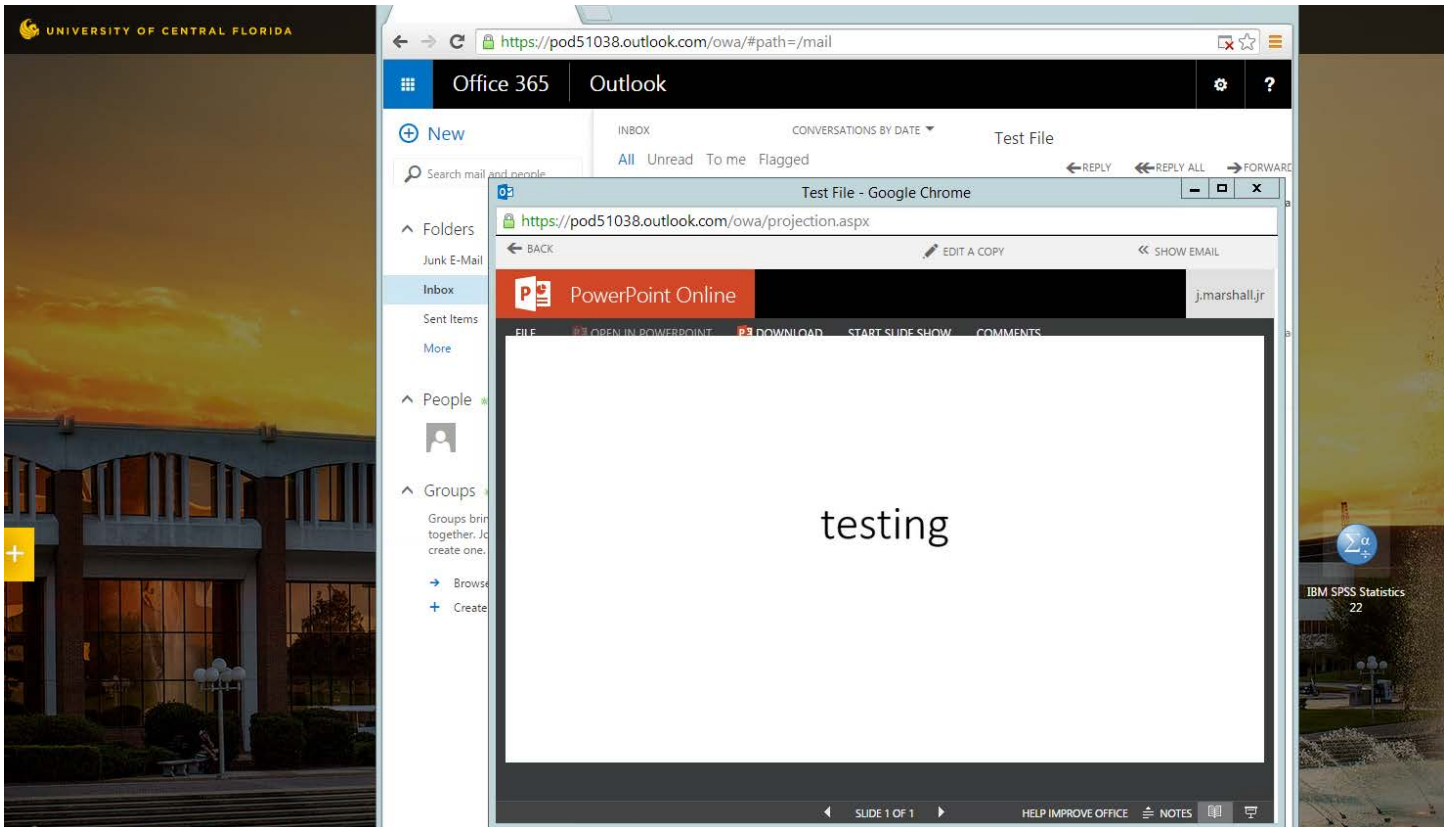
Log into Knightsmail via UCF Apps and open an email with the file attachment.



In Chrome the Citrix Receiver plug-in may be blocked. Click “Always allow plug-ins on my.apps.ucf.edu” (You may need to log out and back into UCF Apps for the plug-in to work).



Double click the file and the file will both open and save to the K: drive automatically.



If you click “File, Save As, then Browse”, your file should already be saved and available for access in the “K” drive as shown below.

