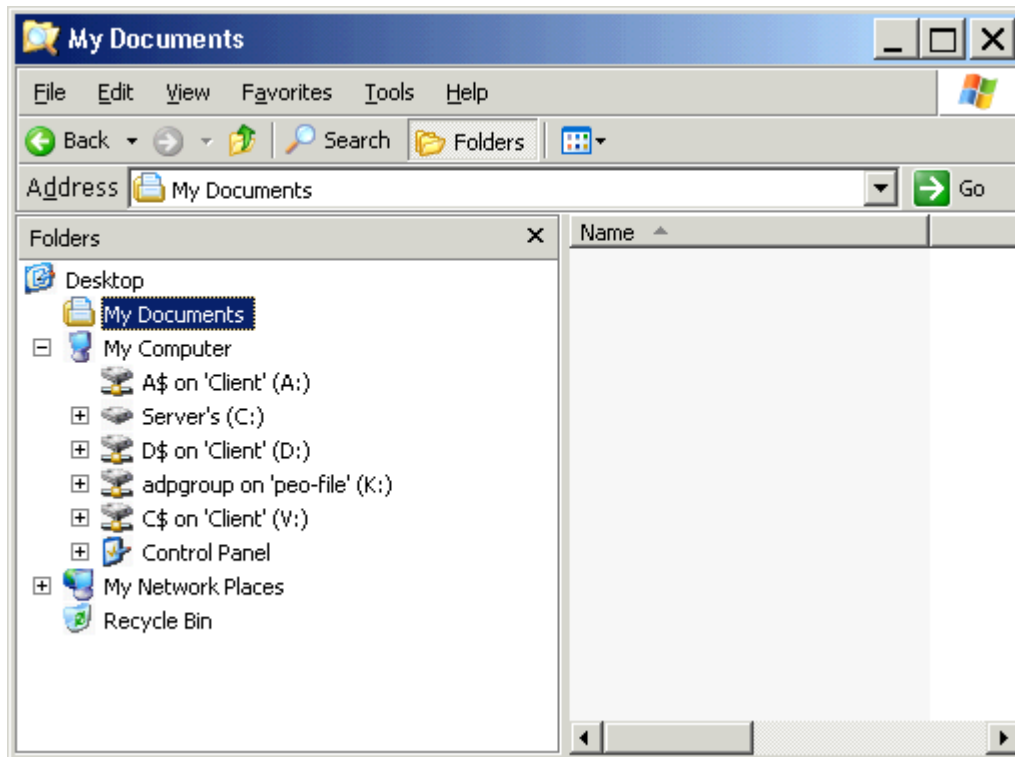


## Citrix Access to your Home/Group Folders

1. Browse to <https://www.peosnap.navy.mil/Citrix/AccessPlatform/>
2. Select your DoD CAC email certificate and click OK.
3. If prompted, enter your CAC PIN code and click OK.
4. Click OK if you agree to the USG warning and content banner.
5. Click on the Home Folder icon.
6. Enter your CAC PIN code and click OK.
7. An explorer window should open with your home folder expanded.
8. The terminal server will attempt to map to your client's drives, but you need to give it permission. The below window should open automatically. If it does not, double left click the Citrix connection center icon in your system tray, and click File Security. Select Full Access and Never ask me again, and select OK.



9. The drive mapping takes a few seconds and may not automatically refresh the explorer window. Hit F5 to view all your drives.
10. Looking at the example below, the explorer window is the server's. "Desktop" and "My Documents" are yours on the server, not on your local computer.
11. In the example, A\$ on 'Client' (A:), D\$ on 'Client' (D:), and C\$ on 'Client' (V:) are your local drives. C\$ on 'Client' (V:) being the local hard disk's C: drive.
12. You can drag and drop/copy/move anywhere from within this explorer window.



13. Once you are logged on and have one explorer folder open, you can click the Home Folder icon on the Citrix web interface and open other instances. You can then drag and drop/copy/move between the different windows.
14. At this point the Citrix Web Interface is no longer needed and will timeout if there is no activity for twenty minutes. It can be closed.
15. You cannot drag and drop/copy/move outside of the server's explorer window(s).
16. You can open/edit/save documents directly from your group/home folders. If you perform a "save as", the same applies as items 10 and 11 above. Be careful where you are saving your files.