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Using OneDrive to upload/download files to/from CAFÉ when using Citrix

Before getting started…

- Add site https://keckmedicine-my.sharepoint.com to your Trusted Sites zone
  - Internet Explorer: Tools>Internet Options>Security Tab>Trusted sites
- Allow pop-ups from website https://keckmedicine-my.sharepoint.com
  - Internet Explorer: Tools>Internet Options>Privacy Tab>Pop-up Blocker Settings
- Bookmark the website: https://keckmedicine-my.sharepoint.com

Log in to OneDrive

It is recommended you use Internet Explorer to access OneDrive. Go to the website https://keckmedicine-my.sharepoint.com and log in. Your username will be the <u>primary</u> email associated with your MED domain or Citrix account, and same password. If you successfully log in, you will see this below:
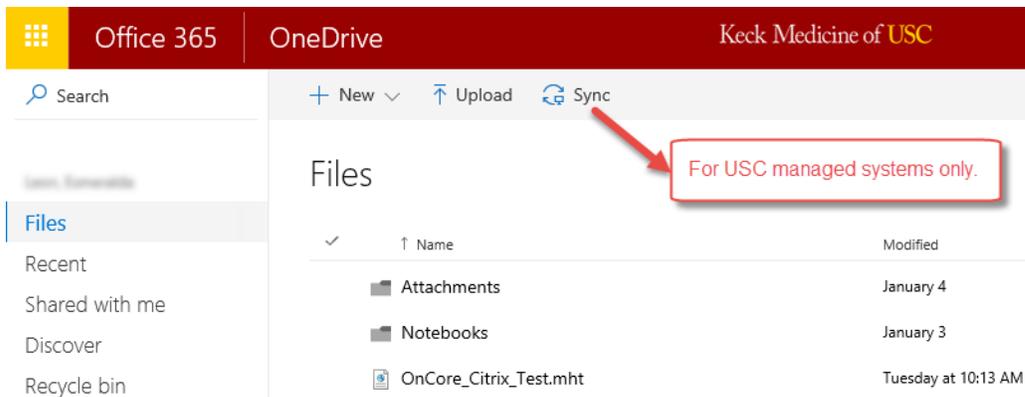
Note: Use of folder Sync option is not permitted on Non-USC managed systems.

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Uploading from local drive to CAFE

1. First from your local browser login to OneDrive with your MED login.
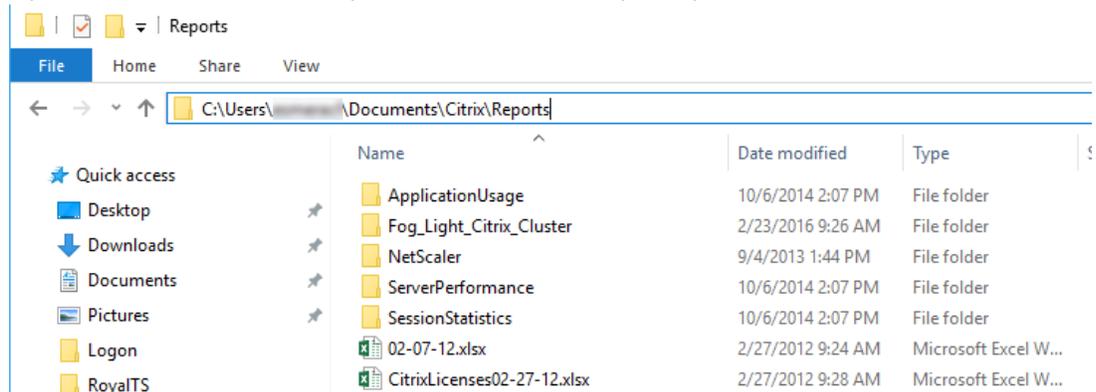   The URL is https://keckmedicine-my.sharepoint.com

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   Sign in with your work or school account

   someone@med.usc.edu

   Password

   ☐ Keep me signed in

   Sign in

2. Now let's upload your file(s) to OneDrive. Once logged in it should default to your Files folder and that is where you can drag and drop files. Follow steps below.
   a. Open the local folder where you have the file(s) on your system.

Name	Date modified	Type
ApplicationUsage	10/6/2014 2:07 PM	File folder
Fog_Light_Citrix_Cluster	2/23/2016 9:26 AM	File folder
NetScaler	9/4/2013 1:44 PM	File folder
ServerPerformance	10/6/2014 2:07 PM	File folder
SessionStatistics	10/6/2014 2:07 PM	File folder
02-07-12.xlsx	2/27/2012 9:24 AM	Microsoft Excel W...
CitrixLicenses02-27-12.xlsx	2/27/2012 9:28 AM	Microsoft Excel W...

   b. Select the file(s) to be uploaded (hold <Ctrl> key when selecting multiple files). Then drag and drop them into the OneDrive Files folder.
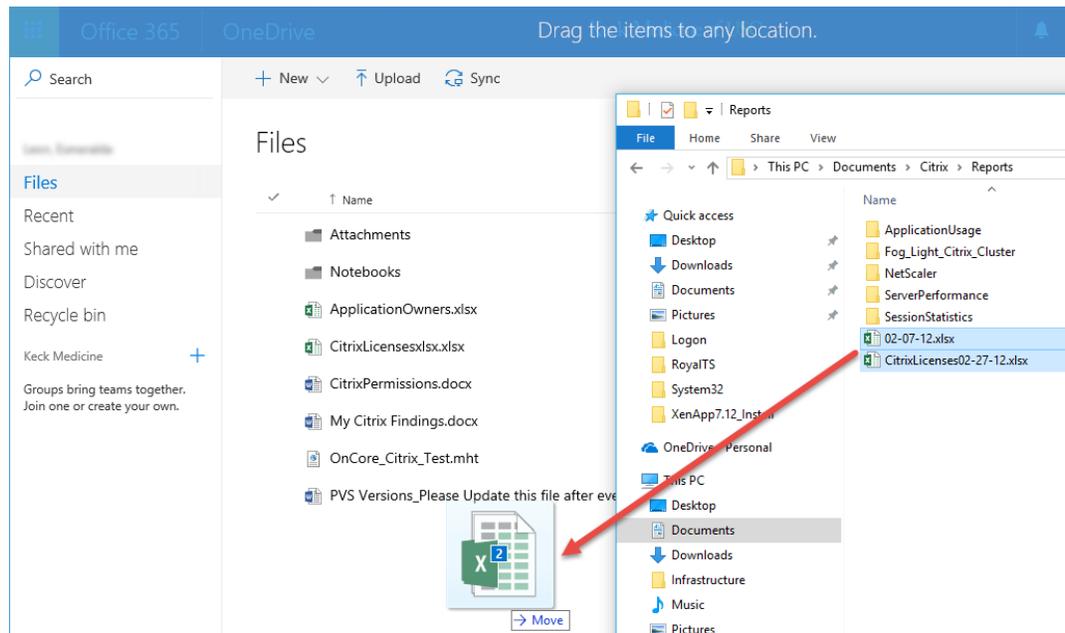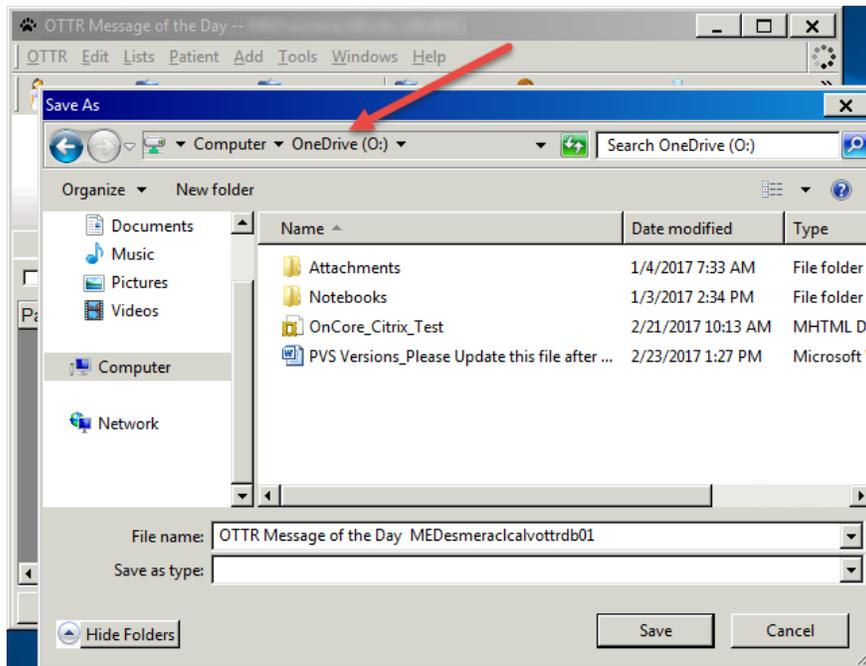
3. Now let's switch to the Citrix application where you can upload the file(s) from the OneDrive O: drive mapping (see image below).
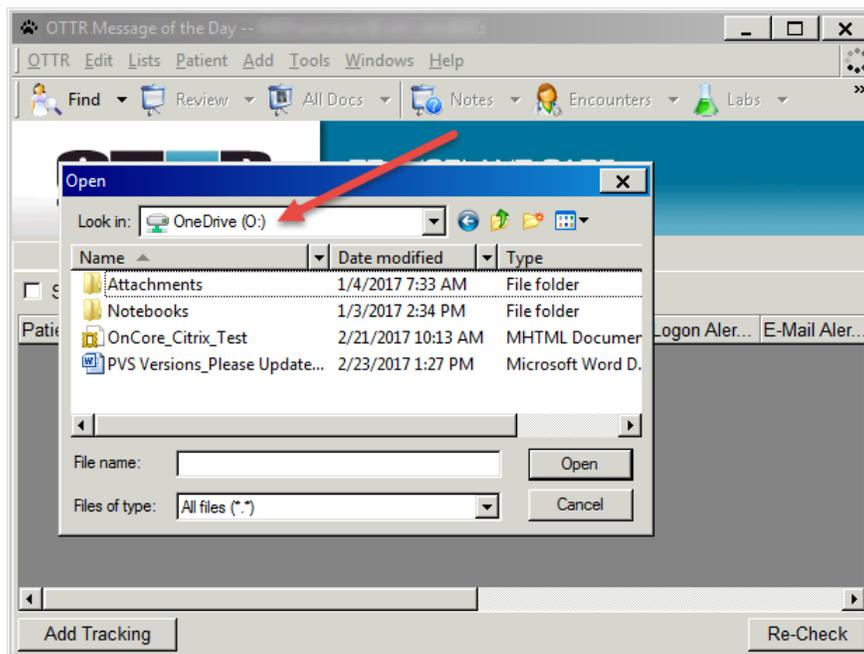
Downloading from CAFE to local drive

1. First from the Citrix application you will need to save/export the file(s) to the O: drive which is your OneDrive mapping (see below).

2. Now from your local browser login to OneDrive at https://keckmedicine-my.sharepoint.com

3. Once logged in it should default to your Files folder. Select the file(s) you need to download to your local drive and click on the Download button as shown below.
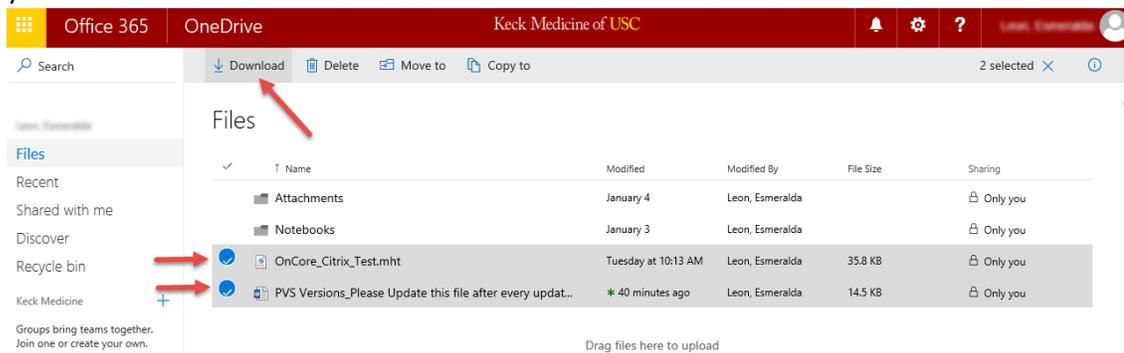

4. If site was not added to pop-up allow list lookout for the pop-up blocker on the bottom of your browser as it could be prompting you to allow the file download.
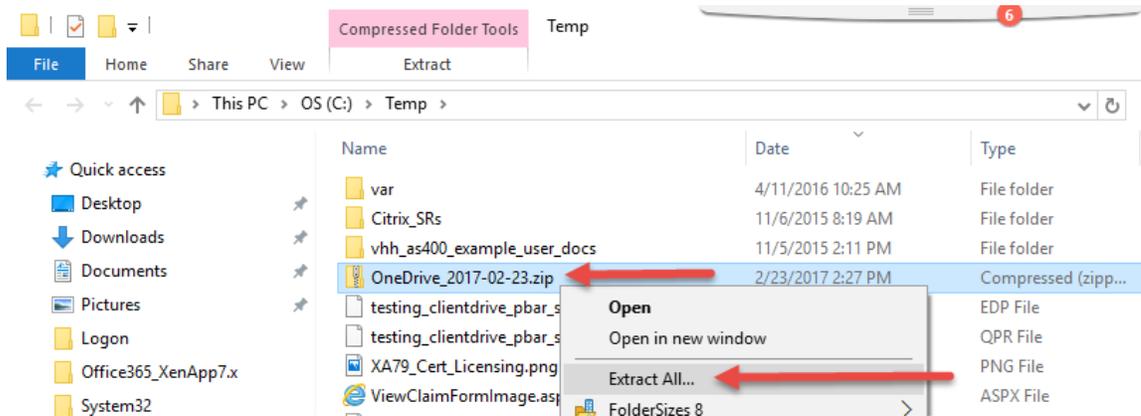

5. At the bottom of your browser choose the Save as option to browse and save the file or .zip folder in the location of your choice.
   Note: If you are downloading multiple files at once they will be compiled in a .zip folder which you can later right click on and extract (step 6).

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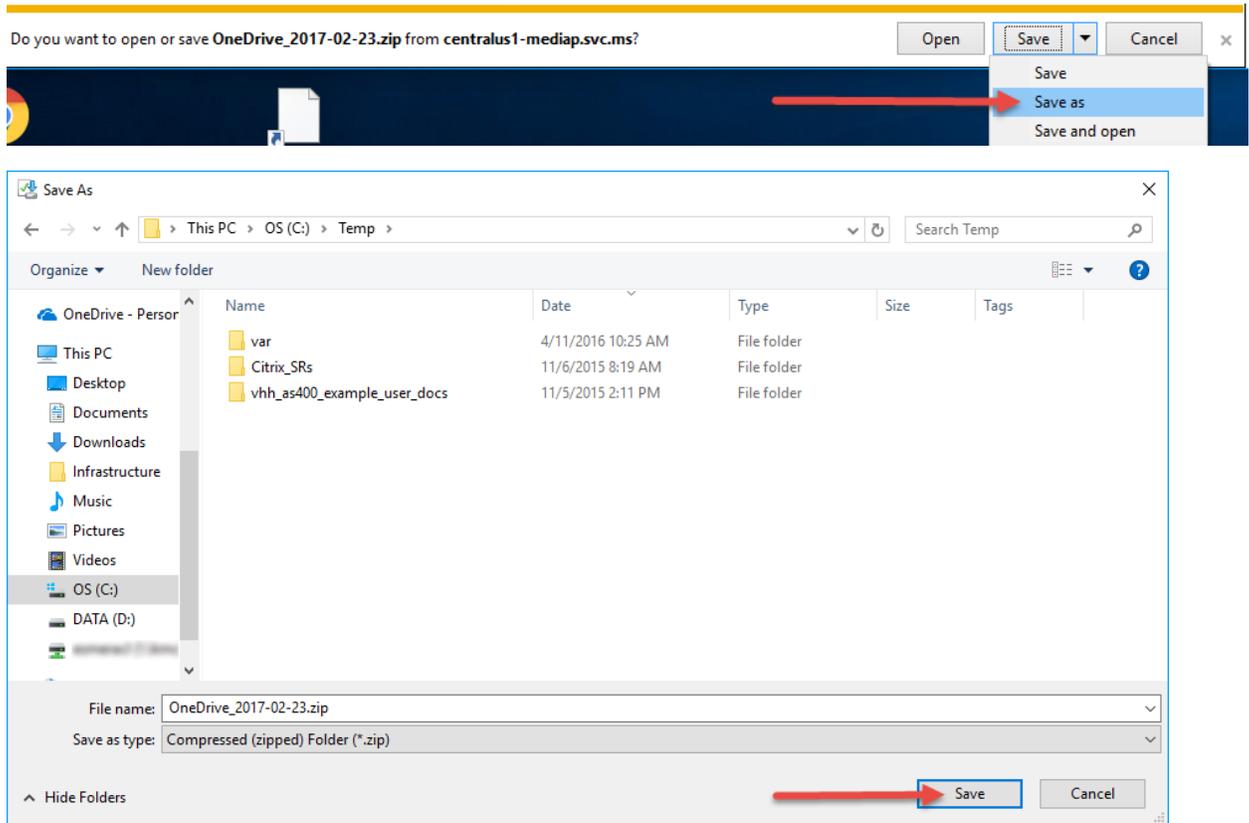
6. Extracting files from compressed .zip folder: Right click on the .zip folder and choose Extract All then Browse to location where you want the files saved and click on Extract.

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Extract Compressed (Zipped) Folders   ✕

Select a Destination and Extract Files

Files will be extracted to this folder:

C:\Temp\OneDrive_2017-02-23   Browse...

☑ Show extracted files when complete

Extract   Cancel